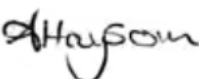





LIGHTHOUSE
SCHOOLS PARTNERSHIP

Apprenticeship Policy

Non statutory

Policy Approved by the Board of Trustees	
Signed:  Name: Adele Haysom Chair of Board of Trustees	Date: 19 November 2025
Authorised for Issue	
Signed:  Name: Gary Lewis Chief Executive	Date: 19 November 2025

Review cycle	Biennial
Review date	September 2026

This policy applies to all schools and employees within the Lighthouse Schools Partnership.

This policy remains valid, and in operation, until a new or updated policy is published.

1. Introduction

- 1.1. This Policy sets out the Framework for how apprenticeships are going to be managed and operate for all schools within the Trust, following the introduction of the Apprenticeship Levy in April 2016.

2. Background

- 2.1. 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 £3million each year to invest in apprenticeships.
- 2.2. The total pay bill of all schools within the Trust is added together. This determines that the Trust pay bill is over £3million. The levy is 0.5% of the pay bill with an allowance of £15,000 offset against this payment.
- 2.3. Whilst the Trust operates more than one PAYE reference, HMRC considers them to have connections (linked PAYE schemes) therefore the Trust is effectively classed as a single employer when calculating the apprentice levy so is only entitled to one £15,000 allowance.
- 2.4. The apprenticeship levy funding is accessed through a digital services apprenticeship account. Funds will expire 24 months after they enter our apprenticeship service account unless it is spent on apprenticeship training with a training provider. Whenever a payment is taken from the account, the service automatically uses the funds that entered the account first.

3. How it will Operate

- 3.1. The Apprenticeship Levy for Primary Schools in the Trust will be funded from the individual School's Budget 2018 - 19. The apprenticeship scheme will be set up, operated and managed by the Trust Central Services Team, however the school will still be responsible for managing the apprentice who is in post at the school, or the member of staff who is accessing the CPD apprenticeship training.
- 3.2. A School must contact the Trust Head of HR in the first instance if they are looking to appoint an Apprentice, or looking to offer CPD training for an existing member of staff, which could be funded from the Apprenticeship Levy. The Trust Head of HR will support the school in contracting with the Training Provider and negotiating the price. It must be noted that the school will still be responsible for funding the wages and any other associated costs that cannot be funded from the actual Levy.
- 3.3 The Apprenticeship Levy for secondary schools in the Trust will be from the Core Services Charge.
- 3.4 There will be one Digital Apprenticeship Service Account for all the schools in the Trust, managed by the Trust Central Finance and HR Team. The levy will be taken automatically by HMRC via payroll.

4. Selecting a Training Provider

- 4.1. Funding for all elements of each apprenticeship will be routed through a single provider who must contract with the Trust and directly deliver some of the apprenticeship training and/or on-programme assessment associated with the apprenticeship programme.
- 4.2. The main provider must be published on the register of apprenticeship training providers and listed as a main provider.
- 4.3. The Trust Head of HR is responsible for contracting with the main provider and negotiating the price for the apprenticeship. This ensures the contract set up meets the funding rules criteria of being eligible to be paid from the Apprenticeship Levy and ensures the details are entered on to the Digital Apprenticeship Services Account.

5. Apprenticeship Funding Rules

- 5.1. The apprenticeship must last for at least one year, or more if specified in the apprenticeship standard or framework. The minimum duration of each apprenticeship is based on the apprentice working 30 hours a week or more, including any off-the-job training they undertake.
- 5.2. The apprentice must spend at least 20% of their time on off-the job training
- 5.3. There must be a genuine job available during the apprenticeship
 - a. the apprentice must have a contract of employment which is long enough for them to complete the apprenticeship successfully or be employed by an apprenticeship training agency (ATA)
 - b. the cost of the apprentice's wages must be met by the Trust as their employer
 - c. the apprentice must have a job role (or roles) within the organisation that provides the opportunity for them to gain the knowledge, skills and behaviours needed to achieve their apprenticeship
 - d. the apprentice must have appropriate support from within the organisation to carry out their job role
 - e. When the apprenticeship is achieved, the apprentice should remain with the Trust, where a job opportunity continues to exist and where the apprentice wishes to remain with you. Where this is not possible, you and the provider must support the apprentice to seek alternative opportunities.
 - f. The Schools funding agency (SFA) will monitor apprentice destination data and HMRC data to ensure that job roles are genuine and are not created purely for the purposes of the apprenticeship programme. The SFA will take action if employer recruitment practice is detrimental either to the apprentice or to the apprenticeship band.

5.4. Selecting a Training Provider and Negotiating a Price

- a. The Trust and the main provider must agree a price for the total cost of each apprenticeship, including the training costs and any subcontracted training. The price for apprenticeship standards must include the cost of the end-point assessment which the Trust must agree with the apprentice assessment organisation.
- b. When agreeing a price with the provider you must ensure that the provider has reduced the length or content of the apprenticeship to account for prior learning. Funds must not be used to pay for skills already attained by the apprentice.
- c. The selection of the training provider and the negotiation of the price will be undertaken by the Trust Head of HR to ensure the funding rules are abided by.

5.5. Is the Apprentice on the correct wage?

- a. Apprentices must be an employee on the first day of their apprenticeship and as a minimum at least be paid a wage consistent with the law for the time they are in work, in off-the-job training and studying English and maths (if appropriate).
- b. The wage set for the apprentice must be approved by the Trust Staffing and Pay Committee, to ensure consistency across the Trust in terms of legal compliance of being one Employer.

5.6. The following must be undertaken

- a. Appropriate Eligibility Checks, which must include
 - having the right to work in England
 - spending at least 50% of their working hours in England
 - the apprentice must work for the Trust, or a connected company, or connected charity as defined by HMRC
- b. The apprenticeship must be recorded correctly in the digital apprenticeship service account.
- c. An apprenticeship agreement must be signed at the start of the apprenticeship. It is used to confirm individual employment arrangements between the apprentice and the employer.
- d. The Trust must provide a commitment statement which Trust Schools will use. This will be signed by The Trust, School, the apprentice and the main provider.
- e. The School must make sure the apprentice is taking part in learning throughout the apprenticeship and report back to the Trust Head of HR on this and progress.
- f. The School must provide the Trust Head of HR and the training provider with evidence of the apprentice's average weekly hours and any changes to working patterns.
- g. The School must provide the Trust Head of HR with evidence needed for any additional payments made to the Trust because of the apprentice's characteristics (for example, their age).

- h. The School must give the provide the Trust Head of HR and the training provider evidence of the apprentice's eligibility at the start of their apprenticeship.

6. What can be funded?

- 6.1. The apprenticeship must be eligible for funding before the individual starts.
- 6.2. Apprentices can only be enrolled against an apprenticeship standard once the assessment plan has been published on GOV.UK and a funding band assigned.
- 6.3. These funds must only be used to pay for training and assessment, including endpoint assessment to attain an apprenticeship that is eligible for funding up to the limit of the funding band.
- 6.4. The costs of taking part in any of the activities must be included in the negotiated price for training agreed between the Trust and the provider and the end-point assessment, agreed between the Trust and the apprentice assessment organisation. If this means the total price exceeds the maximum of the funding band, then the Trust (as the employer) must pay in full the difference between the band maximum and the agreed price.

7. Digital Apprenticeship Service Account

- 7.1. The Trust is responsible for recording the required details of the apprenticeship in the account. The Trust can give the provider permission to enter this information on their behalf but will need to authorise the apprentice details so they can use the digital funds to pay for that apprentice's apprenticeship.
- 7.2. Only the Chief Financial & Operating Officer or the Trust Head of HR can confirm the spending of funds from the Trust digital account. A school must not delegate this function to the provider and they must not take on this responsibility.
- 7.3. To be funded from the digital account, the data entered into the digital account must correspond with the information submitted by the provider to the Schools Levy Account each month through the Individualised Learning Record. Payments to the chosen training provider will only be made if these details match.
- 7.4. The Education & Skills Funding Agency will pay the training provider 80% of the agreed price up to the maximum value of the funding band, in equal monthly instalments according to the planned duration of the apprenticeship. The deductions from the digital account will mirror these payments where funds are available.
- 7.5. The remaining balance of the agreed price will be paid, up to the maximum value of the funding band, to the training provider when the apprentice has undertaken all the learning activity relevant to the apprenticeship.

8. Monitoring

- 8.1. The Trust Staffing & Pay Committee have delegated responsibility for monitoring the Apprenticeship Levy, to ensure is being utilised and have a positive impact on both the Apprentices and the Trust.
- 8.2. A report will go to the Audit & Resources Committee each year, showing the budget and expenditure, including the detail of what training has been taken to date and a strategy of what training is being planned for the future to demonstrate that the funding will be spent before the two-year expiry date.

9. Guidance

- 9.1. Further more detailed guidance can be found -
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706505/Employer_rules_v3.pdf