



Department
for Education



LMP EDUCATION
TRAINING PROVIDER

APPRENTICESHIP LEVY GUIDE FOR SCHOOLS & MATS

How to use apprenticeships and levy
funding to meet your staffing needs.





CONTENTS

Introduction to the apprenticeship levy	4
What are apprenticeships?	4
Who can do an apprenticeship?	5
Who is eligible for an apprenticeship?	5

Understanding the apprenticeship levy and how it works	7
--	---

Upskill and develop your staff using the apprenticeship levy	9
--	---

Develop your apprenticeship strategy	10
--------------------------------------	----

About LMP Education	11
---------------------	----

Apprenticeship programmes available from LMP Education	13
--	----

What to expect from LMP Education	14
-----------------------------------	----

Free assisted recruitment service	15
-----------------------------------	----

Let's work together	16
---------------------	----

INTRODUCTION TO THE APPRENTICESHIP LEVY

The Apprenticeship Levy, implemented by the UK Government in April 2017, mandates contributions from all employers with a wage bill exceeding £3 million.

While this requirement covers many schools, many are unaware of the extent of their contributions or the procedures for accessing their allocated funds.

Schools affiliated with larger employer entities, such as local authorities or multi-academy trusts (MATs), may potentially access substantial funds.

WHAT ARE APPRENTICESHIPS?

Apprenticeships provide an excellent way for schools to either bring in fresh talent or enhance the skills of their current staff.

A diverse range of apprenticeships are available ranging from level 2 (GCSE) to level 6/7 (degree level). Apprentices are employed by the school, acquiring on-the-job training that familiarises them with the school environment. Additionally, they dedicate time to learning to enhance their formal knowledge.

Apprenticeships can be used to develop talent as part of a People and Talent Strategy and also for Continued Professional Development.

Schools and MATs employ lots of different roles, and numerous apprenticeships are available for training or up skilling staff.

Various apprenticeship training programmes may be relevant to your school such as support staff e.g. teaching assistants, wellbeing champions, school business managers, finance and library assistants.



WHO CAN DO AN APPRENTICESHIP?

Apprenticeships allow people of all ages to earn while they learn and gain the skills they need to build a rewarding career.

Apprenticeships are available to individuals aged 16 and above who seek to learn through practical experience while working. Apprenticeships allow people of all ages to earn while they learn and gain the skills they need to build a rewarding career. They're often pursued by young adults but they're also open to people of any age who want to learn new skills or change careers.

Apprenticeships are a flexible way to train staff in a recognised qualification, and you can customise the training to suit your school too.

WHO IS ELIGIBLE FOR AN APPRENTICESHIP?

To be eligible for an apprenticeship you need to hold a GCSE C/4 or equivalent in maths and English.

For level 3 apprenticeships and above, where these are not held Functional Skills Level 2 (maths and English) can be embedded into the programme.

For level 2 apprenticeships, a lower threshold applies, more information available on request from LMP Education. Anyone in England aged 16 years old and above, whether employed, unemployed or leaving school can do an apprenticeship.

There is no upper age limit to do an apprenticeship. Apprenticeships are a flexible way to train staff in a recognised qualification, and you can customise the training to suit your school too.



HOW DOES THE LEVY WORK FOR YOUR SCHOOL?

Depending on how your school is run, the apprenticeship levy will work differently for different types of schools and multi-academy trusts.

1

ACADEMIES AND MULTI-ACADEMY TRUSTS

The trust is going to be your employer, and they're likely to pay the apprenticeship levy. You'll need to contact with your trust head office to confirm you receive the relevant funding and it's managed as effectively as possible. There may well be a centralised apprenticeship strategy in place across the trust.

2

VOLUNTARY-AIDED SCHOOLS

If your governing body's pay bill is over £3 million, they'll need to pay the levy. To access the funds, you'll need to contact your governing body and see how much allocation is available. Some VA schools can access the levy via their local authority, this will need to be discussed with them directly, however, LMP can support these discussions.

3

COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS

If your local authority's pay bill is over £3 million, they'll need to pay the levy. Your LA should let you know how much levy you have available to spend each year. If you're unsure how to access the funds, contact them to find out.

ACHIEVING THE PUBLIC-SECTOR MANDATE

To meet the public-sector requirement, all public-sector bodies with a workforce exceeding 250 employees must have at least 2.3% of their total headcount comprised of new apprentices.

If your school employs fewer than 250 staff members, this obligation does not apply. However, if your school is part of a multi-academy trust (MAT) that collectively employs over 250 individuals, it is advisable to verify the compliance status with the trust.

UNDERSTANDING THE APPRENTICESHIP LEVY AND HOW IT WORKS

The apprenticeship levy is a contribution required from employers with a pay bill exceeding £3 million.

The levy is paid into a central Digital Apprenticeship Service (DAS) account at a rate of 0.5% of the total annual pay bill. Employers manage their levy funds through a DAS account dedicated to apprenticeship training expenditures.

While only larger organisations pay the levy, the funds it generates also support apprenticeship training for smaller employers interested in taking on apprentices.

- The levy is paid into the DAS account monthly
- You automatically receive a 10% contribution top up from the government. Apprenticeship training can only be delivered by an approved training provider
- Levy funds can only be used to pay for training apprentices to achieve qualifications as part of an approved apprenticeship training programme
- Funds must be used within 24 months, or they expire



We have been working in partnership with LMP Education for 6 years to deliver apprenticeship strategies aligned to career development and growth. Together we have supported over 450 apprentices across OAT.”

Ormiston Academies Trust



WHEN IS THE APPRENTICESHIP LEVY PAYABLE?

All eligible employers pay the 0.5% apprenticeship levy amount at the end of every month.

This is collected automatically by HMRC through the employer's PAYE system.

WHO CAN USE THE APPRENTICESHIP LEVY?

The apprenticeship levy can only be used for schools and MATs in England, as the legislation differs across the devolved nations.

This is why levy-funded apprenticeships must work at least 50% of their time within England. The amount of levy available is directly linked to the proportion of employees living in England.

WHAT CAN THE LEVY BE SPENT ON?

The apprenticeship levy can only be spent on apprenticeship training and assessments.

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

WHAT ARE THE LEVY REFORMS FROM 1ST APRIL 2024?

- £60 million new investment to enable up to 20,000 more apprenticeships Fully funding training costs for new apprentices aged 16 to 21 hired by SMEs
- Increased amount of levy funds that large employers can transfer to support other businesses
- Removal of co-investment costs from non-levy paying employers for apprentices under the age of 22
- An increase in the levy transfer cap from 25% to 50%
- The DfE budget for apprenticeships increasing to over £2.7 billion from next year



We feel LMP Education understand our trust and has the flexibility to adapt to our changing needs such as when taking on new academies. The LMP team are always there to help and assist in onboarding the new staff as well as up skilling existing team members, which is vitally important for us. We also work very closely to make sure the apprenticeship programmes fit in with our strategic planning. To date, LMP has trained more than 90 apprentices across 32 academies in the North of England.”

Workforce Planning Officer | Outwood Grange Academies Trust

UPSKILL AND DEVELOP YOUR STAFF USING THE APPRENTICESHIP LEVY

DID YOU KNOW 55% OF SCHOOLS AND MULTI-ACADEMY TRUSTS DO NOT HAVE AN APPRENTICESHIP STRATEGY AND DON'T FULLY UTILISE THEIR LEVY?

This means you could be missing out on valuable opportunities to develop career pathways for your existing staff or recruit new talent at no additional cost.



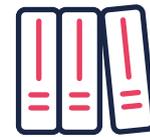
School Finance



School Business Manager



School Librarian



Business Administration



School Reception



Wellbeing Champion



Teaching Assistant



Early Years



“We are now very proud and delighted that we have over 250 apprentices in Oasis! It is one of our greatest achievements and it is 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.”

CEO | Oasis Community Learning

DEVELOP YOUR APPRENTICESHIP STRATEGY



LMP EDUCATION HAS PARTNERED OVER 750 MULTI-ACADEMY TRUSTS AND SCHOOLS TO SUPPORT APPRENTICESHIP STRATEGY DEVELOPMENT AND IMPLEMENTATION.

Your apprenticeship strategy is key to addressing skills gaps and ensuring future ready skilled workers.

Apprenticeships can shape your team into skilled professionals tailored to your evolving needs. This strategic approach fills short-term skills gaps, nurtures long-term future leaders, and fosters a workforce that's prepared to meet future challenges.

APPRENTICESHIP STRATEGY OUTLINE

- Apprenticeship strategy meetings to set aims and objectives
- Personal development planning mapping
- Apprenticeships within the People & Talent Strategy Apprenticeship
- Levy funding and budgeting
- Tailored programmes to meet the school or trust needs
- Production of marketing material e.g. co-branded guides and leaflets
- Launch apprenticeship offer to existing staff
- Monthly communications for the central team to distribute
- Exclusive delivery days for staff
- Mental Health & Safeguarding
- Teaching Assistant Development Programme
- Bespoke CPD training for school staff Quarterly learner and assessor updates
- Free assisted recruitment service to recruit new talent
- Dedicated account management and support from LMP Education
- CEIAG for school leavers including careers fairs and assemblies
- Regular reviews and reporting



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. We intend 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.

OUR AWARDS & ACCREDITATIONS



OUR VALUES



Have
Compassion



Take
action



Ensure
Equality



Be
Inspiring

OUR PURPOSE

**CREATING INSPIRATIONAL
JOURNEYS AND DELIVERING
EXCELLENCE IN LEARNING**

OUR MISSION

ENSURING EVERY LEVY PAYER USES THEIR FUNDING FOR EFFECTIVE AND IMPACTFUL LEARNING AND DEVELOPMENT WITHIN THEIR ORGANISATION.

As the leading apprenticeship provider in the educational sector, we specialise in supporting schools and MATs through the delivery of our high-quality training programmes.



LMP Education is an official Multi Academy Trust Association (MATA) partner which exists to support the growing community of Trust leaders with a service that allows members to collaborate and network with one another.



We are delighted to member of the National Association of Multi-Academy Trusts (NAMAT). A unique online forum established to bring together Education trust leaders from across the UK enabling discussion and debate on all aspects of trust life.



We found that the quality of candidates is better through LMP Education. We have used apprentices for some time and the pre-screen which LMP carry out means that interviews are of a good standard and productive. Ultimately this is a better use of leaders' time and ensures that the school gets the right person."

Head Teacher | Greater Manchester Academies Trust

APPRENTICESHIP PROGRAMMES AVAILABLE FROM LMP EDUCATION

WE HAVE AN EXTENSIVE PORTFOLIO OF APPRENTICESHIP TRAINING PROGRAMMES WITH NEW PROGRAMMES BEING ADDED THROUGHOUT THE YEAR.

LMP Education is the UK's leading provider of apprenticeships to schools and multi-academy trusts.

CURRENT PROGRAMMES AVAILABLE

TEACHING & EARLY YEARS APPRENTICESHIPS

- Teaching Assistant Level 3
- Teaching Assistant SEND Pathway Level 3
- Sports Teaching Assistant Level 3
- Early Years Educator Level 3
- School Staff & Community Wellbeing Champion Level 3
- Early Years Practitioner Level 2
- Early Years Lead Practitioner Level 5

FINANCE APPRENTICESHIPS

- Accounts or Finance Assistant AAT Level 2
- Assistant Accountant AAT Level 3
- Professional Accounting Level 4

BUSINESS & PROFESSIONAL APPRENTICESHIPS

- Business Administrator Level 3
- Team Leader or Supervisor Level 3
- HR Support Level 3
- Library, Information & Archive Services Assistant Level 3
- School Business Professional Level 4
- Operations or Departmental Manager Level 5

COMMERCIAL PROGRAMMES ALSO AVAILABLE

- Higher Level Teaching Assistant Level 4
- Higher Level Teaching Assistant SEND Pathway Level 4

WHAT TO EXPECT FROM LMP EDUCATION

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).

LMP Education can support your apprenticeship strategy implementation and help create meaningful career pathways for your school and trust staff.

We have 10+ years of experience in delivering apprenticeship training specifically for the education sector. We work with some of the largest multi-academy trusts in the country as well as schools, academies and nurseries of different sizes.

Our team of dedicated professionals can help you with a tailored strategy that fits within your own school/trust aims and objectives.

AND THE BEST PART, THIS SERVICE IS AVAILABLE TO YOU AT ZERO COST!

- Leading nationwide apprenticeship training provider
- Specialists in the education, early years and school sector
- Vibrant and engaging learning for all apprentices
- Blended and remote teaching and learning
- Tailored learning plans for each individual
- Experienced tutors and delivery support team
- Designated safeguarding officers, policies and procedures



91%

of learners said they feel supported on their



94%

of learners agree their apprenticeship is providing career



89%

of schools agree their apprentice is developing skills needed to support growth

FREE ASSISTED RECRUITMENT SERVICE

LMP Education can advertise your vacancies on many 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 school support roles.

- FREE recruitment service for all schools and trusts
- Fast and efficient service (2-4 week turnaround)
- Job ads can be live within 24 hours of receiving the job description
- Candidates screened within 48 hours
- High candidate success rate
- Specialist in the education sector



When I contact LMP we receive a great bank of candidates, and they provide a fast and efficient service to help us recruit. I would recommend LMP their communication is excellent, and they provide great support."

Head Teacher | Oasis Academy Boulton



LMP EDUCATION
TRAINING PROVIDER

LET'S WORK TOGETHER

**TO DISCUSS HOW TO BEST USE
APPRENTICESHIPS AND LEVY
FUNDING TO MEET YOUR STAFFING
NEEDS PLEASE GET IN TOUCH.**

Contact our apprenticeship specialists at LMP Education today.



**SCAN TO BOOK
A CONSULTATION**

Tel. 020 3836 4380
INFO@LMPEDUCATION.ORG
LMPEDUCATION.ORG

Follow us

LMP Education is part of LMP Group and Supporting Education Group.