

Level 6 Teacher Apprenticeship FAQs

All information correct as of October 2022

Who is the employer?

An apprenticeship needs to be established by the employer of the proposed apprentice. The employer engages a registered apprenticeship provider (in this case, NTU) to deliver it. Therefore, the employer will be a local authority if your school is a maintained school, or the relevant trust if you are an academy, multi-academy trust or independent school.

Does an applicant need their employer to agree to support them on the programme?

Yes. The employer will need to set up and support the apprenticeship place, funding it from their levy pot. They will be responsible for ensuring that there is a qualified teacher at your school who will act as the apprentice's mentor, and for ensuring that the apprentice will be released from their employment duties for a suitable proportion of their working week.

Does the applicant need to be employed full time and in a teaching role in order to undertake this apprenticeship?

Yes. The applicant will need to be employed for a minimum of 30 hours per week full time and as an unqualified teacher. We will need to check that they will have sufficient responsibility for sizeable classes of students during their apprenticeship year, teaching an age-appropriate curriculum. Teaching Assistants can apply to be an apprentice but, by the start of the apprenticeship, they need to be paid as below and be in a role that enables them to fulfil the Knowledge, Skills and Behaviours as defined in the Level 6 Teacher Apprenticeship Standard.

Does the applicant's contract of employment need to run at least until the end of the apprenticeship?

Yes. This is a requirement of the levy funding regulations, without which the levy fund cannot be used to support the apprenticeship. It therefore needs to run for at least 16 months from the start of the apprenticeship until the end of December in the following year.

How much does the applicant need to be paid whilst on the apprenticeship?

Payment at all times must be in line with the minimum wage or above and the employer's pay policy (noting that the employer may be a single academy or a multi-academy trust, or a local authority):

- if it is an academy trust, the salary must be in line with what they pay unqualified teachers (UQTs);
- if it is a local authority maintained school, then the salary must be between the minimum and maximum of the unqualified teacher pay range.

Does an Employing School's Ofsted grade affect whether they can recruit an apprentice?

The DfE states that schools that are in special measures cannot recruit apprentices. DfE policy also states that schools must be rated grade 1 (outstanding) or grade 2 (good) for overall effectiveness by Ofsted to become a School Direct Lead School, and those that are not must join an existing ITE partnership if they want to offer the apprenticeship. If you are not Ofsted grade 1 or 2 we will assign you to one of our existing school direct partners so you can offer the apprenticeship to your staff member. This is also the model that we tend to follow for any school that is new to ITE and wants to train an apprentice teacher.

How close to the university does the apprentice's place of employment need to be?

Our teacher training programme requires our staff to visit and observe the teaching of a trainee teacher four times each year, on average. It also requires the trainee to be at the university one day per week during term time, on average. Therefore, this apprenticeship course is only viable for individuals whose place of employment is comfortably within a commutable distance from our Clifton campus. As a rough rule of thumb, that is about 50 miles distance, or one hour travelling time, but we make decisions on a case-by-case basis.

We are an Independent School; can we place an apprentice on this programme?

Yes, that is possible, although:

- while you can fund this course through your apprenticeship levy contributions, you cannot access the additional grant funding from the Government (described below).
- we will need to consider the curriculum and age range that your proposed apprentice teaches, to ensure that this could create a training experience that is fully compliant with ITT regulation.
- An independent school cannot act as a lead school in the 2022-2023 academic year.

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We are a Special School; can we place an apprentice on this programme?

Yes, that is possible, although:

- we will need to consider the curriculum and age range that your proposed apprentice teaches, to ensure that this could create a training experience that is fully compliant with ITT regulation;
- the apprentice's second placement will need to be in a mainstream school and may need to be longer than is usually the case for other trainees.

We are a private school; can we place an apprentice on this programme?

Yes, a private school will need to link with one of our established lead schools. A private school cannot become a lead school (unless certain specific criteria are met – see below) and ITT grant funding is not available to support employment and training costs; however, a private school can pay for the apprenticeship training through their levy.

What is the basic shape of the training programme and the commitments needed of the employing school?

- A full-time apprentice will need to spend at least six hours per week of their employed time in off the job training. This training cannot take place in the apprentice's own time, it will need to be in their paid hours. *Note that 'full-time' is defined as being at least 30 hours per week by apprenticeship rules, but in that case the apprentice would still be required to attend university for one day each week in most weeks (see below).*
- The employing school will need to provide an experienced member of staff who will act as the mentor for the trainee and they will need to engage with our mentor briefing and support.
- There is a pre-induction meeting in July for trainees and their mentors, and some pre-course work to be done prior to enrolment.
- There is an initial university-based induction period of between one and two weeks, in late August or early September.
- Apprentices undertake two placements. The first – and main – placement takes place at the school at which the apprentice is employed. The second takes place at a contrasting school, for the first half of the Spring term. During the second placement, the apprentice will obviously not be working at their employing school **but will still need to be paid by their employing school**. We and our Lead School partners will advise you in identifying a suitable placement.
- For the majority of the placement periods, the apprentice attends the university for one day per week. Currently, for Primary apprentices, this is Fridays; for Secondary apprentices, this is Mondays.
- If successful, the apprentice will be awarded a PGCE by the university and will be recommended for Qualified Teacher Status. They will then undertake an End Point Assessment during the Autumn term of their ECT year.
- You will need to confirm to us that the apprentice has a clear DBS and is Fit to Practise to enable us to complete our compliance checks. We will contact you by email to obtain your confirmation once the apprentice is accepted onto their course.

Do we need to work with a School Direct Lead School?

Yes, we do require our Apprenticeship partners to be linked with a Lead School partner. The Lead School is responsible for delivering a proportion of the training and does so under the terms of a Collaborative Agreement with us. If you are not already part of a School Direct partnership, we will broker a discussion between you and one of our existing Lead School partners. Even if you are a Lead School that is not yet in partnership with NTU or are linked with a Lead School that is not yet in partnership with NTU, we would be very interested in discussing the establishment of a partnership with you. It is also possible to seek Lead School designation from the DfE, although this takes a little time.

We are a private school; can we be a lead school?

Private schools can only be lead schools if they are also designated teaching schools.

In these cases:

- any places requested should benefit a wider partnership that includes state-maintained schools; and
- trainees should be employed in a maintained school in the partnership rather than in the private school.

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Usually therefore, only the following educational settings can become a lead school:

- a maintained school;
- an academy;
- an academy trust, or academy chain head office;
- a sixth-form college;
- a pupil referral unit (PRU);
- a free school.

How is the apprenticeship funded?

The fee for Level 6 Teacher apprenticeships has been set nationally at £9,000, which we draw from your employer apprenticeship levy fund. As an employer, you must pay an Apprenticeship Levy each month if you have an annual pay bill of more than £3 million or are connected to any companies or charities for Employment Allowance purposes and have a combined annual pay bill of more than £3 million.

If your organisation does not pay into the levy, then the charge to you is only 5% of this figure (at time of writing), with the government covering the rest of our fee. This currently equates to £450 and you will be invoiced for the bulk of this portion of the fee at the start of the apprenticeship and the remainder on completion.

Is there a grant to support the cost of employing and training the apprentice?

Yes, but only if your training place has been requested by the Lead School of a School Direct Partnership of which your school is a member. The funding guide is here for 2022-23:

<https://www.gov.uk/government/publications/postgraduate-teaching-apprenticeships-funding-manual/postgraduate-teaching-apprenticeship-funding-manual-2022-to-2023-academic-year>

Please note there is currently no grant funding for primary apprenticeships.

What are the steps that need to be taken to set up a teacher apprenticeship?

An individual interested in becoming an apprentice, or a school interested in establishing an apprenticeship, should check that the individual meets the minimum entry requirements [here](#); and if these requirements are met, get in touch with us at the Institute at educationpartnerships@ntu.ac.uk so that we can connect you with the relevant course leader. We will explain the course and funding arrangements to you and check that your school can meet our requirements for teacher training: the curriculum that is taught, the age range of the pupils, the provision of an experienced teacher who will mentor your apprentice, and so on.

Following these initial conversations, if both the employer and NTU are happy to go ahead and establish an apprenticeship place, then we will agree with you which Lead School will support your apprentice. This may be one of our existing Lead School partners, or your school may already be designated as a Lead School by the DfE, or your school may wish to seek this designation. The Lead School will then request the apprenticeship place from the DfE.

Having been given the place, the Lead School will set up the necessary course profile. The Institute will map our course to this profile, and the course will be opened for recruitment. Your employee can then apply for the course via the DfE's Apply website, and our Course Team will arrange to interview them. We run recruitment assessment centres for ITE applicants throughout the year. As part of this process, they will need to submit an Individual Needs Assessment: their self-assessment against the Teachers' Standards.

If the interview process judges that the employee is suitable for our course, we will make them an offer. If they have met all entry requirements, this will be an unconditional offer; otherwise, the offer will state the conditions that the employee will need to meet in order to be able to enrol on the course.

Our Apprenticeships team will sort out all the necessary financial and legal arrangements with the employer. We will liaise with them, but they can be contacted at apprenticeships@ntu.ac.uk if you have any general questions.

How does my employee apply?

Applications are made through the DfE's 'Apply' website, once the training place has been set up. The university will assess the application against the minimum entry requirements, and those who meet or exceed these requirements will then be invited to an interview after which an offer of a place may be made.

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As well as the 'Apply' application the NTU admissions team will also send you an addendum to complete to capture details that are not available via the 'Apply' system, which are needed to satisfy the Education Skills Funding Agency apprenticeship eligibility requirements.

How do I set up a training place for which my employee can then apply?

You will need to either ask your School Direct Lead School to request the place from the DfE, and then to set this up on the 'Apply' system, or you will need to request this for yourself. You should only do this once you have had a discussion with us to determine whether the apprenticeship can be run at your school.

What is the End Point Assessment (EPA), and when will it take place?

The EPA is a judgement made of the apprentice against the professional teacher standards by an external provider. The assessment, which is set out nationally, involves an observation of the apprentice teaching, and a subsequent professional discussion. The discussion will involve you as the employer, NTU as the training provider, and the external assessor.

Can an apprentice have a full-time ECT timetable in the fourth/autumn term before their EPA?

Yes. After the award of QTS but before the EPA has been completed, the apprentice is basically the same as any ECT. Even if they change employers before the EPA occurs, they can have a full-time ECT timetable in the fourth/autumn term. They are no longer in the '6 hours per week off-the-job training' period once they complete the course and can start as a normal ECT whilst awaiting their EPA.

What happens if the apprentice changes employer before the apprenticeship is completed?

There is nothing to stop an apprentice from changing employer before completing the apprenticeship. In such instances, the responsibility for funding the remaining period of the apprenticeship falls to the new employer. NTU will liaise with both the former and the new employer to confirm the share of the funding to be provided from the levy fund of each employer.

What are the agreements that will need to be signed?

As the employer of the apprentice, you will need to sign an Employer Agreement, Apprenticeship Agreement and a Commitment Statement with NTU. The Commitment Statement is a three-way document between the employer, the apprentice and NTU. These confirm your commitments to us and to the apprentice. The School Direct Lead School with which you are working will need to sign a Collaborative Agreement with NTU, which sets out our responsibilities to each other. You will need to sign a Partnership Agreement with your Lead School (unless your school is the Lead School).

Although the applicant is not a qualified teacher, they do have extensive experience of teaching. Is this apprenticeship the best way for this individual to become a qualified teacher?

If the applicant has taught for over three years in at least two different schools, then they may be eligible for the Assessment Only route. This is not a training programme, but an official assessment of the individual's teaching made against the national Teachers' Standards. For further information, see [here](#) for Primary and [here](#) for Secondary.