

**Upskill Shropshire Apprenticeship Levy Funding**

**Business Case for Professional Development**

**The Business Case for Apprenticeship Levy Funding is required as part of the Upskill Process. Please ensure that you complete all sections of this form accurately and return to** [**apprenticeshiplevy@shropshire.gov.uk**](mailto:apprenticeshiplevy@shropshire.gov.uk) **at the earliest convenience. The Business Case is initially reviewed by the Upskill Team and may be returned if more details are required; once ready, this is then shared with the appropriate Executive or Assistant Director for review and decision on outcome (approval/non-approval). A Business Case must be completed for each individual employee in line with audit requirements.**

**The Business Case enables Upskill Shropshire to:**

* **Determine the training need and ensure the requested training is appropriate.**
* **Determine whether the contracted working hours, length of contract and salary are appropriate.**
* **To ensure that we have availability of Levy Funds to support the apprenticeship requirements.**
* **To determine the commitment of the Line Manager in terms of supporting the apprentice(s) throughout the entire journey.**
* **The short term and long term impact and benefit to the service area/organisation/individual.**
* **Confirmation of support for apprentice.**

**If you have any questions or require support with your Business Case or Apprenticeship requirements, please contact the Upskill Team as soon as possible.**

**Business Case for Professional Development**

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| 1. **Management Information** | | | |
| **Line Manager/Headteacher Name:**  **Email Address:**  **Telephone No:** |  | | |
| **Team/School:** |  | | |
| **Directorate/Secondary/Primary:** |  | | |
| **HR Business Partner:** |  | | |
| **Finance Business Partner (corporate only) :** |  | | |
| 1. **Name of Employee** | | | |
| **Employee name:** |  | | |
| **Post/Job Title:** |  | | |
| Please note that a learner on a part time contract (less than 30 hours a week) will take longer to complete an apprenticeship than a learner on a 30+ hour contract. Generally, a 30+ hour contract will take a minimum of one year and 1 day to complete, dependant on the apprenticeship course (most are 18 months+)  If you have a learner who is on a term time only contract, the apprenticeship will take longer than one year to complete. Please seek advice on this from Upskill Shropshire before recruiting/if you learner is on a fixed term contract. If you have any queries regarding the above, please contact Upskill Shropshire via [ApprenticeshipLevy@Shropshire.gov.uk](mailto:ApprenticeshipLevy@Shropshire.gov.uk) or telephone 01743 258521. | | | |
| **Post Salary Grade:** |  | | |
| **Duration of contract:** | **Permanent**  **Fixed Term** | | |
| **If fixed term, please detail contract end date:** |  | | |
| **Hours of work:**  (must be 25 hours per week to qualify for funding. If contracted hours are less than this, please contact Upskill Shropshire to discuss.) |  | | |
| **No. of days worked per week:** |  | | |
| **Is this post term time only?** | **Yes**  **No** | | |
| **Has an Immigration and Asylum check been completed? Please check with Employment Services if you’re unsure.** | **Yes  No** | | |
| **Purpose of Post – please provide an overview or alternatively attached Job Description/Person Specification.** | | | |
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| 1. **Details of Apprenticeship**   ***(Please note, if you haven’t yet discussed your apprenticeship requirements with Upskill Shropshire, please contact before submitting the Business Case).*** | | | |
| **Apprenticeship Title:**  (Please refer to Apprentice Standards on the Institute for Apprenticeships and Technical Education website for correct title. The link will need to be opened in a new tab: <https://www.instituteforapprenticeships.org/apprenticeship-standards/>) |  | | |
| **Level of Apprenticeship:** |  | | |
| **Anticipated start date of Apprenticeship**  (Please note it can take up to 12 weeks to complete required Upskill processes)**:** |  | | |
| **Method of Delivery**  Please note, where possible we will always opt for Day Release delivery as this is most effective for the business. Some courses, however, do deliver their training in Block Release (i.e. Teacher Level 6). Upskill Shropshire cannot guarantee the type of delivery when procuring for the training provider, but we will do our best to find appropriate requirements. Upskill Shropshire will communicate where delivery requirements differ to day release at the point of procurement. | | | |
| 1. **Impact of training to service / organisation:** | | | |
| **What need is there for this Apprenticeship Training? How will upskilling the employee have an impact on service efficiency/effectiveness/enhanced provision? Please consider both short term and long term impact within your response.** | | | |
| **What benefit/impact will this have on staff retention/skills for the future/career development?** | | | |
| **How does the application support career development?** | | | |
| **Apprenticeship Support and Adherence to Funding Rules**  All Apprenticeship Training must follow and adhere to the Funding Rules as established by the Education and Skills Funding Agency. Breaching the Funding Rules can result in jeopardising the apprenticeship funding for the organisation not just the individual. Upskill Shropshire want to ensure that all Apprentices and Line Managers are aware of this and that when they commit to the apprenticeship, by completing the Business Case and Application form, they’re clear on what their responsibilities are. Please see Appendix A. which details the responsibilities of the Line Manager and Learner; you may want to discuss these in supervision or a 1:1. | | | |
| **What are your plans for supporting the employee throughout the Apprenticeship journey and ensure they adhere to the programme for the duration of the Apprenticeship?** | | | |
| **How will you ensure the Apprentice is enabled to achieve off the job learning (see Guidance for details on what this is)?** | | | |
| **How does the job role provide the opportunity for the employee to gain knowledge, skills and behaviours needed to achieve their apprenticeship?**  Please refer to the appropriate Apprenticeship Standard on the Institute for Apprenticeships and Technical Education website and ensure that the apprentice will be able to meet all of the Knowledge, Skills and Behaviours outlined within their **current job role**. The link will need to be opened in a new tab: <https://www.instituteforapprenticeships.org/apprenticeship-standards/> | | | |
| 1. **Workplace Mentor**   **As of April 2022, all Apprentices will be required to have a workplace mentor. This will need to be decided and allocated by the Line Manager of the Apprentice. A workplace mentor is not formally responsible for the health and wellbeing of the employee; this is still the line manager.**  **The role of the workplace mentor is to:**   * **Help a new employee within the workplace** * **Perhaps be a previous apprentice who can provide insight** * **Be skilled in the area the apprentice is training** * **Provide advice and guidance where needed in line with the apprenticeship or workplace.** * **Provide shadowing or mentoring opportunities to gain additional off the job training.**   **The more support an apprentice has, the more likely they are to succeed within an apprenticeship. You’ll need to make your apprentice aware of who this is, set up an introduction and check in with them regularly to see how the workplace mentor is working. This is an informal arrangement; the apprentice and workplace mentor could be in contact weekly or quarterly.**  **Name of workplace mentor:**  **Email Address:** | | | |
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| 1. **Manager Approval** | | | |
| **Further information to be considered:** | | | |
| 1. **Manager Approval Statements** | | | |
| **I have read the Manager/Apprentice guidance and Appendix A and understand the Apprenticeship Process and responsibilities of the Employee/Line Manager and will adhere to this. I understand I will be in breach of the Apprenticeship Levy Funding Rules if I do not adhere to these.** | | **Yes**  **No** | |
| **I give permission for my employee to take off the job training as a requirement of undertaking an Apprenticeship and understand the off the job guidance.** | | **Yes**  **No** | |
| **I understand that there is a requirement for off the job training and I agree to cover any travel costs incurred as a result of my staff undertaking this training.** | | **Yes**  **No** | |
| 1. **GDPR statement** | | | |
| **How do we collect information from you and for what purpose?**  We collect this information for internal use only, it is used to draw down funding from the apprenticeship levy pot. It will also allow for internal reporting against the relevant business case and the apprenticeship business need. The relevant director/manager will also need to sign off the application.  **Who do we share this information with?**  The information collected within this form will be for internal use only. It will be used for the administration for the apprenticeship and shared with the relevant director/manager for sign off. We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.  **Further information**  For further details as to how the Council uses your information please see our full privacy notice, which can be found on our website here: <https://shropshire.gov.uk/media/15083/upskill-apprenticeship-levy-privacy-notice.pdf> | | | |
| **Signed:** | | | **Name:** |
| **Job title:** | | | **Date:** |
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| 1. ***For completion by Upskill Shropshire team*** | | | |
| **Application reference:** |  | | |
| **Lot:** |  | | |
| **Duration of apprenticeship:** |  | | |
| **Maximum funding band for apprenticeship:** |  | | |
| **Other likely costs attached to apprenticeship:** |  | | |
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| 1. **DMT approval** | | | |
| **Action: Request Approved**  **Request Declined**  **Further info required (see detail below)** | | | |
|  | | | |
| **Signed:** | | | **Name:** |
| **Job title:** | | | **Date:** |

**Appendix A. Apprentice and Line Manager Responsibilities**

All Apprenticeship Training must follow and adhere to the [Funding Rules](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1092604/2223_Employer_Rules_Version_1_Final.pdf) as established by the Education and Skills Funding Agency. Breaching the Funding Rules can result in jeopardising the apprenticeship funding for the organisation not just the individual. Upskill Shropshire want to ensure that all Apprentices and Line Managers are aware of the funding rules and have provided a summary of responsibilities as detailed within the funding rules below. When Line Managers and Apprentices complete the Business Case and Application form, they are committing to the apprenticeship; this is formalised and legalised at the beginning of the apprenticeship programme when you will be asked to sign the Apprenticeship Agreement and Commitment Statement. The Line Manager plays a key role within the apprenticeship journey and is required to provide consistent support throughout; from enrolment to End Point Assessment.

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| **Apprentice (Employee) Responsibilities** | **Line Manager Responsibilities** |
| * Adhere to Shropshire Council’s Policies and Procedures as an employee of the Local Authority. * Make a positive commitment and contribution to their own learning and development in line with the Apprenticeship programme and confirm this by signing the Commitment Statement provided by the Training Provider at the start of an Apprenticeship.      * To understand all elements of apprenticeship training by reading the Upskill Guidance available to Apprentices and Managers including off the job learning rule. * Complete the Apprenticeship to the required standard and within a reasonable timeframe as set out, and agreed by all parties, at the initial assessment stage. * To engage on a regular basis with the training provider in order to progress apprenticeship training. * To meet all deadlines for work submissions and to meet regularly with their assessor and manager. * Actively engage and reflect with their line manager about how the apprenticeship is progressing and aiding them in their job role. * To raise immediately with their manager any workplace issues/concerns that may affect the completion of the apprenticeship. * To develop occupational competence, a professional attitude and meet the expectations and performance measures of Shropshire Council. * Inform the Training Provider of any issues which may affect the completion of the apprenticeship qualification within the agreed timescales. | * Follow the processes, as set out by Upskill Shropshire, to engage with current employees or to recruit to new apprenticeship vacancies. * To understand all elements of apprenticeship training by reading the Upskill Guidance available to Apprentices and Managers including off the job learning rule. * To commit to the employee’s Apprenticeship journey throughout the programme, providing thorough support, commitment and confirm this by signing the Commitment Statement provided by the Training Provider at the start of an Apprenticeship. * Work with, and be supported by, the training provider to ensure that appropriate work is planned to develop the required skills and knowledge. * To engage in an appropriate induction to the apprenticeship programme, in accordance with national guidelines, for all learners with the provider. * Provide informal coaching, guidance and feedback which will help staff undertaking apprenticeship training develop knowledge and skills to meet the requirements of the apprenticeship standard or framework. * Discuss the progress of the employee’s apprenticeships with them on a regular basis and provide suitable supervision throughout their training and employment. * Provide a Workplace Mentor to provide additional support. * To attend meetings either virtually or face to face, with the training provider and the apprentice at mutually agreed regular intervals (at least quarterly) to discuss progress and any issues which may require joint resolution. * Inform the Training Provider of any issues which may affect the completion of the apprenticeship qualification within the agreed timescales. * Enable the apprentice to undertake the requirement off the job training against their contracted time in off the job training activity (based on 6 hours). * To communicate with the Training Provider and Upskill Shropshire if the employee is absent from the workplace for more than 2 weeks as appropriate measures may need to be implemented. * Understand that if there is no engagement for 4 weeks within the apprenticeship, the training provider has the right to * withdraw the apprentice from programme. |