

**FLOURISHING
ADULTS,
FLOURISHING
SCHOOLS**

Apprenticeships for the education workforce

A guide to supporting your staff through an apprenticeship in partnership with the National Society for Education

The National Society for Education's Apprenticeship programme is delivered in collaboration with five carefully selected providers: Leeds Trinity University; St Mary's University, Twickenham; University of Roehampton; Orange Moon Training and North Warwickshire and South Leicestershire College. As well as having expertise in the delivery of high-quality apprenticeships, our providers are aligned in our vision to support adults to flourish in their career.

Apprenticeships for the education workforce

Our commitment in leadership development is to the flourishing of all adults within the education workforce. In our ['Flourishing Together'](#) paper, we outline the need to broaden approaches to professional development and to re-shape education as a career in which adults flourish. Nearly half of employees across our schools and trusts work in vital roles supporting teaching, learning and school operations, yet opportunities for structured development for these colleagues are often more limited. In response, we have partnered with a group of Further and Higher Education apprenticeship providers to offer a broad range of high-quality apprenticeships designed with these staff in mind. This programme forms one strand of our wider commitment to supporting professional development across the whole education workforce.

As a national organisation working alongside thousands of schools, we're committed to using this reach to help schools, dioceses and trusts access trusted providers and funded development opportunities for their staff. We aim to make it easier for organisations to identify programmes that meet their needs and make effective use of available apprenticeship funding. If you would like to explore how this programme could support your workforce, I would be delighted to hear from you.

Isla Johnson
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Provider profiles



Leeds Trinity University's approach to apprenticeship delivery is grounded in a genuinely supportive and holistic framework that addresses the diverse learning needs of its students. The University starts with the end in mind, ensuring that students are fully aware of their learning journey and how to navigate it towards successful completion. The University's dedication extends beyond core competencies, incorporating enriching opportunities and masterclasses that enhance the overall learning experience and prepare apprentices for success.



At **North Warwickshire and South Leicestershire College**, an unwavering dedication to student success sets it apart. The College fosters an inclusive learning environment renowned for its excellence in teaching and support services, ensuring every student feels valued and empowered. Highly qualified lecturers, who are industry experts, bring real-world experience to the classroom and are committed to helping students realise their full potential.



At the **University of Roehampton**, learners are equipped with the skills they need to stay ahead. The University's industry-relevant apprenticeships are built with learners' futures in mind. Learners join a supportive community of students. The University of Roehampton offers personalised teaching and student support through career-focused courses, giving learners the confidence to succeed.



St Mary's University, established in 1850, is rated in the top 10 for teaching quality and student experience (The Times Good University Guide 2024). Development is at the centre of everything the University does, working with learners to build their skills, professional knowledge, experience, and confidence. Learners receive personal support from an award-winning support team focused on making a positive impact on society. St Mary's University is smaller than most universities providing a personal touch that ensures that learners receive both the skills and the support needed to succeed.



Orange Moon Training provides high-quality apprenticeships for schools and early years settings, developing skilled practitioners who improve children's outcomes. Their sector-designed programmes blend structured learning with real workplace experience, tailoring training to each setting's needs while minimising disruption to staffing, ratios and day-to-day school operations. Led by experienced education professionals, Orange Moon Training offers personalised support and strong achievement rates, helping learners build the confidence, knowledge and practical skills required to succeed in education roles.

Our apprenticeships

Our partner providers deliver seven apprenticeships across four pathways.

Early years apprenticeships

Early Years Educator Level 3	15
Early Years Lead Practitioner Level 5	19

Teacher and specialist support apprenticeships

Teaching Assistant Level 3	23
Specialist Teaching Assistant Level 5 with Foundation Degree	27

Operational support apprenticeships

Business Administrator Level 3	31
People Professional Level 5	35

Pastoral support apprenticeships

Chaplaincy and Youth Ministry Level 4	39
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Our offer is driven by the needs of schools, trusts, and dioceses. If we're not offering an apprenticeship you'd like to support an employee to complete, let us know.

By partnering with HE and FE providers, The National Society for Education can support schools, dioceses and trusts nationally to use their apprenticeship levy funding to grow confident, effective, and impactful teams.

Why choose us?

All our providers deliver apprenticeships that not only develop the key knowledge, skills and behaviours required for each role, but also embed our 'Flourishing Adults' curriculum, enabling learners to build their professional expertise alongside their wellbeing and sense of purpose.

Context specific

All our providers have expertise in ensuring their programmes align with the unique challenges faced when working in an education setting. Apprentices will learn and network with others all working within a school, trust or early years setting.

Flexibility

Our providers recognise the need for flexibility when it comes to supporting staff working with young people. All apprenticeships are a mix of work-based learning, online webinars, and resources/assignments accessed flexibly around work commitments. Our apprenticeships take into account those working part-time or term-time-only enabling those with flexible working contracts to enrol.

Accessibility

National cohorts mean apprentices will make great connections with others doing similar roles to them all over the country. They also mean there is no need for travel, with all live delivery online.

Support

Our providers recognise the crucial role that tutor support, and the support of a work-based mentor play in each apprentice's development. Each apprentice will have termly virtual and/or in-person tutor visits to support their progress.

Flourishing adults curriculum

Our vision for education begins with the core belief in the inherent worth of every adult and child in the education system.

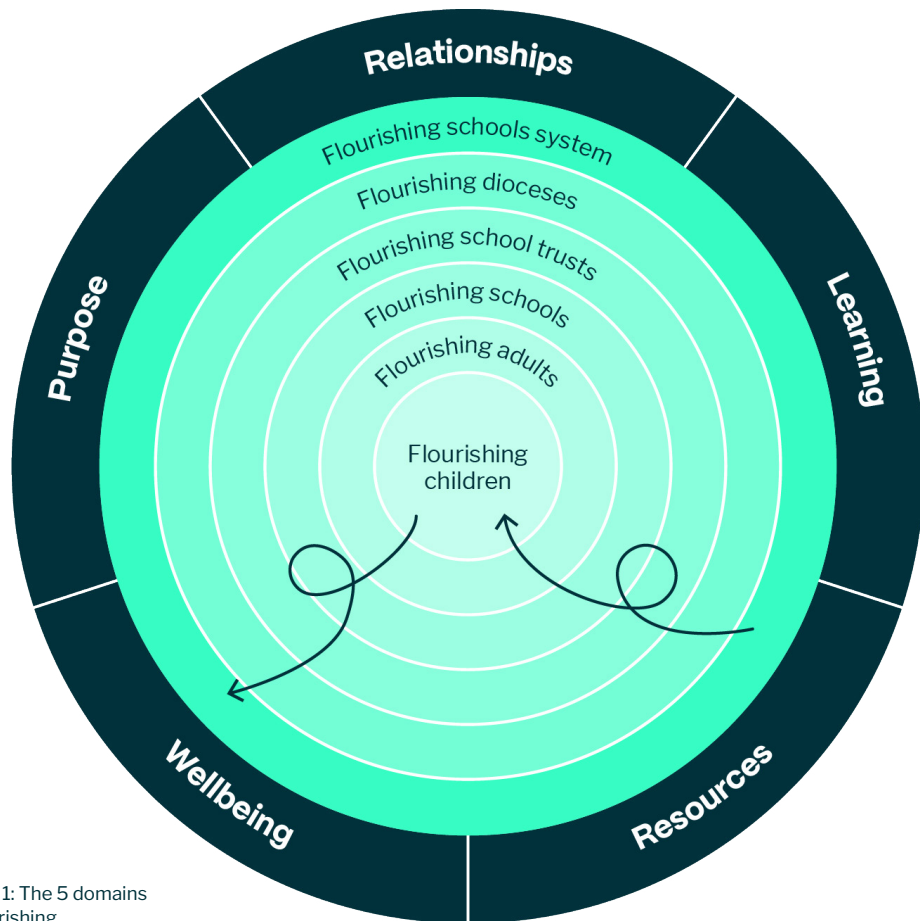


Figure 1: The 5 domains of flourishing

We believe this system stands or falls on the extent to which it is led by adults who are themselves, flourishing. We define flourishing as both our optimal continuing development and living well as a human being.

This is why each of our apprenticeships approaches the development of some of the key knowledge, skills and behaviours through the lens of the 5 domains of flourishing: Purpose, Relationships, Learning, Resources and Wellbeing. We call this our Flourishing Adults Curriculum. The 5 domains are explored in detail in *Flourishing Together* (Lynn Swaner and Andy Wolfe, 2021).

Why incorporating the Flourishing Adults Curriculum enhances each apprenticeship

- **Strengthens impact in schools and trusts** by aligning apprentices' development with the same themes and approaches used across our NPQs, Flourishing Leaders and Flourishing Teachers programmes, creating coherence across your workforce.
- **Builds more effective practitioners** by helping apprentices apply the five domains of flourishing directly to their role, improving professional judgement, relationships and day-to-day performance.
- **Reinforces organisational culture** by enabling apprentices to understand and enact your vision and values in practical ways within their teams.
- **Supports retention and progression** by helping staff feel valued, purposeful and supported, increasing motivation, engagement and long-term commitment to the organisation.

Apprenticeship key information



What is an apprenticeship?

Apprenticeships provide an excellent way for schools to either bring in fresh talent or enhance the skills of their current staff. Apprentices are employed by the school, gaining knowledge, skills and behaviours that will ensure they maximise their impact in their chosen occupation, while developing personally and professionally. An apprenticeship is a structured programme of professional development undertaken within a paid role. It combines day-to-day practice with structured study delivered by an approved college, university or training provider. Apprentices develop the knowledge, skills and behaviours required for their role while continuing to contribute to the school, supported by experienced tutors and workplace mentors, and achieve a nationally recognised qualification. For schools and trusts, apprenticeships provide a cost-effective way to strengthen workforce capability, develop existing staff and build future capacity while maintaining day-to-day provision. Learning is applied directly in the workplace, delivering immediate benefits to pupils, teams and the wider organisation.

Who are our apprenticeships for?

Anyone working for a trust, school, or diocese. We're working with Church of England trusts, mixed trusts and community trusts across England as well as diocese and individual schools, to support you to utilise your apprenticeship levy. We know apprenticeships can help you retain and attract brilliant individuals within your organisations.

Is there a maximum or minimum age for an apprentice?

There is no maximum age for an apprentice. An apprentice must be 16 or over.

Are there any other eligibility criteria?

Yes. Apprentices must have the correct residency status, have lived in the UK for the last 3 years and be living in England for the duration of their training. They can't be in full-time education or on another government-funded training programme either.

Did you know?

Apprentices aged 19 and over are not generally required to achieve new English and maths qualifications to complete their apprenticeship. However, some roles have

additional professional requirements. For example, Early Years Educators must hold a suitable Level 2 qualification in English.

Is an apprenticeship for new employees only?

No, apprenticeships are for new and existing employees and offer a structured and tailored way to train, upskill, and invest in your staff.

How long does an apprenticeship take to complete?

The minimum duration of an apprenticeship in our offer is 12 months. Most of the apprenticeships we're offering have a duration of 18-24 months.

What are the mentoring requirements?

Each apprentice is supported by a workplace mentor who provides guidance, observes practice, gives feedback on progress and supports ongoing development. Mentors receive training and support from the apprenticeship provider and attend progress reviews every 8 to 10 weeks alongside the tutor.

How much does an apprentice get paid?

The apprenticeship levy covers the cost of training, and the employer pays their salary and any other associated employment costs.

Apprentices must be paid at least the National Minimum Wage (NMW). There are different levels of NMW, depending on age and whether you are an apprentice. (www.gov.uk/national-minimum-wage-rates).

An organisation can choose to pay an apprentice above the minimum wage. By offering a competitive salary you are more likely to get the right person for your organisation. If you choose to upskill an existing employee, it is likely they will remain on their existing salary.

What are the terms of employment for an apprentice?

Apprentices have the same terms and conditions as all other employees, including any sickness and holiday entitlements. As employees, apprentices should be issued with a contract of employment. If they are on a fixed term contract, it must cover the full duration of the apprenticeship.

How are apprenticeships funded?

Apprenticeship training is funded through the apprenticeship levy, introduced by the UK Government in 2017. Employers with an annual pay bill of over £3 million contribute 0.5% of their payroll to the levy. These funds are held in a digital account and can be used to pay for approved apprenticeship training and assessment. Levy funds expire after 24 months if they are not used, so organisations are encouraged to plan how they will invest these funds in workforce development.

Most medium and large school trusts have a wage bill that places them within the levy system. For these organisations, apprenticeships provide a practical way to reinvest levy contributions directly into staff development, leadership capacity and succession planning.

Schools and trusts that do not pay the levy, or whose payroll is part of a pooled arrangement, can still access apprenticeship funding. Training is supported either through a government co-investment model, where the employer typically pays around 5% of the training cost and the government funds the remaining 95%, or through levy transfer, where a larger organisation shares unused levy funds to cover training costs.

As a result, apprenticeships are a cost-effective and powerful option for recruiting, developing and retaining staff, regardless of the size of your school or trust.

How do employers access levy funds to pay for apprenticeships?

Employers manage their levy funds through a (Digital Apprenticeship Service) DAS account dedicated to apprenticeship training expenditures. The levy is paid into the DAS account monthly.

For more detailed information on how your organisation type impacts how you access levy funds, download our [Apprenticeship Levy Guide for Schools and Trusts](#).

Can apprentices be employed part-time or on term-time only contracts?

Working a term-time only contract is not a barrier to a colleague completing an apprenticeship and all of our webinars will be delivered during term-time to accommodate term-time only contracts as standard.





Note an apprentices' 'off the job training' must be completed during working hours.

Colleagues working part-time is also not usually a barrier to completing an apprenticeship. To complete an apprenticeship in the time-phase stated, they need to be working at least 30 hours per week. Colleagues working fewer hours may need to extend the duration of their training. This will be assessed on a case-by-case basis with the provider. This is based on guidance published in January 2026 by the DfE and can be found [here](#).

What is 'Off the Job Training' (OTJT) and how can we manage this in a busy school?

OTJT is a vital part of any apprenticeship and it's a condition of the apprenticeship funding rules that 20% of the apprentices' paid hours are allocated to OTJT activities. It helps to reinforce the practical work-based skills completed on the job by the learner.

The DfE define off the job training as 'learning which is undertaken outside of the normal day to day working environment.' This does not necessarily mean time out of the classroom/office requiring staff cover.

Myths Busted – 20% OTJT means one day out of the workplace every week?

This isn't the case. OTJT can be accrued over the course of the apprenticeship. It doesn't have to be regimented to one day per week. Varied delivery can be used, such as short webinars, day release, study time, relevant INSET training and more, depending on the context.

Myths Busted – 20% OTJT should always be classroom-based activity away from the workplace?

It doesn't always have to be. Training can be delivered through various methods such as e-learning, self-study, and virtual classrooms. And it's not just teaching of the theory side which counts. Practical training and learning such as, shadowing, mentoring, workshops, relevant internal CPD and research can also contribute.



Early Years Educator



About the apprenticeship

The Early Years Educator Level 3 apprenticeship is an 18-month programme that develops staff to deliver high-quality education and care for children from birth to age five. Apprentices gain a secure understanding of child development, learning through play, communication and language, and safeguarding, enabling them to support children's progress, wellbeing and readiness for school.

Who's it for?

This programme is suitable for anyone who is working in early years education, interacting daily with children in the birth to 5 age range in accordance with the EYFS. It's a great progression route for a practitioner who already holds an Early Years Practitioner Level 2 qualification or anyone who wants to pursue a career as an Early Years Educator in nurseries, pre-schools, and reception classes.

Delivery

- Online webinars, workshops, and tutorials
- E-learning, assignments, and research
- Support from course tutor
- Mentoring from workplace mentor
- Observations of practice in apprentice's workplace
- End point assessment



Qualifications

Level 3 Early Years Educator apprenticeship

Duration

18 months + 3 months end point assessment window

Delivery

Orange Moon Training

Cost

£7000 funded by the apprenticeship levy

What you'll learn

The course is designed to equip learners with the knowledge, skills, and behaviours to work with children from birth to 5 years old, and gain understanding of children up to age 7. This includes:

Child development

Covers how children grow and change physically, cognitively, emotionally, and socially from birth to 7 years. Includes understanding factors that influence development and how to observe and assess children's progress to support their learning and well-being.

Safeguarding and welfare

Focuses on protecting children from harm by following safeguarding policies and recognising signs of abuse or neglect. Emphasises ensuring children's health, safety, and emotional security within the setting.

Health and well-being

Promotes healthy lifestyles through good nutrition, physical activity, hygiene, and emotional support.

Supporting learning

Explores theories of play and learning and how to apply the Early Years Foundation Stage (EYFS) curriculum. Involves planning and delivering stimulating activities that promote development across all learning areas.

Communication and language

Develops strategies to support children's speech, language, and communication skills. Uses stories, songs, and conversations to enhance children's vocabulary and expression.

Inclusive practice

Encourages recognising and meeting the diverse needs of children, including those with SEND. Promotes equality, diversity, and inclusion by adapting activities and environments to support every child's participation.

Professional practice

Builds reflective skills to improve personal performance. Emphasises the importance of teamwork, communicating with parents and professionals, and maintaining professional behaviour and standards.

Policies and legislation

Covers essential laws and policies like the Children Act, EYFS framework, health and safety, and data protection. Ensures learners understand their legal responsibilities in early years settings.

How to apply and timelines



Individuals and/or their school or trust should register their interest directly with Orange Moon Training by completing this short expression of interest form Register for Apprenticeships – OMT, by emailing training@omtraining.co.uk or by calling 0115 784 3980.

Make sure you specify you're enrolling as part of the partnership with the National Society for Education.

1

School agree to explore apprenticeship for learner

2

Employer/learner make contact with provider directly

3

Formal registration and enrolment for learner and employer

4

Induction and start of apprenticeship

Early Years Lead Practitioner



About the apprenticeship

The Early Years Lead Practitioner Level 5 apprenticeship is a 24-month programme that develops experienced staff to lead high-quality practice across early years provision. Apprentices deepen their expertise in child development, curriculum, assessment, safeguarding and inclusive practice, while building the skills to support and mentor colleagues, model effective teaching and drive continuous improvement. Learning is applied directly in the setting, strengthening leadership capacity, embedding consistent standards and improving outcomes for young children.

Who's it for?

This programme is suitable for proactive, influential practitioners, working directly with children and practitioners who already hold a Level 3 qualification relevant to working in early years. This programme will enable highly skilled professionals to take an operational lead for the care, learning and development of all young children within their care and lead and support the practice of others.

Delivery

- Online webinars, workshops, and tutorials
- E-learning, assignments, and research
- Support from course tutor
- Mentoring from workplace mentor
- Observations of practice in apprentice's workplace
- End point assessment

Qualifications

Level 5 Early Years Lead Practitioner apprenticeship

Duration

24 months + 3 months end point assessment window

Delivery

Orange Moon Training

Cost

£9,000 fully funded by the apprenticeship levy

What you'll learn

The course is designed to equip learners with the knowledge, skills and behaviours to take an operational lead for the care, learning and development of all young children within their care and lead and support the practice of others. The areas covered include:

The unique child

Apprentices will learn to recognise and respect the individuality of each child, understanding their unique characteristics, interests, and developmental needs. They will adapt care and learning approaches to support inclusive and holistic provision.

Legislation and guidance

This area focuses on applying relevant legislation, policies, and frameworks that govern early years practice. Apprentices will ensure compliance with statutory requirements and promote best practices within their settings.

Learning and development

Apprentices will gain expertise in planning, delivering, and evaluating play-based learning experiences that support children's development across the Early Years Foundation Stage (EYFS). They will lead on curriculum implementation and adapt strategies to meet individual learning needs.

Effective promotion of development, health, and well-being

This component covers strategies to promote children's physical, emotional, and social wellbeing. Apprentices will learn to create safe and nurturing environments, implement health and nutrition guidelines, and support children's overall development.

Leading practice

Apprentices will develop leadership skills to guide and mentor other practitioners, manage day-to-day operations, and drive quality improvements within their settings.

Enabling environments

Learn how to design and lead safe, stimulating and inclusive environments that support children's independence, exploration and wellbeing, both indoors and outdoors.

Pedagogical Practice

Learners develop a deep understanding of effective early years pedagogy, including how children learn, the role of the adult, and how high-quality interactions support sustained learning and development.

Child Development, Observation, and Planning

This area emphasises the importance of observing children to assess their development accurately. Apprentices will learn to use observations to inform planning, ensuring that activities are tailored to support each child's progress effectively.

Administration

Apprentices will acquire skills in managing administrative tasks, including maintaining records, handling documentation, and ensuring compliance with regulatory requirements.

How to apply and timelines



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Induction and start of apprenticeship

Teaching Assistant



About the apprenticeship

The Teaching Assistant apprenticeship offers a flexible approach to learning that benefits both schools and learners. All apprentices will gain fundamental knowledge and develop essential skills and behaviours to support teachers in enhancing pupil learning, whether in groups or individually.

Who's it for?

This programme is for support staff passionate about supporting children's learning and development in a school setting. It's a great programme for anyone new to, or less experienced in support roles including teaching assistants, learning support assistants, and pastoral support staff.

Delivery

- Online webinars, workshops, and tutorials
- E-learning, assignments, and research
- Support from course tutor
- Mentoring from workplace mentor
- End point assessment



Qualifications

Level 3 Teaching Assistant apprenticeship

Duration

18 months + 3 months end point assessment window

Delivery

University of Roehampton, London

Cost

£7,000 fully funded by the apprenticeship levy

What you'll learn

The course is designed to equip learners with the knowledge, skills, and behaviours to work under the guidance of qualified teachers to support them and enhance learning for pupils. Themes covered include:

Supporting independent learning

Apprentices learn to encourage and support learners' independent learning skills.

Communication skills

They develop communication strategies to effectively interact with learners, teachers, and other professionals.

Behaviour management

They learn to apply behaviour management strategies in line with school policies.

Adapting to different learners

Apprentices are trained to adapt teaching strategies and resources to meet the diverse needs of learners.

Utilising technology

They learn to use technology to support learning and encourage its safe use by learners.

How to apply and timelines



Individuals and/or their school or trust should register their interest directly with Roehampton University by emailing deborah.sabrig@roehampton.ac.uk
Make sure you specify you're enrolling as part of the partnership with the National Society for Education.

1

School agree to explore apprenticeship for learner

2

Employer/learner make contact with provider directly

3

Formal registration and enrolment for learner and employer

4

Induction and start of apprenticeship

Specialist Teaching Assistant

About the apprenticeship

The Specialist Teaching Assistant Level 5 apprenticeship is a 24-month long apprenticeship that prepares individuals to support learners across various educational settings, including primary, secondary, special schools, and further education institutions.

Who's it for?

To be eligible, you must have experience working as a teaching assistant or in a similar role, ideally for at least 12 months. Specialist Teaching Assistants build relationships with learners, families, and professionals, contributing to the development of inclusive, supportive learning environments. They are responsible for supporting both individual and group learning, ensuring student safety, and assisting with assessment and evaluation processes. Additionally, they may train and support colleagues in their specialist area.

Delivery

- Online webinars, workshops, and tutorials
- E-learning, assignments, and research
- Support from course tutor
- Mentoring from workplace mentor
- End point assessment



Qualifications

Level 5 Specialist Teaching Assistant apprenticeship (3 pathways to choose from)

Duration

24 months + 3 months end point assessment window

Delivery

Leeds Trinity University

Cost

£12,000 fully funded by the apprenticeship levy

What you'll learn

The course equips experienced teaching assistants with the knowledge, skills, and behaviours needed to excel in supporting students with diverse needs.

The apprenticeship curriculum is based on 3 pathways. Apprentices can choose their pathway at the start of the course:

- **SEND** – Supporting learners with special educational needs and disabilities.
- **Social and emotional well-being** – Focusing on mental health and emotional support.
- **Curriculum provision** – Specialising in subject-specific interventions such as early reading or maths, forest school, or EAL.

Themes covered include:

The role of a Specialist Teaching Assistant

Learners explore policies, safeguarding, and inclusive practice, developing skills to work collaboratively with teachers, parents, and external professionals.

Curriculum and pedagogic practice

Covers curriculum frameworks, learning theories, and adaptive teaching strategies, with a focus on planning, delivery, and assessment.

Special needs (SEND, SEMH, SLCN)

Provides understanding of key areas such as SEND, social, emotional, and mental health (SEMH), and speech, language, and communication needs (SLCN), alongside practical support strategies.

The Research-informed specialist

Encourages engagement with current research to evaluate and improve teaching practice.

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Encourages engagement with current research to evaluate and improve teaching practice.

Supporting literacy and numeracy

Focuses on targeted intervention, assessment tools, and teaching methods to help learners struggling with reading, writing, and maths.

Supporting neurodiversity

Explores neurodiverse conditions including autism and dyslexia, promoting inclusive strategies that recognise and support diverse learning needs.

Leadership in supporting mental health and well-being in educational settings

Equips learners with the essential knowledge, skills, and behaviours necessary to effectively promote mental health and well-being.

Values and cultural leadership

Focusing on how values and cultural leadership influence the interactions between children and educators. A critical analysis of various educational theories will be undertaken, highlighting the importance of establishing a classroom culture that reflects respect, inclusivity, and shared values.

How to apply and timelines



Individuals and/or their school or trust should register their interest directly with Leeds Trinity University by completing this short expression of interest form or by emailing m.dessington@leedstrinity.ac.uk. You'll then be invited to a webinar to learn more and begin the enrolment process.

Make sure you specify you're enrolling as part of the partnership with the National Society for Education.

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Induction and start of apprenticeship

Business Administrator

NWSLC
NORTH WARWICKSHIRE AND SOUTH LEICESTERSHIRE COLLEGE



About the apprenticeship

The Business Administrator Level 3 apprenticeship is a work-based programme completed over 18 months aimed at individuals seeking to develop practical business administration skills within an education setting.

This programme will ensure you have a highly transferable set of skills, knowledge and behaviours that can be applied in all sectors. With a focus on adding value, you will contribute to the efficiency of an organisation, through support of functional areas, working across teams and resolving issues. As part of your role, you will develop effective communication skills, both written and verbal and gain experience in prioritising tasks, problem-solving, decision making and using initiative.

Who's it for?

The Business Administrator Level 3 apprenticeship is aimed at individuals seeking to develop practical business administration skills who are currently employed as various administrative roles, including business administrators, school/trust office staff, business coordinators and receptionists.

Delivery

- All delivery is online, no requirement for travel
- Online webinars, workshops, and tutorials
- E-learning, assignments, and research
- Support from course tutor
- Mentoring from workplace mentor
- End point assessment

Qualifications

Level 3 Business Administrator apprenticeship

Duration

15 months + 3 months end point assessment window

Delivery

North Warwickshire and South Leicestershire College

Cost

£5,000 fully funded by the apprenticeship levy

What you'll learn

The course is designed to equip learners with a highly transferable set of skills, knowledge and behaviours that can be applied in all areas of business administration. This programme will ensure you will contribute to the efficiency of your organisation. Themes covered include:

Communication in a business

Apprentices learn to communicate clearly and professionally through various channels, ensuring effective information exchange within and outside the organisation.

Principles of providing administrative services

They gain knowledge of administrative tasks such as managing diaries, organising meetings, and handling correspondence, contributing to efficient office operations.

Principles of business document production and information management

The programme covers the creation and management of business documents, ensuring accuracy, consistency, and compliance with organisational standards.

Understand employer organisations

Apprentices develop an understanding of different organisational structures, functions, and the external factors that influence business operations.

Manage personal performance and development

They learn to set personal goals, monitor their performance, and engage in continuous professional development to enhance their skills and career prospects.

Develop working relationships with colleagues

The apprenticeship emphasises building positive working relationships, promoting teamwork, and effectively collaborating with colleagues across the organisation.

How to apply and timelines



Individuals and/or their school or trust should register their interest directly with North Warwickshire and South Leicestershire College by completing this short expression of interest form Register for Apprenticeships – NWSLC, by emailing be@nwslc.ac.uk or by calling 0330 058 3000. You'll then be invited to a webinar to learn more and begin the enrolment process.

Make sure you specify you're enrolling as part of the partnership with the National Society for Education.

1

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Formal registration and enrolment for learner and employer

4

Induction and start of apprenticeship

People Professional apprenticeship



About the apprenticeship

The People Professional Level 5 apprenticeship is a work-based programme designed for those responsible for providing HR advice and support within their workplace. This Level 5 programme focuses on exploring systems, processes, and management relationships, to impact the organisation while considering legislation and policy. During this programme, apprentices will also complete a CIPD qualification in People Management. The People Professional Level 5 apprenticeship is equivalent to a university foundation degree. If successful in completing the programme, an apprentice should be eligible for associate membership of the Chartered Institute for the People Profession – the CIPD.

Who's it for?

This apprenticeship is ideal for individuals responsible for providing HR advice and support within their school or trust. It's ideal for HR professionals who are eager to accelerate their career and deepen their understanding of HR to make a significant impact on the organisation by supporting and advising all levels of staff, ensuring the organisation meets its objectives.

Delivery

- Online webinars, workshops, and tutorials
- E-learning, assignments, and research
- Support from course tutor
- Mentoring from workplace mentor
- End point assessment

Qualifications

Level 5 People Professional apprenticeship + CIPD Associate Diploma in People Management

Duration

22 months + 3 months end point assessment window

Delivery

North Warwickshire and South Leicestershire College

Cost

£11,000 fully funded by the apprenticeship levy

What you'll learn

As well as acquiring key knowledge, skills and behaviours that develop strategic HR capabilities to drive organisational success, apprentices will also complete a CIPD qualification in people management. The People Professional Level 5 apprenticeship is equivalent to a university foundation degree. If successful in completing the programme an apprentice should be eligible for associate membership of the Chartered Institute for the People Profession – the CIPD.

Core themes covered include:

Organisational performance and culture in practice

Apprentices learn to align people strategies with business goals, fostering a culture that enhances performance and supports organisational objectives.

Evidence-based practice

They develop skills to collect, analyse, and apply data and research to inform HR decisions, ensuring practices are grounded in solid evidence.

Professional behaviours and valuing people

The programme emphasises ethical conduct, inclusivity, and the importance of valuing diversity, promoting a respectful and supportive workplace.

Employment relationship management

Apprentices gain expertise in managing employee relations, including conflict resolution, disciplinary procedures, and fostering positive workplace dynamics.

Talent management and workforce planning

They learn to identify talent needs, develop succession plans, and implement strategies to attract, retain, and develop employees effectively.

Reward for performance and contribution

The apprenticeship covers designing and managing reward systems that recognise employee contributions, balancing motivation with organisational affordability.

How to apply and timelines



Individuals can then register their interest directly with North Warwickshire and South Leicestershire College by completing this short expression of interest form, by emailing be@nwslc.ac.uk or by calling 0330 058 3000. You'll then be invited to a webinar to learn more and begin the enrolment process.

Make sure you specify you're enrolling as part of the partnership with the National Society for Education.

1

School agree to explore apprenticeship for learner

2

Employer/learner make contact with provider directly

3

Formal registration and enrolment for learner and employer

4

Induction and start of apprenticeship

Chaplaincy and Youth Ministry



About the apprenticeship

The Chaplaincy and Youth Ministry apprenticeship prepares learners for roles such as lay chaplains in schools and colleges, or youth ministers in parishes and retreat centres. Apprentices will develop both practical pastoral skills and theological understanding, enabling them to:

- Respond to the spiritual and sacramental needs of school and college communities
- Provide pastoral care for pupils and staff
- Facilitate links between schools and parishes
- Lead liturgical events and develop spiritual resources
- Support young people aged 0–19 in educational and pastoral contexts

Who's it for?

This programme is ideal for those currently working with, or planning to work with, young people in schools, colleges, or parishes. This includes teachers and teaching assistants, school chaplains, youth ministers and pastoral workers.

Delivery

- Online webinars, workshops, and tutorials
- E-learning, assignments, and research
- Support from course tutor
- Mentoring from workplace mentor
- End point assessment

Qualifications

Level 4 apprenticeship – Children, Young People and Families practitioner (Chaplaincy and Youth Ministry pathway) + certificate of higher education in working with children, young people and families

Duration

24 months

Delivery

St Mary's University, Twickenham

Cost

£6000 fully funded by the apprenticeship levy

What you'll learn

The programme is designed to equip learners with the knowledge, skills, and behaviours to support young people within a chaplaincy role.

Themes covered include:

The development of children and young people in a pastoral context

Explores the growth and needs of young people within pastoral settings.

SEND and inclusion at the heart of pastoral care

Focuses on supporting children with special educational needs and disabilities, emphasizing inclusive pastoral practices.

Health, well-being and spirituality of children and young people

Examines the holistic well-being of young individuals, integrating physical, mental, and spiritual health.

Ethical and policy considerations in pastoral leadership

Addresses the ethical frameworks and policies guiding pastoral leadership roles.

Managing behaviour, educational and pastoral perspectives

Provides strategies for behaviour management from both educational and pastoral viewpoints.

Developing pastoral and academic practice

Aims to enhance practical skills in delivering effective pastoral care and academic support.

How to apply and timelines



Individuals and/or their school or trust should register their interest directly with St Mary's University, Twickenham by completing this short expression of interest form or by emailing apprenticeships@stmarys.ac.uk. You'll then be invited to a webinar to learn more and begin the enrolment process.

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**Foundation for
Educational Leadership**

National Society for Education