



League
Football
Education

lfe.org.uk

WELCOME TO THE APPRENTICESHIP PROGRAMME



Established by



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WELCOME TO THE APPRENTICESHIP PROGRAMME



As a former player, and parent of a boy who has been through an academy, I understand how exciting and important this next stage is – for both apprentices and their families.

Beginning an apprenticeship at an EFL club marks a major step in the football journey, one filled with opportunity, challenge, and growth.

The next two years will bring experiences that test resilience, discipline, and determination, alongside opportunities that promote development both as a player and as a person. The path is rarely straightforward; there will be highs and lows, moments of pride and frustration, but each will play an important part in shaping future success.

League Football Education (LFE) exists to provide exceptional education and support, inspiring young people to thrive within football and in life. We are here to guide and support apprentices every step of the way, helping each individual reach their potential on the pitch, while continuing to learn and grow beyond it.

Together with the dedicated expert staff at your club, and the continued support of parents and carers, we can provide the guidance, encouragement, and belief that help every apprentice build a strong foundation for success – in football and in life.

Enjoy the journey!

Craig Skinner
Head of Academy Education

ABOUT LFE



**League
Football
Education**

Who is LFE?

LFE was established by The English Football League (EFL) and The Professional Footballers' Association (PFA) to deliver the Sporting Excellence Professional (SEP) Apprenticeship programme.

LFE has a network of staff across the country working with club and college staff to support apprentices throughout their two years. LFE prides itself on providing an outstanding education programme that empowers learners to be successful in life.

LFE Academy Education Managers (AEMs) visit apprentices on a regular basis to monitor progress. Any problems or concerns may be raised with them.



EFL



**Professional
Footballers'
Association**

Why is LFE here?

LFE delivers the SEP Apprenticeship programme on behalf of the EFL, to the vast majority of clubs.

LFE is funded by the Department for Education, and The PFA. The education programme has been designed by our clubs in partnership with football authorities and government agencies.

AEMs 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. AEMs and all LFE staff are here to ensure that apprentices are given the best chance possible to fully benefit from the apprenticeship programme.

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

OUR PARTNERS



English Football League (EFL)

Formed in 1888 by its 12 founder members, the EFL is the world's original league football competition. Its 72 member clubs embody the unique heritage, pride and passion of the communities that they represent. It is the EFL's long-term ambition and key strategic aim to help create more additional playing opportunities for young homegrown players.

EFL competitions continue to provide opportunities and experience for players representing England teams at all levels. 75% of England's latest senior squad have made a league appearance in the EFL.

The EFL is vital to the football pyramid. Many top players have started their careers at EFL club academies, developing their playing skills in EFL competitions, including the Carabao Cup and Vertu Trophy.

DID YOU KNOW

£159million was invested in Youth Development within EFL clubs in the 2024/25 season, covering education, coach development, sports science, medical support and provision of quality playing facilities.

Academy-developed players in the 2024/25 EFL season



4,078

APPEARANCES

2,655 STARTS

(65% of all appearances)



265

**FIRST TEAM
DEBUTS**



240,000

**LEAGUE GAME MINUTES
ON THE PITCH**



**Professional
Footballers'
Association**

The Professional Footballers' Association (PFA)

The PFA is the union for all current and former footballers and scholars in the Premier League, the WSL Leagues and the English Football Leagues.

Founded in 1907, the PFA has a long history in English football prioritising players' needs and offering a variety of educational, financial and wellbeing support services including:

- Education, training and personal development
- Coaching
- Injury support
- Accident and sickness insurance
- Accident fund
- Legal advice
- Contractual advice and representation

It is highly recommended you join the PFA. Once you have joined, you can access membership benefits for life, even after your playing career has ended. The PFA and your club will coordinate your membership at the start of your apprenticeship.

You will pay a one-off joining fee when you first become eligible, and then pay a membership fee each season.

PFA MEMBERSHIP

**One-off joining fee:
£20**

**Membership fees
per season
(July to June):**

**Professional
players: £150**

Scholars: £20

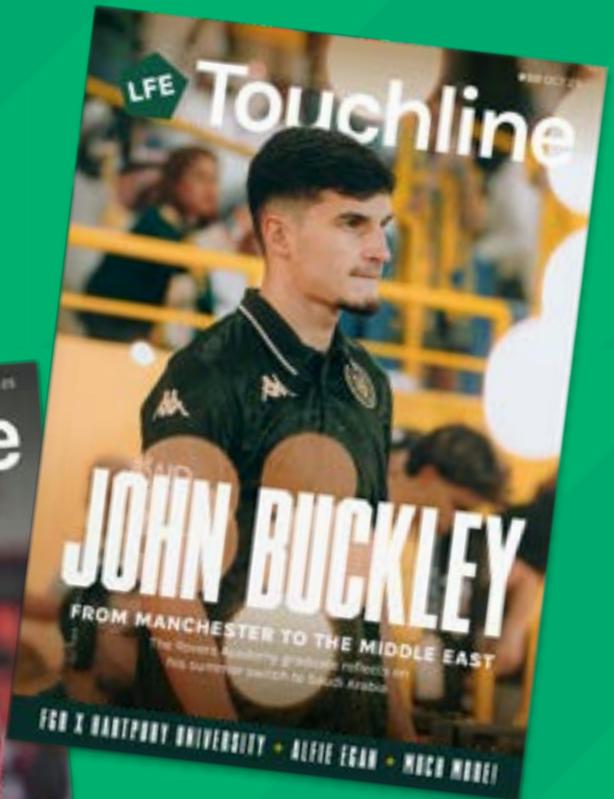
KEEPING YOU INFORMED

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

LFE has developed a number of channels to engage everyone associated with the apprenticeship programme.

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

Touchline



FOLLOW US



FOLLOW US ON FACEBOOK
@LFEonline



FOLLOW US ON INSTAGRAM
@LFEonline



FOLLOW US ON TIKTOK
@leaguefootballeducation



FOLLOW US ON YOUTUBE
@LFEonline



FOLLOW US ON X
@LFEonline



Publications



WHAT OUR APPRENTICES SAY



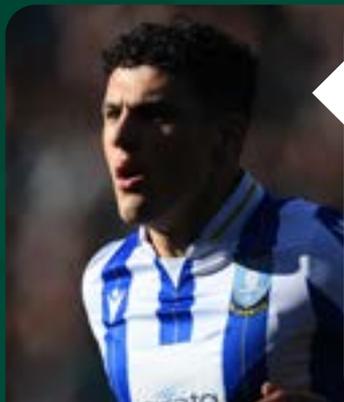
“My experience of the apprenticeship has been a really positive one so far, I’ve really enjoyed it. I’ve developed a lot and my mindset has really opened up to lots of other things, not just football.”

MORGAN CLARKE
FIRST YEAR APPRENTICE



“The experience was great. It’s not just about football, you learn the personal development and life skills needed for an aspiring young footballer, but they can also be translated into another walk of life.”

ELLIOTT CHAMPNESS
ACADEMY GRADUATE



“Everything that you are learning in the classroom helps towards your football because it’s all related, it helps you get to where you want to be.”

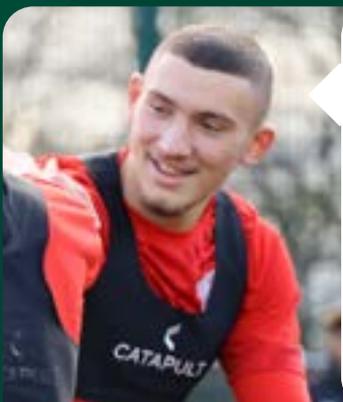
BAILEY CADAMARTERI
ACADEMY GRADUATE



“The support from the likes of LFE and the PFA always felt – and still does feel – like a safety net. Whatever’s going on, they’ll be there for you. That’s a really great thing.”

BEN MASON

ACADEMY GRADUATE



“I’ve developed a lot, not just as a footballer, but as a person too. We have a lot of sessions that benefit us not just on the pitch, but off the pitch, helping us be better people broadening our personalities and life experiences.”

HARRISON DUNCAN

SECOND YEAR APPRENTICE



“The skills learned during my apprenticeship and how I conduct myself have helped me a lot on my journey. You’re not just learning to become a good footballer, you’re learning to become a good person.”

THEO KNIGHT

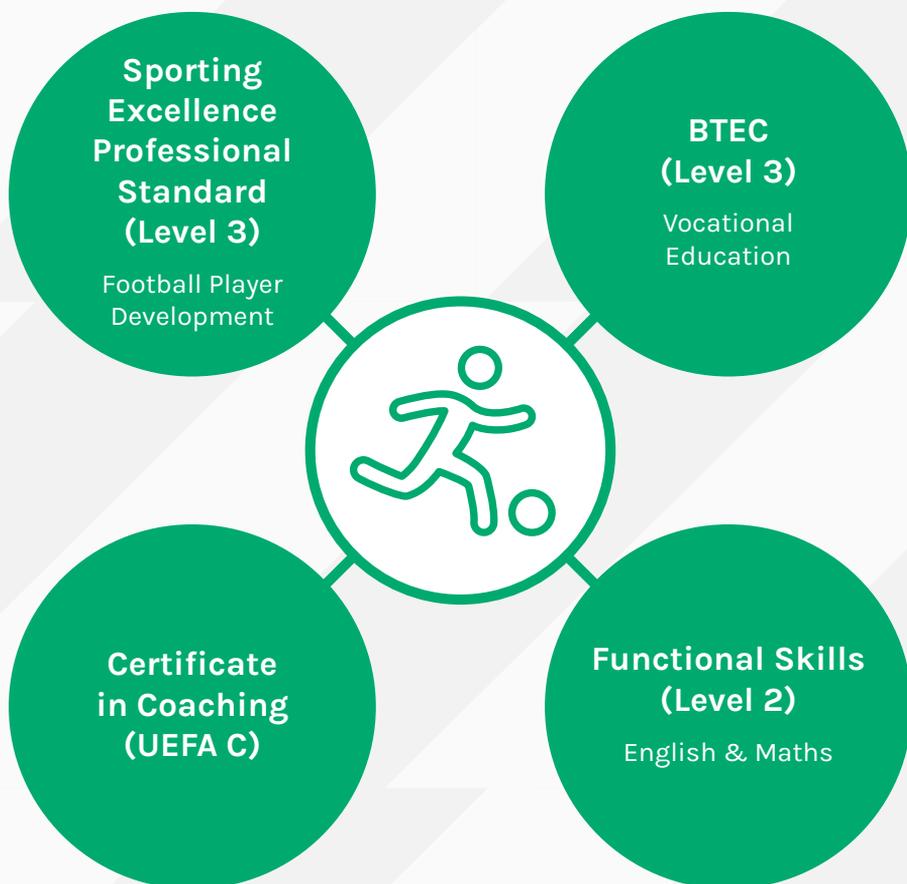
ACADEMY GRADUATE

APPRENTICESHIP PROGRAMME

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

LFE is funded by the Department for Education (DfE) to deliver the apprenticeship programme.

In addition, LFE also receives funding from its partners to provide wider opportunities to apprentices.



Initial Assessment

Initial assessments (IA) are carried out with every apprentice to establish academic ability. LFE Academy Education Officers (AEMs) will undertake initial assessments.

The assessment process will be carried out between January and July, and will enable the apprentice to be placed on the most appropriate educational programme based upon expected GCSE results.

Final Assessment

A second meeting 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 will be carried out at the start of the apprenticeship. LFE will support clubs in their responsibility to cover a comprehensive employee induction process.

Apprentice Reviews

Apprentice reviews are conducted with LFE AEMs and are recorded on an e-learning platform. The review process clearly establishes the level of progress made, and agreed goals to work towards during the next period for each apprentice. AEMs are responsible for coordinating this process.

Review comments will be collated in the following areas:

- Employer/club
- Sporting Excellence Professional (completed by the Tutor Assessor)
- BTEC Sporting Excellence and Performance
- Functional Skills English and Maths (completed by Functional Skills tutor if appropriate)
- Additional education qualifications

The AEMs will use the collected information to discuss progress and overall development of the apprentice.



APPRENTICESHIP PROGRAMME

Review Cycle

Reviews will be conducted at 12-week intervals throughout the apprenticeship. It is essential that apprentices are available for reviews, and meetings should be rearranged if missed.

The Football Development Programme

- Pre-Season Training - This period of time is used to ensure that the apprentice is fully prepared for the start of the season.
- Football Training - This will include work on technical and tactical skills, physical conditioning and psychology.
- Football Coaching - Apprentices will follow their club's specific coaching programme and philosophy over the next two years.

Education

The educational programme has been specifically designed for elite athletes and includes nationally recognised qualifications.

For the vast majority, the educational programme will consist of the following elements:

- Sporting Excellence Professional (Level 3)
- Vocational Education (Level 3)
- Functional Skills, if applicable (Level 2)
- Certificate in Coaching (UEFA C)

Sporting Excellence Professional (Level 3)

LFE apprentices will undertake the Sporting Excellence Professional (SEP) Apprenticeship Standard.

The SEP Apprenticeship Standard is designed to equip young footballers with the knowledge, skills and behaviours required for a career in professional football.

Key Activities of an Apprentice on the SEP Standard

- Effectively and successfully represent their employer on the field of play.
- Undertake a daily training routine, supported by a multi-disciplinary team, to ensure they retain and develop technical, tactical, physical and psychological skills.
- Practice a lifestyle conducive to maintaining a high level of performance.
- Act as an ambassador for their employer, sport and governing body in relation to younger players, fans and the local community – including their approach to diversity, equality and inclusion.
- Actively plan for life after their sporting career and to supplement the next phase of a playing contract.

APPRENTICESHIP PROGRAMME

Core Knowledge, Skills and Behaviours

- Technical performance – the movement and skills that underpin techniques required to play professional football.
- Tactical performance – understanding strategy and approach to professional football.
- Technical/tactical performance includes the ability to use technology to interpret and compare different forms of analysis in training and competition.
- Physical performance – development of physical capabilities to apply in a professional environment.
- Injury and risk management.
- Effective, safe and inclusive practice.
- Anti-doping.
- Nutritional performance.
- Psychological and emotional performance – the ability to cope with the psychological demands of a sport in order to perform at an optimum level.
- Communication.
- Lifestyle and personal development.
- Career and self-development.
- Integrated approach to performance – the active combination of all disciplines that contribute equally to achieve high performance.
- Behaviours, professionalism and values.

Knowledge Test

The knowledge test should be taken as early as possible in the three-month period of the End Point Assessment.

The test will be comprised of 40 mandatory multiple-choice questions and six scenario-based questions. The knowledge test is graded as fail, pass or distinction.

Apprentices will have 90 minutes to complete the knowledge test, which will be closed book – i.e. the apprentice cannot refer to reference books or materials.

Practical Observation

The apprentice must be observed by an independent assessor undertaking a range of day-to-day tasks as part of their regular working patterns and training/match play schedules.

The practical observations, held remotely via online video call, should include the following:

- Practical training session (60 minutes)
- Data analysis session and video showcase (45 minutes)
- Question and answer session with the independent assessor (45 minutes).

Professional Interview Supported by a Portfolio of Evidence

The professional interview is a structured discussion between the apprentice and an independent assessor held remotely via online video call.

This will be supported by a portfolio of evidence, all of which will be developed while on programme, which should typically contain 22 pieces of discrete evidence, including:

- Individual learning and development plans
- Witness testimonies
- Poster presentations
- Match video analysis
- Digital storytelling
- Training logs.



APPRENTICESHIP PROGRAMME

All apprentices are required to complete 418 hours of their learning through off-the-job hours. This is the academic part of the apprenticeship that allows learners to gain recognised qualifications.

What will apprentices study?

The BTEC programmes have been specifically designed to mirror the topics on the SEP so apprentices can maximise their knowledge about key topics that impact on their career.

Key topics include:

- Applied anatomy and physiology
- Careers in sport
- Being a professional sports performer
- Nutrition for sports performance
- Psychology for sports performance

There are three BTEC qualification sizes:



BTEC National Extended Certificate
(360 Guided Learning Hours)



BTEC National Diploma
(720 Guided Learning Hours)



BTEC National Extended Diploma
(1080 Guided Learning Hours)

How will the course size be decided?

The apprentices' average GCSE score will be considered to choose the right size of programme for each individual.

Extended Diploma

To undertake the Extended Diploma, apprentices must be willing to commit to independent study, over and above their normal education sessions in the club. The additional units required include coaching, a research project and ethics and values in sport.

Course Length and Duration

All BTEC courses will be completed over two years.

A-Levels

LFE recognises that some apprentices have the ambition and academic ability to progress to university or a specific career beyond football. For those with a clear higher-education plan, A-Level study can be supported alongside the apprenticeship to help achieve those goals.

However, this option should only be selected where the subject is essential to your intended future pathway, as experience has shown that additional study can sometimes affect progress within the core education and technical programme.

A-Levels should therefore form part of a well-defined and realistic academic plan, supported by clear evidence of need rather than chosen solely out of interest or prior success in the subject.

All apprentices will be required to complete a thorough application and approval process before A-Level study is authorised. Delivery models may vary between face-to-face, online, or blended approaches, depending on the subject, location, and level of uptake.

A-Level Entry Criteria

To be considered, apprentices must have five GCSEs at grade 7 or above, including one at grade 8 or 9 and at least grade 7 in the subject they wish to study (for Maths, a minimum grade 8 is required).

Please refer to the table on page 22, which outlines exactly how many UCAS points can be generated from the core education programme and individual A-Level grades.

English Requirements

A grade 4 in either GCSE English Language or English Literature meets the minimum requirement for the apprenticeship. However, it is worth noting that most universities require at least a grade 4 in English Language, so apprentices aiming for higher education should be aware of this.

Apprentices who achieve a grade 3 or below in both English Language and Literature must complete Level 2 Functional Skills English as part of their apprenticeship.

DID YOU KNOW

Most universities require at least a grade 4 in **English Language**, so apprentices aiming for higher education should be aware of this.

APPRENTICESHIP PROGRAMME

Functional Skills

These are Level 2 qualifications in English and maths that must be passed if GCSE English and/or maths are not achieved in school at grade 4 or above. Functional Skills (FS) must be passed before an apprentice can go through the End Point Assessment process of the SEP Standard.

Course Length and Duration

Ideally the course will be completed within the first year of the apprenticeship. Some will complete in less than 10 hours, whereas others will need the whole year for the content they need to cover. FS courses are tailored to the individual.

Good communication skills will help apprentices to make a valuable contribution on and off the pitch, and in whatever happens in the future. During the course, there will be many opportunities to practise and develop these skills in a range of different settings, including:

- in media interviews
- in post-match analysis sessions
- on the pitch
- in class
- in one-to-one sessions with psychologists, physiotherapists, analysts.

Assessment

FS assessments are all taken online, on demand. This means that when an apprentice is ready, they can take assessments. Results are back in within 20 working days.



Maths assessments are 25 minutes for test A and 90 minutes for test B



English Reading assessments are 75 minutes



English Writing assessments are 60 minutes



English Speaking, Listening and Communication is internally assessed for approximately 30 minutes

English and maths skills development will continue, as appropriate, for the duration of the course, to ensure that the skills learned in school are maintained or improved.

Well-structured writing will allow a tutor to see more easily how the BTEC criteria is met. Apprentices will be supported to develop their writing, to be an efficient writer, and to make minimal spelling, punctuation and grammar errors.

Reading and referencing skills will be used and developed while researching and including quotations, summaries or images formally within the work.

Maths is **EVERYWHERE** in football. Apprentices will continue to practise maths related to their role as a footballer in the gym, with nutrition, statistics and data analysis to name just a few areas.

UEFA C (Certificate in Coaching)

As part of the programme, each apprentice will also undertake the FA UEFA C Certificate.

This includes units on the:

- player
- coach
- environment
- game.

Course Length and Duration

The course will comprise of:

- a mixture of blended learning with theory and practical training
- child protection
- first aid
- coaching hours
- formative and summative assessment.

Aims and Objectives of the UEFA C Certificate

The coaching qualification underpins the work that each apprentice completes on the Level 3 Sporting Excellence Professional and allows apprentices to:

- develop an appreciation of the ethical coaching process
- develop an understanding around coaching philosophy, communication, managing difference and player well-being
- 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.

FA Introduction to First Aid in Football

Apprentices will complete an online first aid workshop and learn to deal with emergency situations, such as choking, heart attacks, major bleeding and the resuscitation of unconscious casualties. On completion, this certificate is valid for a period of three years.

The Value of the Coaching Qualification

The coaching certificate provides a formal and recognised qualification.

The course, which is a stepping stone to the UEFA B Licence, should also allow apprentices to understand the role of the coach, improve upon their personal skills, such as communication, and give them greater responsibility.

It also can lead to other opportunities such as coaching in these areas:

- American Soccer Camps
- Academies* & Development Centres
- Football in the Community
- Soccer schools
- Local schools.

* Dependent on the role, a UEFA B Licence may be required

UCAS TARIFF REFERENCE TABLE

This reference table shows the current UCAS tariff points (2025) for the Sporting Excellence Professional (SEP) apprenticeship, BTEC Nationals (Extended Diploma, Diploma, Extended Certificate) and A-Levels.

Qualification	Grade	UCAS Points
Sporting Excellence Professional (SEP)	Pass	64
BTEC National Extended Diploma (3 A-Level equivalent)	D* D* D*	168
	D*D*D	160
	D*DD	152
	DDD	144
	DDM	128
	DMM	112
	MMM	96
	MMP	80
	MPP	64
	PPP	48
BTEC National Diploma (2 A-Level equivalent)	D*D*	112
	D*D	104
	DD	96
	DM	80
	MM	64
	MP	48
	PP	32
BTEC National Extended Certificate (1 A-Level equivalent)	D*	56
	D	48
	M	32
	P	16
A-Level	A*	56
	A	48
	B	40
	C	32
	D	24
	E	16



Wellbeing 24/7/365

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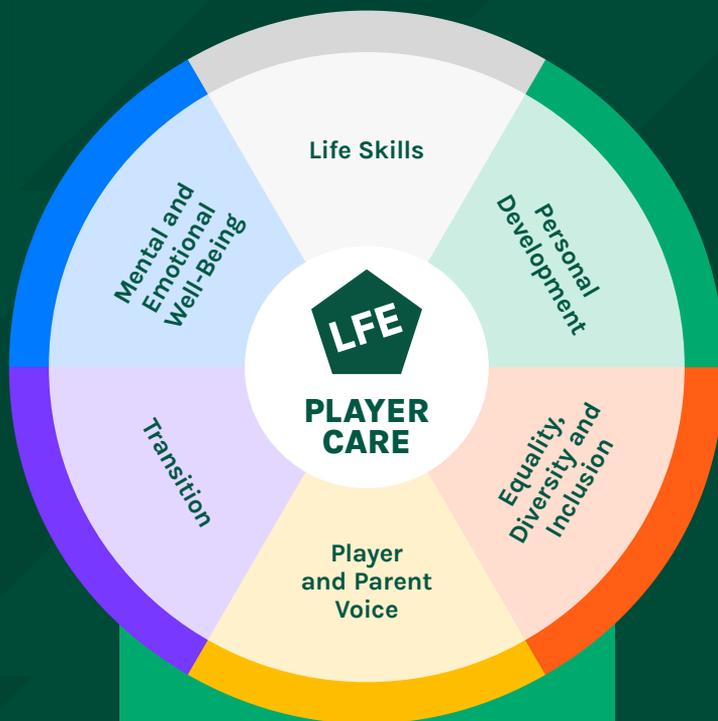
E wellbeing@thepfa.com

W thepfa.com

**For football.
For life.**

ACADEMY PLAYER CARE

LFE wants more for apprentices than successful achievement of the apprenticeship programme - we support the development of well-rounded people.



Player Care

means the adoption of a holistic approach to personal and sporting development, supporting academy players to achieve their potential in and out of football.

Personal Development

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-field.

Personal Development is the outcome of experiencing activities and opportunities which develop the whole-person. It is a planned approach to build self-awareness and growth of characteristics and skills which apply to football and life.



LIFE SKILLS

LFE's Life Skills Programme provides interactive workshops from specialists and organisations covering a comprehensive range of topics. The programme brings memorable and experiential learning to empower apprentices with awareness and tools to thrive on and off-the-field. Areas of focus include careers, finance, inclusion, life saving, mental health, nutrition, relationships and social media.

EMOTIONAL

PHYSICAL

FINANCIAL

SOCIAL

MENTAL

SPIRITUAL

OCCUPATIONAL



PERSONAL DEVELOPMENT MENTORS



Dru Spinks



Mark Roberts



Adam Whitehead



Jack Rutter



Linvoy Primus



Rory Winters



Bobby Copping



Tobi-Sho Silva



Herve Pepe Ngoma



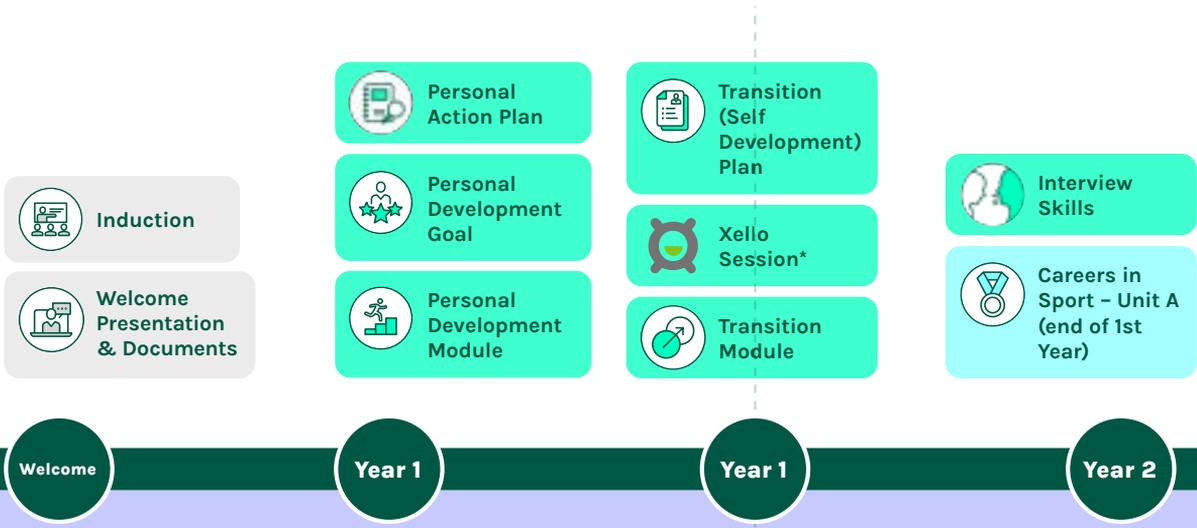
Emmanuel Onariase

Personal Development Mentoring

LFE's mentoring programme introduces personal development and identity, expands on opportunities for developing characteristic skills and supports individuals in their own goal-setting process. Workshops for first and second-year apprentices are delivered by a Personal Development Mentor (PDM).

TRANSITION SUPPORT

Throughout the two-year apprenticeship, LFE assists in equipping academy players with the ability to move through life's challenges.

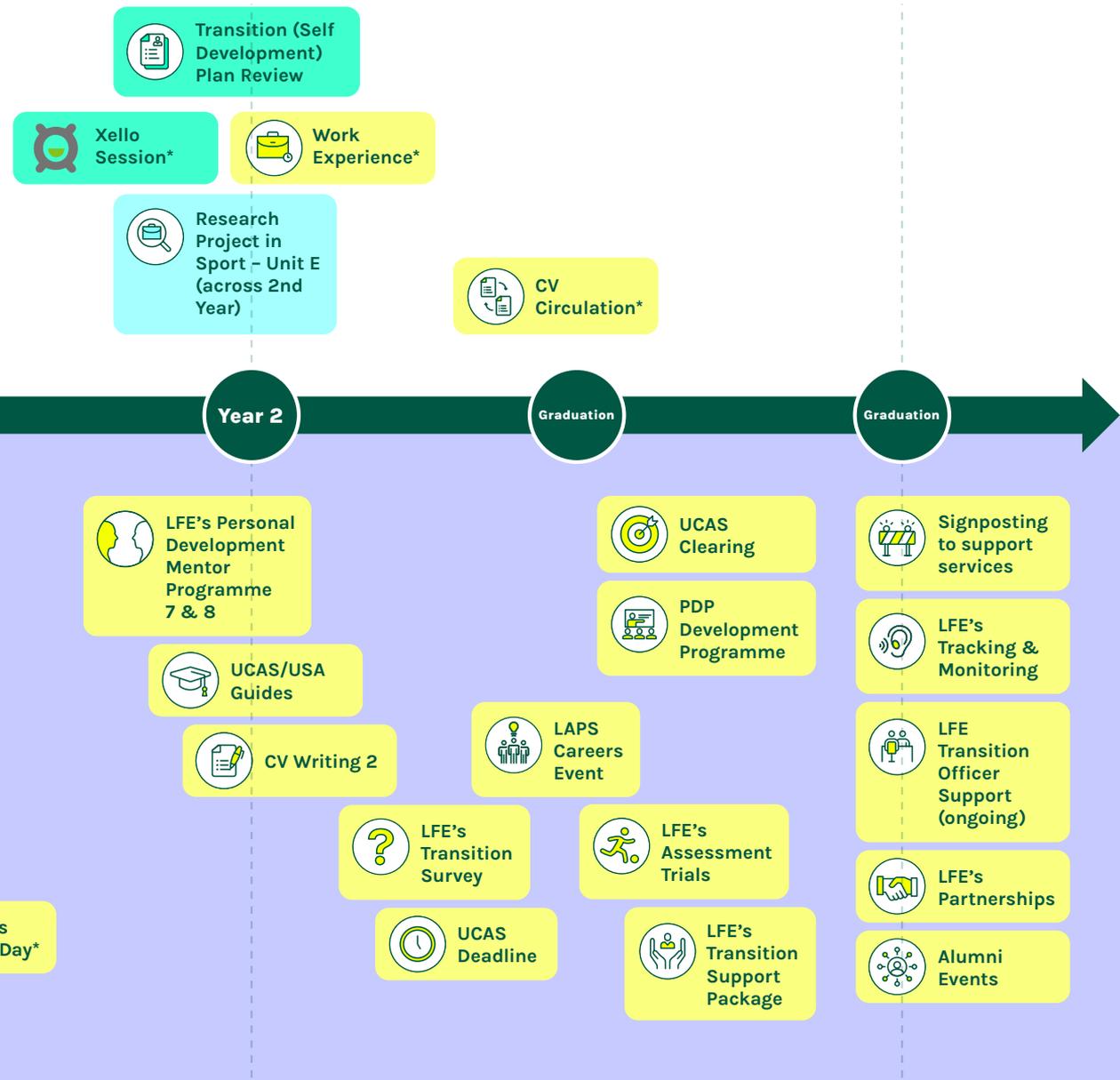


PFA: MENTAL & EMOTIONAL WELL-BEING SUPPORT

KEY

SEP	PFA Support
LFE Resources	Player Care
BTEC	

*Suggested activity, not mandatory



CELEBRATING SUCCESS

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

THE

The 11, which is aligned to apprentice reviews, celebrates the holistic development of young players, with 33 apprentices being recognised each year for their outstanding efforts on and off the pitch.

LFE APPRENTICE OF THE SEASON

Sponsored by LFE, an Apprentice of the Season Award is allocated to an apprentice player in each league at the annual EFL Awards dinner.

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

GOAL OF THE MONTH

LFE's Goal of the Month competition highlights the very best goals scored by apprentice players across the country. With each month's winner decided by a public vote, it regularly attracts thousands of online viewers. Click the button below to check out the latest contenders.



SAFEGUARDING

LFE recognises that all apprentices have a fundamental right to be protected from harm and exploitation, and they cannot achieve their goals unless they feel and are safe. Safeguarding and promoting the welfare of learners is everyone's responsibility, ignoring abuse is not an option.

The purpose of LFE's Safeguarding policy and strategy is to:

- ensure all staff take reasonable measures to assess and minimise the risk of harm to apprentices
- ensure appropriate action is taken where there are concerns about apprentice welfare
- provide staff with clear guidance on procedures to follow if they suspect an apprentice may be at risk
- empower apprentices to keep themselves safe through education and support.

Allegations, concerns or disclosures of a child protection nature received from apprentices will be referred to the EFL Safeguarding Manager, The FA Case Management Team and/or appropriate statutory agency. LFE's Designated Safeguarding Officer will have a role to play in investigating complaints of poor practice.



INCLUSION

Aims

- Treat everyone fairly.
- To ensure all apprentices have access to appropriate education to enable them to reach their full potential.
- To provide inclusion training to staff and apprentices.
- To promote good practice.
- To lead by example in our work with all stakeholders.

The EFL's 'Together' strategy for Equality, Diversity and Inclusion (ED&I) has set out a clear mission:

The EFL establishes a best-in class provision, ensuring inclusive opportunities within the EFL environment through sustainable and effective change.

LFE helps the EFL in their role to:

- Monitor the progress of the EFL's equality journey.
- Share good practice across the EFL and beyond.
- Develop and maintain relationships with national stakeholders.
- Challenge and support English football, including EFL clubs, to progress on their ED&I journey.
- Embed ED&I across the EFL.
- Support EFL clubs with their undertaking of the Code of Practice

Support EFL clubs with education provision and resources.

All EFL member clubs have committed to developing their ED&I practices. All clubs now have an ED&I lead and will be assessed by the EFL against the Code of Practice, which includes the work of the academies.



CHANGE OF CIRCUMSTANCES

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

Signing a Professional Contract

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

Apprenticeship Work Experience Between Clubs

Work experience allows apprentices to gain valuable development time training and playing at another club.

The apprentice remains the original club's player, who will hold his registration and be responsible for all travel, lodging and apprentice wage payments.

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 three months) as laid down in Clause 8 of the Apprenticeship Agreement, be released from the apprenticeship programme.

Long-term Injuries

The club physiotherapist or doctor should confirm if the apprentice has an injury that could keep them from training or playing for a long time.

A lengthy absence might prevent the coaching staff from properly assessing their ability. If this occurs, the club may suspend the apprentice's programme under Clause 4 of the Apprenticeship Agreement.

This clause states that if an apprentice is unable to participate for more than five weeks, the agreement will be extended by the excess period or until the apprentice's 19th birthday, whichever comes first.

PFA Accident and Insurance Fund

All current and former members of the PFA have access to their Accident and Insurance Fund whereby grants may be made to help cover medical expenses. The PFA also provides Accident & Sickness Insurance for current members whose careers are cut short due to a specific accident or illness.

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 AEM or The PFA who are aware of all the implications.

Termination for Disciplinary Reasons

Page 36 outlines the standard disciplinary procedures that should be imposed on apprentices who breach either club regulations or the code of discipline concerning college attendance.

ARRANGING A PERMANENT MOVE

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



DISCIPLINE

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 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 50% of his monthly basic wage.
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.

Termination

Clause 10.1 of the Apprenticeship Agreement states that the club shall be entitled to terminate the agreement by 14 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.
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 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 EFL, The FA 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.

Attendance at Educational Sessions

As a condition of our funding from the DfE, it is obligatory for all apprentices to attend their education 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 these.

Apprentices, if injured, must not miss their academic work to receive routine treatment at the club.

The only acceptable absences from education sessions 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.

Code of Discipline Concerning Education Attendance

The following regulations are in place regarding attendance at education sessions:

1. LFE reserves the right to remove an apprentice from the education programme if they miss 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 during sessions may be subject to disciplinary procedures.
3. Apprentices who do not hand in written work set by their tutors may be subject to disciplinary procedures.



ADDITIONAL SUPPORT INFORMATION

Child Benefit

Parents/carers of apprentices on the apprenticeship programme are not entitled to receive child benefit from HMRC.

This is because apprentices are in employment (as opposed to the 'non-employed' status they were previously considered as), which makes apprentices ineligible for child benefit.

Offer of a Further Contract

The PFA provides a Player Services team that can explain regulations related to contracts and transfers. They will clarify expectations and help you understand the legal considerations that might impact you and your career.

Agents

LFE advises contacting The PFA before deciding whether to sign with an agent. The PFA will be able to offer advice on the pros and cons and the costs involved.

Apprentices are not obliged to sign with an agent and could represent themselves, consult a solicitor or work with a close family member (unpaid).

Wages

At the time of writing, the current national minimum wage rates for apprentices are:

- £7.55 per hour from April 2025 - for apprentices aged 16-18
- £10.00 per hour for an apprentice aged 19

All clubs will operate their apprenticeship programmes on a minimum 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 £10.66 per day from April 2025.

In line with 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.

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

THE PFA SAFETY NET

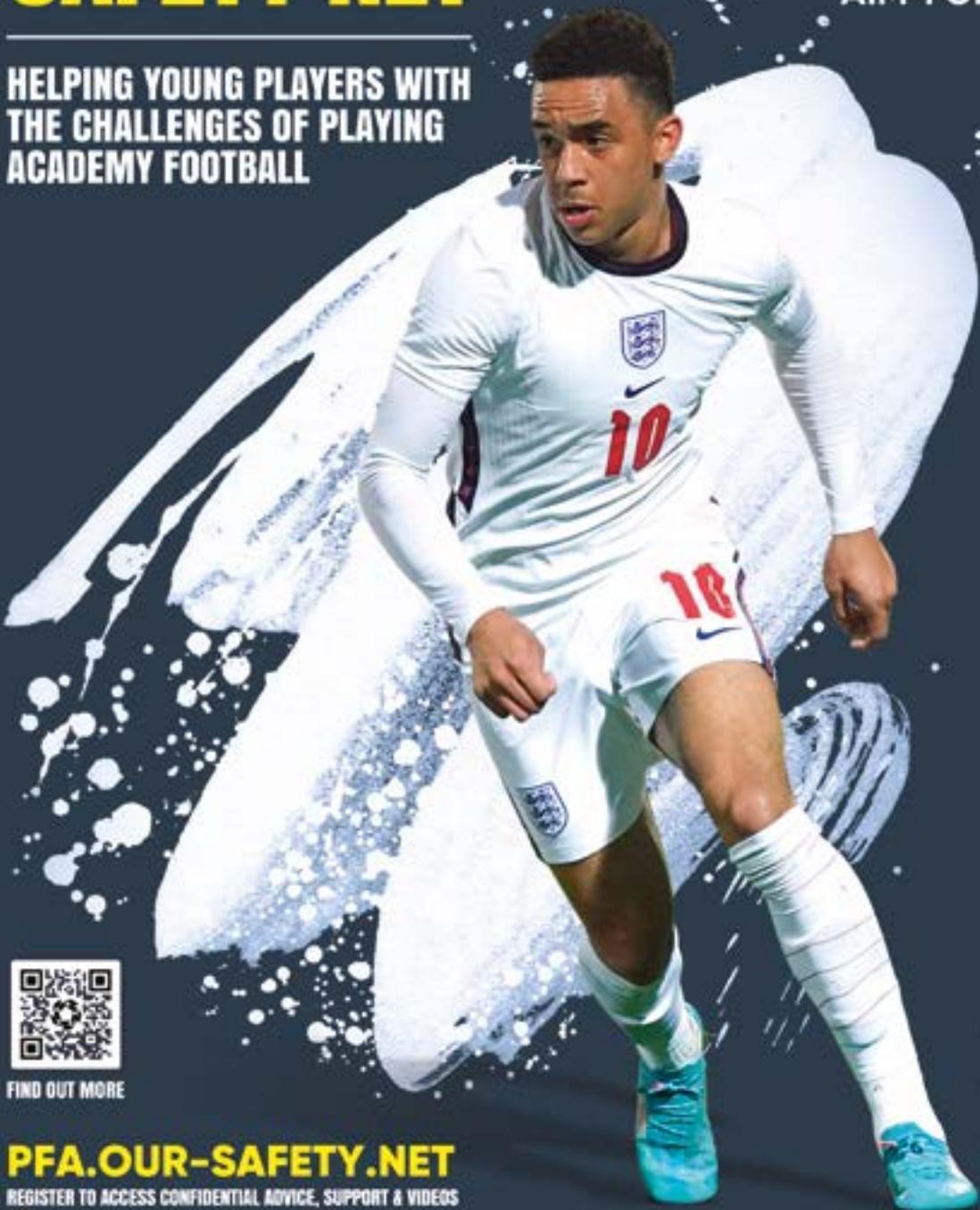


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GLOSSARY OF TERMS

AEM

Academy Education Manager

BTEC

Business and Technology
Education Council

DfE

Department for Education

DSO

Designated Safeguarding Officer

ED&I

Equality, Diversity and Inclusion

EFL

English Football League

EPA

End Point Assessment

FA

Football Association

FS

Functional Skills

HMRC

His Majesty's
Revenue and Customs

IA

Initial Assessment

LFE

League Football Education

OFSTED

Office for Standards in
Education, Children's Services
and Skills

PD

Personal Development

PDM

Personal Development Mentor

PFA

Professional Footballer's
Association

SEP

Sporting Excellence Professional

UCAS

Universities and Colleges
Admissions Service

YD

Youth Development

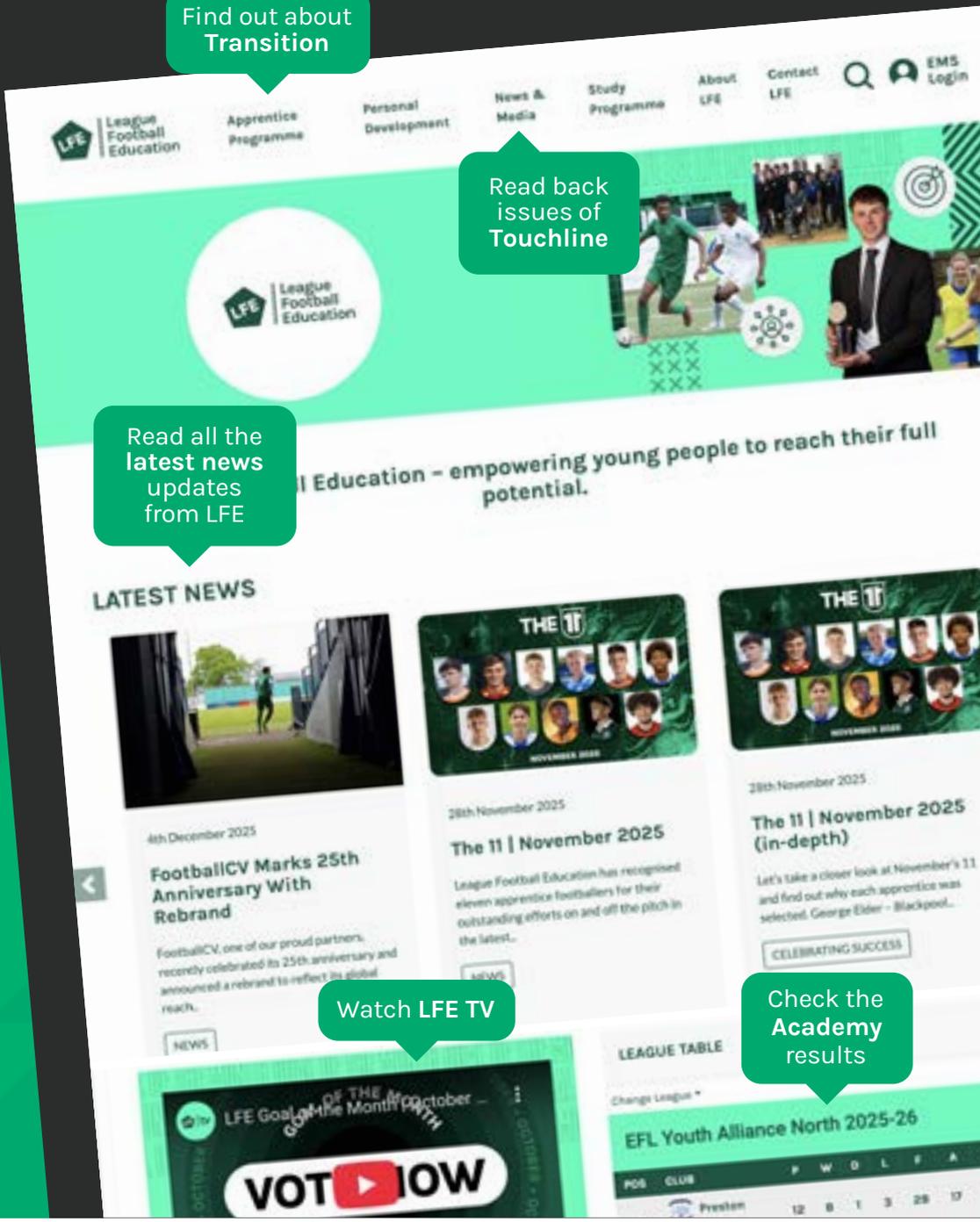
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