



APPRENTICESHIP OFFER FOR SCHOOLS

DEVELOPING YOUR WORKFORCE



"Choosing the apprenticeship route has given me the opportunity to spend time working with people of all ages which has helped me to develop my confidence and communication. I have gained new skills by choosing this route as well as having the opportunity to gain valuable experiences."

Level 2 Customer Service Apprentice



INTRODUCTION

Apprenticeships are a great way for schools to improve the skills base of their employees. They are a tried and tested way to recruit new staff, and to retrain or upskill existing staff of all ages and levels of experience, in a wide variety of roles.

You can use apprenticeships to provide training that is tailored to the needs and requirements of your school, with learning in the workplace as well as through formal training, to minimise disruption and maximise impact.

Schools should consider apprenticeships as part of **strategic workforce planning**, promoting a **diverse and inclusive workforce** and supporting **recruitment and retention** more widely.

WHY CHOOSE PRIORITY APPRENTICESHIPS?

Our work is to support staff in their transition to the next stage of their career. Throughout a high-quality training programme, we aim to provide them with the skills they need to develop and grow.

Key features of our provision include:

- A bespoke individual training programme to suit the needs of our apprentices
- Education is at the heart of everything we do, which means that we have the experience and expertise to deliver high-quality training



Benefits of choosing an apprenticeship for your staff workforce

- Recruitment and retention
- Development of teams
- Building confidence in day-to-day work
- Opportunity to learn on the job
- Qualifications
- Opportunities for growth and promotion, with your school "growing your own"
- Minimal or no cost (effective use of the apprenticeship levy)
- CPD

"It is fantastic and heart-warming to watch staff develop in confidence, feel valued and enhance their own personal qualities as well as add value to the business. I feel a great sense of pride embracing the Apprenticeship Programme and developing our staff of the future."

Headteacher





"Having the opportunity to work with the apprenticeship scheme has had so many benefits for our organisation and the individual. It has enabled us to employ a focused, dedicated and highly ambitious individual who comes with a clear training plan – something that has enabled them to enhance their skill set and apply their learning in a real-world environment. I can't believe what a good apprenticeship scheme can achieve."

Headteacher

WHAT IS AN APPRENTICESHIP?

There is a range of apprenticeships available to suit your school setting

Anyone can become an apprentice – any age and any experience

Apprenticeships are for existing staff as well as new recruits

Apprentices are paid in accordance with the relevant national minimum wage (although some are paid more, including those already employed by the business)

Government funding is available to support your school

All apprentices receive qualifications in British Values, Prevent and Safeguarding

All apprentices receive Information, Advice and Guidance

We work with employers to ensure apprentices have a minimum of 20% off-the-job training.

Apprenticeship training will last at least 12 months

Apprenticeships cover a range of education levels from Level 2 to Level 6

All apprentices have learning mentors as well as an expert lead on all courses

APPRENTICESHIP OPTIONS FOR SCHOOLS

Schools employ staff in a wide range of roles that align with apprenticeships. Apprenticeships can be accessed by existing staff as well as new recruits, so they are both a way of developing new talent, and retraining or upskilling your current staff. Apprenticeship standards set out the core knowledge, skills and behaviours which apprentices will need to demonstrate to be fully competent in an occupation. Priory Apprenticeships offers a range of apprenticeships for school staff, including:

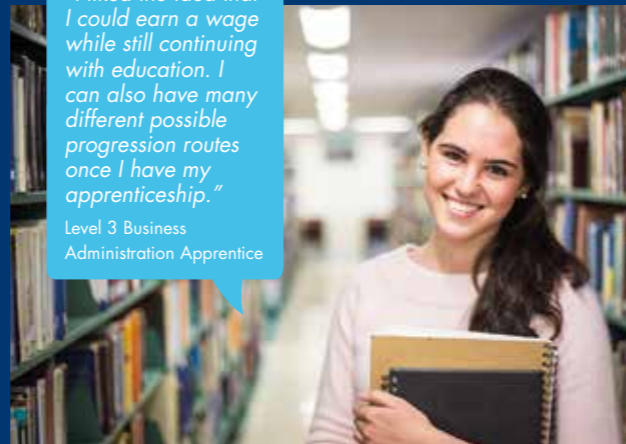
OCCUPATION	APPRENTICESHIP STANDARD	JOB ROLE	
Teaching and teaching support	Teaching Assistant Level 3	Teaching Assistant	
	Laboratory Technician Level 3 NEW FOR 2022	Lab Technician	
Childcare and early education	Early Years Practitioner Level 2	Nursery Nurse or	
	Early Years Educator Level 3	Nursery Teaching Assistant	
Business and administration	Business Administration Level 3	Receptionist	Administrator
	First Line Management (Team Leader) Level 3	Personal Assistant	School Secretary
		Senior Administrator	Office Manager
	HR Support Level 3	Department Leads	Team Supervisor
Specialist Services	Property Maintenance Operative Level 2	HR Administrator	
	IT Solutions Technician Level 3	Site Staff	Caretaker
Professional Services	Coaching Professional Level 5 NEW FOR 2022	IT Technician	
	Careers Development Professional Level 6 NEW FOR 2022	Various	
		Career Leads	

HOW TO RECRUIT AN APPRENTICE

- **For existing staff members looking to complete an apprenticeship, please contact Priory Apprenticeships.**
We will complete the sign-up process, complete the skills scan and register the new apprentice on the apprenticeship programme.
- **For new external apprentices, please contact Priory Apprenticeships.**
We will advertise and recruit your apprenticeship position through the DfE Apprenticeship Service. Following interview, the school will employ the apprentice to recruit with their own HR procedures. We will complete the sign-up process, complete the skills scan and register the new apprentice on the apprenticeship programme.



"I feel like the experience I have gained during my apprenticeship will really benefit me in my future as I have developed my CV and gained so many skills which I can refer to when applying for jobs."
Level 3 Team Leader



"I liked the idea that I could earn a wage while still continuing with education. I can also have many different possible progression routes once I have my apprenticeship."
Level 3 Business Administration Apprentice

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WHAT WE CAN DO FOR YOU...

Speak to us today. We are able to put together a bespoke training package which meets your staff needs.

We want to work with you to develop your staff. We have the experience and expertise to ensure that apprentices learn both theory and its practical application. We are able to support you in spending your apprenticeship levy effectively. Our aim is ensure that all staff within any workplace have routes to improving their contribution to the core purpose of the organisation. We believe strongly in upskilling staff and in allowing employers to recruit and retain staff.

If you feel that you share our ethos and you want to work with us, we would be delighted. Please do not hesitate to contact one of the team.



"If you choose an apprenticeship, you will be working with experienced technicians who will teach you the skills you need. I have learnt many new skills – not just technical skills, but communication and how to respond to different customers in an appropriate way."
Level 3 Infrastructure Technician Apprentice



If you would like to talk to us about apprenticeships or sign up to the process, please contact us.

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