

## **PE, Sport & Dance Apprentice Programme FAQ 2023**

### **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 an 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 2023 the National Minimum wage for apprentices will be £5.28 per hour regardless of age if it is their first apprenticeship year.

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

This varies depending on the course but typically apprenticeships last 12 - 18 months.

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

The apprenticeship can start at any point throughout the year. However, most apprentices start at the beginning of the academic year or in January. We have listened to employer feedback and now offer a 2-day induction programme. This enables apprentices to be 'school ready'. Training such as safeguarding, behaviour management and principles of coaching will be given during this time. Apprentices must have received and signed a contract of employment prior to the start of the course.

## **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 standards which we offer as part of our apprenticeship programme are:

- Level 2 Community Activator Coach
- Level 3 Community Sports Health Officer
- Level 4 Sports Coach
- Level 4 Dance Practitioner

We offer additional bolt-on courses such as the Higher Sports Leaders Award Level 3, alongside a range of personal development courses.

## **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, takes place 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 levy, 95% of all course costs will be covered. The remaining 5% will now be paid for by Active Fusion.

## **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 review applications and provide details of suitable candidates directly to you. Your vacancy will be advertised on the National Apprenticeship Service (NAS) site, and you are encouraged to advertise on your own website or other available platforms to you.

## **Does Active Fusion obtain 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 assist with shortlisting and interviews. 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.

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

No -schools can appoint apprentices from any age from 16+.

## **How many hours should apprentices work?**

Typically, apprentices work between 30 and 38 hours per week – assisting with before and after-school clubs as well as curriculum lessons. They will be in school for 4 days a week and at college 1 day per week.

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

Active Fusion 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 targets. We work with schools to support 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 or Scunthorpe. 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 becomes a valuable asset to your school. The course details are in the information for the school guide we have produced.

## **Do we need to provide them 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 risk assessments to assess whether apprentices are competent and confident within the activity. Activities that are considered a higher risk should not be led by apprentices. 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 employment, however, many apprentices progress onto university or secure jobs in other organisations. Career support and advice is given throughout the period of the training. Many schools retain their apprentices to progress through our higher-level apprenticeship programmes.

## **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 DN Colleges Group offer the apprentices high-quality teaching, volunteering, and coaching experiences. We pride ourselves on ensuring your apprentice receives the highest quality teaching and 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 that 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, Sport and  
Dance Apprenticeships



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