



THE UNIVERSITY OF
BUCKINGHAM

FACULTY OF EDUCATION



QTS POSTGRADUATE

Teacher Apprenticeship

EMPLOYERS' GUIDE



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About the programme

We are pleased to offer the **Postgraduate Teacher Apprenticeship** Level 6 to support your school in training your teaching workforce.

The apprenticeship provides a fee-free, salaried route for graduates to enter the teaching profession while also gaining Qualified Teacher Status (QTS) and an optional PGCE in 11 months. This is an excellent opportunity to recruit into your school or to upskill existing staff members.

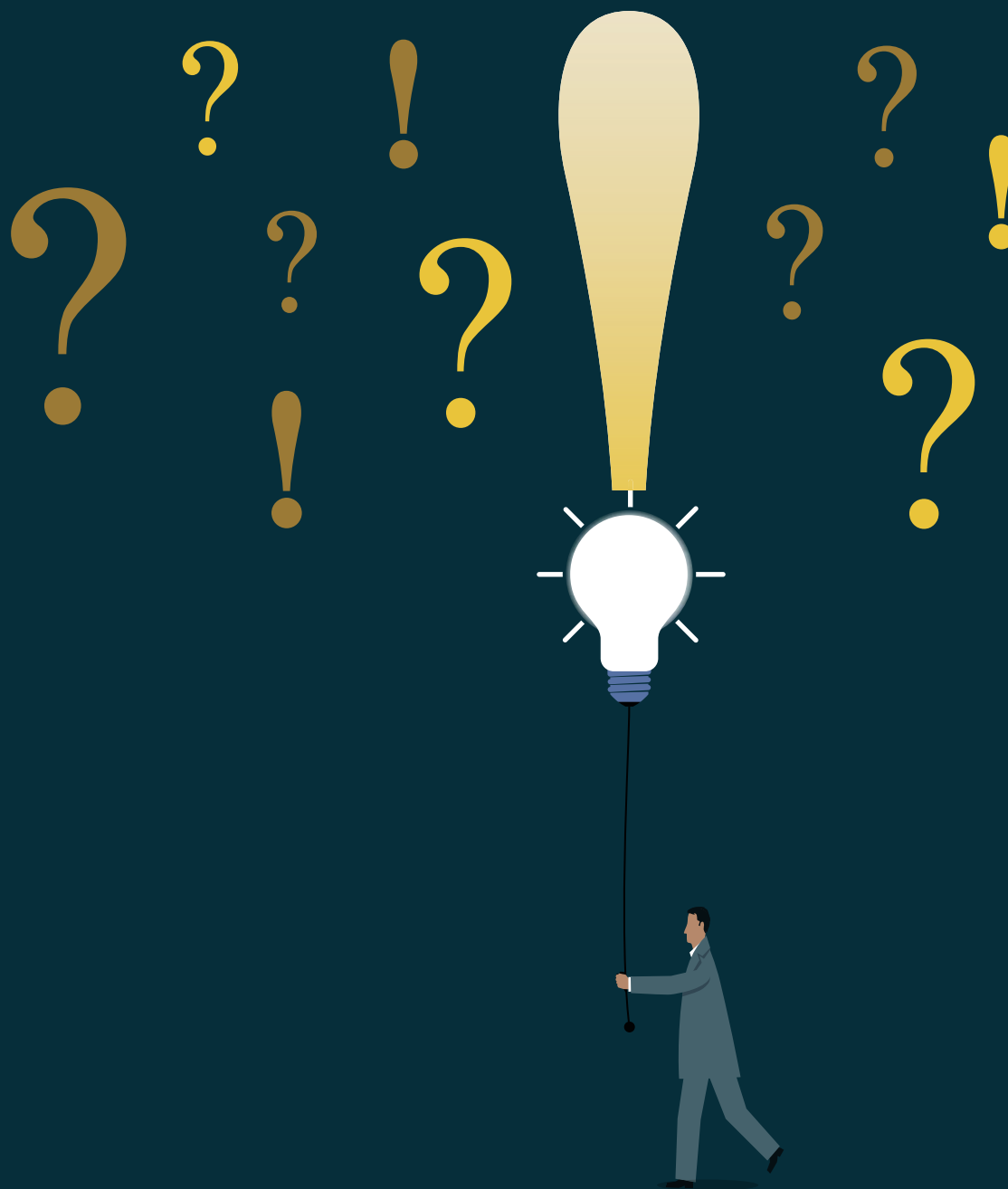
WHY CHOOSE THE UNIVERSITY OF BUCKINGHAM?

We have been delivering popular and successful teacher training and Master's courses for 20 years. We have over 1,300 students on courses each year of whom half are doing teacher training. We are committed to high standards, both in terms of teacher performance and academic writing. Our staff are highly qualified and experienced, with a passion for teaching. Meticulously designed courses enable trainees to learn with high-level support. Throughout the apprenticeship programme, teacher trainees will be supported by expert colleagues and university tutors to develop strong subject knowledge and up-to-date skills. We are a national provider, training new teachers from all over England in Primary, Secondary and a range of subject specialisms.

We are the largest provider of the Postgraduate Teacher Apprenticeship in the UK

If you employ an apprentice teacher you will benefit from:

- good value for your Apprenticeship Levy
- training and developing your own future teachers
- supporting the whole school workforce planning
- providing a progression pathway for graduate teaching support staff
- reduced recruitment costs



Teachers make the education of their pupils their first concern. Teachers demonstrate consistently high standards of personal and professional conduct, have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are reflective practitioners. They forge positive professional relationships and work with parents and guardians in the best interests of all of their pupils.

Occupational profile


The occupation covered by this apprenticeship standard is that of a teacher of pupils from 3 – 19 years. Teachers can be employed in a variety of settings, for example in academy schools, maintained schools or independent schools, across England.

The apprenticeship is a 10-month course, followed by an additional one month for the End Point Assessment (EPA), which involves no further assessment of the trainee.

Trainees are required to be in a classroom for 15 hours a week, including teaching for 13 hours a week.

On completion of this apprenticeship, the trainee will be confirmed to be a competent teacher, being recommended for QTS and able to work as a qualified teacher. The apprenticeship standard provides a high-level description of the knowledge, skills, values and behaviours required of the teacher trainee.

During the apprenticeship programme, the trainee must successfully complete a programme of Initial Teacher Training and be awarded QTS by the Department for Education (DfE). Individual providers of ITT accredited by the DfE retain responsibility for making the professional judgement as to whether each trainee has demonstrated the range of knowledge, skills and understanding required to be recommended for Qualified Teacher Status (QTS).



“The support I have received from my university tutor has been excellent - she is so understanding and has been very helpful in replying to all of the (many) questions that I’ve asked; nothing has been too much trouble.”

Ruth, September 2021

Fees & finance

The cost of the apprenticeship is £9,000 which can be paid in full from your Apprenticeship Levy account if you are a levy payer.

If you are a council-maintained school or part of an academy, the levy pot will be held centrally and therefore permission from your head office/council should be sought, and they should complete the apprenticeship paperwork and set up the learner on the central digital account following an applicant's acceptance to the apprenticeship.

If you are a non-levy paying business or have insufficient funds in your digital account, you can access funding to support training and assessment of a trainee. As a non-levy payer or under co-investment you can claim government funding for 95% of the cost, meaning the cost to you as the employer is just £450 per trainee.

If you are part of a School Direct partnership, grant funding is available as a contribution to the training and salary costs for qualifying trainee on some Postgraduate Teacher Apprenticeship courses. Funding varies by subject and not all subjects are eligible for funding. A list of which course subjects are eligible for funding and the grant funding

rates are listed [here](#).

BURSARIES AND STUDENT FINANCE

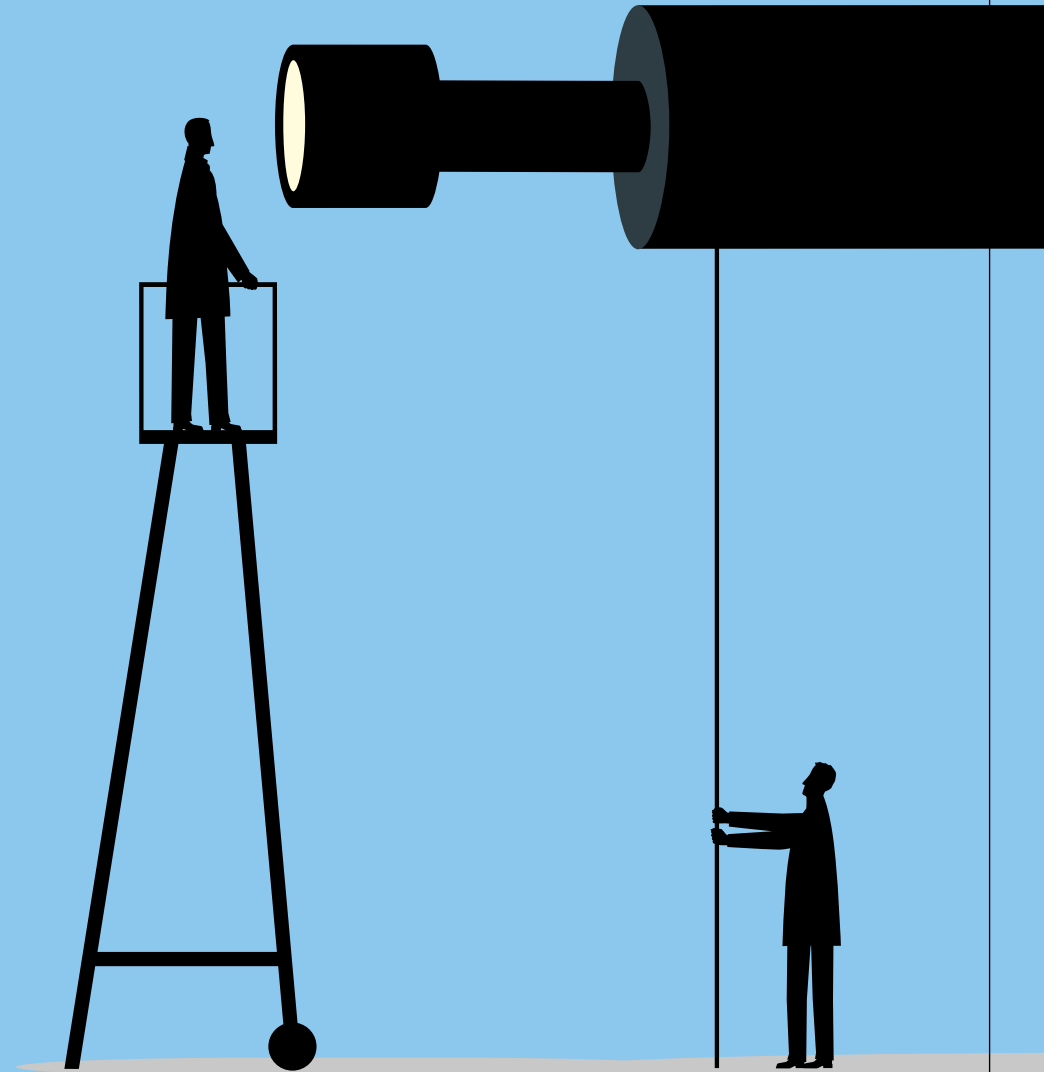
As an employment-based ITT route, trainees are not eligible for:

- an ITT training bursary
- student finance

The University of Buckingham:

- does not charge the trainee any fees for the award of QTS
- does offer an optional additional academic qualification, the Postgraduate Certificate in Education (PGCE) for an additional fee of £1,000 (this cannot be paid for by levy funds)

If you do not have an apprenticeship service account this will need to be set up; guidance on how to do this can be found [here](#). Further support with this can be requested via our Apprenticeship Team. Please contact apprenticeships@buckingham.ac.uk.



The details

SALARY

All providers of employment-based ITT must ensure that for the period of training and assessment (11 months) all applicants must be employed as unqualified teachers at a school, and (except applicants employed in academies or independent schools) must be paid in accordance with at least the minimum of the unqualified teacher pay range for the period of their training.

SUPPORT FOR THE APPRENTICE

As the employing school, you will need to supply a mentor for the trainee. They will play a vital role in shaping and supporting them in their profession. The mentor should be a more experienced member of staff who teaches or has taught the trainee's registered teaching subject. The mentor will need time to dedicate to this role, so where possible it should not be the headteacher. We will offer mentor training free of charge, so they are fully equipped to support the trainee and are aware of all training requirements.

ENTRY REQUIREMENTS

To be eligible for apprenticeship funding, learners must provide evidence that they:

- are eligible to work in England as an unqualified teacher
- have been ordinarily resident in the UK, EEA or Gibraltar for at least the previous three years before the start of the apprenticeship – if this is not the case please contact pgta-edu@buckingham.ac.uk before applying as there are some exceptions to this rule
- do not already hold and are eligible to receive QTS prior to the apprenticeship
- have a UK first degree or equivalent qualification
- have achieved a standard equivalent to a grade 4 at GCSE in English and Maths
- have achieved a standard equivalent to a grade 4 at GCSE in a Science subject for those who intend to train to teach pupils aged 3 to 11



Delivery schedule

The course begins in either September or January and professional learning days will be scheduled on a half-day during term time throughout the apprenticeship.

For a full schedule of this year's professional learning days, please visit the website.

As part of the apprenticeship the trainee must also undertake a second school placement in a contrasting school.

The second school placement is typically three weeks, unless it is requested at interview to complete an extended placement (usually of six weeks), to ensure the full range of experience required to pass the course is possible.



What does a trainee do?

Weekly

- Reading and meeting with their mentor (complete 'PDP' to upload)
- Upload reflections and evidence
- Lesson observation of a colleague
- Be observed by their mentor

Monthly

- Monthly call with their tutor to discuss progress (knowledge, skills, behaviours) and any issues arising

Termly

- Progress review meeting with their employer (mentor)
- Tutor to visit school to observe lessons and meet with trainee and mentor
- Reports to write on progress made
- For the optional PGCE route: essay to submit

OFF-THE-JOB TRAINING TIME AND TIMETABLING

Off-the-job training is one of the essential components of a quality apprenticeship. In order to attract government funding, an eight-hour weekly minimum threshold has been set (term time). This is the minimum amount of time that should be spent on occupational off-the-job training during an apprenticeship.

Apprentices will need to keep a log of all their training which will then be monitored by us as the training provider and you as the employer to ensure completion to meet Department for Work and Pensions (DWP) funding regulations. If a learner is not given the minimum of off-the-job training time and it is not recorded, they cannot achieve their apprenticeship. Off-the-job hours are important as they should develop the trainee's skills, knowledge, and competence in the classroom.

Off-the-job training for a teacher will include attending lectures, observing others teach, speaking with their mentor, reading, in-school training and completing reflection exercises.

The trainee should also receive their statutory 10% planning, preparation, and assessment (PPA) time on top of the off-the-job training. For timetabling, trainee will need to be

on a minimum 50% timetable (13 hours teaching a class each week with sole responsibility). A maximum timetable would be a 70% timetable with sole responsibility for a class.



WHO CAN EMPLOY AN APPRENTICE?

Employers are the school or local authority that employs the trainee. Teachers can be employed in a variety of settings (for example academy schools, independent and maintained schools) across England.

SEND SETTING

If a trainee teaches children a curriculum which is normally taught to younger children than their classes (e.g. they teach pupils aged 12-14 a Key Stage 2 curriculum) they will need to do a second school placement of up to six weeks in a mainstream school where they can teach an age-appropriate curriculum.

In addition to curriculum development, the two issues which normally need consideration are:

1. Class size - it is difficult to assess a trainee's ability to manage behaviour and be able to include inclusion strategies if a class size is very small. Experience teaching some classes with 10 or more pupils is desirable.
2. Trainees must teach across two Key Stages and need to be taught about (but not necessarily teaching in) at least four consecutive school years.

We like schools to discuss these requirements with us when the timetable is being considered. This can happen at any time by emailing pgta-edu@buckingham.ac.uk.



How to apply



BEFORE YOU START

If you have a staff member ready to apply, please ensure you can fund the apprenticeship. If you are a maintained school you will need to seek approval from your council and follow their process.

If you do not have an apprenticeship service account/digital account, you will need to set one up. Instructions on how to do this can be found [here](#).

The applicant should then apply [here](#).

Applications must be received by late June for an August start or by early November for a January start.

FUNDING

Once your employee has been approved for the apprenticeship, you will need to complete tasks to secure the funding.

If you are a non-levy payer or require co-investment you will need to reserve the funding (for a maximum of 10 apprenticeships per year). If you are a levy payer with sufficient funds you will not need to do this.

Instructions on how to reserve funding can be found [here](#). This must be done before the trainee can start (three months in advance of the start date at the earliest but at least three weeks before the start date). **Failure to reserve the funding successfully may result in a loss of funding for the course.**

The information you will need to reserve the funding is:

- The month the apprenticeship training will start
- The apprenticeship standard
- Teacher - Postgraduate Level 6

After a reservation has been made, it can be converted by you into a full apprenticeship record, or a commitment, by adding the chosen trainee's details and being agreed upon by both the employer and provider.

To link The University of Buckingham as your provider, you will need our UKPRN number which is 10007787.

Once you have entered your trainee's details (regardless of levy status) and they have been accepted onto the course, we will be in touch to approve the entry. We will contact you to complete and guide you through the next stages, including signing:

- Contract
- Training plan
- Health and safety audit

Myth buster

“APPRENTICESHIPS ARE ONLY FOR NEW EMPLOYEES”

FACT: Apprenticeships can be used to upskill and/or retrain employees of any age, including older workers or existing staff, as long as the apprenticeship is giving them new skills to enable them to achieve competence in their chosen occupation.

“APPRENTICESHIPS ARE ONLY FOR YOUNG PEOPLE (16-18)”

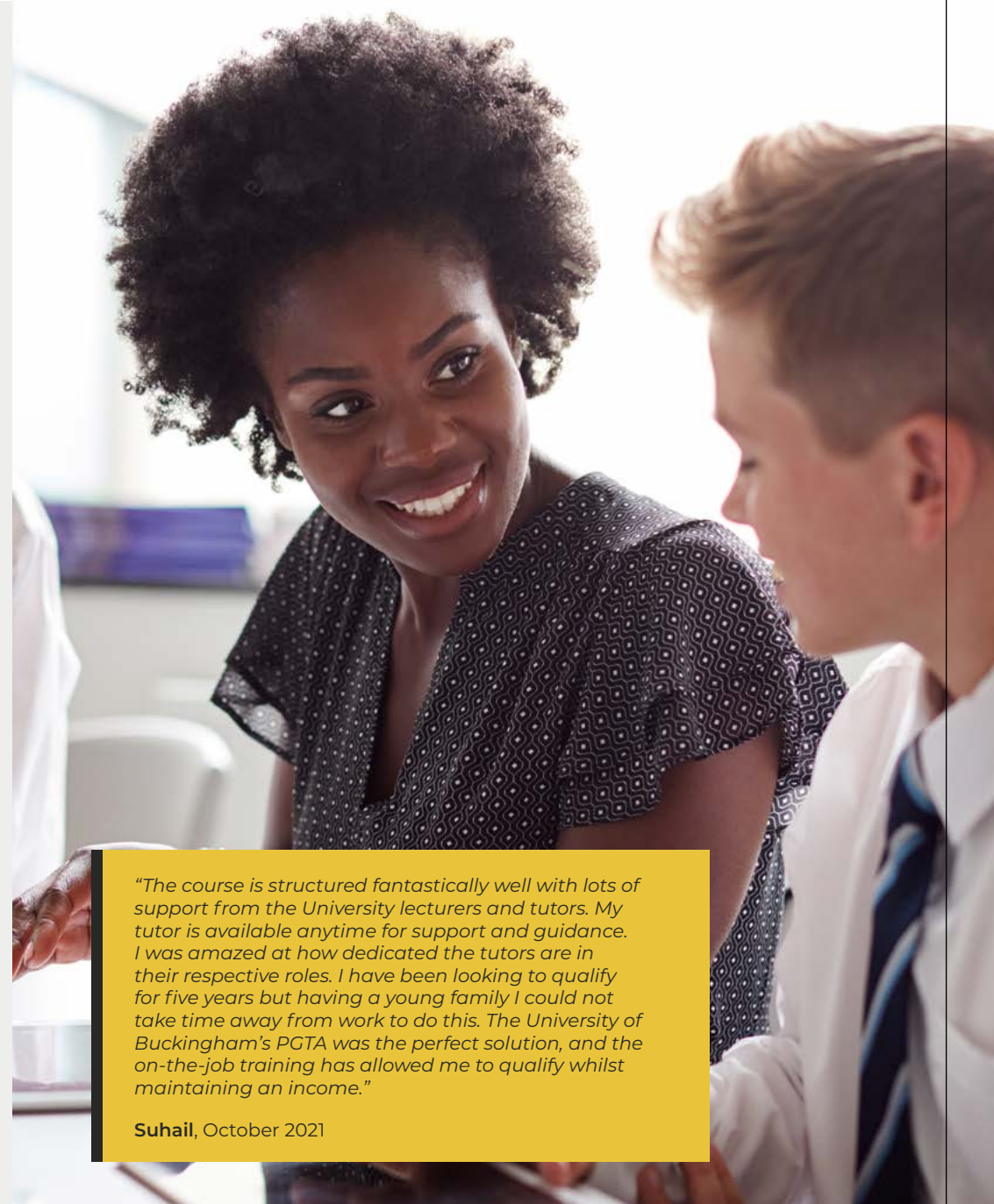
FACT: Apprenticeships are available to people of all ages; anyone over the age of 16 living in England can apply. There are different entry requirements depending on the industry, job role and apprenticeship level.

“20% OF OFF-THE-JOB TRAINING IS INFLEXIBLE: IT HAS TO INVOLVE ONE DAY OFF A WEEK, SPENT IN COLLEGE”

FACT: Off-the-job training does not have to involve one day a week spent in a college or university. It can be delivered in a way and place that suits you and the provider, allowing the trainee to learn the new knowledge, skills and behaviours required. The style and timing of the learning is very varied – it could be a block of time in a residential setting or online learning to fit in with shifts.

“PROVIDERS HAVE TO ADVERTISE APPRENTICESHIP VACANCIES FOR US”

FACT: As an employer you are free to advertise your own apprenticeship vacancies directly on your own websites, along with any other details including application processes. You do not have to advertise through providers. We also encourage you to advertise vacancies through the ‘[Find an apprenticeship](#)’ service (FAA), so that potential trainees can find lots of vacancies all in one place. Employers are able to post their own vacancies on ‘[Recruit an apprentice](#)’ which will then show up to potential applicants on FAA.



“The course is structured fantastically well with lots of support from the University lecturers and tutors. My tutor is available anytime for support and guidance. I was amazed at how dedicated the tutors are in their respective roles. I have been looking to qualify for five years but having a young family I could not take time away from work to do this. The University of Buckingham’s PGTA was the perfect solution, and the on-the-job training has allowed me to qualify whilst maintaining an income.”

Suhail, October 2021



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For Independent Minds

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[buckingham.ac.uk](https://www.buckingham.ac.uk)

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