



League
Football
Education

lfe.org.uk



Welcome to the Apprenticeship Programme



Established by



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Welcome to the Apprenticeship programme



The Apprenticeship programme offers each apprentice the chance to fulfil his dream of becoming a professional footballer, while 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 young men the apprenticeship is both an exciting but daunting proposition, so the purpose of this booklet is to try to 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, while positive input from parents/guardians is also vitally important.

The transition from full-time education to the rigours and demands of training and playing every day is a challenging but rewarding experience.

Over the next two years as an apprentice, the focus will undoubtedly be on progressing through the youth and development sides to the first-team. However, the education programme is also a key factor in developing a broader identity that can contribute to success on and off the pitch. As a result, it is crucial to remain committed and set goals and targets which will provide a platform to achieve the qualifications.

I would encourage all apprentices to make the most of this exciting and privileged opportunity, ensuring they enjoy the all-round experience and realise that it is essential to maintain focus on their football alongside education.

We hope this booklet gives you a good introduction to LFE and answers many of your questions. However, a list of LFE contacts is available for you to approach and receive further guidance.

Sarah Stephen
Chief Executive

A word from Joe Thompson

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

It's an exciting time as a 16-year-old to earn a two-year apprenticeship at a professional football club. It really is the start of a journey.

You've got to have that focus and motivation to have your own mind and keep following the path you want to lead. Setbacks and failures are something you will have to deal with along the way. At times you will need the resilience to go again, but that is part and parcel of football and life in general.

Everyone develops at different stages within the two-year apprenticeship. You might not play that much in your first year and then get a lot of opportunities in your second year. The moral of the story is that you've got to be ready at all times.

The apprenticeship helps you with this. There are many reminders of the stats that show that almost half of apprentices gain a professional contract and there are different options and avenues that you can take. For example, I know some from my group at Rochdale that went on to get scholarships in America. You're shaping your life and you need to make sure you've got plans in place for any eventuality.

I've seen towards the end of my career that your football will flourish if you're comfortable and you know that you've got alternatives in place. If you've put all your eggs in one basket and discard your education and then football doesn't pan out as you wished, you're left with nothing.

There are many transferable skills involved. Although you've been used to using your body as your tool, that doesn't mean you can't engage your brain. You learn about time-keeping, discipline, sacrifice, teamwork and that your diet and your well-being are important.

Being identified as 'the footballer' follows you around as a young person in an academy and so it's healthy to have another string to your bow. Having won Apprentice of the Year back in 2007, I'm living proof that showing dedication to the academic side of things doesn't mean that you are limiting your chances in gaining a professional contract.

Throughout the two years, you will also have multiple Life Skills sessions, which are so important. All of the different elements, like mental health, addiction, social media and personal development, are things that you need to be aware of in order to stay healthy. There's an air of maturity and a willingness to learn that comes with developing as a person, which then transfers onto the pitch.

Ultimately, if you can look yourself in the mirror after two years and say 'I gave it my all in every aspect' then that's all you can ask for. If it goes your way then brilliant, if it doesn't then there's more to life than football. It doesn't define who you are and you might find another passion along the way that you'd rather pursue.

I would recommend being open-minded and always be willing to listen. Anyone that's trying to teach you or explain a message, you've got to ask yourself why they're doing it. Either they've experienced it and they've learned the lesson themselves, or they know someone that has, so they're just trying to help you and it's important to take on board that wisdom.

Good luck and very best wishes.

Joe Thompson

Former pro footballer, two-time cancer survivor and now motivational speaker

"Ultimately, if you can look yourself in the mirror after two years and say 'I gave it my all in every aspect' then that's all you can ask for."

About LFE



Who is LFE?

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

LFE has a network of staff working across the country dealing with club and college staff to support apprentices throughout their two years. LFE aims to help all apprentices achieve the requirements to complete the apprenticeship and to support apprentices moving into positive destinations at the end of the programme.

Regional Officers visit apprentices on a regular basis to monitor progress. Any problems or concerns can be raised with them.

Did you know

LFE's Regional Officers visit apprentices on a regular basis to monitor progress. Any problems or concerns can be raised with them.

Why is LFE here?

LFE manages and operates the Apprenticeship programme on behalf of all English Football League clubs.

LFE is funded by the Education and 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.

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. Regional Officers and all LFE staff are here to ensure that apprentices are given the best chance possible to fully benefit from the Apprenticeship 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 42.



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

Today, The PFA directly and indirectly employs a significant number of 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
- access to legal and financial advice

Support is also available 24 hours a day via the PFA's Counselling Helpline (07500 000 777). Another tool is the PFA Safety Net, which is free to access 24/7, while you can also email wellbeing@thepfa.co.uk

It is highly recommended you join The PFA. The costs are £20 per year plus a one-off joining fee of £20.

Did you know

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



English Football League (EFL)

History

Formed in 1888 by its 12 founder members, under the direction of pioneer William McGregor, the English Football League (EFL) is the world's original league football competition and is the template for leagues the world over.

Its 72 member clubs embody the unique heritage, pride and passion of the communities that they represent, providing the game with a platform to become a truly global phenomenon.

Competitions

The Sky Bet EFL is comprised of three divisions – the Sky Bet Championship, Sky Bet League One and Sky Bet League Two – with 24 teams in each division. 552 regular season matches per division culminate in the highs and lows of the end-of-season Play-Offs, including three showpiece finals at Wembley Stadium.

Alongside league competitions, the Carabao Cup was established in 1960 and is English football's midweek cup competition, featuring all 72 EFL Clubs and 20 from the Premier League, with the winners of the competition receiving entry into the following season's UEFA Europa League.

A second midweek competition, the Papa John's Trophy, comprises of all 48 Sky Bet League One and League Two clubs, as well as 16 invited U21 teams. The competition has a history of promoting innovation and opportunity, having undergone several changes in format since its inception in 1983.

Youth Development

It is the EFL's long-term ambition to continue to create more and better opportunities for young players to become professional footballers, investing over £90million into Youth Development each season.

Last season, 48% of EFL scholars gained a professional contract with an EFL club, with those that were unsuccessful gaining support from League Football Education to move into further education, semi-professional football or full-time employment. The national team are also benefiting from the strength and depth of EFL club academies, with 20 out of the 23 players in the England 2018 World Cup squad having either come through EFL academies, made their debuts in the EFL or played on loan in the EFL.

In its aim to provide young footballers a clear pathway of progression from academy to first team, EFL clubs agreed to include seven home grown players on team sheets. The EFL also introduced a requirement for at least one club-developed player to be named on each team sheet for any EFL League game at the start of the 2018/19 season.

Community

Off the pitch, the EFL Trust and Club Community Schemes work tirelessly, using the power of football to positively impact towns, cities and people's lives up and down the country. Connecting people of all ages and backgrounds, the EFL Trust network changes people's lives by improving health, boosting education and bringing communities closer together. The EFL is committed to ensuring inclusivity across all reaches of the game and that the League's 72 clubs reflect the diverse nature of the communities they represent.



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.

LFE tackles all areas from apprenticeship related issues to coverage of all the U18 Leagues - incorporating fixtures, results and league tables.

LFETV showcases the Goal of the Month competition, which features the best goals from all the Academy Leagues and attracts over 25,000 viewers each season.

LFE utilises 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.

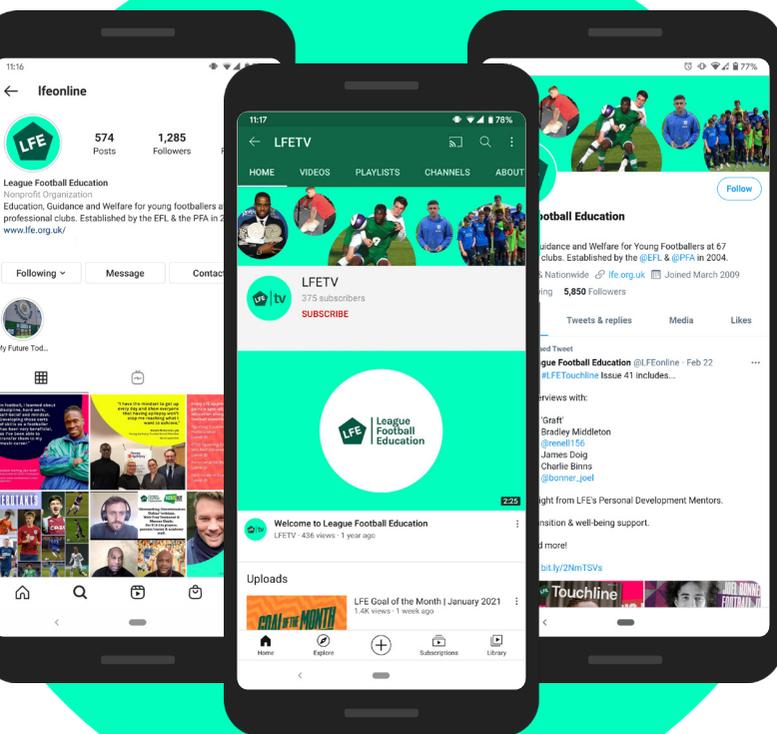
Publications

Publications include Touchline - a quarterly magazine - and guides to support players considering Higher Education or soccer scholarships in the USA.



Digital & Social Media

Follow LFE online and via Twitter, Instagram, Facebook and YouTube to stay ahead of the latest developments.



Face-to-face

LFE staff support apprentices throughout and beyond the two-year programme to help players realise their potential.



Player and Club Testimonials



Ryan Sessegnon
Fulham
(Now Tottenham Hotspur)



The 2018 EFL Awards were dominated by Ryan as he claimed five trophies, including LFE's Championship Apprentice of the Year.

The talented England youth international was a mainstay in Fulham's team throughout the full length of his apprenticeship and earned a £25m move to Tottenham Hotspur in 2019.

And yet, Ryan remained committed to his academic studies. He told LFE: "It's been important to me to pass my education because you never know what can happen."

"I don't really get a lot of free time but when I do I make sure I do the right things and just keep working on making myself better, whether that's football or education."



Jamie Hopcutt
York City
(Eight seasons at Östersunds FK)



Having been released by York City in 2010, Jamie has forged an impressive career in Sweden. Converted into a central striker, Hopcutt played a key role in helping Östersunds FK reach the Swedish Premier League for the first time in their history and featured during the club's stunning 2017-18 Europa League run, even starting at the Emirates Stadium in a 2-1 victory over Arsenal.

Hopcutt had been turning out for Tadcaster Albion before making the switch to Scandinavia via LFE's Erasmus+ player placement programme.



Jack MacFarlane
Brighton & Hove Albion
(Now Law graduate from University of Portsmouth)



Former Brighton & Hove Albion apprentice Jack is already targeting managerial roles at TJ Transport after achieving a first-class degree in Law in 2018.

"My apprenticeship really prepared me for University in a way I never expected," he said. "It taught me to be independent, I was a lot more mature and it gave me life skills that made me ready for the experience of meeting new people, taking on new challenges and living away from home."



Alex Willis
Charlton Athletic
(Now University of North Carolina at Charlotte)



Despite being offered a professional contract by Charlton, the lure of a soccer scholarship in the USA took Alex to the other side of the Atlantic.

"I would say you get the best of both worlds, in terms of preparing for the distant future with a degree, but also working every day to become a better player and striving to be a professional footballer," he said.

"It's a life-changing experience and one I would highly recommend as it has helped me as a person and a player."



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, Aiden O'Brien, Billy Mitchell and George Alexander have all progressed in recent times.

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.



Mark Wilgose
Head of Education
and Welfare,
Sheffield United



We tell every player that comes on an apprenticeship at Sheffield United that education is not part of a Plan B, it is part of Plan A in terms of helping them to become a better person, a better footballer and giving them a better understanding of the game they play.

It is a message that reverberates around our Academy and one that is fully endorsed by our Academy Manager, Jack Lester, who had a long playing career before beginning his coaching career.

We want all of our young players to prosper and fulfil their potential. Kyle Walker, Dominic Calvert-Lewin, Harry Maguire and others have come through the system here to make huge strides in the game, while others have gone on to soccer scholarships in America, studied for degrees in the UK or gone on to other jobs.

All of our players go out on work experience to businesses in the local community that are partners of the club. We want to get them out into the big wide world just so they get a feel of what it is like to do a real job so they can appreciate what the working world is like for a lot of people and get a breadth of different experiences while they are here.

"We want all of our young players to prosper and fulfil their potential. Kyle Walker, Dominic Calvert-Lewin, Harry Maguire and others have come through the system here to make huge strides in the game"

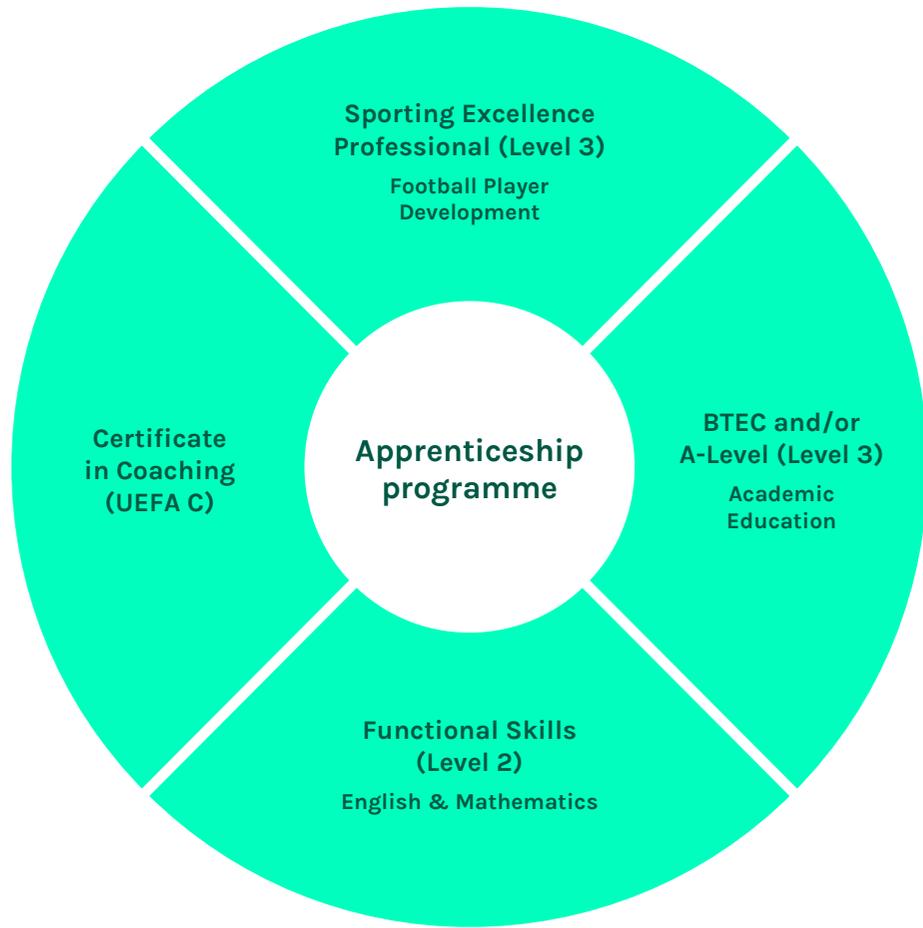


Apprenticeship Programme

This section gives a brief outline of the components to 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 Education and Skills Funding Agency (ESFA) and the European Social Fund (ESF) to deliver the Apprenticeship programme.

In addition, LFE also receives funding from its partners to provide wider opportunities to apprentices. A conceptual diagram of the programme is outlined below.



Apprenticeship Programme

Initial Assessment

Initial assessments are carried out with every apprentice to establish academic ability. LFE Regional Officers will undertake initial assessments.

The assessment will normally be carried out between January and August and will enable the apprentice to be placed on the most appropriate educational programme based upon expected GCSE results. All apprentices will undertake an online bksb assessment as part of the Initial Assessment process, to establish any topics in English and maths that need further development.

Final Assessment

A second assessment 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 provides each club with a set of standard induction units that includes the following topics:

- Education programme
- Employment rights and responsibilities
- Equality and diversity
- Health and safety
- Club rules and regulations
- Anti-doping
- Safeguarding
- Apprentice well-being

Apprentice Reviews

Apprentice reviews are conducted with LFE 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. Regional Officers are responsible for coordinating this process.

Reviews will be collated in the following areas:

- Sporting Excellence Professional (completed by the Tutor Assessor)
- BTEC Sporting Excellence and Performance instead of Technical Certificate
- Functional Skills English and Maths (completed by Functional Skills tutor if appropriate)
- Employer/club comment

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

Review Cycle

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

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

- Pre-Season Training - This period of time is used to ensure that the apprentice will be able to meet the fitness requirements for professional football.
- Football Training - This will include work on technical and tactical skills, physical conditioning and psychology.
- Football Coaching.
- Assessments of Progress - Apprentices will be evaluated on technical ability, teamwork, character and physical condition.
- 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. The educational programme will consist of the following elements:

- Sporting Excellence Professional (Level 3)
- Academic Education (Level 3)
- Functional Skills (Level 2)
- Certificate in Coaching (UEFA C)

Individual apprentice reviews are conducted to ensure that all apprentices can fulfil their true potential



Apprenticeship Programme

Sporting Excellence Professional (Level 3)

LFE apprentices will undertake the Sporting Excellence Professional Apprenticeship Standard, which was introduced in full for the 2020-21 season.

The key activities of an apprentice on the Sporting Excellence Professional are to:

- effectively and successfully represent their employer on the field of play at a local, regional, national or international level
- undertake a daily training routine, supported by a multi-disciplinary team, to ensure they retain and develop the technical, tactical, physical and psychological skills necessary for performing at the professional level
- 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 playing contract

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.
- 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.
- Communications.
- 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.

End Point Assessment

The End Point Assessment consists of three distinct assessment methods.

- A knowledge test with multiple-choice questions and scenario-based questions.
- A practical observation with questions and answers.
- A professional interview, supported by a portfolio of evidence.

Knowledge Test

The knowledge test should be taken as early as possible in the three-month period of the EPA to allow for subsequent marking.

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 should include the following:

- Data analysis session (15 minutes).
- Practical training session (60 minutes).
- Practical training session debrief (15 minutes).
- 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. The interview must last for 90 minutes, although additional interview time may be granted for apprentices with appropriate needs.

This will be supported by a portfolio of evidence, which should have a minimum of 20 and a maximum of 25 pieces of evidence. Examples of evidence are:

- individual learning and development plans
- witness testimonies
- poster presentations
- video analysis of match play
- digital storytelling
- training logs



Apprenticeship Programme

Academic Education

Academic Education consists of the BTEC Sporting Excellence and Performance and/or A-Levels. 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.

There are three BTEC qualification sizes:

BTEC National Extended Certificate (360 Guided Learning Hours)

Includes three mandatory units.

BTEC National Diploma (720 GLH)

Includes five mandatory units. Learners must complete one optional unit totalling 120 GLH or two optional units totalling 60 GLH each.

BTEC National Extended Diploma (1080 GLH)

Includes seven mandatory units. Learners must at least 300 GLH of optional units.

Learners must achieve a Pass or above in all mandatory units.

Course Length and Duration

The Extended Certificate, Diploma and Extended Diploma should be completed over two years.

Did you know

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

Extended Diploma = 3 x A-Levels

Diploma = 2 x A-Levels

Extended Certificate = 1 x A-Level

A-Levels

If an apprentice wishes to undertake A-Level qualifications, they will need their respective LFE Regional Officer and club Head of Education to complete an approval form.

A-Levels can be difficult to timetable into the football training programme. Club Heads of Education and LFE Regional Officers can offer more guidance on this subject.

LFE's minimum entry criteria is the following:

- Five GCSE's at grade 7 or above, with one GCSE at grade 8 or 9.
- English (Language or Literature) OR Maths at grade 7 or above (can be included in the required five).
- Grade 7 or above in the A-Level subject(s) that they wish to study (exceptions may apply).

Expectations for the Apprentice:

- Attend classes.
- Complete coursework as required.
- Hit targets that are set.
- To contact their Regional Officer if they have any concern.



BTEC Units

Unit (number and title)	Unit size (GLH)	Extended Certificate (360 GLH)	Diploma (720 GLH)	Extended Diploma (1080 GLH)
A Careers in the Sport and Active Leisure Industry	90	M	M	M
B Health, Wellbeing and Sport	90	M	M	M
C1 Developing Coaching Skills	180			O
C2 Fitness Skills Development	180			O
C3 Professional Sports Performer	180	M	M	M
D3 Applied Anatomy and Physiology for Professional Performance	180		M	M
E Research Project in Sport (Pearson-set)	120		O	M
1 Sports Development	60		O	O
4 Nutrition for Physical Performance	60		M	M
7 Functional Sports Massage	60		O	O
11 Rules, Regulations and Officiating in Sport	60		O	O
13 Influence of Technology in Sport	60		O	O
14 Organising Events in Sport and Physical Activities	60		O	O
15 Ethical and Current Issues in Sport	60		O	O
16 Marketing Communications	60			O
17 Corporate Social Responsibility in Sports	60			O
18 Sport and Leisure Facility Operations	60			O
19 Sports Tourism	60			O
20 School Sport Delivery	60		O	O
22 Sports Law and Legislation	60		O	O
23 Psychology for Professional Sports Performance	60		O	M



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 must be passed before an apprentice can go through the End Point Assessment process of the Sporting Excellence Professional (SEP).

Course Length and Duration

The length of the course depends on the number of topics that each learner needs to cover, but ideally it 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. Functional Skills courses are tailored to the individual, so only the topics that need to be covered will be studied.

Assessment

Functional Skills 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 you, for the duration of your course, to ensure that you maintain or improve the skills learned in school.

English and maths qualifications are important. Once you have achieved Level 2 in English and maths, either through GCSEs or Functional Skills, you will continue to practice elements of English and maths during your apprenticeship.

Good communication skills will help you to make a valuable contribution on and off the pitch, and in whatever happens in the future. During your course, you will have 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

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

Reading and referencing skills will be used and developed as you do research and include quotations, summaries or images formally in your work.

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

UEFA C Diploma

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

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 your 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 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* & Development Centres.
- Football in the Community.
- Soccer schools.
- Local schools.

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



Did you know

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

Apprenticeship Programme

Wages

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

- £4.30 per hour from April 2021 - the rate for apprentices aged 16-18 and those aged 19 or over who are in their first year as an apprentice
- £6.56 per hour for an apprentice aged 19 in the second year of their apprenticeship.

All clubs will operate their apprenticeship programmes on a minimum 30-hour per week basis.



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.

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 £8.36 per day from April 2021.

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.

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.

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

Change of Circumstances

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

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.

Termination for Disciplinary Reasons

Page 27 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 27 are followed and that LFE is involved in each stage of the disciplinary process.



Change in 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 three months) as laid down in clause 8 of the Apprentice's Agreement, be released from the apprenticeship programme.

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 19th birthday.

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

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.

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 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 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 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 left)
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 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.



Discipline

Attendance at Educational Sessions

As a condition of our funding from the ESFA, 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 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.

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 the disciplinary procedures outlined on page 27.
3. Apprentices who do not hand in written work set by their Tutors may be subject to the disciplinary procedures outlined on page 27.

Safeguarding

LFE aims 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 subscribes to The Football Association's 'Working Together to Safeguard Football' document. 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 EFL Safeguarding Manager, 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:

- **LFE Safeguarding**
- **GOV.UK Safeguarding Children**
- **The FA Safeguarding**
- **The PFA Safety Net**



Equality and Diversity

LFE has a wide range of strategies to support the learner and the club during the Apprenticeship programme to ensure that every apprentice receives Equality of Opportunity.

Our Position & Commitment

LFE is fully committed to a policy of Equality of Opportunity and aims to ensure that staff at all levels work in an environment free from any discrimination on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

At the same time, LFE is dedicated to ensuring that every apprentice is treated fairly and is encouraged to develop to his full potential in all aspects of his training. LFE will seek to ensure that apprentices do not suffer any form of discrimination and that they are supported to understand their rights and responsibilities during the two-year programme.

LFE will discuss equality awareness with apprentices during progress reviews to monitor their understanding and experience during training. Clubs and apprentices will be able to access a wide range of support provided by LFE, starting with induction, right through to extensive exit and progression activities.

During the year LFE will provide clubs, apprentices and Education Providers with the opportunity to comment on how we manage the education programme and to suggest any changes that might be beneficial.

LFE will continue to work in partnership with The EFL and Premier League on anti-discrimination and inclusiveness awareness.

In addition, LFE continues to work with Kick It Out to deliver diversity training at football clubs.

Club Responsibility

There is a significant amount of legislation to address discrimination, which clubs should be aware of, designed to ensure that each individual is treated equally and fairly.

All clubs should have policies and procedures in respect of Equality and Diversity. LFE reserve the right to ask clubs for their equality documentation at any time.

LFE expects all clubs to attend The EFL Safeguarding seminars and courses to support the equality agenda.

It is the responsibility of everyone involved in the apprenticeship, including club staff and apprentices, to ensure that our policies are implemented and supported. LFE asks that all clubs develop an environment where equality, fairness, security and respect are an integral part of the apprentice programme.

Useful Websites

- ACAS
- Equality and Human Rights Commission
- Kick It Out
- Ofsted
- The FA

Health and Safety

Process to be followed in case of injury:

- 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.
- 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.



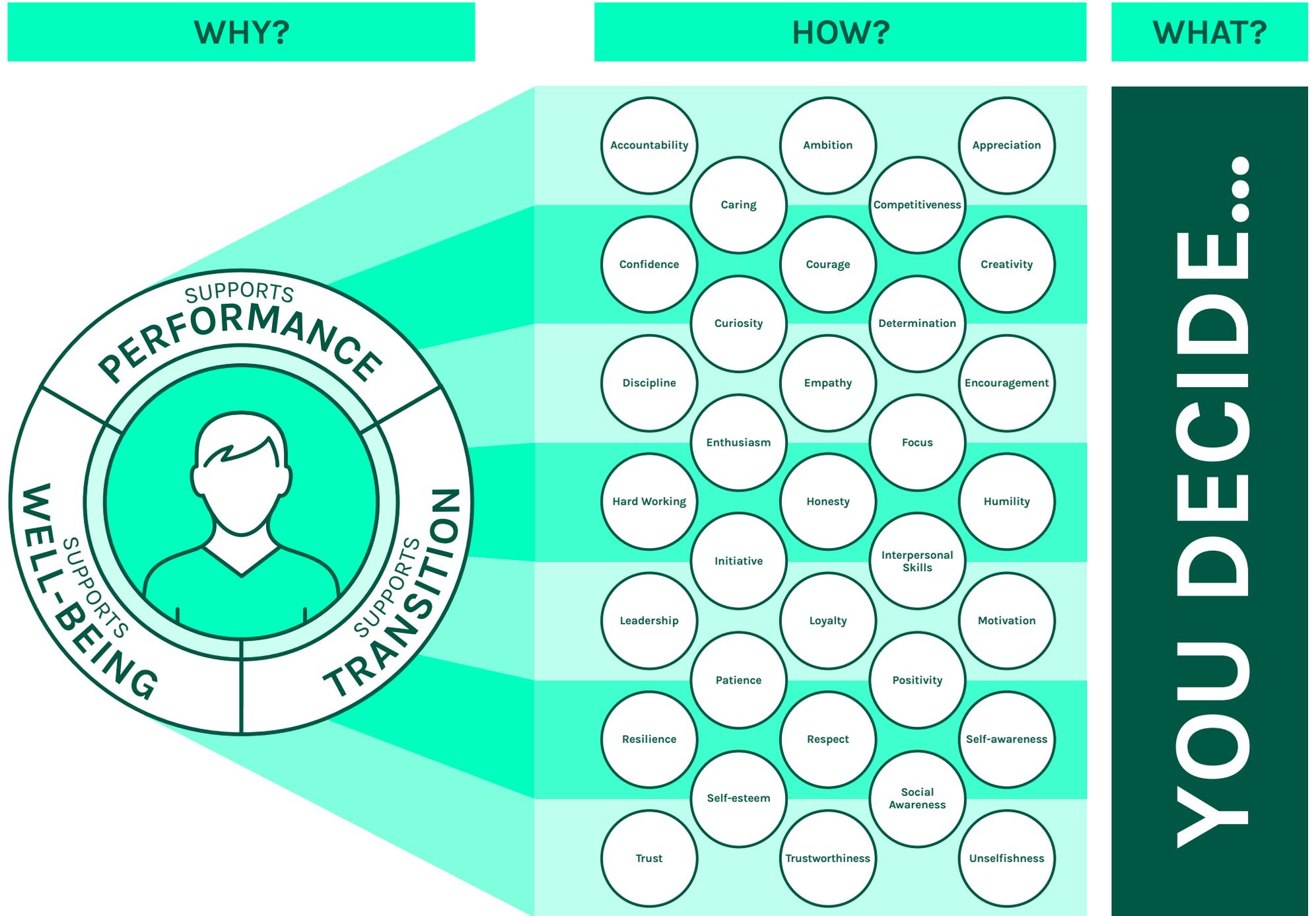
Personal Development, Life Skills and Transition

League Football Education wants more for apprentices than successful achievement of the Apprenticeship programme - we support the development of well-rounded 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-field.

Personal Development

LFE's Personal Development Model provides a framework for planning and delivering this wider development.



Personal Development and Life Skills

League Football Education provides information, advice and guidance for personal development. Through face-to-face delivery and resources, apprentices receive opportunities to support their performance, well-being and transition.

Personal Development Model

LFE's Personal Development Model provides a framework for club staff and apprentices to understand the supportive outcomes and process for wider development.

Personal Development Programme

PROVIDE

Resources and guidance for club delivery, including a personal development module to create an individualised plan.

PREPARE

Personal development awareness workshop delivered by a PDM in one session.

PLAN

Personal development mentoring programme delivered by a PDM across seven sessions.

Life Skills

League Football Education is committed to providing life skills-based education to support apprentice success in and out of professional football.

LFE's Life Skills Programme aims to raise awareness and empower apprentices with knowledge and skills to deal with the demands of football and life.

The programme delivers life skills-based education across different aspects of well-being, such as emotional, financial, mental, occupational, physical, social and spiritual. This is provided through face-to-face delivery, online modules and resources.

Here are some examples of the topics covered:

- Criminal Law
- Equality, Diversity and Inclusion
- Faith
- Finance
- Identity
- Inspirational
- Mental Health
- Mental Skills
- Safeguarding
- Sexual Health
- Social Media

Personal Development Mentors (PDM)



Dru Spinks



Mark Roberts



Chris Elliott



Jack Rutter



Transition

League Football Education defines 'Transition' as the ability to deal with and move through life challenges, including career pathways in and out of football.

LFE will support your journey by providing:

Transition Officer

A dedicated, qualified person providing transition information, advice and guidance.

Transition Tracking and Monitoring Programme

A proactive programme contacting all apprentices on completion of the Apprenticeship programme and for three years afterwards. It will gather information on what support you need and at the same time offer information, advice and guidance.

Career Opportunities

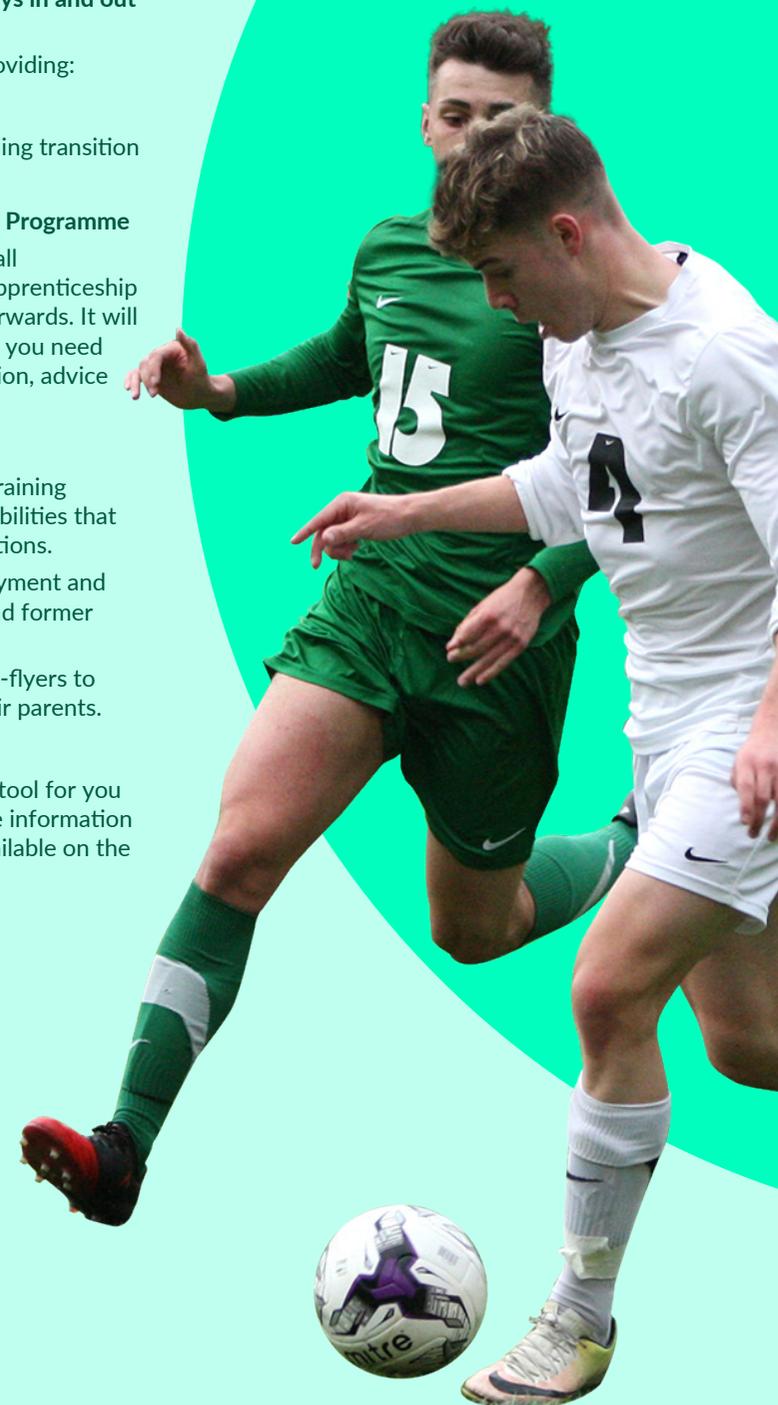
Leading employers, educators and training providers recognise the talent and abilities that apprentices can offer their organisations.

LFE will advertise education, employment and training opportunities for current and former apprentices.

This will be supported by targeted e-flyers to current/former apprentices and their parents.

START

A dedicated online career guidance tool for you to access whenever you want. More information on how to utilise the resource is available on the LFE website.



Transition

Football Opportunities

Traditionally, LFE (in conjunction with The EFL and The PFA) has run Assessment Trials for players released at the end of their apprenticeship and is committed to supporting players with football opportunities post-apprenticeship.

ERASMUS+ Programme

LFE has secured funding to support club pre-season trips to Italy, Spain and the Netherlands, as well as providing released players with personal development and footballing opportunities via a three-month placement programme with European Partner Clubs.

Over 200 former apprentices have gone on placement and over 80 players have earned professional contracts in Sweden and Spain as a result.

Higher Education/USA Scholarships

Many apprentices are interested in entering Higher Education once they complete their Apprenticeship programme.

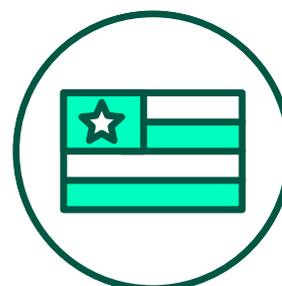
This has to be carefully planned for UCAS application deadlines. To help you with this, LFE has produced a 'Guide to Higher Education Applications' which can be downloaded via our website.

LFE has also established a partnership with **FirstPoint USA** - a consultancy that specialise in securing scholarships to USA universities.

For more information, [click here to view our HE and USA Scholarship Guides](#)

Did you know

Signing with a football agent may lead to a player becoming **INELIGIBLE** to represent a USA University soccer team.



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, celebrates the holistic development of young players, with 33 apprentices being recognised each year for their outstanding efforts on and off the pitch. Many winners then go on to be shortlisted in their respective divisions at the EFL Awards for the LFE Apprentice of the Year.

The 11

The 11 is judged on academic and football progress, as well as other off the pitch factors, e.g. engaging in the football club's community initiatives. This competition runs three times each season, with the likes of Dominic Calvert-Lewin (Sheffield United now Everton), Oli McBurnie (Bradford City now Sheffield United), Matty Longstaff (Newcastle United) and Jude Bellingham (Birmingham City now Borussia Dortmund) all previously appearing in this select group.

LFE Apprentice of the Year

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 now AFC Bournemouth), Ademola Lookman (Charlton Athletic now RB Leipzig), Ben Godfrey (York City now Everton) and Ryan Sessegnon (Fulham now Tottenham Hotspur).

Goal of the Month

LFE's Goal of the Month competition highlights the very best goals scored by apprentice players up and down the land. With each month's winner decided by a public vote, it regularly attracts thousands of online viewers.

Check out LFE's Goal of the Month



Additional Information

Child Benefit

Parents/guardians 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.

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 to offer 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.

Intermediaries/Agents

LFE advises 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 represent themselves, consult with a solicitor or work with a close family member (unpaid) when dealing with any of the issues above.

In addition, 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 be of benefit.

Quality Assurance

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 Education Inspection Framework (Ofsted in England).

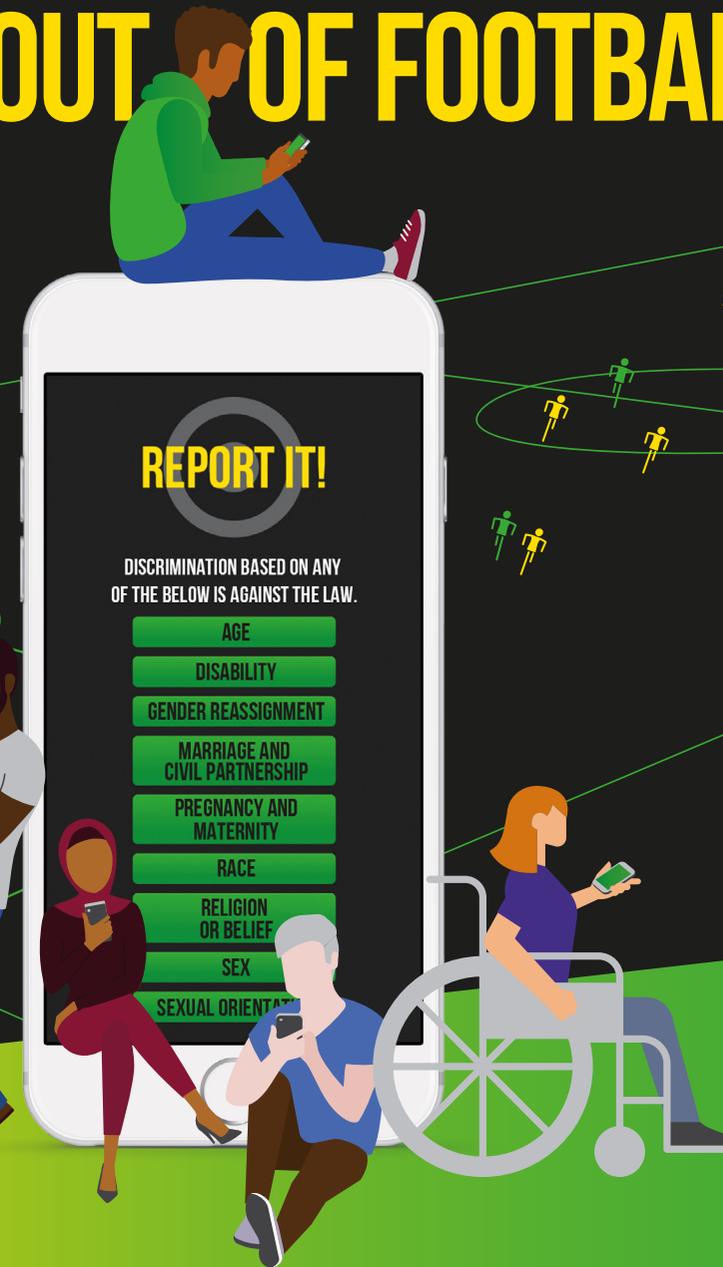
LFE's quality assurance strategy includes using consultants (current Ofsted Inspectors) for conducting independent quality checks, including observing delivery staff, such as BTEC and Functional Skills tutors and club staff.

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 all stakeholders.



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LFE Online

Visit www.lfe.org.uk

Find out about Transition



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League Football Education



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3rd March 2021 by admin

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CASE STUDIES GENERAL NEWS

TRANSITION

WHERE ARE THEY NOW?

Watch LFE TV



Check the Academy results

LEAGUE TABLE

YA NW YA NE YA SE YA SW U18 PLN U18 PLS U18 PDLN U18 PDL S

EFL Youth Alliance North West 2020-21

POS	CLUB	P	W	D	L	F	A	GD	PTS
1	Fleetwood	16	13	0	3	42	20	22	39

Supported by



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