

Apprenticeship Guidance for Schools - FAQs

How will I have access to my funds?

If you would like to take on a new apprentice, or use funds to upskill your existing staff, the cost of training will be funded through the council's digital apprenticeship account. This account will include funds linked to your school's PAYE scheme and levy contributions. If you would like to discuss recruiting an apprentice and accessing your funds, please contact the Apprenticeship Team (apprenticeships@hackney.gov.uk) or alternatively, the HLT OD HR business partner ([Tatiana Pavlovsky](#))

How will I know how much funds I have left?

Hackney Council will be able to advise you on the amount of funding you have available. Funds accrue monthly based on the levy payments made to HMRC through your school's PAYE scheme. Payments for apprenticeship training are made monthly in instalments across the lifetime of the apprenticeship.

Can I hire someone who has already completed an apprenticeship?

Funding restrictions mean that applicants will not be able to undertake an apprenticeship in a subject and level that they already have. For example, if the applicant already holds a Business and Administration apprenticeship at Level 3 (or an A-Level in Business Studies), they could apply for a Level 4 apprenticeship in Business and Administration, but not at Level 3. However, they would be able to apply for a Level 3 apprenticeship in a different subject area. It is inadvisable, in most cases, to recruit a graduate as an apprentice if their degree is in an area related to their apprenticeship.

What happens if the apprentice turns out to be a poor appointment?

Supporting a young person 'to be at work' is an integral part of the apprenticeship programme. Your expectations should be adjusted and you must take into account that many apprentices are transitioning from full-time education into the working world. Guiding them in a mature attitude at work is part of your role. You should still apply the same high standards but offer greater support (and latitude) in achieving those standards. Where an apprentice is failing their probationary period (particularly once you are considering dismissal), involve HR. Consider together the reasons and potential solutions. If necessary, a roundtable meeting between apprentice, manager and HR can be held.

It is essential that you and your apprentice have regular, well-structured review meetings from the outset. At the start of their apprenticeship, apprentices should have more regular reviews than other recruits.

Where there are performance issues with the apprentice, the manager should contact HR, and inform them of the risk to the placement.

Are Apprentices subject to probation in the same way as an employee?

For the probation period managers should ensure as a minimum that they follow the review timeline and probation procedure. This should be supplemented by more regular meetings taking place once a week for the first few weeks. Provided everything is going smoothly after this, these could be reduced to once every 2 weeks.

An apprenticeship is an extended period of learning and development therefore, as a manager, your expectations should be adjusted in relation to performance at the six month period – i.e. end of probation. The apprentice should have made significant progress in developing the skills and behaviours required for the role, they should be working more independently and be completing more challenging tasks that come with a higher level of responsibility. However, it is not reasonable to expect the apprentice to be fully functional at this point, although you might expect this from another member of staff. The apprentice will have at least six more months of their programme to complete during which they will be gaining additional skills and experience and gradually becoming fully competent and autonomous in their role. We advise managers to continue having regular catch ups and reviews after the probation period. These meetings should cover the apprentice's progress with their qualification, their development of new skills and competencies, and their plans and preparation for progression post apprenticeship.

Can we terminate an Apprenticeship?

It is important you support your apprentice and terminating an apprenticeship is not advisable. If you have met regularly with your apprentice and if you can demonstrate you have gone above and beyond to provide the necessary support to the apprentice, you could terminate the apprenticeship contract. We advise you to discuss any terminations with the HLT OD Business Partner prior to making a final decision.

What do I do if the Apprentice stops coming to work?

If the Apprentice fails to show, it is your responsibility to try to get in touch and ensure they are safe. If you are unable to contact the apprentice, you should immediately inform HR, the training provider and terminate the apprenticeship contract with immediate effect.

What if I am a non-community setting with a pay bill of less than £3 million.

How do I access funding?

Funding is available for non-levy paying employers. Employers pay 5% towards to the cost of apprenticeship training and government will pay the rest (95%).

Guidance is available at

<https://www.gov.uk/government/publications/apprenticeship-levy-how-it-will-work/apprenticeship-levy-how-it-will-work#non-levy-paying-employers>