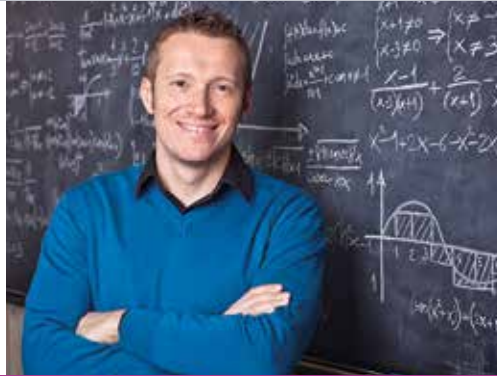


PRIORY  
APPRENTICESHIPS



APPRENTICESHIP OFFER FOR SCHOOLS

DEVELOPING YOUR WORKFORCE



*"Choosing the apprenticeship route has given me the opportunity to spend time working with people of all ages which has helped me to develop my confidence and communication. I have gained new skills by choosing this route as well as having the opportunity to gain valuable experiences."*  
Level 2 Customer Service Apprentice



## INTRODUCTION

Apprenticeships are a great way for schools to improve the skills base of their employees. They are a tried and tested way to recruit new staff, and to retrain or upskill existing staff of all ages and levels of experience, in a wide variety of roles.

You can use apprenticeships to provide training that is tailored to the needs and requirements of your school, with learning in the workplace as well as through formal training, to minimise disruption and maximise impact.

Schools should consider apprenticeships as part of **strategic workforce planning**, promoting a **diverse and inclusive workforce** and supporting **recruitment and retention** more widely.

## WHY CHOOSE PRIORY APPRENTICESHIPS?

Our work is to support our staff in their transitions to the next stage in their careers. Throughout a high quality training programme, we aim to provide them with the skills they need to develop and grow.

Key features of our provision include:

- A bespoke individual training programme to suit the needs of our apprentices
- Education is at the heart of everything we do, which means that we have the experience and expertise to deliver high quality training



### Benefits of choosing an apprenticeship for your staff workforce

- Recruitment and retention
- Development of teams
- Building confidence in day to day work
- Opportunity to learn on the job
- Qualifications
- Opportunities for growth and promotion, with your school "growing your own"
- Minimal or no cost (effective use of the apprenticeship levy)
- CPD

*"It is fantastic and heart-warming to watch staff develop in confidence, feel valued and enhance their own personal qualities as well as add value to the business. I feel a great sense of pride embracing the Apprenticeship Programme and developing our staff of the future."*  
Headteacher





*"Having the opportunity to work with the apprenticeship scheme has had so many benefits for our organisation and the individual. It has enabled us to employ a focused, dedicated and highly ambitious individual who comes with a clear training plan – something that has enabled them to enhance their skill set and apply their learning in a real-world environment. I can't believe what a good apprenticeship scheme can achieve."*

Headteacher

## WHAT IS AN APPRENTICESHIP?

**Apprenticeships are for existing staff as well as new recruits**

**Apprentices are paid in accordance with the relevant national minimum wage (although some are paid more, including those already employed by the business)**

**Apprentices will spend at least 20% of their time on off-the-job training**

**There is a range of apprenticeships available to suit your school setting**

**Anyone can become an apprentice – any age and any experience**

**Government funding is available to support your school**

**Apprenticeship training will last at least 12 months**

**Apprenticeships cover a range of education levels from Level 2 to Level 5**

## APPRENTICESHIP OPTIONS FOR SCHOOLS

Schools employ staff in a wide range of roles that align with apprenticeships. Apprenticeships can be accessed by existing staff as well as new recruits, so they are both a way of developing new talent, and retraining or upskilling your current staff. Apprenticeship standards set out the core knowledge, skills and behaviours which apprentices will need to demonstrate to be fully competent in an occupation.

Priory Apprenticeships offers a range of apprenticeships for school staff, including:

OCCUPATION	APPRENTICESHIP STANDARD	JOB ROLE
Teaching and teaching support	Teaching Assistant Level 3	Teaching Assistant
Childcare and early education	Early Years Practitioner Level 2 Early Years Educator Level 3 (from September 2021)	Nursery Nurse or Nursery Teaching Assistant
Business and administration	Business Administration Level 3	Receptionist Administrator Personal Assistant School Secretary
	Team Leader Level 3	Senior Administrator Office Manager Department Leads Team Supervisor
	HR Support Level 3	HR Administrator
Construction & facilities	Property Maintenance Operative Level 2	Site Staff Caretaker
IT and Data	IT Solutions Technician Level 3	IT Technician

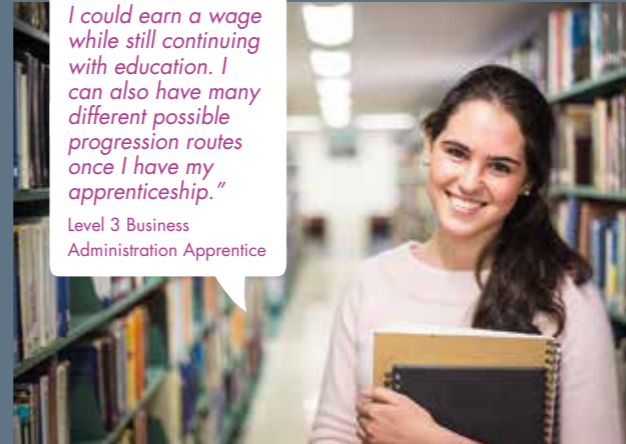
# HOW TO RECRUIT AN APPRENTICE

- **For existing staff members looking to complete an apprenticeship, please contact Priory Apprenticeships.**  
We will complete the sign-up process, complete the skills scan and register the new apprentice on the apprenticeship programme.
- **For new external apprentices, please contact Priory Apprenticeships.**  
We will advertise and recruit your apprenticeship position through the DfE Apprenticeship Service. Following interview, the school will employ the apprentice in line with their own HR procedures. We will complete the sign-up process, complete the skills scan and register the new apprentice on the apprenticeship programme.



*"I feel like the experience I have gained during my apprenticeship will really benefit me in my future as I have developed my CV and gained so many skills which I can refer to when applying for jobs."*

Level 3 Team Leader



*"I liked the idea that I could earn a wage while still continuing with education. I can also have many different possible progression routes once I have my apprenticeship."*

Level 3 Business Administration Apprentice

T: 01522 889297  
E: [prioryapprenticeships@prioryacademies.co.uk](mailto:prioryapprenticeships@prioryacademies.co.uk)  
f Priory Apprenticeships

[www.prioryapprenticeships.co.uk](http://www.prioryapprenticeships.co.uk)

# WHAT WE CAN DO FOR YOU...

**Speak to us today. We are able to put together a bespoke training package which meets your staff needs.**

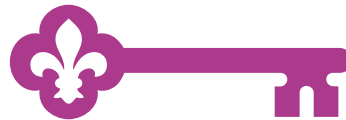
We want to work with you to develop your staff. We have the experience and expertise to ensure that apprentices learn both theory and its practical application. We are able to support you in spending your apprenticeship levy effectively. Our aim is ensure that all staff within any workplace have routes to improving their contribution to the core purpose of the organisation. We believe strongly in upskilling staff and in allowing employers to recruit and retain staff.

If you feel that you share our ethos and you want to work with us, we would be delighted. Please do not hesitate to contact one of the team.



*"If you choose an apprenticeship, you will be working with experienced technicians who will teach you the skills you need. I have learnt many new skills – not just technical skills, but communication and how to respond to different customers in an appropriate way."*

Level 3 Infrastructure Technician Apprentice



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If you would like to talk to us about apprenticeships or sign up to the process, please contact us.

T: 01522 889297 E: [prioryapprenticeships@prioryacademies.co.uk](mailto:prioryapprenticeships@prioryacademies.co.uk)  Priory Apprenticeships

[www.prioryapprenticeships.co.uk](http://www.prioryapprenticeships.co.uk)