

## **PE, Sport & Wellbeing Apprenticeship Programme FAQ 2022**

### **Active Fusion and why are we qualified to deliver this training?**

Active Fusion is a Sports and Education Charity based in South Yorkshire, with over 100 school partnerships within the area. The charity employs skills coaches, tutors, and assessors who lead and design the training schools and apprentices receive. Assessors and tutors at Active Fusion have extensive experience in PE, School sports, Physical Activity, and Community sports. All Active Fusion staff are qualified coaches or assessors with up-to-date industry experience.

### **What can a PESWB apprentice do in school?**

An apprentice can be employed to improve/increase the amount of physical activity & support PE lessons each week as well as offering classroom support. Depending on the previous experience of an apprentice it is often the case that the apprentice supports in a variety of capacities including pastoral and behaviour roles.

### **What is the minimum pay for an apprentice?**

From April 2022 the National Minimum wage for apprentices will be £4.81 per hour regardless of age if it is their first apprenticeship year.

### **How long is the apprenticeship?**

The apprentice will need to be employed for a minimum of 12 months and one week to complete their End Point Assessment. We recommend schools offer a minimum of a 13-month contract to factor in the End Point Assessment process. standard.

## **When does the contract start?**

The third week of August. We have listened to employer feedback and have decided to offer 2 weeks of off the job training before the apprentices start in your school. This will enable apprentices to be 'school ready'.

Training such as safeguarding, behaviour management and principles of coaching will be given during this time. Apprentices must have a written contract to be enrolled on the apprenticeship.

## **What qualifications does an apprentice need to be accepted onto the programme?**

Apprentices should have achieved at least a Grade 4 in Maths and English (or equivalent). If apprentices have not achieved this, they will need to undertake an initial assessment to deem whether they can be accepted onto the programme. If apprentices have not achieved this standard but are accepted onto the programme, they will need to commit to working towards Functional Skills Level 2 before completing their End Point Assessment.

## **What qualifications do they get on their course?**

Following recent apprenticeship reform, we believe any training given whilst learners are on the programme should be employer-led. After consultation with employers, apprentices will be offered a range of qualifications whilst on the programme. The main qualification learners receive will be a Level 2 Community Activator Coach apprenticeship, this is a portfolio of evidence followed by an End Point Assessment towards the end of their training. Learners will also be offered a Level 3 Higher Sports Leaders Coaching Award. There is no extra charge for this training.

## **How are learners assessed and how does this affect you and your school?**

In 2019, the government announced major apprenticeship reforms. As a result of this, our programmes have changed slightly in how learners are assessed. Learners will receive a range of qualifications throughout the apprenticeship, each of these qualifications will have its own assessment methods ranging from portfolios, presentations, observations, written reports, professional discussions, and reflective accounts. The formal assessment, known as an End Point Assessment, occurs when the employer, training provider, and apprentice agree that workplace standards have been met. The End Point Assessment consists of a formal interview, presentation, and an observation and will take place in the final month of their apprenticeship.

## **How is the training funded?**

If your school pays into an apprenticeship levy all training fees will be paid for out of this. If your school does not pay into the apprenticeship levy, 95% of all course costs will be subsidised. 5% of the training costs for this apprenticeship amount to £300. This can be paid by installments throughout the year if necessary.

## **Do you receive support when recruiting an apprentice?**

Doncaster College and Active Fusion will support potential employers through the whole process. Employers will be assigned a Business Development Officer (BDO); we will sift applications and provide details of suitable candidates directly to you. Your vacancy will be advertised on the National Apprenticeship Service (NAS) site, as well as encouraging you to advertise through your own website or other available platforms to you.

## **Does Active Fusion call the references for each apprentice?**

No – apprentices are school employees and as such, each school must carry out their usual recruitment process including requesting references and DBS.

## **What should an interview for an apprentice be like?**

Active Fusion can provide your school with shortlisting and interview advice, typically we recommend that an informal discussion takes place before inviting apprentices to an interview. We suggest that the interview includes at least a practical session and a formal interview for each candidate.

## **When do I need to appoint an apprentice by?**

Apprentices need to be appointed before the third week in August 2022. We will liaise with schools to support you with this process

## **Is there an age limit?**

No -schools can appoint apprentices from any age from 16+. The majority of apprentices appointed are between the ages of 17-21.

## **How many hours a day/week should they work?**

Typically, apprentices work up to 8 hours per day –assisting with before and after-school clubs as well as curriculum lessons. They will be in school for 4 days a week and at their training day 1 day per week.

## **What other support does Active Fusion provide?**

Active Fusion Skills coaches and assessors will arrange progress reviews each term. During these reviews, the apprentice mentor and the apprentice will have an opportunity to discuss progress and set targets. We work with schools to support this progress throughout the time of the apprenticeship. Active Fusion also provides guidance training and support for employer-based mentors who support apprentices whilst on the programme.

## **Where will my apprentice be trained?**

Your apprentice will be trained in Doncaster. If you have any concerns about your apprentice accessing this training, please contact us.

## **How often will my apprentice need to attend training?**

Your apprentice will need to attend training with Active Fusion once a week. Each tutor group will have a designated day of the week for training so you can timetable your week for them around that day.

## **What will the apprentice be trained to do?**

Our course delivers both theory and practical lessons so that your apprentice will become valuable support in your school. The course details are in the information for the school guide we have produced.

## **Do we need to provide him/her with a mentor?**

Yes -you will need to make sure your apprentice has the support of a mentor in school. We recommend that this is the PE coordinator/leader but could be another member of staff who is prepared to support the learner.

## **Should my school offer additional training to our apprentice?**

We recommend schools include apprentices in their own CPD/INSET opportunities as you would any other member of staff.

## **Can the apprentice run sessions, clubs, or take teams to festivals unsupervised?**

We do not recommend that apprentices are left unsupervised, however, this does depend on their experience and qualifications; they may be able to run a club without any supervision if they have relevant qualifications or experience in the subject. Schools are advised to conduct their risk assessments to assess whether apprentices are competent and confident within the activity. Activities that are considered a higher risk, for example, rugby and trampolining, should not be led by apprentices. (If you require further clarification please see afPE Safe Practice handbook, 2016, p67) Schools should use their own fixtures, trips, and visits policy when planning to use apprentices in such activities.

## **Is there an obligation to offer the apprentice a job after their training is complete?**

No –once they have completed their initial contract and completed their training you do not have to offer the apprentice a job. Many schools do offer their apprentice a job, however, many apprentices progress onto university or secure jobs in other organisations. Career support and advice is given throughout the period of the training.

## **Can I have more than one apprentice at a time?**

Yes –many schools decide to appoint more than one apprentice.

## **I've had an apprentice before -so what makes this apprenticeship different to others?**

Active Fusion and Doncaster College offer the apprentices high-quality teaching, volunteering, and coaching experiences. We pride ourselves on ensuring your apprentice is well taught, receives the best training, and is efficient and effective in your school. We are aware that some training providers match apprentices to employers with employers having very little say on who is appointed. Schools who we work with have full control over the recruitment process and are not obliged to appoint if they feel a candidate is not suitable.

## **Are there any other hidden costs?**

No, we do not charge any additional costs for recruitment, administration, or training. We do advise all schools to consider on-costs towards the apprentice's salary such as pension contributions and national insurance. If you want to find out more about how our course delivery has been received by other local schools, please let us know and we will put you in touch with some of your local schools to find out more.



# DN COLLEGES GROUP

Working with Active Fusion to deliver PE and Sport  
Apprenticeships



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