

Welcome to the



Apprenticeship in Sporting Excellence







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Welcome to the Apprenticeship in Sporting Excellence

The Apprenticeship in Sporting Excellence (ASE) programme offers each apprentice the chance to fulfil his dream of becoming a professional footballer whilst at the same time providing him with the opportunity to develop academic skills in an environment suitable for his all-round personal development.

We realise that for many youngsters the apprenticeship is both an exciting but daunting proposition so the purpose of this booklet is to try and provide you with the information that will help you better understand the apprentice journey.

League Football Education will work hard to provide a supportive environment to allow apprentices to thrive but research has shown that positive input from parents/guardians is also vitally important.

Over the next two years every apprentice will face many challenges as they make the transition from full time schooling to the rigours and demands of training and playing every day.

The focus will no doubt be on progressing through the youth and development sides to the first-team, however the education programme will also present many challenges. So it will be crucial to remain committed and set goals and targets which will provide a platform to achieve meaningful qualifications.

This time will only come around once so I would encourage all apprentices to enjoy this experience and realise that it is essential to give 100% towards their football and education.

We hope this booklet gives you a good introduction to LFE and answers many of your questions but if not a list of LFE contacts is available in this guide for you to approach for any further guidance.



A word from Matt Holland

I would like to offer a warm welcome to the world of full time football and in particular to the Apprenticeship in Sporting Excellence.

This is a journey I took with some trepidation but no shortage of excitement 26 years ago at West Ham and there is no doubt that the programme provided me with the opportunity to realise my dream of becoming a professional footballer. However, it also gave me the platform to develop further academically and taught me the selfdiscipline required to have a long career.

From my own experience I can tell you that the next two years will be full of highs and lows. For instance I found it difficult initially to adjust to the demands of full-time training and as a consequence suffered a number of injuries early on which hampered my progress. I found that very tough to deal with but with the support of the club, and my parents in particular, was able to overcome those early frustrations.

There is no doubt that parents/guardians have a big part to play in their son's progression. Research undertaken by LFE has shown that this support and guidance can play a key role in ensuring that apprentices exit the programme, wiser, stronger and better equipped to face the future.

Players tend to have a habit of applying pressure on themselves, so my only advice to parents would be, to just be there when your son(s) need you.

This is a once in a lifetime opportunity. For most it will be the only one they get to realise a dream - so it is vital that apprentices enter this programme whole-heartedly and with discipline. My biggest message is to not get to the end of the two-years with any regrets.

Of course not everyone will be successful in forging a career in football and that is why this programme combines football development with education.

The idea being, that the academic work will provide a route into alternative careers via colleges, universities and employers who recognise these qualifications and the skill set that young footballers have acquired while completing a demanding apprenticeship.

Finally, to the players; I feel very fortunate and privileged to have spent all my working life in football both as a player and now in the media and hope that you are equally as fortunate.

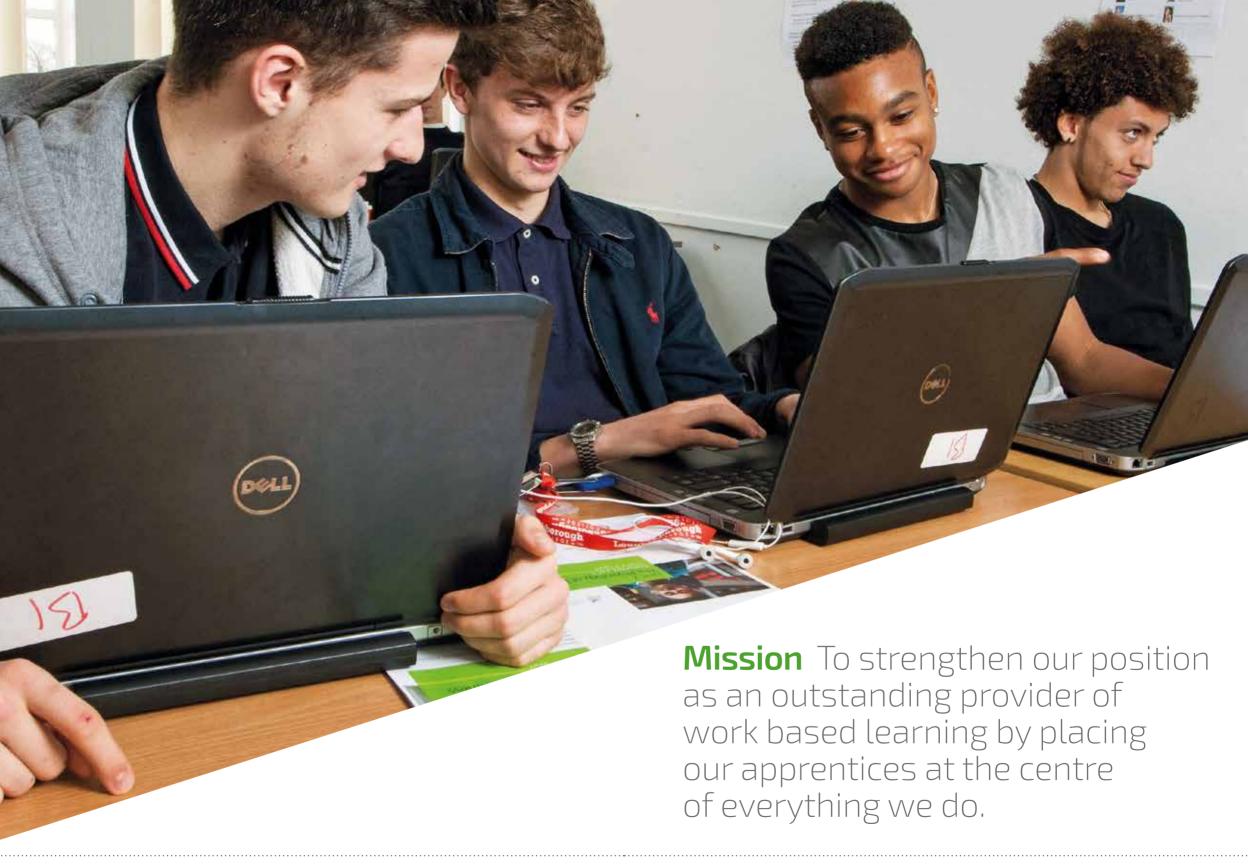
To the parents; help and support your son achieve his apprenticeship framework which will in turn ensure he has more options and a brighter future whatever the outcome may be from the next two years.

Good luck and very best wishes,

Matt Holland







About us







Who are we?

LFE was established by The English Football League and The Professional Footballers Association to manage the apprenticeship programme.

We have 28 staff, with 14 working across the country dealing with club and college staff to support apprentices throughout their two years. LFE aim to help all apprentices achieve the full educational framework and to support apprentices moving into positive destinations at the end of the programme.

Our regional officers visit apprentices on a regular basis to monitor progress. Any problems or concerns can be raised with them.

Did you know...

Our regional officers visit apprentices on a regular basis to monitor progress. Any problems or concerns can be raised with them.

Why are we here?

We are here to manage and operate the apprenticeship programme on behalf of all English Football League clubs.

LFE is funded by the Skills Funding Agency, the European Social Fund and by football. The education programme has been designed by our sector skills council SkillsActive in partnership with football authorities and government agencies.

Our regional officers are your direct link with LFE. They are the people who you can turn to for help and advice on any subject during the next two years. Our regional officers and all LFE staff are here to ensure that apprentices are given the best chance possible to fully benefit from the ASE programme.

Your regional officer should be your first point of contact with LFE, however you can also speak to central office staff.

Contact information for all staff can be found on page 50.

>> League Football Education was established by The English Football League and The Professional Footballers Association (



Our partners



The Professional Footballers Association

The world's longest established professional sportsmen's union, the Professional Footballers Association was formed in 1907 at the Imperial Hotel Manchester, and has continued to develop and expand.

Contact the PFA through your club representative or write to:

The PFA 20 Oxford Court Bishopsgate Manchester M2 3WQ

T: 0161 236 0575 www.thepfa.com

Did you know...

The PFA looks after more than 4,000 current members and 50,000 former members worldwide.

Today the PFA directly and indirectly employs over 250 people in key areas such as, education and training for post-football careers, accident and medical insurance, coaching, financial management, contract advice and pension management for the benefit of more than 4.000 current members and 50.000 former members worldwide.

The PFA works alongside many other national and international bodies and has carried out projects in key areas such as drug awareness and testing and an anti-racism campaign.

All the benefits of PFA membership are available to apprentices, these include:

- Discretionary post 18 educational grant system
- Contractual assistance/player management
- Representation on disciplinary issues





English Football League (EFL)

The EFL (English Football League) is the largest single body of professional clubs in European football and is responsible for administering and regulating the EFL, EFL Cup and Checkatrade Trophy, as well as reserve and youth football.

Formed in 1888 by its twelve founder members, the EFL is the world's original league football competition and is the template for leagues the world over. It has 72 member clubs, each of which embodies the unique heritage, pride and passion of the communities they represent.

The EFL Brand & Values:

The EFL is a unique sporting property. The world's original league football competition, it encapsulates a vast and diverse range of activities day in, day out through the identity and work of its 72 member clubs, providing an engaging football experience for everyone. Whatever your reason to love football, the EFL offers something for you.

Aspiration

The EFL delivers against the aspirations of every supporter, club, player and stakeholder to excel within the game. The ambition of EFL clubs, players and fans is at the heart of the competition, with every game important in the battle for promotion, or to avoid relegation. Sitting at the heart of the English league pyramid, the EFL competition silverware is amongst the most prized in football.

Credibility

As the world's first professional football league, the EFL is world-renowned as the pioneering body within the origin of footballing competition. Its attraction has stood the test of time with over 16 million fans going through the turnstiles at matches across the three divisions each season making the EFL the most-attended sports property in the UK.

Community

All EFL member clubs have a prestigious place within the heart of their respective communities. The 72 clubs actively represent the interests of their towns and cities coming together on a local and national level to positively impact on the societies they serve for the betterment of all. Underpinned by the services and projects of the EFL Trust and the individual club trusts within that network, the EFL is a place where clubs, fans and communities can come together to enjoy a unique and shared experience.

Progress

Innovation has always been central to the EFL. From its inception in 1888 paving the way for professional league football to the introduction of major, game-changing innovations such as three points for a win and the Play-Offs format, the EFL has been at the forefront of sporting progress for the last 128 years. The unique advances made by the EFL, often replicated in other properties across the world both in and out of football, supports its reputation as an organisation that is constantly improving its competitions for the benefit of supporters and clubs alike.

Keeping you informed

LFE is committed to supporting all apprentices throughout and beyond their two-year apprenticeships.

We have developed a number of channels to engage everyone associated with the apprenticeship programme.

Our website and social media channels are the first port of call for the latest news.

We tackle all areas from apprenticeship related issues to coverage of all the U18 League's incorporating fixtures, results, league tables and match reports.

LFETV showcases Our Goal of the Month competition which features the best goals from all the Academy Leagues and attracts over 40,000 viewers each season.

We utilise an e-learning platform to manage the education programme and to provide players with useful guidance and information on a variety of real life issues like dealing with agents, money, drugs and sex.







Player & Coach Testimonials





Ademola Lookman Charlton Athletic (Now Everton)

Named as LFE's Championship Apprentice of the Year in 2016, Ademola scored 7 goals in 25 games for Charlton in 2016-17, earning an £11m move to Everton in January.

He penned a four-and-a-half-year deal at Goodison Park and announced his arrival by scoring against Manchester City, crowning a momentous 4-0 win for the Blues.

"I've watched the goal back 100 times. Scoring on my debut, nothing gets better than that," he said.





Aidan Chappell-Smith

Cardiff City (Now Swansea University, MEng Environmental Engineering)

Aidan always had an idea that he wanted to pursue a career in environmental engineering and renewable energy, so it was an obvious next step after his apprenticeship had finished at Cardiff.

"I never solely thought of replying on football," he said. "I always looked at other aspects of my life because I wanted as many options as possible and my parents drilled the importance of doing well at school into me."





Jamie Hopcutt York City (Now at Ostersunds FK)

Former York City youth-team winger Jamie Hopcutt is now making his mark in Sweden.

Converted into a central striker, Hopcutt scored the goal that confirmed his current club Ostersunds FK, reached the Swedish Premier League for the first time in their history.

Hopcutt, who has helped Ostersund to two promotions, had been turning out for Tadcaster Albion before making the switch to Scandinavia via LFE's Erasmus+ player placement programme.





Tobi Alabi

Former Millwall Striker (Now Heart4More Foundation)

Tobi was forced to retire from football in 2013 due to a heart condition. He had been turning out in non-league for The Met Police when he collapsed during a game.

Alabi subsequently set-up The Heart4More Foundation and now runs a successful programme in schools and with other young people promoting cardiac health and focusing on delivering Cardiopulmonary Resuscitation [CPR] and the correct use of defibrillators. Tobi is using his experiences to show LFE apprentices how to save other people's lives.





Ciaran Donnelly Academy Manager, Blackpool

The apprenticeship programme is designed to offer the best of both worlds. It offers young players the best chance of building a career in the game while they also continue their academic work.

Nothing is more satisfying than seeing the boys we have brought through the system develop and mature into first-team players.

The likes of Luke Higham, Henry Cameron and Bright Osayi-Samuel have all come through our system to play in the first team over the last 12-18 months.

Of course while we are delighted when a player reaches the first-team we are also conscious that not everyone will go on to earn a living from the game.

That's where the education programme comes in. We aim to help all our players to develop both on and off the pitch.

ASE gives all the lads the chance to gain nationally recognised qualifications and learn skills that can help them in the future.

One of our former graduates for example now works in the NHS as a cardiothoracic physiotherapist and others have progressed on to university, employment or other training opportunities.





Scott Fitzgerald Academy Manager, Millwall

At Millwall we take great pride from the work we do to develop young players at youth level.

It is extremely rewarding to see a number of youngsters graduate into the first-team.

Ben Thompson, Fred Onyedinma, Aidan O'Brien and Sid Nelson have all progressed to the first-team.

As a club we are fully committed to both the football and educational aspects of the Apprenticeship scheme because by striking the right balance between the two we can ensure that the needs of every individual apprentice are met.

The apprenticeship is about producing players but also individuals who can be a success away from the game.

The nature of the programme helps to develop transferable skills that are a great back-up for those that just fall short of making it as a professional footballer.

>> Graduates of the programme can now progress on to university, employment or other training opportunities and that's equally as important to me as seeing someone get a professional contract ≪



This section gives a brief outline of the components that make up the ASE framework and the process that is undertaken to ensure that apprentices' individual needs are identified and met over the course of the two-year programme.

The ASE Framework

LFE is funded by the Skills Funding Agency (SFA) and the European Social Fund (ESF) to deliver the Apprenticeship in Sporting Excellence (ASE). A conceptual diagram is outlined below.

Pictured right is a more detailed diagram outlining the components of each element of the model.

*Please note: Delivery of the Level 2 Certificate in Coaching qualification, as part of the Framework, will be subject

NVQ Diploma in Achieving Excellence in Sports Performance (Level 3)

Football Technical Development

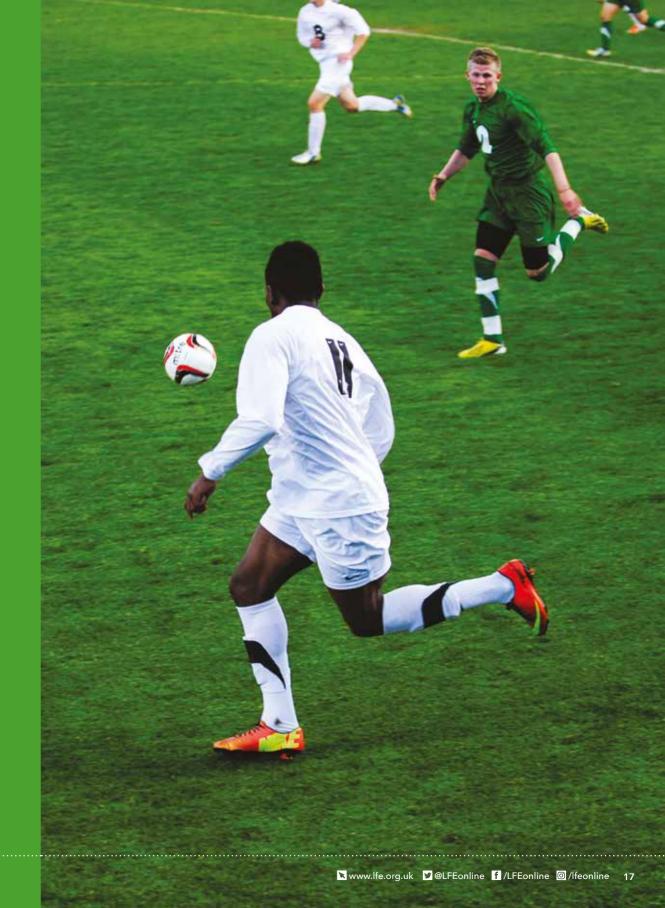


Functional Skills (Level 2) **English & Mathematics**

Apprenticeship in Sporting Excellence (ASE)

Certificate in Coaching (Level 2)

Technical Certificate (Level 3) BTEC Subsidiary/Diploma/Extended Diploma



Initial Assessment

Initial Assessments are carried out with every apprentice to establish academic ability. Where possible LFE regional officers will undertake initial assessments in partnership with the following people:

- The apprentice's parents/quardians
- The Education & Welfare Officer/Academy Manager
- A tutor from the dedicated educational establishment

The assessment will normally be carried out anytime between February and June and will enable the apprentice to be placed on the most appropriate educational programme based upon his expected GCSE results. All apprentices will undertake an online skills builder assessment as part of the Initial Assessment process.

Final Assessment

A second assessment (to include the appropriate personnel) will take place in late August/early September when the apprentices have had their GCSE results confirmed.

Should the GCSE results achieved confirm the grades given at the Initial Assessment, the apprentice will be able to commence the academic programme agreed previously.

However, if the apprentice has either exceeded or not achieved the grades given at the Initial Assessment, further discussions will take place to ensure an appropriate academic programme is designed to meet the apprentice's needs.

Induction

This should be carried out online prior to the start of the programme or during the first few weeks of the apprenticeship. LFE provides each club with a set of standard induction units that includes the following topics:

- ASE Educational Framework
- Employment Rights and Responsibilities
- Club Rules and Regulations
- Health & Safety
- Equality of Opportunity
- Drugs Awareness
- Apprentice Wellbeing
- Safeguarding

Pre-Season Training

This period of time is used to ensure that apprentices meet the fitness requirements for professional football and clubs will carry this out according to individual club policies.



Apprentice Reviews

Apprentice reviews are conducted with regional officers and are recorded on an e-learning platform. The review process clearly establishes the level of progress made, and agreed actions for each apprentice. LFE regional officers are responsible for coordinating this process.

ASE

Reviews will be conducted in the following areas:

- 1. NVQ Diploma in Achieving Excellence in Sports Performance (completed by the Tutor Assessor)
- 2. Technical Certificate (completed by the education/college tutor)
- 3. Functional Skills English and Maths (completed by Functional Skills tutor if appropriate)
- 4. Overall individual review (conducted by the LFE regional officer)

Review Cycle

Reviews will be conducted at a maximum of 12 weekly intervals. It is essential that apprentices are available for reviews.

The only acceptable absences from reviews are as follows:

- Apprentices selected for the first team or international duty
- Apprentices involved in FA Youth Cup matches
- Apprentices who produce a sick note from the doctor or club physiotherapist

The Football Development Programme

The football training programme will cover:

- Pre-Season Training This period of time is used to ensure that the apprentice will be able meet the fitness requirements for professional football. Clubs will carry this out according to individual club policy
- Football Training This will include work on technical skills, teamwork, physical conditioning and psychology
- Football Coaching
- Assessments of Progress apprentices will be evaluated on technical ability, teamwork, character and physical condition
- Theory of Football Tactics

Education

The educational programme has been specifically designed for elite athletes and is geared towards nationally recognised qualifications. The educational programme will consist of the following fixed elements:

- NVQ Diploma in Achieving Excellence in Sports Performance (Level 3)
- Technical Certificate (Level 3)
- Functional Skills (Level 2)
- *Certificate in Coaching (Level 2)

» Individual apprentice reviews are conducted in order to ensure that all apprentices can fulfil their true potential «



Level 3 NVQ Diploma in Achieving Excellence in Sports Performance

The apprentice will need to complete the following mandatory units to successfully gain the NVQ:

- Plan apply and evaluate own tactical skills to achieve excellence in a sport
- Plan, apply and evaluate own technical skills to achieve excellence in a sport
- Plan, apply and evaluate own physical capability to achieve excellence in sport
- Plan, apply and evaluate own nutritional programme to achieve excellence in sport
- Plan, apply and evaluate own mental skills and attitudes to achieve excellence in sport
- Plan and manage own lifestyle to achieve excellence in sport
- Manage own career in sport
- Communicate and work effectively with other people to achieve excellence in sport
- Maintain the health and safety of self and others at training and competition venues

Did you know...

Assessment is flexible and the apprentice can be awarded a certificate for each unit they successfully achieve.

Aims and Objectives

This qualification offers the apprentice, as an elite or potentially elite athlete, to get certificated recognition of the skills, knowledge and understanding that they are developing in their quest for excellence.

The overall objectives of the NVQ are to enable the apprentice to demonstrate his practical sporting ability and explore the issues surrounding professionalism, working as a team, managing self, health & safety, careers and employment.

NVQ Assessment

Assessment is based on what the apprentice can do and involves the apprentice (the candidate), an assessor, an internal verifier and an external verifier.

The apprentice will be asked to prove that they are competent by providing evidence, which shows that they:

- Can perform all the specified tasks consistently to the required standard
- Understand why they are doing things (knowledge and understanding)
- Can apply the required skills in different ways (scope)

Assessment is flexible and the apprentice can be awarded a certificate for each unit that they successfully achieve, even if they do not complete the full NVQ.

There is no set period of time in which the apprentice needs to complete a unit or NVQ. However, the apprentice and the assessor should still set target dates for completing each unit. Be realistic though, as there are many factors such as the apprentice's previous experience, demands within the workplace and an availability of resources that will affect how quickly the apprentice is able to achieve the qualification.

» This qualification offers the apprentice, as an elite or potentially elite athlete, to get certificated recognition of the skills, knowledge and understanding that they are developing in their quest for excellence «



Personal Learning and Thinking Skills

Comprise of six groups of skills that, alongside English and Mathematics, are essential to learning, life and work, they are:

- Independent enquiry
- Reflective learning
- Team work
- Creative thinking
- Self management
- Effective participation

These skills will be mapped in to the NVQ Diploma and BTEC qualifications.

Employment Rights & Responsibilities (ERR)

Are incorporated in to the NVQ Diploma (Level 3) and club induction.



Technical Certificate

A technical certificate is part of the apprenticeship framework. This should be discussed with the apprentice at Initial and Final Assessments with the LFE regional officer and will be subject to anticipated/confirmed GCSE results.

The current technical certificate pathways are as follows:

• BTEC Subsidiary/Diploma/Extended Diploma

BTFC's

The BTEC Subsidiary Diploma has 7 units, the Diploma in Sport has 13 units and the BTEC Extended Diploma has 19 units. There are a set number of core units but most subjects have a choice of what option units to take. See the tables on the opposite page for more information.

Course Length and Duration

The BTEC Subsidiary Diploma in Sport qualification should be completed over one year, while the Diploma and Extended Diploma should be completed over two years.

BTEC Assessment

The BTEC qualification is comprised of units. All units will be internally assessed through assignments set and marked by tutors. Upon completion of each internally assessed unit the tutor will inform the apprentice of what grade they have achieved (either Pass, Merit or Distinction).

To ensure that the internally assessed work has been marked accurately, Edexcel will conduct sample checks of tutors' marking. This process usually takes place in February and the grades for internally assessed units could change as a result. Edexcel will confirm final grades when this re-marking has been undertaken.

When all the units of the course have been completed, the apprentice will receive an overall grade for the qualification (again Pass, Merit or Distinction). This is the grade that will be shown on the certificate and the one that should be used when applying for higher education or employment.



The Value of the BTEC Qualification

The BTEC qualification should provide the apprentice with underpinning knowledge towards the work completed on the Level 3 NVQ Diploma Achieving Excellence in Sports Performance and give a further insight into the requirements of being an elite athlete within the football industry.

The BTEC also affords the opportunity to complete a nationally recognised qualification that should assist the apprentice with higher education and employment applications. For further information about using your BTEC towards entrance into higher education please see www.ucas.co.uk

A UCAS Tariff Table and information on the tariff system can be found in LFE's Guide to Higher Education Applications, available on our website. As a guide, however, the BTEC Extended Diploma in Sport is the equivalent of three A Levels, the Diploma in Sport is the equivalent to two A Levels and the Subsidiary Diploma is equivalent to one A Level.

» The BTEC affords the opportunity to complete a nationally recognised qualification that should assist the apprentice with higher education and employment applications «

BTEC Level 3: **Subsidiary Diploma in Sport**

Mandatory Units (3)

Principles of Anatomy and Physiology in Sport

The Physiology of Fitness

Assessing Risk in Sport

▶ Mandatory Specialist Units (1)

Fitness Testing for Sport and Exercise Principles and Practices in Outdoor Adventure

▶ Optional Units (3)

Fitness Training and Programming

Sports Coaching

Sports Development

Fitness Testing for Sport and Exercise

Practical Team Sports

Practical Individual Sports

Outdoor and Adventurous Activities

Sports Nutrition

Current Issues in Sport

Leadership in Sport

Exercise, Health and Lifestyle

Instructing Physical Activity and Exercise

Psychology for Sports Performance

Physical Education and the Care of Children and Young People

Work Experience in Sport

Technical and Tactical Skills in Sport

The Athlete's Lifestyle

BTFC Level 3: **Diploma in Sport**

Mandatory Units (9)

Principles of Anatomy and Physiology in Sport

The Physiology of Fitness

Assessing Risk in Sport

Fitness Training and Programming

Fitness Testing for Sport and Exercise

Sports Nutrition

Psychology for Sports Performance

Technical and Tactical Skills in Sport

The Athlete's Lifestyle

▶ Optional Units (4)

Sports Coaching

Practical Team Sports

Current Issues in Sport

Instructing Physical Activity and Exercise

Sports Injuries

Analysis of Sports Performance

Sport and Exercise Massage

Rules, Regulations and Officiating in Sport

Work Experience in Sport

Sports Facilities and Operational Management

Profiling Sports Performance

BTFC Level 3: **Extended Diploma in Sport**

▶ Mandatory Units (9)

Principles of Anatomy and Physiology in Sport

The Physiology of Fitness

Assessing Risk in Sport

Fitness Training and Programming

Fitness Testing for Sport and Exercise

Sports Nutrition

Psychology for Sports Performance

Technical and Tactical Skills in Sport

The Athlete's Lifestyle

Optional Units (10)

Sports Coaching

Practical Team Sports

Current Issues in Sport

Exercise, Health and Lifestyle

Instructing Physical Activity and Exercise

Sports Injuries

Analysis of Sports Performance

Talent Identification and Development in Sport

Sport and Exercise Massage

Rules, Regulations and Officiating

Organising Sports Events

Physical Education and the Care of Children and Young People

Sport as a Business

Work Experience in Sport

Sports Facilities and Operational Management

Profiling Sports Performance

Research Investigation in Sport and Exercise Sciences

Laboratory and Experimental Methods in Sport and Exercise Sciences

Did you know...

As a rough guide*, when making a university application...

Extended Diploma = 3 x A Levels Diploma = 2 x A Levels Subsidiary Diploma = 1 x A Level

*For the full UCAS Tariff Table, see LFE's 'Guide to Higher Educations Applications'

Level 2 Functional Skills

Functional Skills are skills that are commonly needed for success in a range of activities in education, training, work and life in general.

Functional Skills aim to deal with:

- Mathematics
- English

Apprentices will be exempt from these qualifications if they have achieved GCSE grades 9-4 in Maths or English Language (Equivalent to A*- C in previous years).

Level 2 Certificate in Coaching

As part of the programme, each apprentice will also undertake the 1st4Sport Level 2 Certificate in Coaching (FA Coaching Certificate). This includes units on:

- Coaching principles and ethics
- Planning coaching sessions
- Conducting coaching sessions

Course Length and Duration

The course will comprise of:

- Initial Training
- Laws of the game
- Practical work experience
- Child Protection
- Final Assessment
- Coaching Hours

Did you know...

As part of their programme, each apprentice will also undertake the 1st4Sport Level 2 Certificate in Coaching.

Aims & Objectives of the Coaching Certificate

The coaching qualification underpins the work that each apprentice completes on the Level 3 NVQ Diploma in Achieving Excellence in Sports Performance and allows apprentices to:

- Develop an appreciation of the ethical coaching process
- Plan, conduct and evaluate a series of football coaching sessions
- Coach the basic skills and techniques of football to others
- Ensure the health and safety of players and others within the coaching environment
- Develop greater responsibility for your own learning and development
- Demonstrate an understanding of the principles of attack and defence through the use of practices and small-sided games

Tuition in the Laws of the Game

This is delivered at the same time as the 1st4Sport *Level 2 Certificate in Coaching. The apprentice will either receive tuition in the Laws of the Game from a qualified referee and undertake a written assessment or an online assessment.

Emergency First Aid Certificate

This will also be delivered at the same time as the 1st4Sport *Level 2 Certificate in Coaching. The apprentice will receive tuition from a qualified emergency aid instructor and learn to deal with emergency situations such as choking, heart attacks, major bleeding and the resuscitation of unconscious casualties. On completion of the course an FA Emergency Aid Certificate is awarded which is valid for a period of 3 years.

The Value of your Coaching Qualification

As well underpinning the work that the apprentice will complete on the Level 3 NVQ Diploma in Achieving Excellence in Sports Performance, the coaching qualification provides a formal and recognised qualification.

The course should also allow the apprentice to understand the role of the coach, improve upon their personal skills such as communication and give them greater responsibility.

It also affords apprentices the opportunity to coach in the following areas:

- American Soccer Camps
- Academies & Centres of Excellence
- Football in the Community
- Soccer schools
- Local schools



Wages

At the time of writing, the current national minimum wage rates for apprentices is as follows:

- £3.50 per hour the rate for apprentices aged 16-18 and those aged 19 or over who are in their first year as an apprentice
- £5.55 per hour for an apprentice aged 19 in the second year of their apprenticeship.

Most clubs will operate their apprenticeship programmes on a 30 hour per week basis.

Lodgings and Accommodation

Where it is unreasonable for an apprentice to travel to the club from home, lodgings should be provided by the club. However clubs will be entitled to charge apprentices up to £6.00 per day for this service.

In line with English Football League (EFL) Rules on Youth Development and current legislation clubs shall, in all dealings with apprentices, do what is reasonable for the purpose of safeguarding apprentices' welfare.

Clubs are expected to ensure that lodgings are in keeping with those required by a professional sportsman and should utilise guidance approved by the EFL and issued by LFE "Guidance for Selecting Apprentice Accommodation" when selecting accommodation.

Please note: Wage and accommodation rates are reviewed each year by Government. Changes to these rates are applied annually.

This section outlines the various ways in which an apprentice's circumstances might change during the course of the programme.

Change of circumstances

Termination by Mutual Consent

In order for an apprentice's contract to be terminated by mutual consent, both the apprentice and the club must confirm their agreement with the terms of the termination. It is strongly advised that apprentices who may be considering terminating by mutual consent should discuss this matter with their LFE regional officer or The PFA who are aware of all the implications.

Signing Professional Forms

If a club signs an apprentice on a professional contract on his 17th birthday, or before the end of his apprenticeship, English Football League rules state that he must continue with his education course until it is completed.

An apprentice who has signed a professional contract may only be released from the education element of the ASE programme upon the written agreement of all of the following parties:

- I FF
- The Club Secretary
- The Club Academy Manager/Head of Youth
- The apprentice's parents or guardian
- The apprentice

Termination for Disciplinary Reasons

Page 29 outlines the standard disciplinary procedures that should be imposed on apprentices who breach either club regulations or the code of discipline concerning college attendance.

Clubs must ensure that the procedures on page 29 are followed and that LFE is involved in each stage of the disciplinary process.



Did you know...

Where it is unreasonable for an apprentice to travel to the Club from home, lodgings should be provided by the Club.

» In line with English Football League (EFL) Rules on Youth Development and current legislation clubs shall, in all dealings with apprentices, do what is reasonable for the purpose of safeguarding apprentices' welfare. «



Change of Circumstances

Injury

There are two instances in which the circumstances of an apprentice might change due to injury:

- 1. Recoverable Injury Apprentices who are suspended from the programme due to injury would still be expected to fulfil the educational element of the apprenticeship whilst undergoing rehabilitation or treatment.
- 2. Permanent Incapacity Apprentices who suffer an injury which results in permanent incapacity shall, upon receiving the correct notice (minimum 3 months) as laid down in clause 8 of the Apprentice's Agreement, be released from the apprenticeship programme.

Apprenticeship Work Experience Between Clubs

Work experience allows an apprentice to spend a reasonable time training and playing at another club.

Implications

If an apprentice is at another club on work experience this does not prevent him from going back to his original club as often as he likes. Indeed, the apprentice can travel backwards and forwards on the strength of just one letter of permission. No recalls are necessary.

The apprentice remains the original club's player who will hold his registration and be responsible for all travel, lodging and apprentice wage payments. Should the apprentice be incurring lodging or high travel costs, it will be the responsibility of the original club to come to an agreement with the work experience club.

English Football League clubs cannot play apprentices that are on work experience from another club in any match at first team level.

Arranging a Permanent Move

Should a permanent move be agreed between the two clubs, the apprentice and his parents (if under 18 years of age), then the club taking over the Apprenticeship become responsible for all wages, travel and lodging expenses for the remaining period of the apprentice's agreement and education.

Permanent transfer of apprenticeships between clubs are allowed and in order to do this all applications with the original club should be cancelled and new forms signed at his new club.



» Apprentices who are suspended from the programme due to injury would still be expected to fulfil the educational element of the Apprenticeship whilst undergoing rehabilitation or treatment «



Apprentices are subject to club discipline and this should be made clear at induction. with all club rules and regulations explained fully to apprentices.

Apprentices should also be made aware of the disciplinary code of practice for college attendance.

Schedule Two of the Scholarship/ **Apprenticeship Agreement**

Should any apprentice fall foul of these regulations, then the disciplinary procedure outlined in Schedule Two of the Apprenticeship Agreement will apply. In summary, this procedure involves the following three steps:

- 1. Investigation
- 2. Disciplinary Hearing
- 3. Appeals

Penalties and Termination

If, having followed the above procedure, an allegation is proved to the club's satisfaction, the club may apply the penalties outlined in Schedule Two, Section 4 of the Apprenticeship Agreement:

- 1. Issue a formal warning which should be issued as follows:
- (i) Verbal Warning
- (ii) First Written Warning
- (iii) Final Written Warning

- 2. Impose a fine not exceeding the amount of the basic allowance for a period of up to two weeks.
- 3. Order the apprentice not to attend at any of the club's premises for such a period as the club thinks fit not exceeding two weeks.
- 4. Where the circumstances set out in Clause 10.1 of the Apprenticeship Agreement apply, terminate this agreement.

Clause 10 of the Apprenticeship Agreement

Termination

Clause 10.1 of the Apprenticeship Agreement states that the club shall be entitled to terminate the agreement by fourteen days' notice in writing to the apprentice if, after due investigation and enquiry, it is reasonably satisfied that he:

- 1. Shall be guilty of Gross Misconduct;
- 2. Has failed to heed any final written warning given under the provisions of Schedule Two (see above): or
- 3. Is convicted of any criminal offence where the punishment consists of an immediate custodial sentence of or exceeding three months.

Notice of Termination

Under Clause 10.2 of the Scholarship/ Apprenticeship Agreement, clubs are required to include in any notice of termination full particulars of the club's reasons for terminating the agreement with copies sent to the English Football League (EFL), The Football Association and The PFA. A copy should also be sent to LFE.

Appeals

Clause 10.3 of the Apprenticeship Agreement states that within seven days of receiving a termination notice the apprentice may appeal against the decision of the club to the EFL. All parties should then seek to ensure that the appeal is heard within a further 28 days.



Discipline

Fines

Fines under £5.00 can be retained by the club but must be used to benefit apprentices through their training programme. All fines should be in line with the percentages agreed by The Professional Footballers Negotiating Committee.

College/Education Provider attendance

As a condition of our funding from the SFA. it is obligatory for all apprentices to attend their college/education provider sessions each week (i.e. usually one and a half days on their education programme).

The education days are decided in consultation with the club and, once agreed, it is the responsibility of the club to ensure that apprentices attend the college/education provider on these days.

Apprentices, if injured, must not miss their academic work to receive routine treatment at the club. If the club requires the apprentice to receive treatment, the apprentice must be called in after college/education provider work has finished.

The only acceptable absences from College are as follows:

- FA Youth Cup commitments
- Apprentices selected for the first team or international duty
- Apprentices who produce a sick note from the doctor or club physiotherapist

Exams

A proportion of our funding from the SFA is dependant upon apprentices actually achieving the qualifications that they enter. It is therefore essential that apprentices are available to attend any exams/assessments in relation to their educational/vocational courses. It is the responsibility of the club to ensure that apprentices attend any such exams/assessments.

Code of discipline concerning college/education provider attendance

Due to certain events that have come to our attention in recent years, it has been found necessary to implement the following regulations concerning college attendance:

- 1. LFE reserve the right to remove an apprentice from the education programme if they miss college or their education work on more than three occasions in one academic year without a good reason (i.e. selection for the first team or a sick note).
- 2. Apprentices misbehaving at college will be subject to the disciplinary procedures outlined on page 29.
- 3. Apprentices who do not hand in written work set by the college will be subject to the disciplinary procedures outlined on page 29.

» It is the responsibility of the club to ensure that apprentices attend any exams/assessments in relation to their educational courses «



LFE aim to ensure that every apprentice is trained in an enjoyable and safe environment and is protected from abuse. Apprentices should be able to participate in an enjoyable and safe environment protected from physical, sexual or emotional harm and from neglect or bullying.

LFE subscribe to The Football Association's Child Protection and Best Practice Policy. The key principles of The FA Child Protection Policy are that:

- The child's welfare is and must always be the paramount consideration
- All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- Working in partnership with other organisations, children and young people and their parents or carers is essential

Allegations, concerns or disclosures of a child protection nature received from apprentices will be referred to The FA Case Management Team and/or appropriate statutory agency. LFE's designated safeguarding officer(s) will have a role to play in investigating complaints of poor practice.

Further sources of information on safeguarding:

- www.lfe.org.uk/about/safeguarding
- The 'What You Need to Know Guide on Equality and Safeguarding' via the LFE EMS
- www.gov.uk/topic/schools-colleges-childrensservices/safeguarding-children
- www.thefa.com/football-rules-governance/ safeguarding
- www.thepfa.com/thepfa/mediagallery/ Videos/2015/1/20/pfa-safety-net



Equality & Diversity

LFE aim to ensure that every apprentice is allowed to be trained in an environment free from any form of discrimination and is encouraged to develop their full potential.

LFE is committed to:

- 1. Positive action to promote equality of opportunity in employment and training
- 2. Regular monitoring of results of this commitment

More information on equality and diversity is available via LFE's 'What You Need to Know Guide on Equality and Safeguarding'.

This digital publication can be accessed via LFE's e-learning platform.

Message from the Chief Executive:

"LFE is fully committed to a policy of equality and diversity. Our aim is to ensure that everyone, at all levels and in all areas is allowed to work and/or be trained in an environment free from any form of discrimination, and is encouraged to develop to their full potential. I want to leave no one in any doubt about the importance which I personally attach to this policy and I look to all staff and apprentices at all levels to ensure that it is put into effect."

All employees and apprentices will be given equality of opportunity in respect of recruitment, training and assessment, and in promotion solely on their merits, abilities and potential, regardless of their racial origins, nationality, ethnic or national origins, gender, gender re-assignment, disability, marital status and family circumstances, religious or political beliefs, socio-economic background, age or sexual orientation.

Employees and apprentices are required to behave in a non-discriminatory way towards the public and fellow employees and apprentices. Any breach of the policy may result in disciplinary action being taken.

It is the responsibility of all employees and apprentices of LFE and through its quality contract process, league football clubs and education providers to eliminate discrimination by ensuring the practical application of the equality and diversity policy and reporting incidents of discrimination to an appropriate person.

The equality and diversity policy has the full commitment of the LFE Board and will be reviewed on an annual basis by LFE's Chief Executive.

Did you know...

All employees and apprentices will be given equality of opportunity in respect of recruitment, training and assessment.



"LFE is fully committed to a policy of equality

Health & Safety Reporting of accidents/ injuries and Industrial Diseases Procedure

From 1 October 2013 the revised Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013) came into force.

RIDDOR is the law that requires employers, and other people in charge of work premises, to report and keep records of:

- Work-related accidents which cause deaths
- Work-related accidents which cause certain serious injuries (reportable injuries)
- Diagnosed cases of certain industrial diseases; and certain 'dangerous occurrences' (incidents with the potential to cause harm)

>> There is still a requirement to

report injuries that would have

previously been reportable

under RIDDOR to LFE «

What is Reportable?

According to new guidance provided by the Health and Safety Executive regulations, football clubs will not have to report injuries to apprentices sustained during football matches or during training. Accidents that arise due to defective equipment e.g., gymnasium equipment etc. will still be reportable.

However there is still a requirement to report injuries that would have previously been reportable under RIDDOR to LFE.

Long Term Injuries

The club physiotherapist/doctor should make a diagnosis to ascertain whether the apprentice has sustained an injury which could prevent him from training/playing for a substantial period of time. This period of absence from playing/ training may prevent the club's coaching staff from carrying out a thorough assessment of the apprentice's playing ability. In the long term this may affect the apprentice's chances of being offered a professional contract.

Should this be the situation, the club may wish to suspend the apprentice's programme under Clause 4 of the Apprenticeship Agreement. The clause states that if an apprentice is prevented from participating in the training programme for a period in excess of five weeks, the duration of the Apprenticeship Agreement shall be extended by the length of the excess period or, if earlier, the apprentice's nineteenth birthday.

Did you know...

All current and former **PFA** members have access to the PFA's Accident and **Insurance Fund whereby** grants may be made to help cover medical expenses.

Process to be followed:

- If the injury is going to be long term, the apprentice should make an application to Job Centre Plus for employment and support allowance and/or income support as soon as possible after the injury occurring
- It takes approximately 3 weeks for the applications to be processed
- The club should continue to pay the apprentice his allowance during this 3-week period
- At the end of the 3-week period, the apprentice's entitlement to benefits should commence and the allowance from the club will cease
- The amount of benefit received by the apprentice is dependant upon individual circumstances
- During the period of incapacity, the apprentice will need to provide sick notes to confirm his continued eligibility to claim benefits

Further guidance on this issue can be found at www.gov.uk by searching for employment and support allowance.

PFA Accident and Insurance Fund

Once you have obtained membership of the PFA you should be aware that the PFA makes a contribution to the English Football League and Premier League on condition that all clubs provide private medical insurance cover for both full professionals and apprentices.

In addition all current and former members have access to the PFA's Accident and Insurance Fund whereby grants may be made to help cover medical expenses. The PFA also provides Accident & Sickness Insurance of up to £25,000 for current members whose careers are cut short due to a specific accident or illness.

Progression

League Football Education wants more for apprentices than successful achievement of the ASE qualification, we want to create successful people.

Those who embrace personal development as well as alternative interests, employment, education or training, equip themselves to excel as footballers and for life off the pitch. Our Progression strategy aims to provide life skills, information, advice, guidance, support and opportunities to contribute to personal growth.

Life Skills

Life Skills sessions are available for clubs on a season by season basis and may include:

Cathy Wood: Social media seminar Charlie Fogarty: Anything is possible

Colin Avery: Sexual health awareness If U Care Share: Emotional well-being

Kick It Out: Equality and diversity training

My Future Today: Personal development Sporting Chance: Lifestyle and education

Tobi Alabi: Heart4More

Trained Brain: Sports performance

My Future Today specifically tackles personal development. Through acting performances by AFTA Thought and workshops facilitated by athlete mentors from The Dame Kelly Holmes Trust, this innovative and powerful initiative highlights how developing alternative interests and understanding, thinking and planning around personal development, can enhance your life, performance and well-being.

It helps apprentices to understand their own personality traits, the transferable skills they have acquired, to explore alternative career opportunities and to set their own personal development goals.



Information, Advice, Guidance & Support

U-Explore

LFE recognise that there are a number of pathways apprentices want to take post-apprenticeship and we want to ensure that all possible information is made available. In order to do this LFE has invested in the online tool U-Explore. This houses up to date information as well as video testimonials on all major employment sectors with over 1500 job roles and requirements explained.

Go to www.u-explore.com to get a taste of what is on offer at this excellent resource.

Tracking and Monitoring

Collecting detailed apprentice destination data at the end of the apprenticeship programme has helped LFE develop and promote a range of partnerships and opportunities for apprentices. This work is conducted and managed by LFE's Alumni Liaison Officer and continues for 4 years after apprentices leave the ASE programme.

The PFA

For more information please contact:

- Pat Lally (Director of Education)
- Oshor Williams (Assistant Director of Education)
- Paul Raven (PFA/ULF Project manager)
- Jason Lee (Equalities Education Executive)
- Jayne Bailey (Education Secretary)
- Shane Birtles (Administrator)

Address: PFA Education 2 Oxford Court Bishopsgate Manchester M2 3WQ

Tel: 0161 236 0637

E-mail: education@thepfa.co.uk



Did you know...

PFA Education provides guidance and funding for the provision of educational and vocational courses in preparation for a second career.

Progression

Opportunities

Trials

LFE has supported trials offering players (that have been released following their apprenticeship or after one year as a professional) the opportunity to showcase their talents in front of scouts from the UK and abroad. Higher Education institutions in the UK and USA are typically keen to recruit players who have been on the ASE programme.

Higher Education/PASS4Soccer

Many apprentices are interested in entering higher education once they complete the ASE programme. This has to be carefully planned for, due to the deadlines in the application process defined by the Universities and Colleges Admissions Service (UCAS). To help you in this process LFE has produced the 'Guide to Higher Education Applications' which can be downloaded via our website.

LFE has also established a partnership with PASS4Soccer, a consultancy that specialise in securing scholarships to USA Universities.

For more information please see the USA Scholarships Guide here:

www.lfe.org.uk/downloads/apprentice-downloads

Erasmus+ Placement Programme

LFE has successfully utilised the Erasmus+ fund to enhance the Apprentice Journey and Progression opportunities for footballers. This has been achieved by supporting club pre-season trips to mainland Europe, as well as providing released players with extended trial periods at partner European football clubs via a player placement programme. Over 180 players have gone on placement and 61 players have earned professional contracts in Sweden and Spain as a result.

This season 12 clubs will take their apprentices to The Netherlands and Spain, on a pre-season trip via this initiative. Up to 30 young players will also get the opportunity to kick-start their football careers via the player placement project.

Partners/Opportunities

Leading employers, educators and training providers recognise the talent and abilities that apprentices can offer their organisation. LFE has a large network of partners that we can put apprentices in touch with for further information and advice.

LFE also utilise this network to provide specific job, training or education opportunities. As well as being directly communicated these opportunities are posted on LFE's Opportunities Board:

www.lfe.org.uk/progression/recruitment





FOOTBA MANAGER









Celebrating Success

LFE celebrates the academic, football and wider achievements of apprentices throughout the two-year programme and beyond.

The 11, which is aligned to apprentice reviews is judged on academic and football progress as well as other off the pitch factors including engaging in the football club's community initiatives. This competition attracts 44 winners each season, with many going on to be shortlisted in their respective divisions at the EFL Awards for the LFE Apprentice of the Year.

Other awards which celebrate the success and wider contributions of apprentices on the programme include The Donald Bell Award and The Mike Johnson Award.

LFE Apprentice of the Year at The EFL Awards

Sponsored by LFE, an Apprentice of the Year Award is allocated to an apprentice player in each division at the annual English Football League Awards dinner.

This award celebrates the on and off the pitch achievements of apprentice players and is decided by a panel of expert judges.

Previous winners include Lewis Cook (Leeds United), Brendan Galloway (MK Dons now Everton), Nick Powell (Crewe Alexandra now Manchester United), Connor Wickham (Ipswich Town now Crystal Palace) and Jordan Cousins (Charlton Athletic).



>> LFE celebrates the academic, football and wider achievements of apprentices throughout the two-year programme and beyond ≪

FAOs

What do you mean by the term 'Framework'?

The Apprenticeship in Sporting Excellence is a continuous cycle of integrated work-based experience (the Football Development Programme), work based learning (the NVQ) and academic education (the Technical Certificate), each providing information to the others. The ASE framework is made up of four distinct areas of work which are completed over a two year period.

What is an NVQ?

NVQ stands for National Vocational Qualification. It is a vocational competence-based qualification which means you learn practical, work-related tasks designed to help develop the skills and knowledge to do a job effectively and show competency in an area of work/employment.

What is a Tutor Assessor?

A Tutor Assessor is someone who provides assistance with the NVQ. Their role is to provide support to apprentices and guide them through the NVQ assessment process. They will judge the evidence of each apprentices' performance, knowledge and understanding and make decisions on whether they have demonstrated competence against the standards in order to achieve the NVO.

Did you know...

'Functional Skills' are skills that are commonly needed for success in a range of activities in education, training, work and life.

What is a Technical Certificate?

A Technical Certificate is a qualification, which is part of the framework. It provides knowledge which underpins the NVQ and allows the apprentice to understand concepts relevant to professional sports.

Does the BTEC Diploma in Sport offer a route into University?

In short the answer is yes but it is dependent upon grades achieved and the individual entry requirements of the universities.

LFE would advise all apprentices with university aspirations to attain the highest grades possible in his qualification as it would be unlikely for someone to be offered a place if they achieved only pass grades on the BTEC Diploma in Sport.

The framework also provides Accreditation of Prior Experiential Learning and this would support any higher education application however an apprentice would still be required to ensure that their grades were at the higher end of the scale.

What is the BTEC course worth in terms of **UCAS** points?

The BTEC Diploma in Sport course offers up to a maximum of 112 UCAS points for a double distinction which is equivalent to two A grades at A Level.

Other grades accrue the following points:

- Distinction Merit = 80
- Merit Merit = 64
- Merit Pass = 48
- Pass Pass = 32

Please note that all applications for places on university courses will be subject to the entry requirements of individual universities.

What are Functional Skills?

Functional Skills are skills that are commonly needed for success in a range of activities in education, training, work and life in general. For example, basic mathematical and communication skills.

Do all apprentices have to do Level 2 **Functional Skills?**

Apprentices have to undertake Functional Skills around numeracy and literacy/communication as part of the ASE Framework. However, exemptions from these qualifications do apply if the apprentice has already achieved GCSE grades 9-4 in Maths or English Language (Equivalent to A*- C in previous years).

Who decides which colleges apprentices attend?

The education programme has been developed to meet the needs of apprentice footballers and is designed to fit around the football training programme. Reputable education providers who can offer this service and tailor courses to meet these needs are chosen to deliver the technical certificate.

What about A Levels?

If an apprentice wishes to undertake A Level qualifications as the technical certificate he will need to have achieved either A or A* in the relevant subjects and hold a solid profile in other subjects.

A Levels can be difficult to timetable into the football training programme and not all A Levels provide underpinning knowledge towards the NVQ. LFE regional officers can offer more quidance on this subject.







What happens to apprentices that suffer a long-term injury?

If an apprentice suffers a long term injury he will be entitled to an extension to his agreement to ensure that he does not lose out on his Football Development Programme.

This is covered in section 4.1. of the Scholarship/ Apprenticeship Agreement.

Can apprentices sign pro?

Football clubs have the ability to offer apprentice players professional terms from their 17th birthday.

This decision lies at the discretion of clubs.

Do apprentices who sign professional contracts still have to do an education programme?

Under the terms and conditions of the Scholarship/Apprenticeship Agreement apprentices that sign a professional contract early will still have to continue their education.

Research has shown that over 75% of apprentices entering the game at the age of 16 will not still be in employment at professional football clubs by the time they reach 21 years of age. It is therefore imperative that all apprentices work hard on their academic qualifications to give them a pathway into a secondary career as a backup plan.

What does the Coaching Certificate consist of?

The coaching qualification will underpin the work that each apprentice completes on the Level 3 NVQ Diploma in Achieving Excellence in Sports Performance and allow the apprentice to:

- Develop an appreciation of the ethical coaching process
- Plan, conduct and evaluate a series of football coaching sessions
- Coach the basic skills and techniques of football to others
- Ensure the health and safety of players and others within the coaching environment
- Develop greater responsibility for your own learning and development
- Demonstrate an understanding of the principles of attack and defence through the use of practices and small-sided games

What is the benefit of doing this?

As well as underpinning the work that apprentices complete on the Level 3 NVQ Diploma in Achieving Excellence in Sports Performance, it is a formal and recognised qualification.

The course should also allow the apprentice to understand the role of the coach, improve upon their personal skills such as communication and give them greater responsibility. It also affords apprentices the opportunity to coach in the following areas:

- American Soccer Camps
- Academies & Centres of Excellence
- Football in the Community programme
- Soccer schools
- Local schools

>> The course should allow the apprentice to understand the role of the coach, improve upon their personal skills such as communication and give them greater responsibility «

What about living in digs? Who pays and whose responsibility is it to make sure they are appropriate?

Where it is unreasonable for an apprentice to travel to the club from home, lodgings should be provided by the club. Clubs will be entitled to charge apprentices up to £6.00 per day for this service. (Please note this rate is subject to change).

It will be the responsibility of individual clubs to decide on whether to exercise this entitlement.

In line with English Football League Rules on Youth Development and current legislation clubs shall, in all dealings with apprentices, do what is reasonable for the purpose of safeguarding apprentices' welfare.

Clubs are expected to ensure that lodgings are in keeping with those required by a professional sportsman and should utilise guidance approved by the English Football League and issued by LFE 'Guidance for Selecting Apprentice Accommodation' when selecting accommodation.

What happens if an apprentice wants to reside with his parents/guardians even though they live a two hour drive away from the club?

Under the terms and conditions of the Scholarship/Apprenticeship Agreement section 5.3.1 The scholar shall not: "reside at any place which the club reasonably deems unsuitable for the performance of his obligations under the agreement."

If the apprentice was living a considerable distance away from the club then section 5.3.1 could apply. Travelling long distances to and from training and matches could cause a number of problems such as fatigue which affected playing performance and learning, punctuality and attendance issues, and it may have a cost implication.

What about claims for Child Benefit?

LFE has been informed by Her Majesty's Revenue and Customs (HMRC) that following a review, parents/quardians of apprentices on the ASE programme in Football are not entitled to receive Child Benefit.

This is because HMRC deem the Scholarship Agreement to be a Contract of Employment and therefore consider apprentices to be in employment (as opposed to the 'non-employed' status they were previously considered as), this makes apprentices ineligible for Child Benefit.

What is work experience?

Work experience allows an apprentice to spend a reasonable time training and playing at another club. If this option becomes available, LFE should be informed IMMEDIATELY so that we can ensure the continuity of the educational programme.

Apprentices CANNOT PLAY for the first team of another Football League club on work experience.

What is the disciplinary procedure at the Club?

Each club will have their own club rules and regulations. These will be covered by club personnel during club induction. Guidance is also provided in LFE's 'What You Need to Know Guide on Discipline & Football Grievances' in relation to discipline and behavioural standards and each apprentice will be allocated a copy of this booklet at the start of his programme.

Did you know...

Apprentices will be told if they are being offered a pro contract on or before the third Saturday in May in the final year of his Scholarship/ Apprenticeship Agreement.

Can apprentices be fined?

In the event of a club imposing fines on their players in respect of breaches of discipline both on and off the field, it is recommended that the scale of fines for the various offences be clearly stated in the club rules and displayed on the notice board in the club's dressing room prior to the start of the season.

It is also proposed that the scale of fines to be imposed not specifically referred to within these guideline should be subject to discussion by a committee comprising of a chairman/director, manager, senior club players including the captain and The PFA delegate.

An appeals procedure to a committee constituted as above should be available to any player considering himself harshly treated in the circumstances. Such a system would help to avoid unnecessary appeals to the English Football League where fines have been imposed arbitrarily incurring expenses to all parties involved. Fines should not be deducted from a player's wage without his consent.

Will apprentices receive a full Health & Safety induction?

Yes this will take place during his football club induction during the first four weeks of his programme. A full induction, including topics such as the ASE Educational Framework, Employment Rights and Responsibilities, Club Rules and Regulations, Health & Safety, Equality of Opportunity, Drugs Awareness, Apprentice Wellbeing and Safeguarding should be provided by your club on commencement of your programme.

When will apprentices be told if they are being offered a pro contract?

On or before the third Saturday in May in the final year of his Scholarship/Apprenticeship Agreement the club will be required to give written notice to the scholar indicating whether or not upon expiry of his agreement it intends offering the scholar a professional contract and if so setting out the terms thereof. Apprentices should not expect to be told before April in year two of the programme, if they will be made the offer of a professional contract.





An agent has been in touch, is it a good idea for us to sign with him?

LFE advise holding discussions with The PFA before deciding on whether to sign with an agent. The PFA will be able to offer advice on the benefits or downsides of signing with an agent and the costs involved.

The function of an agent is to:

- Represent the client's best interests
- Assist in negotiations with clubs
- Provide professional support and assistance with career and career development
- Arrange commercial deals
- Look after press/media issues if appropriate

Apprentices are not obliged to sign with an agent and could choose to represent himself, consult with a solicitor or work with a close family member (unpaid) when dealing with any of the issues above.

In addition don't forget that as a member of the PFA, apprentices will be entitled to free advice from the PFA who are able to provide hands-on representation in contract negotiations, give access to financial advice and offer a number of other free services that could benefit him.

How do LFE ensure the quality of the ASE programme?

LFE's quality manager oversees rigorous policies and procedures on all aspects of the programme.

An annual Self-Assessment Report which includes feedback from all stakeholders, is produced against criteria of the Common Inspection Framework (Ofsted in England, Estyn in Wales).

LFE's extensive observation strategy includes qualified Ofsted inspectors observing external staff such as NVQ assessors, education provider tutors, Functional Skills tutors and club staff.

LFE regional officers are also regularly observed performing key duties.

LFE continuously strives to improve the programme by listening to and acting upon feedback from apprentices, club staff and education provider personnel. Some of these improvements are detailed on the 'You Said We Did' section of the website.

Did you know...

The PFA will be able to advise you and your son on the benefits or downsides of signing with an agent and the cost involved.

» LFE continuously strives to improve the programme by listening to and acting upon feedback from apprentices, club staff and education provider personnel «



REPORT IT!



FACEBOOK/KICKITOUTOFFICIAL

@KICKITOUT

INFO@KICKITOUT.ORG

0800 169 9414

You can report incidents of discrimination by using the Kick It Out app. Download it today.







KICKITOUT.ORG

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Contacts

League Football Education

EFL House 10-12 West Cliff Preston PR1 8HU

T. 01772 326870 E. info@lfe.org.uk

LFE Senior Management Team

Alan D. Sykes

Chief Executive 07788 186324 asykes@lfe.org.uk

Sarah Stephen

Head of Finance & Operations 01772 326870 sstephen@lfe.org.uk

LFE Central Office Staff

Clive Cheetham

Quality Manager 01772 326870 ccheetham@lfe.org.uk

Dan Jolley

Project Manager 01772 326874 djolley@lfe.org.uk

Steve Sutcliffe

Communications Manager 01772 326874 ssutcliffe@lfe.org.uk

Angela Bromley

Finance & Office Manager 01772 326870 abromley@lfe.org.uk

Elaine Brand

CRM & PCT Officer 01772 326870 ebrand@lfe.org.uk

Heather Singleton

CRM & PCT Officer 01772 326874 hsingleton@lfe.org.uk

Sarah Kayley

RO & PCT Officer 01772 326870 skayley@lfe.org.uk

English Football League

FFL House 10-12 West Cliff Preston PR1 8HU T. 01772 325800

F. 01772 325801

Keith Leighton

07734 844312

Paul Bartlett

07813 088469

Simon Williams

RO & PCT Officer

swilliams@lfe.org.uk

01772 326874

Greg Fearon

Data Manager

01772 326870

Brian Kay

Assistant

01772 326870

Jenny Lees

bkay@lfe.org.uk

MIS Administrator

01772 326870

Jenny Hornby

01772 326870

Chris Mills

MIS Administrator

jhornby@lfe.org.uk

Alumni Liaison Officer 01772 326874

cmills@lfe.org.uk

ilees@lfe.org.uk

gfearon@lfe.org.uk

Futsal Manager and

Quality Improvement

Officer

Regional Officer &

pbartlett@lfe.org.uk

Designated Safeguarding

Chief Education Officer

kleighton@lfe.org.uk

The Professional Footballers' Association

20 Oxford Court Bishopsgate Manchester M2 3WQ

T. 0161 236 0575

The Football Association

Wembley Stadium Wembley London HA9 0WS T. 0844 980 8200

LFE Regional Staff

Craig Skinner

North West 07802 684412 cskinner@lfe.org.uk

Claire Wilberforce-Marsh

North West & Midlands 07709 485831 cwilberforce@lfe.org.uk

Darren Bloodworth

South East 07768 322258 dbloodworth@lfe.org.uk

Keith Leighton

Midlands 07734 844312 kleighton@lfe.org.uk

lan King

Midlands 07773 050215 iking@lfe.org.uk

Pat Lally

North 07802 684421 plally@thepfa.co.uk

Paul Urwin

North East 07595 992886 purwin@lfe.org.uk

Paul Bartlett

North & North East 07813 088469 pbartlett@lfe.org.uk

Roger Gibbins

South West & Wales 07808 787901 rgibbins@lfe.org.uk

Gavin Willacy

South & London 07796 442041 gwillacy@lfe.org.uk

Ian Smithson

South & London 07967 726506 ismithson@lfe.org.uk

Tom Palmer

South 07834 965810 tpalmer@lfe.org.uk

Sarah Kayley

RO & PCT Officer 07753 343394 skayley@lfe.org.uk

Simon Williams

RO & PCT Officer 07581 313694 swilliams@lfe.org.uk

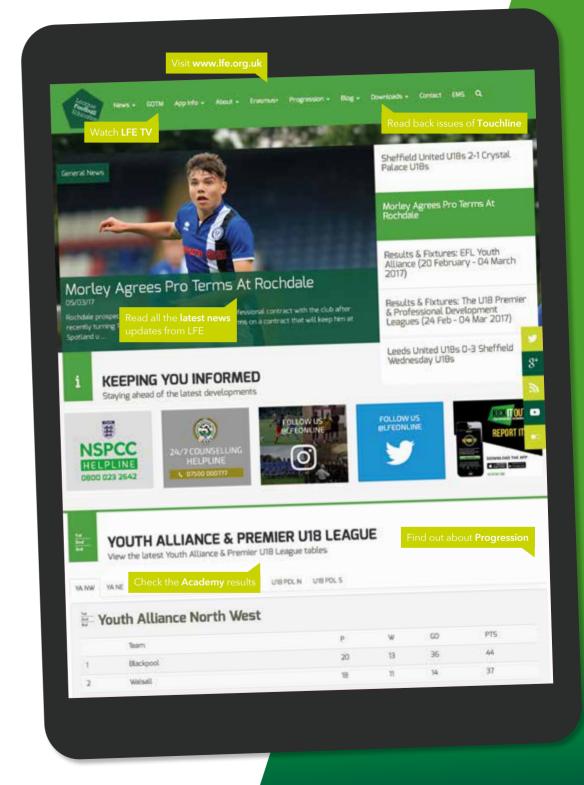
Mairi Glynn

NVQ Manager 07766 551 848 mglynn@lfe.org.uk

Emma Mitchell

Functional Skills Manager 07917 865458 emitchell@lfe.org.uk

LFE Online



League Football Education

EFL House 10-12 West Cliff Preston PR1 8HU

T 01772 326870

info@lfe.org.uk www.lfe.org.uk

















