

# Apprenticeship Levy report

Reporting period

1 April 2022 – 31 March 2023

## Executive Summary

In May 2017 the Apprenticeship Levy was introduced by the Department for Education. All employers with an annual pay bill of more than £3 million pay 0.5% of their monthly payroll into the levy. This equates to around £13,500.00 per month for Diverse Academies Trust.

The public sector apprenticeships target ended on 31 March 2022. There is no longer a target set in legislation for public sector employers, however it is still important that as a public sector body we continue to gather and report relevant apprenticeships data.

Public sector bodies continue to be encouraged to increase our commitment to apprenticeships. To drive focus and promote the identification and sharing of good practice, the Department for Education want to ensure there is transparency in employer's performance and will therefore continue to publish data annually on new apprenticeship starts, total numbers of apprentices and organisation headcounts.

The Government considers the duty to 'have regard' to the target to mean that, in making workforce planning decisions, public bodies should actively consider apprenticeships, either for new recruits or as part of career development for existing staff. Apprentices are only considered as 'new apprentices' who will count towards the target, in the year in which they begin their apprenticeship.

Public bodies are required to complete the Apprenticeship Report on an annual basis to explain how they have had regard to the target, and include actions taken to increase apprenticeship usage.

Between 1 April 2021 and 31 March 2022, the number of new apprentices – including both new hires and existing employees who started an apprenticeship was 11. The figure for the 1 April 2022 and 31 March 2023 which is shown in this report is 12.

The percentage of apprenticeship starts as a proportion of employment starts has gone down slightly since the last reporting period, and the percentage of apprenticeship starts as a proportion of total headcount has increased since the last reporting period.

Longer term we need to ensure we have a clear strategy for how we attract new start apprentices where roles are built into workforce plans for both academy and business function teams.

Apprenticeship for current staff will be signed off in line with new Personal Development Planning process to support the development of our staff.

The Apprenticeship Report below is for the reporting period 1 April 2022 to 31 March 2023 and will be submitted by the end of September 2023 following Trustee approval.

## Information to be submitted to DfE

<b>Number of employees who worked in England</b>	
Number of employees who worked in England on 31 March 2022	1,358
Number of employees who worked in England on 31 March 2023	1,470
Number of employees who started working for us in England between 1 April 2022 to 31 March 2023	112
<b>Number of apprentices who work in England</b>	
Number of apprentices who work in England on 31 March 2022	12
Number of apprentices who work in England on 31 March 2023	17
Number of apprentices in England between 1 April 2022 to 31 March 2023 (includes both new hire and existing employees who started apprenticeship)	5
<b>Reporting percentages</b>	
Percentage of apprenticeship starts both new hire and existing employees who started an apprenticeship) as a proportion of employment starts between 1 April 2022 to 31 March 2023	4.46%
Percentage of total headcount that were apprentices on 31 March 2023	1.16%
Percentage of apprenticeship starts both new hire and existing employees who started an apprenticeship) between 1 April 2022 to 31 March 2023 as a proportion of total headcount on 31 March 2022	1.25%

<b>Factors that impacted our ability to meet the target</b>	
What action have we taken this year to meet the target? How does this compare to the actions taken in previous years?	As with previous years we continue to work with training providers to source appropriate training courses and to advertise apprentice vacancies. We also continue to review our staffing structures to consider where apprentices can be placed and supported.
What challenges have we faced this year in our efforts to meet the target? How do these compare to the challenges experienced in the previous year?	In previous years the pandemic resulted in a lesser focus on apprenticeships and new apprentices. The necessity for apprentices to spend 20% of their working time has also made it difficult for staff to complete these qualifications.
How are we planning to meet the target in future? What will we continue to do or do differently?	We will continue to consider apprentices as an option at recruitment opportunities. We will also utilise our relationships with training providers and our skills development manager to engage existing staff onto apprenticeships where appropriate. When considering future staffing structures, we will consider the employment of apprentices in our structures.