

## WTD... Apprenticeships Application Process

### Purpose

This document is designed to provide guidance before and during the application process for an apprenticeship course.

What are apprenticeships?

Apprenticeships are funded programs that enable our colleagues to achieve a qualification while remaining in their role. These are open to any member of associate staff and members of leadership teams. Other members of our trust may be considered on an individual basis.

To enable us to provide a consistent service, we have appointed an apprenticeship provider, LMP Education Ltd, who will act as our trust's main apprenticeship provider. If they are unable to provide a desired course, they will refer us to a partner provider who can offer the course.

Our trust has access to a limited amount of funds for apprenticeship training, known as the apprenticeship levy. As these funds are limited, it is important that we ensure any training adds value to our trust and helps us to challenge educational and social disadvantage in the North.

### Key contacts

Brian Daji – Learning and Development Manager - Dixons Academies Trust

Email: [bdaji@dixonsat.com](mailto:bdaji@dixonsat.com) / [Apprenticeships@dixonsat.com](mailto:Apprenticeships@dixonsat.com)

Role: To oversee apprenticeships across our trust and develop a consistent strategy.

Jack Mackain- Bremner – Relationship Manager LMP Ltd

Email: [jack@lmpeducation.org](mailto:jack@lmpeducation.org)

Role: Relationship Manager at LMP – To act as point of contact for apprenticeship queries

### The process – Before Applying

Before applying for a training course, a conversation between the line manager and colleague needs to occur. This should clearly outline suitability and support.

- The learning goals – why this is important to the individual and our trust.
- How the course links to the colleague's role and any adjustments that need to be made to enable the colleague to gain the relevant experience.
- Time dedication – that the colleague can dedicate the required time for learning. This varies by course, up to 6 hours a week, of which 2 hours is usually learning (away from their role) and 4 hours applying their skills (in their role).
- The support network in place for the colleague which should consist of:
  - regular coaching with the line manager.
  - access to colleagues with the skill set they are studying, to share knowledge and best practices.
  - our apprenticeship provider will also provide a Tutor/Coach.
  - CfG will provide 6-monthly check-ins to ensure that the colleague is making progress and is satisfied with the support they are receiving.

## Eligibility

These training standards are government-funded and therefore come with some eligibility requirements set by the DFE, the apprentice:

- must be at least 16 years of age.
- must live in England full-time.
- must have been employed by our Trust for at least 6 months (for upskill apprenticeships).
- must not have a qualification in the same subject at the same or higher level (You can have a higher level qualification as long as it is in a different subject).
- must have Level 2 Maths and English A-C / 9-4, OR take a functional skills course alongside the training course.

For questions about eligibility, contact [Apprenticeships@dixonsat.com](mailto:Apprenticeships@dixonsat.com).

## The process – How to apply

Following a conversation with the colleague's line manager, approval must be sought from academy or functional leadership (if different from the line manager).

- If approved the colleague applying must complete and [expression of interest form](#)
- The Centre for Growth will check the application and pass the details to LMP Education or another partner.
- The training provider contacts the delegate to arrange an information, advice, and guidance call.
- The provider sends the colleague a Maths/English baseline assessment.
- The provider confirms whether the colleague is eligible or ineligible.

A process map and further information can be found [here](#).

