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# Apprenticeships and Associated Training for Education

## User Guide



# User guide

In this easy to follow user guide, we've outlined all the key information you need to know with regards to apprenticeships, the apprenticeship levy, how to source an apprentice using our tailor-made contract and everything in between!

We've also included a glossary at the back of the user guide because you might come across some technical procurement jargon, which can be quite confusing if you're not sure what it all means.

Follow our six simple steps (right) but remember, the YPO apprenticeships team are always on-hand in case you have any questions along the way.



## Step 1 Be in the know

You can either watch our short overview webinar here: [ypo.co.uk/apprenticeshipsforeducation](https://ypo.co.uk/apprenticeshipsforeducation) or read the information in this user guide where we've broken it all down for you on pages 3-4.



## Step 2 Browse before you buy

Take a look at the apprenticeship standards available to you here: [ypo.co.uk/apprenticeshipstandards-education](https://ypo.co.uk/apprenticeshipstandards-education)



## Step 3 Read the 'Specification document'

Once you have a better idea about which apprenticeship standard/training your school requires, you'll then need to read the specification document. All providers will deliver your service in-line with this specification. It covers all high level information relevant to delivering an apprenticeship. You can download this here: [ypo.co.uk/apprenticeshipsforeducation-forms](https://ypo.co.uk/apprenticeshipsforeducation-forms)



## Step 4 Direct award or further competition?

Now you're ready to select the training provider for the relevant standard you've chosen. It's your decision whether you carry out a direct award or further competition for this. Take a look at both the documents on the landing page where we've given an overview of each option for you: [ypo.co.uk/apprenticeshipsforeducation](https://ypo.co.uk/apprenticeshipsforeducation)



## Step 5 Form filling

Once you've decided whether you want to go for a direct award or further competition, you then need to fill out the relevant form. You can download them here: [ypo.co.uk/apprenticeshipsforeducation-forms](https://ypo.co.uk/apprenticeshipsforeducation-forms)



## Step 6 Finalising your contract

Once you've completed the above steps, your last step is emailing the YPO apprenticeships team to advise them of the provider you're wanting to work with:

1. Notify the team at: [apprenticeships@ypo.co.uk](mailto:apprenticeships@ypo.co.uk)
2. The team will send you across an order form and guide you through the process of completing it
3. Contact your chosen provider, advise them of the award and send the completed order form to them

# Information overview

## Key contract facts

Fully OJEU compliant contract

**Contract name:** Apprenticeships and Associated Training – 833

**Contract notice:** 201/S 163-373536

**Length of contract:** 1 August 2018 to 31 July 2020

**Contract extension:** Option to extend the contract to 31 July 2022

**Value of contract:** Between £100 million and £8 billion

## What is an apprenticeship?

An apprenticeship is a real job with training. It's a way for people of all ages to learn, gain skills and knowledge within a specific job role.

The apprentice will have a contract of employment with the school/academy and the training would then be delivered by an external training provider. The contract of employment would be long enough for them to complete the apprenticeship standard, which is likely to be two or three years.

The wages for the apprentice will be paid by the school/academy, and the training will be funded by your apprenticeship levy.

An apprenticeship can be studied by any individual over the age of 16 and different apprenticeship standards will have individual entrance levels.

An apprentice can be a new employee or a current employee within the school/academy.

## Apprenticeships for education

We've listed below the most relevant apprenticeship standards for schools and academies which are all available through our contract. There are hundreds of other standards available too which are being added all the time to our portal, but here's a starting point for you...



**Accountancy**



**Community Sport and Health Officer**



**Facilities Manager**



**Groundsman  
(Sports Turf Operative)**



**Lab Technician**



**Learning and Development Practitioner**



**School Business Director  
(Chartered Manager Degree)**



**School Business Professional**



**Teacher**



**Teaching Assistant**

## What is the apprenticeship levy?

- In April 2017, apprenticeship funding changed and the apprenticeship levy was implemented
- The apprenticeship levy will be payable by schools/academies that have a pay bill of over £3million. A school's pay bill will be taken into consideration as part of the local authority's pay bill. An academy or multi-academy trust (MAT) will pay the levy if they have a pay bill of over £3million
- The levy is then held by central government in an online digital account. The levy can be spent on apprenticeship training only, the wage of an appointed apprentice will be paid by the school/academy
- The levy can be used for two years from the month it's paid on the payroll. If you don't use the levy within the two year period it will be removed from the online digital account
- From April 2019 onwards your levy funding will start to decline each month, so make sure you make the most of your funding before it's too late

## How is the apprenticeship levy paid?

The apprenticeship levy is paid to HMRC through your payroll process as PAYE.

## What is an apprenticeship standard?

An apprenticeship standard is the type of apprenticeship.

Apprenticeship standards include a list of knowledge, skills and behaviours that support the competences of the specified job role. The apprentice will need to learn these areas by the end of their apprenticeship and will be assessed throughout, and at the end of the apprenticeship training period.

## Who can deliver apprenticeship training?

To deliver an apprenticeship training standard, the provider must be registered on the 'Register of Apprenticeship Training Providers'. This is a list of apprenticeship training providers that have been approved by the Educational and Skills Funding Agency (ESFA). You can only use providers on this list to deliver apprenticeship training through the levy.

## How does the levy work if I'm a school?

If you're a maintained school, your levy is paid through your payroll with the local authority. It's a single digital levy account for the local authority and all schools in their region.

We would suggest speaking to your local authority to understand the levy funding that's available to you.

This levy could be used across multiple schools within your region.

## How does the levy work if I'm an academy or MAT?

An academy or MAT will manage their digital levy account independently and the funds will be managed centrally in your online digital account.

# So what has YPO done to make it easier for you to buy apprenticeships/training?

- We created a contract (in procurement speak this is also known as a **framework** - a large contract that multiple organisations can use to buy services) that allows you to buy apprenticeship training quickly and easily
- The contract lists all the apprenticeship standards relevant for the education sector
- We carried out a tender process for potential providers to deliver each of the apprenticeship standards
- The providers can bid to deliver the standard to any school/academy in the country or select specific regions to deliver the training in (see map on the right)
- Our procurement process ensures that all providers which are approved onto the contract, can sufficiently deliver the apprenticeship training and meet the requirements of the levy
- All providers are checked and listed on the 'Register of Approved Training Providers'
- Schools and academies can assess the providers that we've approved onto the contract and decide on an appropriate provider for them



## Training providers

We've created a dedicated apprenticeships portal on our website, showcasing all the providers that can deliver specific school/academy apprenticeships. Available at: [ypo.co.uk/apprenticeshipstandards-education](https://ypo.co.uk/apprenticeshipstandards-education)

The portal will help you find the standards and providers right for your school/academy.

You can:

- Search for an apprenticeship via regions
- Search for a specific standard
- Filter providers through a range of sub-criteria
- Download provider framework responses
- Download provider pricing
- Download provider information sheets
- Download provider contact details

If you have any providers you would like us to work with, please let our team know at: [apprenticeships@ypo.co.uk](mailto:apprenticeships@ypo.co.uk)

## Provider sub-criteria

On the portal, you can filter providers by sub-criteria which allows you to make them more specific to your school/academy.

You can filter providers by:

- Ofsted
- Minimum intakes
- Facilities
- Start dates
- In-take capacities
- Cohort capacities

### Tip

Think about what's important to you, or leave out filters to talk to as many providers as possible. There's nothing wrong with doing some pre-engagement and talking to the providers that deliver your standard first, before you make a final decision.

# How to decide on a provider

Each standard will have providers listed that can deliver the training. Every quarter we open up the opportunity for new providers to be added onto the contract. They will go through the full procurement process before they're approved.

As mentioned above, there are two ways to work with a provider:

1. Direct award
2. Further competition

## 1. Direct award

- You'll need to consider both pricing and quality of the service that the provider can deliver
- All provider quality documents and pricing can be viewed when browsing providers
- You can view providers here: [ypo.co.uk/apprenticeshipstandards-education](https://ypo.co.uk/apprenticeshipstandards-education)
- Click on 'view provider' (the system may ask you to log on to access this information. If you already have an account with YPO you can use your details here, if not you'll need to set up an account with us which only takes a few minutes)
- Once you've logged onto the system you can then review the provider's quality delivery and pricing information
- You need to understand the quality delivery and pricing that the providers can deliver for your standard so you can make an informed decision
- You can then make an assessment as to why you have chosen to work with one of the providers

## 2. Further competition

- As part of your further competition you will want to ask the provider a few questions and the pricing they can give you
- To find out the providers that are listed on the standard you're interested in, you can use the portal: [ypo.co.uk/apprenticeshipstandards-education](https://ypo.co.uk/apprenticeshipstandards-education)
- You are then able to view all of the providers that can deliver the standard
- Click on 'view provider' (the system may ask you to log on to access this information. If you already have an account with YPO you can use your details here, if not you'll need to set up an account with us which only takes a few minutes)
- Once you've logged onto the system you can then review all of the information relevant to the provider
- You should then complete a further competition document which you can download here: [ypo.co.uk/apprenticeshipsforeducation-forms](https://ypo.co.uk/apprenticeshipsforeducation-forms)
- You can then send this further competition document out to all of the relevant providers via email

After you've followed either the direct award or further competition process, you'll then have a provider to deliver your required training!

If you'd like the YPO apprenticeships team to talk you through the whole process, please email: [apprenticeships@ypo.co.uk](mailto:apprenticeships@ypo.co.uk)

### Terms and conditions

We've agreed the contract terms and conditions so you don't have to, please contact us directly to see a copy.

If you have any additional terms, we can help you add them in, just let us know.

### YPO support

We've tried our best to make this process as easy as possible for you, but it's a relatively new and very large market so things will be growing all the time.

To speak to the YPO apprenticeships team at any point for support, please email: [apprenticeships@ypo.co.uk](mailto:apprenticeships@ypo.co.uk)

## Top tips

- ✓ You can buy one apprenticeship training package or numerous apprenticeship training programmes
- ✓ Have you thought about working with other schools/academies within your area? You could share the cost of the wages and the funding across your schools as this could be combined. While doing this, you would be supporting the development of teachers within your area
- ✓ The levy is there to be used, look at current staff that may require development through an apprenticeship standard/additional training
- ✓ Apprenticeships are for all ages and levels
- ✓ Talk with your local authority to see if you can buy apprenticeship training through their contracts
- ✓ Think outside the box about different types of apprenticeships that might help your school/academy develop and grow

# Glossary

## Apprenticeship Route

The apprenticeship standards are grouped together into similar categories – these are called apprenticeship routes. This is to make it easier to find similar apprenticeship standards.

## Apprenticeship Standard

An apprenticeship standard is the new terminology used to describe an apprenticeship course. The standards are created and led by employers to ensure that apprentices are learning the relevant skills to be successful in the workplace. A standard contains a list of the skills, knowledge and behaviours an apprentice will need to have learned by the end of their apprenticeship.

## Associated Training

The apprenticeship standards are broken into sections of learning material. Some of your current staff may need some refresher training in some of these areas. You can ask providers on the YPO contract to deliver you this refresher training too.

## Direct Award

You can carry out an assessment of the providers that can deliver your apprenticeship standards, review the pricing and quality information which they've submitted to YPO. Once you've reviewed this information you can decide to directly work with one of the providers. This decision should be justifiable and we advise that you make a note of why you decided to work with the provider.

## End Point Assessment

This is the name given to a series of tests an apprentice must take to prove their ability to do the job they have been training for. This normally takes place at the end of the apprenticeship.

## Framework

If you see the word framework mentioned in any of our documents, it's just procurement terminology for a large contract where multiple organisations can buy goods or services. A framework is a

compliant agreement put in place with a potential supplier or group of suppliers, who normally provide a common product or service. Frameworks give buyers a route to market to buy goods and services without running lengthy full tendering exercises, and provides a time and cost effective way of testing the market to ensure best value is achieved.

## Further Competition

A further competition is a competed procurement exercise between the approved training providers on the contract (framework), and gives you the ability to ask questions and pricing specific to your school's/academy's needs. You can create a set of questions and pricing unique to you, which is then completed by all the providers that can deliver your specific requirements. You can evaluate their responses and decide on the most appropriate provider to meet your needs.

## Standstill Period

This is a 10-day period that starts when you advise the successful provider of the contract award. It then gives other providers 10 days to understand why they weren't successful. This is not a compulsory process for a direct award or further competition, but we do advise that you take this 10-day period to develop and support unsuccessful providers.

## Tender Process

A tender document is a written document that informs providers about the service that the buying organisation wants to source. The document details the buyer's requirements and asks providers how they would deliver the service. The full tender process then includes evaluating and awarding this contract to the successful provider.

## Training Providers

Training providers are organisations that YPO has pre-approved onto the YPO Apprenticeships and Associated Training framework.