



Build bespoke learning pathways to recruit, retain and develop teaching and business support staff

Funded by the Apprenticeship Levy

Funded learning pathways for teaching and non-teaching staff

Recruit and retain the best talent through bespoke training opportunities funded via Apprenticeship Levy

BeReady is a learning and development company that acts as a Gateway for schools and academies across the UK to access government funding and resources.

We work in partnership with universities, colleges and other training providers to match Apprenticeship Levy-funded courses with professional qualifications. These include professional Masters (including MAs and MBAs tailored for the education sector), teaching qualifications that deliver Qualified Teacher Status, content for Teaching Assistants and Early Years Educators, and additional courses for non-teaching staff.

We have enrolled thousands of learners from UK schools onto programmes funded via the Apprenticeship Levy, working with academic partners to make the process as easy and effective as possible.

The benefit for your Trust

To recruit and retain the best talent within your organisation, it's essential to be able offer a clear development programme. All colleagues want to know what their personal career progression could look like – and to understand how to get to where they want to be.

Often, training and qualifications are the vehicle used on this development journey. But identifying the best opportunities for each individual and helping them through the application process can be time and resource intensive (not to mention the cost of the courses themselves). BeReady is here to help.

Working with you to create a bespoke hub

We provide an end-to-end service to offer all your staff development opportunities. We start by working with your in-house team to identify clear career pathways for both teaching and non-teaching staff that can be mapped against Apprenticeship Levy-funded courses.

We then provide content for you to internally promote, which enables colleagues to identify and discover more about the courses available to them. They'll be able to ask for further information and apply directly. We can work with your team to refer all applications for review before processing them.

Offering support at every step, we provide an efficient, cost-effective way to map career pathways and provide personal development for your staff in the way they want and need. You'll enjoy access to an upskilled workforce when you need it, as well as being able to reward key staff and boost morale, staff retention levels and school performance.

Making best use of the Apprenticeship Levy

The Apprenticeship Levy is a fund that UK employers pay into if their annual pay bill exceeds £3 million. This levy money is available to all schools to fund training programmes, irrespective of the size or annual pay bill. If it is not spent within 24 months it goes to the Treasury.

The Apprenticeship Levy provides funding for training and development for any employee aged 16 to 65, from foundation courses through to MBAs.

Research shows that over £2 billion of the Apprenticeship Levy is unspent. The main reason for this underspend is that employers simply aren't aware of the opportunities available, either locally or further afield.

That's where BeReady comes in. We identify the relevant opportunities, delivered through our partnerships with leading UK universities and other Providers, and manage the process of getting colleagues enrolled.

If you reach the limit of your levy allowance, we can show you how to access the government's co-investment scheme that will fund 95% of further courses.

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Jonathan Moules, The Financial Times



Off-the-job training

That education professionals are choosing to continue their learning journeys, making an even greater contribution to their sector is, of course, very positive news. However, many prospective learners are naturally mindful of the extra demands placed on them as they study while continuing to work.

In particular, they point to the requirement of all funded apprenticeship schemes, that learners spend 20% of their time on so-called 'off-the-job' training.

However, in reality, the 20% off-the-job training requirement can be achieved fairly easily by the learner carrying out their everyday duties within their own workplace. It should in essence be called on-the-job practice.

It's all about acquiring knowledge, skills or behaviours, or upgrading such knowledge, skills or behaviours, in order to better perform the role post course.

Viewed like that, it transpires that it's very straightforward indeed to meet the 20% requirement.

Projects, assessments, practising and demonstrating your new skills and behaviours, these will all be done on the job, but will also count as off-the-job training, as it is part of the learner's development to the new role.

“
It really should be called on the job practice
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Current Apprentice



What counts towards the 20% off-the-job training?

Ask the following questions:

1. Is the learner currently enrolled on their apprenticeship?
2. Is the activity directly relevant to the apprenticeship (i.e. the skills, knowledge or behaviours that are set out)?
3. Is the activity teaching or practising these skills, knowledge or behaviours?
4. Is the learning taking place during the apprentice's paid working hours (or are they receiving time off in lieu or additional payment if the learning must take place outside of their working hours)?

If the answer to all four questions is 'yes', the activity can be regarded as off-the-job training.

Example activities include:

- ▶ Working through a relevant course or qualification
- ▶ Completing course assignments
- ▶ Guided mentor/coach visits
- ▶ In-house training
- ▶ Shadowing
- ▶ Mentoring
- ▶ Workshops/masterclasses
- ▶ Industry visits
- ▶ Learning support
- ▶ Completing workbooks/tasks
- ▶ Preparation for professional discussion
- ▶ Gathering evidence for e-portfolio
- ▶ Gathering evidence for reflective discussion
- ▶ Attendance at conferences
- ▶ Simulation/role play exercises
- ▶ Additional support/accommodations
- ▶ Networking events



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Chartered Manager Degree BA (Hons)

Funded, online training for professionals

Course overview

Use our Chartered Manager Degree to become a more effective and successful manager – without having to take time out of work.

Our online programme enables you to learn in the workplace and achieve a full university degree, plus professional institute qualifications.

With this new opportunity you'll acquire academic and practical skills, applying the latest business theories and techniques to your day-to-day role as you learn.

The programme can be tailored specifically to you and your organisation, and you can set your own learning outcomes and method of assessment. There are no exams.

You'll have online support and access to all university resources. You'll also be assigned an employer mentor and a personal academic tutor, who will work together to ensure that your learning is coordinated and fully integrated into your workplace.

Key benefits of a BeReady course

- ▶ Peer-to-peer learning
- ▶ Funded by the Apprenticeship Levy
- ▶ Predominantly online – less need to travel
- ▶ Tailor assignments to benefit you and your organisation
- ▶ 24/7 access to online learning materials
- ▶ Gain a full degree plus professional institute qualifications
- ▶ Accreditation of Prior Certificated Learning (APCL)

Topics include:

- ▶ Project management
- ▶ Operational strategy
- ▶ Business finance
- ▶ Sales and marketing
- ▶ Digital business and new technologies
- ▶ Leading and managing people
- ▶ Developing collaborative relationships
- ▶ Self-management

Entry requirements:

- ▶ Employer agreement
- ▶ Good A Levels or equivalent qualifications, or relevant work experience
- ▶ Contracted a minimum of 30 hours per week

Duration
Typically takes 3 years

Cost
£22,000, covered by the Apprenticeship Levy

Qualification
Chartered Manager Degree Apprenticeship BA (Hons)

Delivery style
Predominantly online, including tutorials, group discussions, engagement with reading materials and case studies





Cyber Security Professional

Funded, online training for professionals

Course overview

Nearly half of all UK organisations experienced some form of cyber-attack last year. This means that cyber security should now be a key priority across all UK schools and academies. Data protection, business continuity and staff wellbeing are just some of the areas that are significantly adversely affected in the event of a cyber breach causing mass disruption and stress.

The increasing sophistication and frequency of cyber attacks upon UK schools and academies has led to a clear need for a stronger defence

to prevent such an occurrence and better recovery planning in the event of one. This programme enables the learner to gain and apply a deeper understanding of cyber security in order to protect the organisations, system, information, personal data and people from attacks and unauthorised access.

An interactive course that should be a must for any school wishing to ensure they have taken sufficient measures to combat the threat that is being posed.

Key benefits of a BeReady course

- ▶ Peer-to-peer learning
- ▶ Funded by the Apprenticeship Levy
- ▶ Predominantly online – less need to travel
- ▶ Varied study methods
- ▶ 24/7 access to online learning materials
- ▶ Highly practical learning experience, applied directly to your role

Topics include:

- ▶ Understanding common attack techniques
- ▶ Understanding and implementing regulations for personal data and privacy
- ▶ Identifying and acting upon system vulnerabilities
- ▶ Risk assessment and audit methodologies
- ▶ Incident response planning

Entry requirements:

- ▶ Employer agreement
- ▶ Level 2 English and Maths*
- ▶ Contracted a minimum of 30 hours per week

*Learners without these qualifications must achieve them prior to taking the End-Point Assessment.

Duration
Part-time, typically 18 months

Cost
£11,000, covered by the Apprenticeship Levy

Qualification
Level 3 Cyber Security Technician

Delivery style
Predominantly online, including tutorials, group discussions, engagement with reading materials and case studies





MA in Educational Leadership

Funded, online training for education professionals

Course overview

Successful leadership makes a significant difference to the culture of a school, the wellbeing and effectiveness of its staff and the quality of teaching and learning – all impacting on outcomes for pupils.

This course gives learners a comprehensive understanding of the principles of leadership alongside the personal skills to implement them.

Devised by successful head teachers, it combines theory and practice – with learning applied directly to real-life scenarios.

Content is suitable for middle or senior leaders in all educational settings.

The programme features case studies from educational as well as other industries, providing a nuanced understanding of leadership.

Enables learners to apply leadership principles in an authentic manner to their specific context.

Key benefits of a BeReady course

- ▶ Bespoke course tailored to education sector
- ▶ Peer-to-peer learning
- ▶ Funded by the Apprenticeship Levy
- ▶ Predominantly online – less need to travel
- ▶ Varied study methods
- ▶ 24/7 access to online learning materials
- ▶ Highly practical learning experience, applied directly to your role

Topics include:

- ▶ Leadership theory
- ▶ Institutional culture
- ▶ Leading people: Staff management, lesson observation, target setting and performance
- ▶ Action research project

Entry requirements:

- ▶ Employer agreement
- ▶ Contracted a minimum of 30 hours per week
- ▶ Minimum of 5 years' work experience
- ▶ Employed in middle or senior leadership

Duration
Part-time, typically 24 months

Cost
£14,000, covered by the Apprenticeship Levy

Qualification
Senior Leader Level 7 Apprenticeship plus MA in Educational Leadership

Delivery style
Predominantly online, including tutorials, group discussions, engagement with reading materials and case studies





Senior Leader Apprenticeship plus MBA

Funded, online training for education professionals

Course overview

The Senior Leadership Apprenticeship plus MBA is aimed at heads of departments and leaders who wish to develop a deeper understanding of the different ways an academic organisation can operate and how, as a manager and leader, you can initiate and bring about change.

The course enhances learners' ability to think critically and strategically when seeking solutions to complex problems within an ever-changing

academic environment. Supporting the development of management and leadership capabilities.

Core modules such as Financial Planning and Business Improvement, Workforce Management, Driving Change and Risk Management, integrate a range of business subjects to give learners a holistic view on complex real-life issues at strategic and operational levels.

Key benefits of a BeReady course

- ▶ Bespoke course tailored to education sector
- ▶ Peer-to-peer learning
- ▶ Funded by the Apprenticeship Levy
- ▶ Predominantly online – less need to travel
- ▶ Varied study methods
- ▶ 24/7 access to online learning materials
- ▶ Highly practical learning experience, applied directly to your role

Topics include:

- ▶ Study skills, senior leadership and portfolio
- ▶ Organisational values
- ▶ Finance & workforce planning
- ▶ Driving change and risk management
- ▶ Team working and development
- ▶ Preparing and business proposal
- ▶ Senior leader portfolio development
- ▶ Business improvement plan

Entry requirements:

- ▶ Employer agreement
- ▶ Contracted a minimum of 30 hours per week
- ▶ Minimum of 5 years' work experience
- ▶ Employed in middle or senior leadership

Duration
24 month programme which leads to a Post-graduate diploma in Executive Leadership

Cost
£14,000, covered by the Apprenticeship Levy, £1,000 top up for MBA qualification

Qualification
Level 7 Senior Leader Apprenticeship MBA

Delivery style
Predominantly online, including tutorials, group discussions, engagement with reading materials and case studies





Teacher Apprenticeship

Funded, online training for education professionals

Course overview

Access the Apprenticeship Levy to fund our predominantly digital programme that awards QTS. This enables schools and academies to develop homegrown teaching talent at zero cost and without the need for travel. Making it a financially viable and inclusive opportunity for all. Please note there is a 6 week mandatory placement in an alternative school.

After completing the apprenticeship the trainee will be assessed against the teachers' standards required to be awarded QTS.

Apprentices will then complete an End Point Assessment (EPA) in their fourth term. An assessor from an EPA organisation conducts the assessment, helping to quality assure their training and development.

Key benefits of a BeReady course

- ▶ Bespoke course tailored to education sector
- ▶ Funded by the Apprenticeship Levy
- ▶ Predominantly online – less need to travel
- ▶ Comprehensive curriculum covers education across all age ranges and encompasses special educational needs and emotional vulnerabilities
- ▶ 24/7 access to online learning materials
- ▶ In-school training allows study to be tailored to the needs and ethos of the school

Topics include:

- ▶ Developing professional practice
- ▶ Curriculum and pedagogy
- ▶ Learning and teaching
- ▶ Independent study
- ▶ SEND and inclusive education

Entry requirements:

- ▶ Employer agreement
- ▶ GCSEs, including Maths, English, and Science (Primary only) at Grade C or above or 4/5*
- ▶ Contracted a minimum of 30 hours per week
- ▶ 2:2 or higher in an undergraduate degree

*Learners without these qualifications must achieve them prior to taking the End-Point Assessment.

Duration
Typically 15 months

Cost
£9,000, covered by the Apprenticeship Levy

Qualification
Level 6 Apprenticeship
Qualified Teacher Status

Delivery style
Predominantly online, including tutorials, group discussions, engagement with reading materials and case studies





Teaching Assistant Apprenticeship

Funded, online training for education professionals

Course overview

The uniquely accessible, online, funded way to develop both existing teaching assistants and those new to the role.

Leading to the Teaching Assistant Apprenticeship (Level 3) qualification, the course is for teaching assistants who put the pupil at the heart of education. It includes not only the promotion of academic achievement but also a realisation of the importance of pupils' emotional needs.

Help your talented existing teaching assistants, and those new to the role to achieve ongoing development and a formal qualification to promote the best pupil outcomes.

Through our predominantly digital delivery style we remove the need for travel outside of school hours. Making it financially and logistically accessible to all.

Key benefits of a BeReady course

- ▶ Bespoke course tailored to education sector
- ▶ Peer-to-peer learning
- ▶ Funded by the Apprenticeship Levy
- ▶ Predominantly online – less need to travel
- ▶ Comprehensive curriculum covers education across all age ranges and encompasses special educational needs and emotional vulnerabilities
- ▶ 24/7 access to online learning materials
- ▶ In-school training allows study to be tailored to the needs and ethos of the school

Topics include:

- ▶ Developing professionalism
- ▶ Child development and equality
- ▶ Curriculum/technology
- ▶ Behaviours
- ▶ End Point Assessment

Entry requirements:

- ▶ Employer agreement
- ▶ GCSEs, including Maths, English, and science at Grade C or above or 4/5*
- ▶ Contracted a minimum of 30 hours per week

*Learners without these qualifications must achieve them prior to taking the End-Point Assessment.

Duration
Typically 18 months

Cost
£5,000, covered by the Apprenticeship Levy

Qualification
Level 3 Apprenticeship

Delivery style
Predominantly online, including tutorials, group discussions, engagement with reading materials and case studies





Wellbeing Champion Apprenticeship

Funded, online training for education professionals

Course overview

The aim of this programme is to provide employees with the knowledge, skills and behaviours to be able to make a positive difference in their workplace. Learners will work in partnership with individuals and their communities to identify and address health and wellbeing needs, improve health, prevent ill-health and reduce inequalities.

By taking a positive approach to mental health and wellbeing in the workplace, organisations can benefit from a more motivated workforce,

increased productivity, reduction in staff and student absences and much more.

The programme will enable learners to be able to support others and themselves, provide information on how to cope with stress and build personal and team resilience. They will be able to support colleagues and students will difficult situations and gain knowledge on how to promote health and wellbeing to both individuals and communities.

Key benefits of a BeReady course

- ▶ Peer-to-peer learning
- ▶ Funded by the Apprenticeship Levy
- ▶ Predominantly online – less need to travel
- ▶ Varied study methods
- ▶ 24/7 access to online learning materials
- ▶ Highly practical learning experience, applied directly to your role

Topics include:

- ▶ Preventative measures to reduce health and wellbeing
- ▶ Helping communities build resilience and develop resources to support help and wellbeing
- ▶ Provide advice about local services and projects
- ▶ Implementation of strategies to improve health and wellbeing
- ▶ Legal and ethical frameworks

Entry requirements:

- ▶ Employer agreement
- ▶ Level 2 English and Maths*
- ▶ A valid and eligible residency status

*Learners without these qualifications must achieve them prior to taking the End-Point Assessment.

Duration
Part-time, typically 12 months

Cost
£7,000, covered by the Apprenticeship Levy

Qualification
Level 3 Community Health and Wellbeing Worker Apprenticeship

Delivery style
Predominantly online, including tutorials, group discussions, engagement with reading materials and case studies



**For more information on how to access BeReady's services
please contact us on:**

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    **[bereadyskills](#)**