



Portsmouth  
CITY COUNCIL

# Apprenticeship Training Directory 2017: SCHOOLS



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# Introduction

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## Welcome

Portsmouth City Council is committed to supporting and developing apprenticeships. Apprenticeships provide an opportunity to develop our workforce and provide employment and training opportunities for people in the wider community.

This Apprenticeship Training Directory captures an overview of the apprenticeship programmes currently available for existing staff. Apprenticeships can range from entry level to Degree and Masters qualifications, which allows staff to achieve professional qualifications while in work and supports their personal development.

All members of staff are eligible to undertake an apprenticeship through the apprenticeship levy regardless of age or position. The qualification chosen must be relevant to the role the employee is currently in, to allow them to draw on their own experiences through work to meet the criteria of the programme.

Each Standard or Framework takes a minimum of 12 months to complete and may have an 'end point assessment'. All apprenticeships require the employee to spend 20% of their work time in "off the job" activities. The 20% could be job shadowing, college/university attendance, portfolio building, project work etc.

If you are interested in taking part in an apprenticeship please look through the points below:

- Use your PDR and/or supervision to discuss your learning & development needs
- If you identify a learning need that would require you to complete an apprenticeship programme (e.g. diploma, degree or similar) discuss this with your supervisor/line manager
- To undertake an apprenticeship programme, you will need to be working in a role where you are able to meet the criteria for completing the standard.
- You do not have to give up your current role or take a reduction in salary by taking part in an apprenticeship

If you need any further information or if there is an apprenticeship programme you are interested in which is not listed, please contact the Apprenticeship team on 023 9268 8236 or email [apprenticeships@portsmouthcc.gov.uk](mailto:apprenticeships@portsmouthcc.gov.uk)

## Apprenticeships relevant for Schools

Occupational Area	Role	Apprenticeship Framework/Standard	Training Provider
Leadership, Management, Business and administration	Academic Heads/Deputy	Chartered Manager (Degree) Level 6	Solent and Southampton University
	School Business Manager/Professionals	Chartered Manager (Degree) Level 6	Solent and Southampton University
	School Business Manager	Operations/Departmental Manager Level 5	HTP College
		Business and Professional Administration- Level 4	Highbury College
	Finance Director	Operations/Departmental Manager Level 5	HTP College
	Learning Manager	Operations/Departmental Manager Level 5	HTP College
	Office Manager	Operations/Departmental Manager Level 5	HTP College
		Business and Professional Administration- Level 4	Highbury College
	HR Coordinator/Manager	HR Support -L3 or HR Consultant/Partner L5	Highbury College
	Administrator/Clerk	Business Administration - Level 2 and Level 3	Highbury College
	Personal Assistant	Business Administration - Level 2 and Level 3	Highbury College
School Secretary	Business Administration -Level 2 and Level 3	Highbury College	
Receptionist	Customer Service Level 2 and Level 3	Highbury College	
Legal, Accounting and Finance	Finance Officer	Assistant Accountant (AAT) Level 3 or Professional Accounting/Tax Technician Level 4	Highbury College
IT and Digital	ICT Technician	IT, Software, Web and Telecoms Professional Level 2 and Level 3	Peta
	ICT Network Manager/Data Manager	IT, Software, Web and Telecoms Professional Level 2, Level 3 and Level 4	Peta
		Project Manager Associate	Chichester College
	Data Analyst	IT, Software, Web and Telecoms Professional Level 2 and Level 3	Peta
Childcare and Education	Teacher	Teacher Level 6	Tbc available September 2018
	Team Leader	Team Leader Level 3	HTP College
	Teaching Assistant	Supporting Teaching and Learning in Schools Level 2 and Level 3	Portsmouth College
	PE/Sports Assistant	Supporting Teaching and Learning in Physical Education and Schools Sports Level 3	Portsmouth College
	Assistant Nursery Worker	Children and Young People's Workforce	Portsmouth College
	Nursery Worker	Children and Young People's Workforce: Early Years Educator Level 3	Portsmouth College
Health & Science	Science technician	Laboratory Technician Level 3	Tbc
Catering and Hospitality	Cook	Senior Chef Production Cooking Level 3	Tbc
Construction	Caretaker	Facilities Management Supervisor Level 3	Tbc
	Premises Manager	Facilities Management Level 4 and Level 5	Tbc

## Provider contact details:

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Training Provider Name	Contact Name/Email	Tel	Apprenticeships Offered
Southampton and Solent University	Helen Thomas E:helen.thomas@solent.ac.uk	023 8201 3554	Chartered Management L6 Degree Apprenticeship
Portsmouth College	Maisie Cross E:maisie.cross@portsmouth-college.ac.uk	023 9234 4347	Teaching Assistant Level 2 and Level 3
Portsmouth College	Tracy Nutbeam E:tracy.nutbeam@portsmouth-college.ac.uk	023 9234 4347	Nursery Nurse L2 and Early Years Educator L3
Highbury College	Holly Foxcroft E:holly.foxcroft@highbury.ac.uk	07908 604548	Business Administration L2 to L4 Customer Service L2 to L3 AAT L3 to L4 HR CIPD L3 and L5
PETA Ltd	Jodie Fair E:Jfair@peta.co.uk	023 9253 8724	IT Application Specialist L3 IT, Software, Web and Telecoms Professional L2 and L3

Any queries or questions contact:

Christina Gill Apprenticeship Levy Officer for Schools  
 E: Christina.gill@portsmouthcc.gov.uk  
 Tel:02392 688169 or contact the apprenticeship team on  
 E:apprenticeships@portsmouthcc.gov.uk

# Leadership & Management and Chartered Manager Degree

# S

**Level: 6 (equivalent to bachelor's degree)**

Typical Length: 18-48 months

Training Provider: Southampton and Solent University

Current Funding Band: Up to £27,000 per apprentice

Entry Requirements: Set by employer. Candidates will usually have:

- English, and Maths GCSE or level 2 equivalent

Employers may consider prior relevant experience.

## What Apprentices Will Learn

- Operational strategy
- Project management
- Business finance
- Sales and marketing
- Digital business and new technologies
- Leading and developing people
- Developing collaborative relationships

## Qualifications

- Achieve BA honors in Business Management
- Achieve CMI level 5 Diploma

## Professional Registration

Chartered membership of the Chartered Management Institute (CMI).

## Documents Link

- [Standard](#)
- [Assessment Plan](#)

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# Leadership and Management: Operational/Departmental Manager

# S

**Level: 5 (equivalent to foundation degree)**

Typical Length: 30 months

Training Provider: HTP Apprenticeship College

Current Funding Band: Up to £9,000 per apprentice

Entry Requirements: Set by employer. Candidates will usually have 5 GCSEs at grade C (or above).

## What Apprentices Will Learn

- Operational management principles - including operational planning, contingency planning and continuous improvement
- Business management principles - including business development, business finance, sales and marketing
- Project management - including business change, prioritisation techniques and time, resource and risk management
- Performance management - including achieving targets, delivering objectives and setting KPIs
- Leadership and management techniques - including coaching and mentoring, delegation, decision making, recruitment and problem solving
- Relationship management - including negotiation and networking skills and partner, stakeholder and supplier management
- Communications - including active listening, interpersonal skills, report writing and digital, verbal, non-verbal and written communication skills

## Qualifications

None specified. Before taking their end-point assessment apprentices must:

- Achieve level 5 diploma in management (BIAM)
- Achieve level 2 English and maths (equivalent to GCSEs at grades A\* to C)
- Achieve level 2 ICT (if desired)

## Professional Registration

Apprentices will be able to register as full members of the Chartered Management Institute (CMI) .

Apprentices with 3 years management experience will be able to apply for chartered manager status through the CMI.

## Documents Link

- [Standard](#)
- [Assessment Plan](#)

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## Leadership and Management: Team Leader/Supervisor

# S

**Level:** 3 (equivalent to A levels at grades A to E)

Typical Length: 24 months

Training Provider: HTP Apprenticeship College

Current Funding Band: Up to £5,000 per apprentice

Entry Requirements: Set by employer. Candidates will usually have 5 GCSEs at grade C (or above).

### What Apprentices Will Learn

- Team management principles - including team dynamics, motivation and managing resources and workloads
- Leadership techniques - including coaching, decision making, role modelling and managing change
- Performance management - including absence management, conducting appraisals, setting goals and objectives
- Relationship management - including negotiation and networking skills and customer and stakeholder management
- Communications - including active listening, chairing meetings, presentation and digital, verbal and written communication skills
- Human resources (HR) and legal requirements - including equality, diversity and inclusion
- Operational and project management - including planning and prioritisation, collecting, analysing and using data and risk management
- Financial management - including controlling budgets, delivering value for money and governance and compliance

### Qualifications

None specified. Before taking their end-point assessment apprentices must:

- Achieve level 3 diploma in management (BIIAB)
- Achieve level 2 English and maths (equivalent to GCSEs at grades A\* to C)
- Achieve level 2 ICT

### Professional Registration

Apprentices will be able to register as associate members of the Chartered Management Institute (CMI).

### Documents Link

- [Standard](#)
- [Assessment Plan](#)



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## Business and Professional Administration

# F

**Level: 4 (equivalent to certificate of higher education)**

Typical Length: 24 months

Training Provider: Highbury College

Current Funding Band: Up to £4,000 per apprentice

Entry Requirements: Your chosen provider can advise you about entry requirements for apprentices

### Suitable Roles for Apprentices

- Administration team leader
- Business development executive
- Office manager
- Personal assistant

Your chosen training provider can advise you about the kinds of skills apprentices will learn.

### Qualifications

Apprentices will achieve a practical and theory-based (or 'combined') qualification:

- BTEC Diploma in Business Administration
- BTEC Extended Diploma in Business Administration
- BTEC Higher National Certificate in Business
- Certificate in Principles of Business Administration
- Diploma in Business Administration
- Diploma in Business and Administration
- Diploma in Business and Administrative Management
- Diploma in Business and Professional Administration
- Diploma in Principles of Business Administration
- Foundation Degree in Business and Management - framework 620

Your chosen training provider can advise you about the qualifications open to apprentices as they can change depending on individual and other circumstances.

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## Business and Administration

# F

Level: 3 (equivalent to A levels at grades A to E)

Typical Length: 18 months

Training Provider: Highbury College

Current Funding Band: Up to £2,500 per apprentice. This Apprenticeship **will convert to a Standard shortly, the price will increase to £5000 for the Business Administrator Standard L3**

Entry Requirements: Your chosen provider can advise you about entry requirements for apprentices

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### Suitable Roles for Apprentices

- Administration Officer / Administration Executive
- Administration Team Leader / Office Supervisor
- Personal Assistant
- Secretary

Your chosen training provider can advise you about the kinds of skills apprentices will learn.

### Qualifications

Apprentices will achieve a practical and theory-based (or 'combined') qualification:

- BTEC Diploma in Business Administration
- Diploma in Business Administration
- Diploma in Business Administration (RQF)

Your chosen training provider can advise you about the qualifications open to apprentices as they can change depending on individual and other circumstances.

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## Business and Administration

# F

**Level: 2 (equivalent to GCSEs at grades A\* to C)**

Typical Length: 12 months

Training Provider: Highbury College

Current Funding Band: Up to £2,000 per apprentice

Entry Requirements: Your chosen provider can advise you about entry requirements for apprentices

### Suitable Roles for Apprentices

- Administrator / Business Support Officer
- Office Junior
- Receptionist

Your chosen training provider can advise you about the kinds of skills apprentices will learn.

### Qualifications

Apprentices will achieve a practical and theory-based (or 'combined') qualification:

- BTEC Diploma in Business Administration
- Diploma in Business Administration
- Diploma in Business Administration (RQF)

Your chosen training provider can advise you about the qualifications open to apprentices as they can change depending on individual and other circumstances.

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## Customer Service

# F

**Level: 3 (equivalent to A levels at grades A to E)**

Typical Length: 12 months      Training Provider: Highbury College

Current Funding Band: Up to £2,000 per apprentice

Entry Requirements: Your chosen provider can advise you about entry requirements for apprentices

### Suitable Roles for Apprentices

- Customer Service Trainee / Assistant / Representative / Agent

Your chosen training provider can advise you about the kinds of skills apprentices will learn.

### Suitable Roles for Apprentices

- Customer Relationship Manager/ Customer Service Co-ordinator / Customer Service Team Leader

Your chosen training provider can advise you about the kinds of skills apprentices will learn.

### Qualifications

Apprentices will achieve a practical and theory-based (or 'combined') qualification:

- BTEC Diploma in Customer Service
- Diploma in Customer Service
- Diploma in Customer Services

Your chosen training provider can advise you about the qualifications open to apprentices as they can change depending on individual and other circumstances.

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## Customer Service Practitioner

# S

**Level: 2 (equivalent to GCSEs at grades A\* to C)**

Typical Length: 12 months

Training Provider: Highbury College

Current Funding Band: Up to £4,000 per apprentice

Entry Requirements: Set by employer

### What Apprentices Will Learn

- Customer service principles and practices - including customer experience and feedback, internal and external customers, needs and priorities, targets and goals and right first time
- Business principles and practices - including brand promise, core values, complaints process, internal policies and legislation and regulatory requirements
- Customer service skills - including building rapport and trust, conflict management and influencing and reinforcement techniques
- Communications - including interpersonal, tone of voice and verbal and non-verbal communications
- Presentation - including dressing appropriately and using positive and confident language
- Using customer service tools and resources - including those used to meet customer needs and measure, monitor and evaluate customer service levels

### Qualifications

None specified. Before taking their end-point assessment apprentices must:

- Achieve level 1 English and maths (equivalent to GCSEs at grades D to G)
- Take the test for level 2 English and maths (equivalent to GCSEs at grades A\* to C)

### Professional Registration

Apprentices will be able to join the Institute of Customer Service as an individual member at professional level.

### Documents Link

- [Standard](#)
- [Assessment Plan](#)

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## HR Consultant/Partner

# S

**Level: 5 (equivalent to Foundation degree level)**

Typical Length: 24-36 months

Training Provider: Highbury College

Current Funding Band: Up to £9,000 per apprentice

Entry Requirements: Set by employer

### What Apprentices Will Learn

- HR technical expertise
- Business Understanding
- HR Function
- MI and Technology

### Qualifications

CIPD Intermediate Diploma in HR Management

### Professional Registration

Successful completion of this standard enables the apprentice to apply to become an Associate Member of the Chartered Institute of Personnel and Development. Chartered membership can be achieved through further qualifications or experience based assessment

### Documents Link

- [Standard](#)
- [Assessment Plan](#)

## HR Support

# S

**Level: 3 (equivalent to GCSEs at grades A\* to C)**

Typical Length: 18-24 months

Training Provider: Highbury College

Current Funding Band: Up to £5,000 per apprentice

Entry Requirements: Set by employer

### What Apprentices Will Learn

- Business Understanding
- HR Legislation and Policy
- HR Function
- HR Systems and Processes

### Qualifications

CIPD Foundation Certificate in HR Practice

### Professional Registration

Successful completion of this standard will enable the individual to apply for Associate Membership (Assoc. CIPD) of the Chartered Institute of Personnel and Development (CIPD), the professional body for the HR sector

### Documents Link

- [Standard](#)
- [Assessment Plan](#)

## AAT - Professional Accounting/Tax Technician

# F

**Level: 4 (equivalent to certificate of higher education)**

Typical Length: 18 months

Training Provider: Highbury College

Current Funding Band: Up to £9,000 per apprentice

Entry Requirements: Candidates will usually have 5 GCSEs at grade A\* to C (or equivalent) - including English and Maths.

### What Apprentices Will Learn

- Professional finance principles and standards - including ethical principles of competence, confidentiality, due care, integrity, and objectivity
- Business awareness - including understanding customer and supplier needs to create, validate and report financial information
- Using and evaluating accounting and tax, internal control and IT systems and processes
- Planning and prioritisation - including working to tight and changing deadlines and time and resource management
- Communications and collaboration - including written and verbal communications, internal and external networking and team building
- Specialist tax or accounting skills

### Qualifications

- achieve level 2 English and Maths (equivalent to GCSEs at grades A\* to C) if applicable
- Professional Diploma in Accounting Level 4

### Documents Link Link

- [Standard](#)
- [Assessment Plan](#)



## AAT - Assistant Accountant

# S

**Level: 3 (equivalent to A levels at grades A-E)**

Typical Length: 18 months

Training Provider: Highbury College

Current Funding Band: Up to £9,000 per apprentice

Entry Requirements: Candidates will usually have 5 GCSEs at grade A\* to C (or equivalent) - including English and Maths.

### What Apprentices Will Learn

- Accountancy principles - including ethical standards, integrity, professional reputation and transparency
- Business awareness - including adding value, business strategy and customer and supplier needs
- Using accountancy tools and data - including analysing financial data and using payroll, purchasing and sales systems
- Financial accounting and reporting - including accounts preparation, double-entry bookkeeping, taxation and final accounts and reports
- Management accounting - including income and expenditure and planning and control
- Communications - including interpersonal, written and verbal skills for internal and external customers

### Qualifications

- Achieve level 2 English and Maths (equivalent to GCSEs at grades A\* to C) if applicable
- AAT Advanced Diploma in Accounting

### Documents Link Link

- [Standard](#)
- [Assessment Plan](#)

# Associate Project Manager

# S

**Level: 4 (equivalent to certificate of higher education)**

Typical Length: 24 months

Training Provider: Chichester College

Current Funding Band: Up to £9,000 per apprentice

Entry Requirements: Your chosen provider can advise you about entry requirements for apprentices

## Suitable Roles for Apprentices

- Project Manager
- Project Co-ordinator / Executive / Support Officer

Your chosen training provider can advise you about the kinds of skills apprentices will learn.

## Qualifications

- APM Project Management Qualification (PMQ)
- L4 Diploma in Project Management (equivalent to 120 credits)

## Professional Registration

Upon commencement apprentices may become student members of the Association for Project Management (APM) as the first step of professional membership. Apprentices will be eligible for progression to associate membership upon successful completion of the apprenticeship. Full membership can be attained through further experience and professional development

## Documents Link

- [Standard](#)
- [Assessment Plan](#)

# Deliver IT, Software, Web and Telecoms Professionals L2 Apprenticeships

# F

**Level: 2 (equivalent to GCSEs at grades A\* to C)**

Typical Length: 12 months

Training Provider: PETA

Current Funding Band: Up to £4,000 per apprentice

Entry Requirements: Your chosen provider can advise you about entry requirements for apprentices

## Suitable Roles for Apprentices

- Field Operations Line installer and repairer
- Helpdesk Professional
- Support Technician
- Website Administrator

## Qualifications

Apprentices will achieve a practical and theory-based (or 'combined') qualification:

- Diploma in ICT Professional Competence
- Diploma in ICT Professional Competence (PROCOM)
- Diploma in ICT Systems and Principles for Practitioners
- Diploma In IT Skills for Communications Specialists
- Diploma in Professional Competence for IT and Telecoms Professionals
- Diploma in Professional Competence for IT and Telecoms Professionals (PROCOM)

Apprentices will also achieve a theory-based (or 'knowledge') qualification dependent on role and optional units chosen:

- Award for Digital Home Technology Integrators
- Award in ICT Systems and Principals
- Award in ICT Systems and Principles
- Award in ICT Systems and Principles for Apprentices
- Award in ICT Systems and Principles for IT professionals (PROCOM - Technical)
- Award in ICT Systems and Principles for Practitioners
- Certificate for Home Technology Integrators
- Certificate in ICT Systems and Principles
- Certificate in ICT Systems and Principles for Bowman Operator Apprentices
- Certificate in ICT Systems and Principles for Practitioners
- Certificate in ICT Systems Support
- Certificate in IT
- Certificate In IT Skills for Employment
- Certificate in Open Systems IT Management
- Diploma in ICT Systems and Principles for IT Professionals
- Diploma in ICT Systems Support
- Diploma in IT
- Extended Certificate in IT

# Deliver IT, Software, Web and Telecoms Professionals L3 Apprenticeships

# F

**Level: 3 (equivalent to GCSEs at grades A\* to C)**

Typical Length: 18 months

Training Provider: PETA

Current Funding Band: Up to £9,000 per apprentice

Entry Requirements: Your chosen provider can advise you about entry requirements for apprentices

## Suitable Roles for Apprentices

- Software/Web Developer
- Desktop Support Engineer
- Network Planner
- Database Administrator
- Network Engineer

## Qualifications

Apprentices will achieve a practical and theory-based (or 'combined') qualification:

- Diploma in ICT Professional Competence
- Diploma in Professional Competence for IT and Telecoms Professionals

Apprentices will also achieve a theory-based (or 'knowledge') qualification dependent on role and optional units chosen:

- Diploma in ICT Systems and Principles
- Certificate in ICT Systems and Principles
- Certificate in ICT Systems and Principles for Advanced Bowman Apprentices
- Subsidiary Diploma in IT
- BTEC National Diploma in IT
- BTEC Extended Diploma in IT
- BTEC Level 3 Extended Diploma in ICT Systems and Principles
- Diploma in ICT Systems Support
- OCR Level 3 Cambridge Technical Certificate in IT
- OCR Level 3 Cambridge Technical Introductory Diploma in IT
- OCR Level 3 Cambridge Technical Subsidiary Diploma in IT
- OCR Level 3 Cambridge Technical Diploma in IT
- OCR Level 3 Cambridge Technical Extended Diploma in IT
- Level 3 Award in ICT systems and principals for Professionals
- Level 3 Extended Diploma in IT
- Level 3 Diploma in Open Systems Computing

## Post Graduate Teaching Apprenticeship



**Level: 6 (degree level)**

Typical Length: 12 months

Training Provider: Tbc

Current Funding Band: Up to £9,000 per apprentice

Entry Requirements: The entry criteria for postgraduate teaching apprenticeship will be the same as for other teacher training routes.

Applicants must have:

- The equivalent to a grade 4 in GCSE English and mathematics
- A degree awarded by a UK higher education provider, or a recognised equivalent qualification
- Successfully completed the professional skills tests in numeracy and literacy

If trainees intend to train to teach pupils aged 3 to 11, they will also need a standard equivalent to a grade 4 GCSE in a science subject.

The Post Graduate Teaching Apprenticeship will be available from September 2018. ITT Providers will need to be on the Register of Apprenticeship Training Providers (RoTAP) and procured in line with Portsmouth City Council process.

### Suitable Roles for Apprentices

- Secondary Initial Teacher Training (Salaried)
- Primary Initial Teacher Training (Salaried)

### Apprentice salaries

Postgraduate teacher apprentices working in maintained schools must be paid in accordance with at least point one on the unqualified teachers' pay scale for the period of their training. Further information is available in C4.1 of the [initial teacher training criteria and supporting advice](#).

Non-maintained schools, academies and free schools have the freedom and flexibility to adopt pay arrangements that best reflect their local circumstances. They will need to ensure that pay rates are clearly advertised to the apprentice beforehand.

Apprentices should be paid as full-time employees.

### Allocation of ITT places

In general, for the purposes of offering the apprenticeship, ITT providers and School Direct lead schools should treat School Direct (salaried) places and apprenticeship places in the same way. Providers are able to offer and run both School Direct (salaried) and the apprenticeship simultaneously, and are able to choose how many of their School Direct (salaried) places they use as apprenticeship places for the 2018 to 2019 recruitment cycle.

## Grant funding

Grant funding is available to lead schools in School Direct partnerships employing postgraduate apprenticeship trainees. This grant funding is in addition to funding available from the Education and Skills Funding Agency and will be payable at the following rates:

<b>Subjects</b>	<b>National</b>
Chemistry, classics, computing, secondary mathematics, modern foreign languages, physics	£12,500
Primary mathematics, biology, design and technology, English, geography, history, music, religious education	£7,500
Primary	£2,500

## What's involved?

ITT providers and schools will decide the overall structure of the apprenticeship, but the apprentice must spend 20% of their time in off-the-job training, designed to build up their skills, knowledge and competence in the classroom.

Apprentices having completed their training, must demonstrate the knowledge, skills and behaviours contained within the [Teachers' standards](#).

Apprentices will work towards attaining qualified teacher status (QTS). They will need to meet the [apprenticeship standard](#) and will need to pass an [end-point assessment](#) as required for all apprenticeships. The end goal is to become a qualified teacher.

During the apprenticeship programme, the apprentice must successfully complete a programme of ITT, leading to the award of QTS.

After completion of a course of ITT, the ITT provider will assess whether the trainee has met the standards required to be awarded QTS, and make this recommendation to NCTL in the usual way.

The apprentice will then go on to complete an end-point assessment in their fourth term. This will help to consolidate their learning. An assessor from an end-point assessment organisation (an accredited ITT provider who has been separate from the training process) conducts the assessment, helping to quality assure their training and development. The assessment has 2 components: a lesson observation and a professional discussion. Both will increase the apprentice's readiness for the profession. Details of on-programme activity is outlined in the approved end-point assessment.

ITT provider will need to record apprentices in the same way as other ITT routes, via the data management system (DMS) or Higher Education Data and Analysis (HESA) and on the individual learner record data so that they can be issued with a teacher training number (TRN) if not already issued.

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## Teaching Assistant Supporting Teaching and Learning in Schools

# F

**Level: 3 (equivalent to A levels at grades A to E)**

Typical Length: 12 months

Training Provider: Portsmouth College

Current Funding Band: Up to £2,500 per apprentice

Entry Requirements: Your chosen provider can advise you about entry requirements for apprentices

### Suitable Roles for Apprentices

- Behavior Support Assistant / Coordinator
- Bilingual Support Assistant
- Pastoral / Welfare Support Assistant
- Teaching / Classroom / Learning Support Assistant
- Team Leader

Your chosen training provider can advise you about the kinds of skills apprentices will learn.

### Qualifications

Apprentices will achieve a practical and theory-based (or 'combined') qualification:

- Diploma in Specialist Support for Teaching and Learning in Schools
- Diploma in Specialist Support for Teaching and Learning in Schools (RQF)

Your chosen training provider can advise you about the qualifications open to apprentices as they can change depending on individual and other circumstances.

### Professional Registration

None specified.

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## Teaching Assistant Supporting Teaching and Learning in Schools

# F

**Level: 3 (equivalent to A levels at grades A to E)**

Typical Length: 12 months

Training Provider: Portsmouth College

Current Funding Band: Up to £2,500 per apprentice

Entry Requirements: Your chosen provider can advise you about entry requirements for apprentices

### **Suitable Roles for Apprentices**

- Behavior Support Assistant / Coordinator
- Bilingual Support Assistant
- Pastoral / Welfare Support Assistant
- Teaching / Classroom / Learning Support Assistant
- Team Leader

Your chosen training provider can advise you about the kinds of skills apprentices will learn.

### **Qualifications**

Apprentices will achieve a practical and theory-based (or 'combined') qualification:

- Diploma in Specialist Support for Teaching and Learning in Schools
- Diploma in Specialist Support for Teaching and Learning in Schools (RQF)

Your chosen training provider can advise you about the qualifications open to apprentices as they can change depending on individual and other circumstances.

### **Professional Registration**

None specified.



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## Children and Young People's Workforce

# F

**Level: 2 (equivalent to GCSEs at grades A\* to C)**

Typical Length: 12 months

Training Provider: Portsmouth College

Current Funding Band: Up to £2,000 per apprentice

Entry Requirements: Your chosen provider can advise you about entry requirements for apprentices

### Suitable Roles for Apprentices

- Assistant Youth Support and Community Worker
- Care Worker/ Care Assistant
- Early Years Worker/ Early Years Assistant

Your chosen training provider can advise you about the kinds of skills apprentices will learn.

### Qualifications

Apprentices will also achieve a theory-based (or 'knowledge') qualification:

- Award in Employment Responsibilities and Rights in Health, Social Care, Children and Young People's Settings

Apprentices will achieve a practical and theory-based (or 'combined') qualification:

- Certificate for Children and Young People's Workforce
- Certificate for the Children and Young People's Workforce
- Certificate for the Children and Young People's Workforce (England)

Your chosen training provider can advise you about the qualifications open to apprentices as they can change depending on individual and other circumstances.

# Children and Young People's Workforce: Early Years Educator

# F

**Level: 3 (equivalent to A levels at grades A to E)**

Typical Length: 20 months

Training Provider: Portsmouth College

Current Funding Band: Up to £2,500 per apprentice

Entry Requirements: Your chosen provider can advise you about entry requirements for apprentices

## Suitable roles for Apprentices

- Nursery Nurse / Nursery Teaching Assistant
- Nursery Worker/ Nursery Supervisor

Your chosen training provider can advise you about the kinds of skills apprentices will learn.

## Qualifications

Apprentices will also achieve a theory-based (or 'knowledge') qualification:

- Award in Employment Responsibilities and Rights in Health, Social Care, Children and Young People's Settings

Apprentices will achieve a practical and theory-based (or 'combined') qualification:

- Diploma for the Children and Young People's Workforce (Early Years Educator)
- Diploma for the Children's Workforce (Early Years Educator)
- Diploma for the Early Years Practitioner (Early Years Educator)
- Diploma for the Early Years Workforce (Early Years Educator)
- Diploma in Children's Learning and Development (Early Years Educator)
- Diploma in Early Learning and Childcare (Early Years Educator)
- Diploma in Early Years Education and Childcare (Early Years Educator)

Your chosen training provider can advise you about the qualifications open to apprentices as they can change depending on individual and other circumstances.

## Facilities

# F

**Level: 2 (equivalent to GCSEs at grades A\* to C)**

Typical Length: 12 months

Training Provider: TBC

Current Funding Band: Up to £1,500 per apprentice

Entry Requirements: Your chosen provider can advise you about entry requirements for apprentices

### Suitable roles for Apprentices

- Facilities Services Operative

Your chosen training provider can advise you about the kinds of skills apprentices will learn.

### Qualifications

Apprentices will achieve a practical (or 'competence') qualification:

- Certificate in Facilities Services
- Certificate in Facilities Services Practice
- Certificate in Property, Caretaking and Facilities Services

Apprentices will also achieve a theory-based (or 'knowledge') qualification:

- BTEC Certificate in Facilities Services Principles
- Certificate in Facilities Services Principles

Your chosen training provider can advise you about the qualifications open to apprentices as they can change depending on individual and other circumstances.

## Facilities

# F

**Level: 3 (equivalent to A levels at grades A to E)**

Typical Length: 12 months

Training Provider: TBC

Current Funding Band: Up to £2,000 per apprentice

Entry Requirements: Your chosen provider can advise you about entry requirements for apprentices

### Suitable Roles for Apprentices

- Facilities Services Team Leader
- Trainee / Assistant Facilities Manager

Your chosen training provider can advise you about the kinds of skills apprentices will learn.

### Qualifications

Apprentices will achieve a practical (or 'competence') qualification:

- Certificate in Facilities Management Practice

Apprentices will also achieve a theory-based (or 'knowledge') qualification:

- BTEC Certificate in Facilities Management
- Certificate in Facilities Management
- Certificate in Principles of Facilities Management

Your chosen training provider can advise you about the qualifications open to apprentices as they can change depending on individual and other circumstances.

### Professional Registration

None specified.

## Facilities

# F

**Level: 4 (equivalent to certificate of higher education)**

Typical Length: 12 months

Training Provider: TBC

Current Funding Band: Up to £1,500 per apprentice

Entry Requirements: Your chosen provider can advise you about entry requirements for apprentices

### Suitable Roles for Apprentices

- Facilities Manager - Soft Services (In-house)
- Facilities Manager - Soft Services (Outsourced)
- Building Services Manager

Your chosen training provider can advise you about the kinds of skills apprentices will learn.

### Qualifications

Apprentices will achieve a practical (or 'competence') qualification:

- Diploma in Facilities Management Practice

Apprentices will also achieve a theory-based (or 'knowledge') qualification:

- Diploma in Facilities Management

Your chosen training provider can advise you about the qualifications open to apprentices as they can change depending on individual and other circumstances.

### Professional Registration

None specified.

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## Frequently Asked Questions:

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### **Q. How many hours does an apprentice have to work?**

A. The apprentice must work enough hours a week so that they can undertake sufficient, regular training and on-the-job activity. If this is less than 30 hours per week the training provider must extend the minimum duration of the apprenticeship (pro rata) to take this into account.

### **Q. What is the difference between a framework and standards?**

A. Apprenticeship Standards differ significantly from existing Frameworks. The most notable change is the requirement that an apprentice's competence must be independently assessed at the end of an Apprenticeship Standard, and that this end-point assessment should be graded.

### **Q. Who sets the standards of the apprenticeship?**

A. Standards are created by employer groups known as 'Trailblazers'.

### **Q. What are Trailblazers?**

A. A Trailblazer is an employer led group developing the new Apprenticeship Standards for occupations in their sectors. These new standards are now for all ages and all levels including degree/masters level qualifications.

### **Q. Where can I find a list of the apprenticeship frameworks/standards?**

A. To get a better understanding of the type of qualifications available please look at the "find apprenticeship training" link on page 35

### **Q. Is there a specific time of the year an apprentice has to start?**

A. No apprenticeships can start at any time throughout the year, although some colleges and the universities delivery reflect the academic year.

### **Q. Is there an upper age limit for apprenticeships?**

A. No, as long as they fit the eligibility criteria anyone of any age can complete an apprenticeship

### **Q. Can existing staff complete an apprenticeship?**

A. Yes, apprenticeships are a great opportunity to up skill existing staff. Please look at the Apprenticeships relevant to schools for further details.

**Q. Do apprenticeships require prior knowledge/qualifications?**

A. Some apprenticeships will require a certain level of education/ prior knowledge to be able to take part in the qualification but this will depend on the qualification and level of the apprenticeship.

**Q. How long is an apprenticeship?**

A. An apprenticeship has to be for a minimum of one year but the length of the qualification will depend on what the apprentice is studying and the level. E.g. degree apprenticeships could take up to 5 years.

**Q. How the apprenticeship levy applies to schools?**

A. The way in which the levy applies to schools depends on the type of school and the overall employer.

**For voluntary-aided and foundation schools**, the governing body is the employer. If the governing body's pay bill is more than £3 million then it will need to pay the levy.

**For community and voluntary-controlled schools**, the local authority is the employer, and so is responsible for payment of the apprenticeship levy for schools under their control. Each local authority with a pay bill of over £3 million will pay the levy.

**Q. What are the benefits of doing an Apprenticeship?**

A. Apprenticeships provide a great way to combine work with study either by developing new skills in your current job role or training for new role that requires you to up skill to take on your additional responsibilities.

**Q. What will I learn on the Apprenticeship?**

A. If you study an apprenticeship as part of workforce development or as a career changer you will develop new skills and gain qualifications; the range of apprenticeships on offer is growing month on month. The scope to develop in your current job role is vast with the added bonus that you can continue your studies while still working and earning a salary. Whilst apprentices are on a programme they study an occupational area specific to their apprenticeship with a college or training provider. All apprentices will receive time to learn and study during their normal working hours.

**Q. If I start an apprenticeship will my salary reduce?**

A. No for internal staff undertaking an Apprenticeship your salary will not change from your current pay-scale. The bonus being that you can continue your studies while working and earning a salary.

**Q. What levels are there?**

A. There are a number of Apprenticeship Levels available from L2 to L7 (Masters level) You will find future information in the Apprenticeship Training Directory which will give information on the academic comparison for each Apprenticeship available.

**Q. Can I start an Apprenticeship if I have a degree?**

A. You can now study an Apprenticeship if you have a degree providing that you can demonstrate that you will be learning new skills and your degree is fundamentally different from your degree.

**Q. What are the benefits of starting an Apprenticeship compared to going into Further or Higher Education?**

A. Apprenticeships provide an alternative to full-time university or college for employees who want to continue their education and career development whilst still working. They're proving popular as you can earn while you learn, plus there are no tuition fees.

**Q. Will I have to pay towards the Apprenticeship Training?**

A. The cost of the Apprenticeship Training is covered by the monies that Portsmouth City Council pays into its Levy account. The Apprenticeship Team will liaise with the Training Provider directly to pay them from the digital account. There may be some outside costs such as travel costs, books and professional registrations that may have to be covered by you.

**Q. Can I use the Levy funding for other training?**

A. The Training Providers and Portsmouth City Council are bound by strict funding rules that identifies what the Levy can and cannot be spent on, speak to the Apprenticeship team if you any questions?

Levy funds cannot be used for: apprentice wages, travel and subsistence costs, managerial costs, traineeships, work placement programmes, cost of setting up a programme and recruitment costs.

**Q. What happens if my school moves over to an academy during my apprenticeship?**

A. At the point that you are no longer an employee of Portsmouth City Council, funding from Portsmouth City Council will stop and be taken over by the MAT (Multi Academy Trust ) or the Academy. The Apprenticeship team will inform the new Multi Academy Trust or the Academy of your apprentices so that they can liaise with the Training Provider. Your apprenticeship will continue as normal without interruption.

**Q. Can I choose another Training Provider/College to do my apprenticeship with other than the one stated in the Apprenticeship Training Directory?**

A. No the Training Providers in the directory have gone through an open and competitive tendering process, having been vetted and evaluated to deliver on behalf of Portsmouth City Council (PCC). They are bound by a contract to deliver the Apprenticeship stated in the Training Directory.

**Q. What if the Apprenticeship I want to study isn't in the Apprenticeship Training Directory?**

A. We have identified the key roles within schools (see page 4) along with the current Apprenticeship Standard/Framework available. New Apprenticeships are being development and released all the time. As new Apprenticeships come available and we have a business need, we will procure a training provider to deliver. If you wish to discuss an Apprenticeship not listed contact the Apprenticeship Team E: [apprenticeships@portsmouthcc.gov.uk](mailto:apprenticeships@portsmouthcc.gov.uk)



# What happens next? - Your step by step guide

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## Internal Staff

### Step 1

- Using the Apprenticeship Training Directory discuss the apprenticeship options with your manager at your appraisal or one to one to identify the right apprenticeship option for your development
- *Tip- Remember the Apprenticeship chosen must be relevant to your current job and demonstrate the requirement to develop new skills*

### Step 2

- Complete the PCC Internal Apprenticeship application form together with your manager, once approved send to the Apprenticeship Team E: [apprenticeships@portsmouthcc.gov.uk](mailto:apprenticeships@portsmouthcc.gov.uk)
- *Tip- If you or your manager have any questions take a look at the FAQ section at the end of the Apprenticeship Training Directory or contact the Apprenticeship Team on E: [apprenticeships@portsmouthcc.gov.uk](mailto:apprenticeships@portsmouthcc.gov.uk)*

### Step 3

- The Apprenticeship Team will pass on your contact information to the relevant Training Provider to either arrange an initial meeting or a call to discuss the apprenticeship programme. Information Open Days will be held over the next few months
- *Tip- Write down questions you and your manager would like to ask the Training Provider (example questions can be found in FAQ section in the Apprenticeship Training Directory)*

### Step 4

- Once you have agreement from your manager having both spoken to the Training provider, contact the Apprenticeship Team who will refer your details onto the Training Provider to arrange the sign up appointment or place you on the enrolment waiting list
- *Tip- All training providers are required to put apprentices through an initial assessment on your Maths and English, this is to enable them to support you in the Functional skills elements of the Apprenticeship. Please do not worry about this element, the purpose is to support you and up skill your knowledge if required. Some of the higher level Apprenticeships may require you to complete a CV, have a formal entry interview and or complete pre-course work before you start*

### Step 5

- At your apprenticeship sign up meeting with the Training Provider you will be required to complete a number of enrolment forms; including an apprenticeship agreement and commitment statement to be signed by you, your manager and the Training Provider
- *Tip- Remember to bring to the meeting some form of photographic ID passport/Driving Licence, your National Insurance Number and original certificates from previous qualifications undertaken. If you have the original certificates for Maths and English Language at O'Level/GCSE/Functional skills/Key skills these may be used to exempt you from certain elements of the apprenticeship*

### Step 6

- Congratulations you are on your way to achieving your apprenticeship
- *Tip- Interested in spreading the word about apprenticeship opportunities and development? Why not become one of Portsmouth City Council Apprentice Ambassadors email the Apprenticeship Team to find out more on E: [apprenticeships@portsmouthcc.gov.uk](mailto:apprenticeships@portsmouthcc.gov.uk)*

# What happens next? - Your step by step guide

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## Managers:



## Useful Websites:

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### To find out more:

- ✓ Speak to your line manager
- ✓ Portsmouth City Council Apprenticeship team E: [apprenticeships@portsmouthcc.gov.uk](mailto:apprenticeships@portsmouthcc.gov.uk)
- ✓ Contact the National Careers Service Call 0800 100 900 to speak to an adviser (8am to 10pm, 7 days a week)

### Useful websites:

- Portsmouth City Council staff Intranet pages under Training and Development
- <https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch>
- <https://www.findapprenticeship.service.gov.uk/traineeshipsearch>
- [www.getingofar.gov.uk](http://www.getingofar.gov.uk)
- <https://nationalcareersservice.direct.gov.uk>
- [www.amazingapprenticeships.com](http://www.amazingapprenticeships.com)
- [www.apprenticeshipguide.co.uk](http://www.apprenticeshipguide.co.uk)