

# LMP Education Apprenticeship Levy Guide 2024

How to use apprenticeship funding  
for effective and impactful learning  
and development.



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**LMP EDUCATION**  
TRAINING PROVIDER

## ABOUT LMP EDUCATION

LMP Education is an award-winning apprenticeship training provider that operates nationwide, bringing effective solutions to staff training and development, as well as the recruitment of new talent through attractive apprenticeship opportunities.

LMP Education is part of the LMP Group. Each company within LMP has the collective mission to inspire ambition and widen horizons.

The intent of each company is to provide opportunities and support social change across the UK. The focus is on education and social impact: working together to bring about positive and sustainable development.



APPRENTICESHIPS AREN'T JUST FOR YOUNG PEOPLE. ANYONE OF ALL AGES, AND AT ALL LEVELS, CAN TRAIN AS AN APPRENTICE.

## WHY CHOOSE US?

LMP Education is a market leader within apprenticeship training for schools but also works extensively with businesses large and small, county councils and charities.

LMP Education delivers training to more than 1000 organisations in England and works with many of the largest multi-academy trusts across the UK.





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## LMP VALUES

The LMP Group is made up of 3 separate companies but brought together by a collective mission to inspire ambition and widen horizons. LMP provides opportunities and supports social change across the UK. The focus is on education and social impact; working together to bring about positive and sustainable development. LMP is values-based organisation and in everything we do we aim to embrace our four core values.

BE INSPIRING  
TAKE ACTION  
HAVE COMPASSION  
ENSURE EQUALITY

Our training offer is vibrant and engaging. We deliver a wide range of training programmes, through our blended learning approach which is tailored to each learners' needs. LMP Education delivers apprenticeships, short courses, CPD, adult education and employability support programmes.



“ We were unsure which training provider to work with initially, until we came across LMP we were really impressed with what they offered and felt their apprenticeship scheme could help us with our systematic approach to school improvement.

We feel they understand our trust and have the flexibility to adapt to our changing needs such as when taking on new academies. LMP are always there to help and they make sure they upskill the new staff as well which is vitally important for us. We also work very closely making sure the courses they offer fit in with our strategic planning and over the duration of our partnership LMP have trained more than 90 apprentices across 32 academies in the North of England.

**SUSAN DEAN**  
Workforce Planning Officer  
Outwood Academies Trust



“ We are now very proud and delighted that we have over 400 apprentices in Oasis! It is one of our greatest achievements and thanks to our partnership with LMP Education that has made this possible.

We care deeply about the destinations of every one of our young people and working in partnership with LMP, we can be assured they will have a great future.

**JOHN MURPHY**  
CEO  
Oasis Community Learning



# WHAT OUR LEARNERS SAY



“

I studied the Level 3 apprenticeship in Supporting the Delivery of PE and School Sport with LMP, and have stayed on to study my Level 5 Diploma in Education and Training. One thing I have loved about the course is that it has opened up my options to help me pursue a career within sport and PE.

I am very grateful for the opportunities that LMP and my apprenticeship have given me and they have helped me get a career in an area that I love!

**ELLIE BIDGOOD**  
Learning and Skills Teacher  
Level 5 Apprentice



“

I started my apprenticeship working at Cowes Enterprise College on the Isle of Wight. I was fortunate to be taken on at Cowes Enterprise College where I could be supported through my Level 3 Business Administration qualification.

At the end of my first year I achieved a distinction in my apprenticeship and have gained the experience and confidence to fulfil my current professional role. All of which I could not have achieved without the fantastic support of LMP, OAT and the staff at Cowes Enterprise College.

**ELLIE JOHNSON**  
Business Administrator  
Level 3 Apprentice



86%

**OF EMPLOYERS AGREE OR STRONGLY AGREE THAT APPRENTICES HAVE MADE A POSITIVE IMPACT TO THEIR ORGANISATION**

91%

**OF LEARNERS SAID THAT THEY FELT SUPPORTED DURING THEIR APPRENTICESHIP**

100%

**OF LEARNERS SAID THEY FEEL OR KNOW HOW TO STAY SAFE**

94%

**OF LEARNERS AGREE THAT THEIR APPRENTICESHIP IS DEVELOPING THEM IN THE WORKPLACE**

89%

**OF EMPLOYERS AGREE THEIR APPRENTICE IS DEVELOPING THE NEEDED SKILLS TO SUPPORT THEIR BUSINESS**

88%

**OF LEARNERS SAID THEY ARE ENJOYING THEIR APPRENTICESHIP**

**\*SOURCE - LMP Employer and Apprentice Survey October 2022**





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# LMP EDUCATION APPRENTICESHIP STRATEGY

We would definitely recommend LMP to others for both the seamless, effective manner in which they work and for the quality of applicants they recruit.



## NON-EXCLUSIVE CONTRACT

- Strategy meeting to outline overview of programmes and expectations
- Access to Smart Assessor
- 1:1 delivery of programmes with one of our tutors based nationwide
- Course listing with logo
- Course 2 pagers and infographics on off the job training
- Quarterly updates on a number of learners on programmes and successful completion
- Cohort-based delivery
- Added value programme on a first come first served and one place per site
- An account manager assigned to deal with your enquiries
- Free assisted recruitment service

## EXCLUSIVE CONTRACT

- Half-day strategy meeting and PDP Map planning- Every 6 months.
- LMP Trust marketing package including:
  - Co-Branded Levy Guide
  - Course listing with logos
  - Monthly bulletin updates for central team to distribute, co-branded
  - Informative flyers explaining benefits of apprenticeships for recruitment and upskilling
  - Co-branded course flyers
- Bespoke course spotlights delivered by our tutors through webinars.
- Exclusive delivery days for your staff only on our added value programmes including:
  - Full day DSO Safeguarding Level 3
  - Full day Mental Health Youth Champion Award (If Applicable)
  - Cohort based delivery
  - Option for facilities programmes Level 2 and Level 3
  - Programme building with internal courses
- A dedicated email account which will be managed 08:00-17:00 Monday-Friday to support trust wide apprenticeship queries
- A dedicated full time account manager to implement your strategy
- Participation and full support at any charity or fundraising events
- Full CEIAG for your school leavers to include attendance at career fairs and delivery of IAG on apprenticeships within assemblies, all working towards the baker clause
- Full guidance on funding opportunities and streams to benefit your trusts
- Free full recruitment service







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# LMP EDUCATION ADDED VALUE PROGRAMMES

## MENTAL HEALTH:

Mental health is taken incredibly seriously here at LMP Education and find it very important that all our employees and people we work with can share their mental health state in a safe environment where we will give you the right support and advice.

Each Apprentice that we train we make sure that we call at least once a month checking in on their mental well being, seeing how their feeling and if there enjoying their Apprenticeship. They will also have monthly meetings with there individual tutor who will always check in with them.

## SAFEGUARDING

Safeguarding is of massive importance here at LMP Education, we believe that:

- That the safety and welfare of children, young people and vulnerable adults should always be of paramount importance, whatever the circumstances.
- That everyone with a role in working with children, young people and vulnerable adults has a moral and arguably a legal responsibility to safeguard.
- That special care is needed in dealing with children, young people and vulnerable adults whose age, inexperience or physical state makes them particularly vulnerable to abuse.

We offer a one day Safeguarding course to ensure that members of staff at your establishment have access to the correct accreditation required for their role. It is run by an expert facilitator who specialises in Safeguarding for members of your establishment. Attendees will better understand how to proactively identify and handle concerns about a child's welfare.





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## WHAT CAN I SPEND THE LEVY ON?

The apprenticeship levy can only be spent on apprenticeship training and assessment. The Trusts levy funds can be used to upskill existing staff as well as training new. LMP Education uses a blended delivery model, combining remote, online and work-based teaching and learning. Their delivery model is built to suit the needs of the apprentice and employer.

Apprenticeships are a great way to upskill existing staff and aid their continued professional development. If you are upskilling an existing member of staff with apprenticeship training, salary is unaffected.



# APPRENTICESHIP PROGRAMMES 2024

These programmes are available nationwide to upskill your existing workforce or recruit a new apprentice using our free assisted recruitment service.



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## TEACHING & EARLY YEARS APPRENTICESHIPS

|  | Level | Practical Period     | EPA | Typical Duration | Funding Value |
|--|-------|----------------------|-----|------------------|---------------|
| Teaching Assistant                           | 3     | 14                   | 2   | 16               | £7,000        |
| Teaching Assistant SEND Pathway              | 3     | 14                   | 2   | 16               | £7,000        |
| Sports Teaching Assistant                    | 3     | 14                   | 2   | 16               | £7,000        |
| Early Years Educator                         | 3     | 16                   | 3   | 19               | £6,000        |
| School Staff & Community Wellbeing Champion  | 3     | 14                   | 2   | 16               | £7,000        |
| Higher Level Teaching Assistant              | 4     | Commercial Programme |     | 9                | £450          |
| Higher Level Teaching Assistant SEND Pathway | 4     | Commercial Programme |     | 9                | £550          |
| Early Years Lead Practitioner                | 5     | 20                   | 6   | 26               | £8,000        |



## FINANCE APPRENTICESHIPS

|   | Level | Practical Period | EPA | Typical Duration | Funding Value |
|---|-------|------------------|-----|------------------|---------------|
| Accounts or Finance Assistant (AAT) <i>*starting March 2024</i>   | 2     | 14               | 3   | 17               | £6,000        |
| Assistant Accountant (AAT) <i>*starting 28th February 2024</i>    | 3     | 17               | 3   | 20               | £12,000       |
| Professional Accounting (AAT) <i>*starting 29th February 2024</i> | 4     | 21               | 3   | 24               | £8,000        |



## BUSINESS & PROFESSIONAL APPRENTICESHIPS

|  | Level | Practical Period | EPA | Typical Duration | Funding Value |
|--|-------|------------------|-----|------------------|---------------|
| Business Administrator                                   | 3     | 14               | 2   | 16               | £5,000        |
| Team Leader or Supervisor                                | 3     | 14               | 2   | 16               | £4,500        |
| HR Support   | 3     | 17               | 3   | 20               | £4,500        |
| Library, Information & Archive Services Assistant (LIAS) | 3     | 17               | 3   | 20               | £6,000        |
| School Business Professional                             | 4     | 17               | 2   | 19               | £6,000        |
| Operations or Departmental Manager                       | 5     | 17               | 3   | 20               | £7,000        |

[CLICK TO SCHEDULE A MEETING TO DISCOVER MORE](#)

5-11 FEBRUARY 2024

#NAW2024

**IT'S NATIONAL APPRENTICESHIP WEEK**

020 3836 4380

[INFO@LMPEDUCATION.ORG](mailto:INFO@LMPEDUCATION.ORG)  
[WWW.LMPEDUCATION.ORG](http://WWW.LMPEDUCATION.ORG)



# HOW CAN I TAKE ON NEW APPRENTICES?

LMP Education offers a free assisted recruitment service. We are able to advertise apprenticeship vacancies for free across a number of recruitment platforms, including the Government site for apprenticeships. We take care of the pre-screening process and check applicants eligibility before sending them over for consideration. We can help organise interviews along with any standard safer recruitment checks.

It is a free service, whereby LMP Education simply source and screen the candidates before forwarding them onto you for interview. It is recommended that you also use your usual channels for recruitment and do not rely solely on this service. If you are upskilling an existing member of staff with apprenticeship training, salary is unaffected.

When recruiting someone new, the wage for an apprentice is purely down to your budget. The current minimum wage rate for an apprentice is £5.28 per hour. This rate applies to apprentices under 19 and those aged 19 or over who are in their first year. They must be paid at least the minimum wage rate for their age if they are an apprentice aged 19 or over and have completed their first year.

You could also gain a **£1,000** incentive payment the government provides for new 16-18-year-old apprentices and those aged under 25 with an Education, Health and Care Plan (EHCP).



# OUR CAREER DAYS AND RECRUITMENT DAYS

We also offer career and recruitment days, these are focused on meeting as many young people and telling them about the services we provide and how we can help them going forward finding them the right programme depending on their needs and career path they want to go down.

In the recruitment days we give everyone who comes along the chance to talk to us separately and have an interview talking about why they would like to come on one of our courses while we tell them what we can do for them.

We run these events regularly every year but had to come to a halt with them due to the pandemic, however with us now out of lockdown we are back to running these events and look forward to seeing all our potential future candidates that our companies we work with will be able to recruit as trainees and apprentices.



# OUR ASSISTED RECRUITMENT SERVICE

LMP Education is able to advertise your vacancies on a number of popular platforms, we also take care of the pre-screening process where we check applicants eligibility before sending over a shortlist to your vacancy manager. Each year we recruit thousands of apprentices into support roles. When you advertise a training programme alongside a job role, you attract more talent. Our recruitment service is completely FREE for you as an employer. Typically, we recruit the following:

- Teaching Assistant
- Early Years Educator
- IT Solutions Technician
- Laboratory Technician
- Sports Coach
- Digital Marketer
- Accounts Assistant
- Business Administrator
- Content Creator
- Wellbeing Champion



# WHAT IS THE LEVY?

The apprenticeship levy is a levy on large employers to fund apprenticeship training that must be delivered by an approved training provider. The levy is paid into a central digital Apprenticeship service account and is charged at a rate of 0.5% of an employer's pay bill.

YOUR ORGANISATION  
PAYS THE LEVY

MAKE SURE YOU  
BENEFIT FROM THIS  
FUND.

The levy is paid into the account on a monthly basis and automatically receives a 10% contribution top up from the government. Funds must be used within 24 months else they expire. It is important you make best use of the funds for staff training and development so that you do not risk losing them.

LMP Education can run through bespoke funding sessions with you and your team to explain the benefits of utilising your Levy Fund.



# FREQUENTLY ASKED QUESTIONS

- **WHO IS ELIGIBLE FOR AN APPRENTICESHIP?**

In order to be eligible for an apprenticeship you need to hold a C/4 or equivalent in Maths and English. We can accommodate functional skills for those who only have one exemption.

- **WHO CAN DO AN APPRENTICESHIP?**

Anyone in England aged 16 years old and above, whether employed, unemployed or leaving school, there is no upper age limit.

- **HOW MANY APPRENTICESHIP COURSES DO WE OFFER?**

We have an extensive portfolio of apprenticeship training programmes with new programmes being added throughout the year.

- **WHAT TYPES OF APPRENTICESHIPS ARE AVAILABLE AT LMP EDUCATION?**

- Level 2: Intermediate Level Apprenticeship (equivalent to five A\* GCSEs)
- Level 3: Advanced Level Apprenticeship (equivalent to two A-Levels)
- Level 4 and 5: Higher Apprenticeship (Foundation degree level)







## HOW IS TRAINING DELIVERED ?



LMP Education delivers the apprenticeship training in compliance with the ESFA's funding rules and Ofsted's Education Inspection Framework guidelines.

It is important to note that these rules state that "the apprentice spends at least 20% of their time in off the-job training" and this does not include the time needed for English and maths delivery (if required) where more time must be allowed.



Through a blended teaching plan, LMP Education works with you to create an individual learning timetable for each apprentice to ensure they meet the 20% off-the-job training requirement and the ability to develop the required knowledge, skills and behaviours.

We also discuss curriculum intent and sequencing to ensure the relevance of the learning to the needs of your organisation and the job role of the apprentice.

## WHAT IS 20% OFF THE JOB TRAINING?

It is the “off-the-job” training which is received by the apprentice, during the apprentice’s normal working hours, for the purpose of achieving the knowledge, skills and behaviours of the approved apprenticeship referenced in the apprenticeship agreement.

Off-the-job training must be directly relevant to the apprenticeship. It can include the following the teaching of theory, practical training, shadowing, mentoring, industry visits, and participation in competitions or learning support and time spent writing assessments/assignments.

The tutors at LMP will work with you to create a plan for your staff members to ensure they meet all the requirement of the 20% off-the-job training in a way that will have a positive impact on both the development of the learner and the workplace.





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## RECENT ACCREDITATIONS

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### INVESTORS IN PEOPLE GOLD AWARD

Winning the Investors in People Gold Award was an incredibly proud achievement for LMP. Investors in People commented our values are "Completely embedded in the business practice and are at the heart of everything they do."

The Directors of Investors in People couldn't be prouder of the "Social impact we have as an organisation and the drive to create opportunities for as many people as possible to inspire their ambition and widen their horizons – for both our learners and employees."



### RATE MY APPRENTICESHIP AWARD

This year we were delighted to be a finalist in the Rate My Apprenticeship 'Best Training Providers in the UK 2023/24' awards.

This award is for training providers who go above and beyond on their delivery on apprenticeship qualifications and is based solely from reviews on the Rate My Apprenticeship website.





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# RECENT ACCREDITATIONS

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## OFSTED

Being rated Ofsted good is something we are incredibly proud of and showed recognition of everything we do right as an organisation.

In Ofsted's report they quoted this: "The majority of apprentices receive good support to move into employment. They either remain with their employer when they achieve their qualification or receive effective support to find new employment."



## LEADERS IN SAFEGUARDING

Safeguarding is a huge part of LMP so being awarded the Leaders in Safeguarding Gold Award in June 2023 was a massive achievement showing how effective and robust our safeguarding arrangements are.

It is awarded to organisations in recognition of their provision, practice and commitment to keep children, young people and vulnerable adults safe.





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## RECENT ACCREDITATIONS

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### BEST COMPANIES & MAT PARTNERS

LMP received a 2 Star Outstanding in the Best Companies awards 2022. We were also a winner of Further Education Vocational Education Provider at the Education Investor Awards 2023 and an official MATA and NAMAT partner.



## HOW TO GET IN TOUCH

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You can get in touch with us via phone, email and our live chat on our website where you can speak directly with a member of the team.



**020 3836 4380**



**info@lmpeducation.org**



**www.lmpeducation.org**

