



Apprenticeship Levy Policy

“Learning together, to be the best we can be”

1. Aims

- 1.1. This policy sets out the framework for how apprenticeships are managed and operated for all academies within Nexus Multi Academy Trust.
- 1.2. This policy aims to ensure that the Multi Academy Trusts funds are used in accordance with the law and Academy Trust Handbook.
- 1.3. The Trust will ensure the [apprenticeship funding rules](#) are met and that value for money (economy, efficiency and effectiveness) is achieved.

2. Introduction

- 2.1. From April 2017, the Government introduced an initiative where larger employers have to pay [a levy](#) towards investing in training for apprentices.
- 2.2. The apprenticeship levy, which came into force through the Finance Act 2016, requires all employers operating in the UK with a pay bill of over £3 million each year to invest in apprenticeships.
- 2.3. The levy is 0.5% of the pay bill, with an allowance offset against this payment. The levy is taken by HMRC via payroll each month.
- 2.4. The apprenticeship levy funding is accessed through a Government Digital Apprenticeship Service (DAS) account. This allows employers to access available funding for apprenticeship training, manage apprenticeship providers and candidates.
- 2.5. Funds in the apprenticeship levy expire every 24 months unless they are spent on apprenticeship training with a registered provider.

3. Background

- 3.1. As the Trust is required to operate with one PAYE reference, the Trust is effectively classed as a single employer for calculating the apprenticeship levy, and

- 3.4. The Trust utilises the apprenticeship levy to support in the training of new apprentices and for current staff members to access continuing professional development (CPD).
- 3.5. The “find an apprenticeship” service is in operation for candidates interested in applying for an apprenticeship position.
- 3.6. The Chief Finance Officer has responsibility for monitoring the apprenticeship levy, to ensure it is being spent in accordance to funding rules and that best value is being achieved from the levy fund. The Chief Finance Officer must, in turn, assure Directors and the accounting officer of compliance.

4. Apprenticeship Funding Rules

- 4.1. The apprenticeship funding rules provide full details of the apprenticeship levy operations and funding arrangements
- 4.2. We can only use funds in our apprenticeship service account to pay for apprenticeship training and assessment for apprentices who are based in England and up to the [funding band maximum](#) for that apprenticeship.

- 6.3 A total price must be agreed with the training provider for each apprenticeship, which includes the costs of training and assessment. For policy standards, this must include the cost of the end-point assessment which must be agreed with the provider selected from the register of end-point assessment organisations
- 6.4 The Trust is responsible for recording the required details of the apprenticeship in the account. The Trust can also give the training provider permission to enter information on their behalf, but need to authorise the apprentice details so they can use the digital funds to pay for that apprenticeship.
- 6.5 The Trust will complete any documentation required with training providers such as commitment statements and contracts.

7. Links to Continuing Professional Development (CPD)

- 7.1. Individual staff members or leaders wishing to undertake any CPD delivered through an apprenticeship should discuss this with their Line Manager/Headteacher in the first instance with a view to making a formal request.

8. Monitoring and Review

- 8.1. The Trust and our schools are committed to ensuring apprentices are provided with the best opportunity for participants to succeed in their role.
- 8.2. Each apprentice will have an assigned Line Manager/Mentor who is responsible for ensuring frequent performance reviews, in line with Trust Policy, and expectations of the training provider and/or end point assessors.
- 8.3. If there are any concerns that an apprentice may not be successful at any stage of the programme Line Managers/Mentors must escalate this to senior leaders at the earliest opportunity.
- 8.4. Headteachers have responsibility for the management of school-level resources and therefore they are responsible for implementing their local approach to the Apprenticeship Levy in line with this policy.