

PRIORY APPRENTICESHIPS AND LINCOLNSHIRE ITT

POST GRADUATE TEACHER APPRENTICESHIP, LEVEL 6

ADVICE TO SCHOOL LEADERS

TO BE ELIGIBLE FOR THE PGTA YOUR CANDIDATE MUST:

- Already hold an undergraduate degree at 2:2 or above;
- Have GCSEs in English and Maths at minimum grade C/4 or equivalent. If they are a primary candidate they must also have GCSE Science at a minimum grade C/4 or equivalent;
- Meet eligibility criteria for apprenticeships as set out by the DfE.

EMPLOYING A PGTA

- Your school **must** employ the apprentice, as a minimum, at point 1 **on the unqualified teacher scale**, for the full academic year;
- If you are a special school the candidate must be teaching at least a semi formal curriculum for the training year.

COST AND FINANCIAL CONSIDERATIONS IN ADDITION TO SALARY WITH ONCOSTS

- **Fees of £9,000** are paid through the school, which may have access to the apprenticeship levy;
- If you are applying for LCC funding then this will not be confirmed until May in the Summer Term at the earliest. A condition of any offer will be that this is secured by 1st June prior to starting the programme;
- If you are a maintained school, you may access the levy through the Local Authority;
- Secondary schools may be able to access funding towards a salary, this applies where particular subjects attract a bursary. These go directly to the school to offset salary and oncosts. [To find out more go to the DfE website;](#)
- Schools are advised to **plan ahead using the published SCITT calendar** so that additional days out for training are accounted for in terms of cost and time at the beginning of the academic year.

TEACHING COMMITMENT

- We advise PGTAs should teach **no more than 0.6FTE initially**, split across the week, in the Autumn Term of the apprenticeship (they should **not be teaching 3 full days consecutively**);
- PGTAs are entitled to PPA and independent study time equivalent to 5 hours per week in addition to their training day;
- PPA time should be scheduled alongside the mentor or other suitably qualified colleague with QTS;
- As the year progresses the teaching timetable will be increased up to 0.8FT (equivalent of 4 days) by the final half-term;
- Apprentices should only provide cover in the event that they are absent from their scheduled teaching allocation. This does not include while they are out on second school placements.

SECOND SCHOOL PLACEMENT

- All Postgraduate Teacher Apprentices **must undertake a second school placement**. This is typically 6 weeks. If the apprentice is in a specialist setting this may be up to 8 weeks;

- As the employer, the **school will continue to pay** the apprentice while they are at their second school.

MENTORING AND SUPPORT

- Schools will **supply** apprentices with the support of a **suitably trained and experienced mentor** to work closely with them, mentors need to have **1.5 hours allocated per week** for the purposes of observations, meetings and feedback;
- Apprentices should have their **PPA time with their mentor**, or other appropriate QTS colleague, as part of their support package from the school;
- Schools will **make provision for mentors to support** their apprentices in getting their entitlement in line with the programme. At times this may exceed the usual 1.5 hours allocated;
- The apprentice will have **time and space to observe teaching, reflect and develop** their own practice as part of their Off the Job Tasks (see below), this will be covered by time for independent study;
- Postgraduate Teacher Apprentices will be visited by a member of the team every whole term as a minimum, as part of their assessment;
- They will have a point of contact at Lincolnshire ITT who will support and guide them through their training year.

INTENSIVE TRAINING AND PRACTICE (ITAP)

- All ITT providers must ensure that there are four weeks of Intensive Training and Practice (ITAP) for trainees, in addition to the usual training programme;
- Apprentices must **fully participate in the ITAP weeks** within the course and will be supported by their school with the necessary mentor support, release time and space to complete this.

TRAINING

- Schools will **release apprentices** to access the full calendared QTS training, this is published before the summer holidays;
- The training averages one day a week across the academic year but the Autumn Term will have 1.5/2 days in a significant number of weeks. This is because training is frontloaded to equip trainees as quickly as possible for early success in the classroom.

OFF-THE-JOB LEARNING

- Apprentices are required to complete off-the-job training for 20% of their working week. All these tasks are within the weekly off-site training and tasks within the Professional Development Record completed by all Initial Teacher Trainees;
- Key facts about OTJ training: [Off-the-job \(OTJ\) training: what you need to know](#)

ASSESSMENT

- There are no examinations, assessment is ongoing against key milestones throughout the year;
- The **Final Assessment will be against DfE Teachers' Standards.**