

LAP(SW) WORKING IN PARTNERSHIP WITH LMP
EDUCATION

A GUIDE TO APPRENTICESHIPS AT LEARNING ACADEMY PARTNERSHIP



WE HELP
YOU SHAPE
YOUR
FUTURE.



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ABOUT LMP EDUCATION

LMP Education is an award-winning apprenticeship training provider that operates nationwide, bringing effective solutions to colleague training and development.

Our collective mission is to inspire ambition and widen horizons. The intent of each company is to provide opportunities and support social change across the UK. The focus is on education and social impact; working together to bring about positive and sustainable development.

WHY CHOOSE US?

LMP Education is a market leader within apprenticeship training for schools but also works extensively with businesses large and small, county councils and charities. We were recently graded "Good" by Ofsted (March 2020). LMP Education delivers training to more than 500 organisations in England and works with many of the largest multi-academy trusts across the UK.

OUR VALUES

The focus is on education and social impact; working together to bring about positive and sustainable development. LMP are a values-based organisation and in everything we do we aim to embrace our four core values; Be Inspiring, Take Action, Have Compassion, Ensure Equality.

Our training offer is aimed to be vibrant and engaging. We deliver a wide range of training programmes, through our blended learning approach which is individualised to each learners needs.



BE INSPIRING
TAKE ACTION
HAVE
COMPASSION
ENSURE
EQUALITY.



COURSE LISTING 2023

All of these programmes are available nationwide to upskill your existing workforce or to recruit a new apprentice using LMP Education's free assisted recruitment service.



LMP EDUCATION
TRAINING PROVIDER

SPECIALIST SERVICES

Training Programme	Level	Practical Period	EPA	Typical Duration	Funding Value
Accounts or Finance Assistant (AAT)	2	14	3	17	£6,000
Digital Marketer	3	17	3	20	£11,000
Content Creator	3	16	3	19	£10,000
IT Solutions Technician (Hardware/Software)	3	21	3	24	£13,000
Laboratory Technician	3	16	3	19	£21,000
Information Communications Technician	3	15	3	18	£15,000
Assistant Accountant (AAT)	3	17	3	20	£8,000
Marketing Executive	4	17	3	20	£6,000
Professional Accounting (AAT)	4	21	3	24	£8,000

BUSINESS & PROFESSIONAL

Training Programme	Level	Practical Period	EPA	Typical Duration	Funding Value
Business Administrator	3	14	2	16	£5,000
Team Leader or Supervisor	3	14	2	16	£4,500
HR Support	3	17	3	20	£4,500
Library, Information & Archive Assistant	3	17	3	20	£6,000
School Business Professional	4	17	2	19	£6,000
Operations or Departmental Manager	5	17	3	20	£7,000

TEACHING, EARLY YEARS & SPORTS

Training Programme	Level	Practical Period	EPA	Typical Duration	Funding Value
Teaching Assistant	3	14	2	16	£5,000
Sports Teaching Assistant	3	14	2	16	£5,000
Early Years Educator	3	16	3	19	£6,000
Sports Coach	4	15	6	21	£9,000
Early Years Lead Practitioner	5	20	6	26	£8,000
Learning & Skills Teacher	5	24	3	27	£7,000
Children, Young People & Families Manager	5	23	3	26	£6,000
Higher Level Teaching Assistant	4	Commercial Programme		9	£450 (+VAT)

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06/03/23

WHAT IS THE LEVY?

The apprenticeship levy is a levy on large employers to fund apprenticeship training that must be delivered by an approved training provider. The levy is paid into a central digital Apprenticeship service account and is charged at a rate of 0.5% of an employer's pay bill.

YOUR
ORGANISATION
PAYS THE LEVY
MAKE SURE YOU
BENEFIT FROM THIS
FUND.

The levy is paid into the account on a monthly basis and automatically receives a 10% contribution top up from the government. Funds must be used within 24 months or else they expire. It is important you make best use of the funds for colleague training and development so that you do not risk losing them.



WHAT CAN WE SPEND THE LEVY ON?

The levy can only be spent on apprenticeship training and assessment. You can use your levy funds to upskill existing colleagues. LMP Education uses a blended delivery model, combining remote, online and work-based teaching and learning. Our delivery model can help suit both the needs of the apprentice and your needs as an employer.

You can use your levy funds to upskill existing colleagues who are in need of some continued professional development. We can work together to identify gaps in your training and support where needed using the levy.

Despite the Levy paying for all these things, it can not be used on things such as statutory licenses to practice, travel and subsidiary costs, managerial costs, Traineeships, work placement programmes and the costs of setting up an apprenticeship programme.



WHAT IS 20% OFF THE JOB TRAINING?

It is the “off-the-job” training which is received by the apprentice, during the apprentice's normal working hours, for the purpose of achieving the knowledge, skills and behaviours of the approved apprenticeship referenced in the apprenticeship agreement. Off-the-job training must be directly relevant to the apprenticeship. It can include the following; the teaching of theory, practical training, shadowing, mentoring, industry visits, and participation in competitions or learning support and time spent writing assessments/assignments. Even a conversation in the staff room relating to your apprenticeship could form part of this.

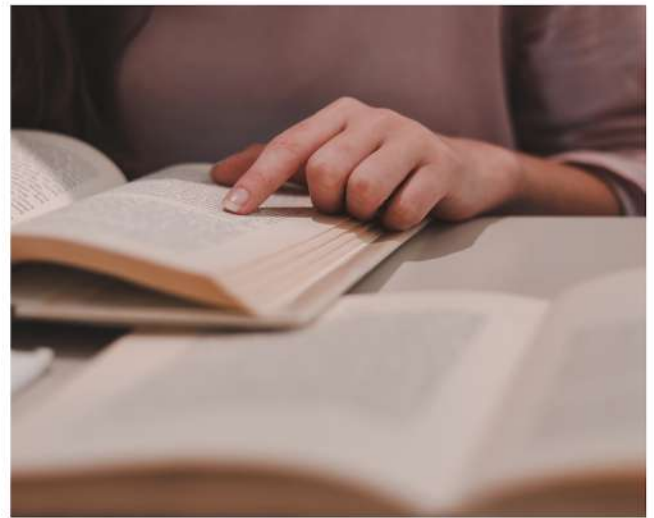
The Tutors at LMP will work with you to create a plan for your colleagues to ensure they meet all the requirement of the 20% off-the-job training in a way that will have a positive impact on both the development of the learner and the workplace.

DON'T LET IT BE A BARRIER.



HOW IS TRAINING DELIVERED ?

LMP Education delivers the apprenticeship training in compliance with the ESFA's funding rules and Ofsted's Education Inspection Framework guidelines. It is important to note that these rules state that "the apprentice spends at least 20% of their time in off the-job training" and this does not include the time needed for English and maths delivery (if required) where more time must be allowed.



Through a blended teaching plan, LMP Education works with you to create an individual learning timetable. We work with each apprentice to ensure they meet the 20% off-the-job training requirement and the ability to develop the required knowledge, skills and behaviours. We also discuss curriculum intent and sequencing to ensure the relevance of the learning to the needs of your organisation and the job role of the apprentice.



WHAT HAPPENS ONCE THE COURSE HAS BEEN SELECTED?

The Headteacher/Line Manager will complete and submit the Apprenticeship Request Form found in the People Toolkit

The Headteacher/Line Manager will be notified that the request has been approved and then make contact with LMP Education.

The Enrolment process will begin and LMP Education will make contact with the Learner and Line Manager to gather information required

The Learner will complete initial assessments in Maths and English

An onboarding call will be held with the Learner, the Line Manager and LMP Education to discuss a tailored training plan. The sequence of the learning can be amended to align with the academic timetable.

The Learner will now be live and learning and given access to a LMP Education digital account.

- **WHO IS ELIGIBLE FOR AN APPRENTICESHIP?**

In order to be eligible for an apprenticeship you need to hold a C/4 or equivalent in Maths and English. We can accommodate functional skills for those who only have one exemption.

- **WHO CAN DO AN APPRENTICESHIP?**

Anyone in England aged 16 years old and above, whether employed, unemployed or leaving school, there is no upper age limit.

- **HOW MANY APPRENTICESHIP COURSES DO WE OFFER?**

We currently offer over 18 Apprenticeship courses with five more being added on our course listing in 2022.

- **WHAT TYPES OF APPRENTICESHIPS ARE AVAILABLE AT LMP EDUCATION?**

- **Level 2:** Intermediate Level Apprenticeship (equivalent to five A* GCSEs)
- **Level 3:** Advanced Level Apprenticeship (equivalent to two A-Levels)
- **Level 4 and 5:** Higher Apprenticeship (Foundation degree level)



“ We weren't sure what training provider we were going to go with but when we came across LMP we were really impressed with what they offered and felt their apprenticeship scheme could help us with our systematic approach to school improvement.

We feel they understand our trust and have the flexibility to adapt to our changing needs such as when taking on new academies. LMP are always there to help and they make sure they upskill the new colleague as well which is vitally important for us. We also work very closely making sure the courses they offer fit in with our strategic planning and over the duration of our partnership LMP have trained more than 90 Apprentices across 32 academies in the North of England.

SUSAN DEAN

Workforce Planning Officer
Outwood Academies Trust



“ We are now very proud and delighted that we have over 300 apprentices in Oasis! It is one of our greatest achievements and thanks to our partnership with LMP Education that has made this possible.

We care deeply about the destinations of every one of our young people and working in partnership with LMP, we can be assured they will have a great future.

JOHN MURPHY

CEO
Oasis Community Learning

OUR IMPACT

83%

OF OUR CLIENTS IN A RECENT SURVEY SAID THAT THEY WOULD BE LIKELY OR EXTREMELY LIKELY TO RECOMMEND LMP TO AN EMPLOYER

94%

OF OUR LEARNERS IN A RECENT SURVEY SAID THAT THEY FELT SUPPORTED DURING THEIR APPRENTICESHIP

95%

OF OUR APPRENTICES BELIEVE THEIR APPRENTICESHIP CONTRIBUTES POSITIVELY TO THEIR WORK PLACE DEVELOPMENT





“

I studied the Level 3 apprenticeship in Supporting the Delivery of PE and School Sport with LMP, and have stayed on to study my Level 5 Diploma in Education and Training. One thing I have loved about the course is that it has opened up my options to help me pursue a career within sport and PE.

I am very grateful for the opportunities that LMP and my apprenticeship have given me and they have helped me get a career in an area that I love!

ELLIE BIDGOOD

Learning and Skills Teacher
Level 5 Apprentice

“

I started my apprenticeship working at Cowes Enterprise College on the Isle of Wight. I was fortunate to be taken on at Cowes Enterprise College where I could be supported through my Level 3 Business Administration qualification.

At the end of my first year I achieved a distinction in my apprenticeship and have gained the experience and confidence to fulfil my current professional role. All of which I could not have achieved without the fantastic support of LMP, OAT and the colleague at Cowes Enterprise College.

ELLIE JOHNSON

Former Business Administration
Apprentice Level 3



BEST COMPANIES

LMP received a 2 Star Outstanding in the Best Companies awards 2022. We were also a finalist in the Education Investor Awards 2022 and an official MATA partner.



EducationInvestor
Awards 2023

Finalist



HOW TO GET IN TOUCH

You can get in touch with us via phone, email and our live chat on our website where you can speak directly with a member of the team.



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INSPIRING AMBITION AND WIDENING HORIZONS