

**EMPLOYMENT COMMITTEE****29<sup>th</sup> JUNE 2017****APPRENTICESHIPS****REPORT OF THE DIRECTOR OF CORPORATE RESOURCES****Purpose of Report**

1. The purpose of this report is to update the Employment Committee on the new apprenticeship scheme and to seek endorsement for the revised Apprenticeship Strategy (Appendix 1).

**Policy Framework and Previous Decisions**

2. In light of the Government's new approach to apprenticeships and the implementation of the Apprenticeship Levy, whereby the Council has paid around £1m into the levy pot, along with the associated public sector target of having 2.3% of headcount as apprentices, a revised approach will be needed. The aim is to increase the number of apprentices across the Council at different levels of qualification and across all vocational areas.

**Background**

3. The Learning & Development Team and Leicestershire Adult Learning Service (LALS) are currently providing training and assessment for 80 apprentices. The apprenticeships cover areas such as Business Administration, Customer Care, Teaching Support and Social Care.
4. It is important to note that the levy funds can only be used to support training and end point assessment costs and cannot be used for administration, management or wage costs.

**Impact**

5. Based on the current number of staff on Payroll, including Maintained Schools and ESPO, the cost will be £1m a year based on 0.5% of Payroll with the Government topping this up by 10%.
6. Any funds within the levy that have not been used over a period of 24 months will expire and will be returned to the Government.
7. In order to draw down and get the best value from the levy funds it would be necessary to increase the current number of 60 apprentices to 366 across the Council and maintained schools (this number being based on average apprenticeship costs). It has to be recognised that this is an extremely

stretching target and it will take some time to achieve and, whilst we remain ambitious, progress will need to be the subject of a planned and structured approach.

### **Work to date**

8. Work has commenced on looking at the Council's position and the following actions have been undertaken to date:
  - (a) A cross departmental steering group has been established to agree a revised approach to apprenticeships, part of which has included the identification of further opportunities within the Council.
  - (b) A revised apprenticeship strategy has been developed, outlining the Council's approach to apprenticeships over the next two years.
  - (c) Roles and responsibilities have been clarified; LALS are assessing the business impact of expanding their current provision of apprenticeships with a view to becoming a major provider for the Council. The Learning and Development Team will be the lead commissioner of apprenticeship training.
  - (d) Work with maintained schools to identify apprenticeship opportunities has begun and a lead advisor has been identified within the Learning & Development Team.
  - (e) Work is ongoing with departments regarding opportunities. It is worth noting that the Environment and Transport Department has included the number of apprenticeships within their performance framework dashboards and they have also set targets based on headcount. Other departments may wish to consider adopting this approach.

### **Potential Opportunities**

9. The new apprenticeship scheme offers a number of potential opportunities, including:
  - (a) The offer of qualifications up to levels 4 & 5 (equivalent to a Foundation Degree) and 6 & 7 (equivalent to a Bachelors or Master's degree);
  - (b) The possibility of funding professional qualifications within departments and maintained schools through the levy fund rather than through departmental or training budgets;
  - (c) The conversion of existing training programmes, such as the Institute of Leadership and Management Programme, into an apprenticeship programme;
  - (d) The opportunity for continuous professional development for existing staff, not just those who are new starters;
  - (e) The opportunity to support underrepresented groups of people and existing programmes such as the Get Set mentoring scheme, which

provides work placements for young people who are struggling in today's job market.

10. Apprenticeships can play a key role in succession and skills planning and it is therefore recommended that they are a key component in the development of departmental workforce strategies and plans.
11. Consideration could also be given to the Care Act, the council's market shaping responsibilities for the workforce in the wider care sector. Apprenticeships may play a helpful role in addressing the significant workforce capacity and capability issues in the domiciliary care market. In particular, there is good potential to use apprenticeships as a way of recruiting and retaining staff, as well as offering enhanced career pathways in the longer term. To this end, the Adults and Communities Department is looking at options for a pilot of a subsidised apprenticeship offer with help to live at home providers, using the new Adult Social Care Grant. It is likely that LALS would be the provider of this pilot scheme.

### **Monitor and Review**

12. The detailed requirements around reporting to the Government are still to be clarified, although it will initially be only a quantitative measure. The first date for reporting is 31<sup>st</sup> March 2018.
13. It is recommended that each departmental workforce strategy will have a review process where measures of success are agreed and, as outlined above, there is an opportunity to include targets for apprenticeships within performance dashboards.

### **Recommendation**

14. The Employment Committee is asked to consider the approach being adopted, and to endorse the apprenticeship strategy.

### **Background Papers**

15. Revised Apprenticeship Strategy (Appendix 1).
16. Apprenticeships: Developing Skills for Future Prosperity - <http://trotman.co.uk/news/ofsted-report-on-apprenticeships-developing-skills-for->

### **Circulation under Local Issues Alert Procedures**

17. None.

### **Officers to Contact**

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**List of Appendices**

Appendix 1 – Revised Apprenticeship Strategy 2017-2020.

**Equalities and Human Rights Implications**

18. The proposed policy seeks to ensure that the apprenticeship programme promotes greater equality, increased access to training and is implemented in a fair and non-discriminatory manner.