



**Apprenticeships for  
the School Workforce  
in Merton**

# Contents

<a href="#"><u>What is the Apprenticeship Levy?</u></a>	<b>3</b>
<a href="#"><u>Who can apply for the Apprenticeship Levy?</u></a>	<b>4</b>
<a href="#"><u>Courses for Teaching Staff</u></a>	<b>5</b>
<ul style="list-style-type: none"><li>- <a href="#"><u>Senior Leaders</u></a></li><li>- <a href="#"><u>Middle Leaders</u></a></li><li>- <a href="#"><u>Early Leaders</u></a></li></ul>	
<a href="#"><u>Courses for Support Staff</u></a>	<b>9</b>
<ul style="list-style-type: none"><li>- <a href="#"><u>Teaching and Learning</u></a></li><li>- <a href="#"><u>Early Years</u></a></li><li>- <a href="#"><u>Legal and Finance</u></a></li><li>- <a href="#"><u>Business Administration</u></a></li><li>- <a href="#"><u>Sales and Marketing</u></a></li><li>- <a href="#"><u>Catering and Hospitality</u></a></li></ul>	
<a href="#"><u>How do I access the levy?</u></a>	<b>20</b>

# What is the Apprenticeship Levy?

The Apprenticeship Levy was brought into effect by The Government from April 2017 as a way of encouraging in-work training and qualifications.

Maintained schools in Merton have paid 0.5% of their salary bill into a 'digital account' which can then be used to fund approved apprenticeships.

Payments into the digital account will only remain for 24 months so from May 2019 the amount available will begin to decrease monthly.

[Further details](#)

# Who can apply for an apprenticeship?

Any person can be an apprentice, provided:

- they are employed in a real job;
- they are working towards achieving an approved apprenticeship;
- their apprenticeship training lasts at least 12 months;
- they spend at least 20% of their time on off-the-job training (for example mentoring, coaching or completing formal training or qualifications); and
- they are paid at least the relevant national minimum wage.

# Courses for Teaching Staff

## Senior Leaders

### [M.Ed Senior Leadership Programme](#)

Level:	L7 (M.Ed.)
Typical duration:	26 months
Cost of course:	£18,000

**BOOK NOW**

## Middle Leaders

### The Education Management Programme for Teachers

Level:	L5
Typical duration:	21 months
Cost of course:	£7,000

**BOOK NOW**

## Early Leaders

### Leadership Matters Programme

Level:	L3
Typical duration:	15 months
Cost of course:	£4,500

**BOOK NOW**

# Courses for Support Staff

## Teaching and Learning

### Teaching Assistant

Level:	L3
Typical duration:	18 months
Cost of course:	£5,000

**BOOK NOW**



## Early Years

### Early Years Educator

Level:	L3
Typical duration:	18 months
Cost of course:	£6,000

**BOOK NOW**

## Legal and Finance

### Assistant Accountant

Level:	L3
Typical duration:	18 months
Cost of course:	£8,000

**BOOK NOW**

## Business Administration

### HR Consultant / Partner

Level:	L5
Typical duration:	36 months
Cost of course:	£9,000

**BOOK NOW**

## **Business Administration (continued)**

### School Business Professional

Level:	L4
Typical duration:	18 months
Cost of course:	£6,000

**BOOK NOW**

## **Business Administration (continued)**

### Team Leader / Supervisor

Level:	L3
Typical duration:	12 months
Cost of course:	£4,500

**BOOK NOW**

## **Business Administration (continued)**

### [HR Support](#)

Level:	L3
Typical duration:	18 months
Cost of course:	£5,000

**BOOK NOW**

## **Business Administration (continued)**

### [Business Administrator](#)

Level:	L3
Typical duration:	18 months
Cost of course:	£5,000

**BOOK NOW**

## Sales and Marketing

### Marketing Executive

Level:	L4
Typical duration:	15 months
Cost of course:	£6,000

**BOOK NOW**



## Sales and Marketing (continued)

### Digital Marketer

Level:	L3
Typical duration:	18 months
Cost of course:	£11,000

**BOOK NOW**

## Catering and Hospitality

### Hospitality Supervisor

Level:	L3
Typical duration:	12 months
Cost of course:	£5,000

**BOOK NOW**

## Catering and Hospitality (continued)

### Hospitality Team Member

Level:	L2
Typical duration:	12 months
Cost of course:	£4,000

**BOOK NOW**

# How do I access the levy?

**Choose the right apprenticeship\***



**Complete the Merton application form [HERE](#)**



**Send the completed form to  
[james.pierce@merton.gov.uk](mailto:james.pierce@merton.gov.uk) and  
[Professional.Qualifications@merton.gov.uk](mailto:Professional.Qualifications@merton.gov.uk)**



**James Pierce from Merton Operational Development will contact you to confirm your place in due course**

**N.B.** Please DO NOT book directly with course providers. As Merton employees, your staff will only be able to access The Apprenticeship Levy through Merton.