

EMPLOYMENT COMMITTEE – 1 NOVEMBER 2011

APPRENTICESHIP STRATEGY

REPORT OF THE DIRECTOR OF CORPORATE RESOURCES

Purpose of report

1. The Leader of Leicestershire County Council has made a commitment to the National Apprenticeship Service to increase the number of apprenticeships within the Council. This report focuses upon the achievement of this commitment.

Background

2. The Leader of the Council has made a commitment to increase the number of apprenticeships at the Council to 100, on a rolling programme which commenced in September 2011. Currently there are 53 apprenticeships in place, as detailed below.

CURRENT APPRENTICES

DEPARTMENT	IN PLACE
Adults & Communities	23
Chief Executive's	4
Corporate Resources	18
CYPS	6
Environment & Transport	2
TOTAL	53

3. In order to achieve the 100 apprenticeships, discussions have been held with each departmental People Strategy Board lead to both promote, and seek realistic opportunities to expand, the number of apprentices in each department. These discussions have led to an increase in apprenticeships from 30 to 53 in the last 6 weeks. A draft proposal for the remaining 47 apprenticeships across each department has been discussed and agreed, as set out in the table below.

PROPOSED NEW APPRENTICESHIPS

DEPARTMENT	PROPOSAL FOR NUMBER REQUIRED	TARGET STILL TO BE ACHIEVED
Adults & Communities	28	5
Chief Executives	10	6
Corporate Resources	24	6
CYPS	22	16
Environment & Transport	16	14
TOTAL	100	47

4. It must be noted that the vast majority of these are likely to be existing employees where the apprenticeship is on a training programme with some funding from government attached, which the Council uses to support the skill base of the employee. Whilst there are a limited number of new appointments across the Council, the opportunity to support new employees on an apprenticeship will continually be addressed.

Apprenticeships

5. Apprentices follow a nationally set training programme tailored to the needs of Leicestershire County Council and the department they are working in. Within the Apprenticeship programme there are key responsibilities for the line manager, Learning and Development Service, and the Apprentice.

- **Line Managers' Responsibility**

The apprentice is a member of staff and therefore subject to all County Council policies and procedures in relation to the line manager's responsibility. Salaries of apprentices are paid by the department in which the apprentice is placed.

- **Learning and Development's Responsibility**

The Corporate Learning and Development (L&D) Service will organise and manage the delivery of any formal (off the job) training.

- **Apprentice's Responsibility**

The Apprentice is responsible for completing the work and targets set by their line manager, and the full duties and responsibilities set within their job role. They are also responsible for undertaking the full apprenticeship programme, including the qualifications.

Training Programme

6. The apprenticeship training programme consists of four elements, all of which must be completed.

APPRENTICESHIP	ADVANCED APPRENTICESHIP
QCF/NVQ Level 2	QCF/NVQ Level 3
Technical Certificate Level 2	Technical Certificate Level 3
Functional Skills Maths Level 1	Functional Skills Maths Level 2
Functional Skills English Level 2	Functional Skills English Level 2

7. To achieve the advanced apprenticeship the candidate follows a similar programme to the level 2, plus their ability to develop their role and apply their learning to new situations.
8. Apprenticeship training is delivered through a combination of on and off the job training. The on the job training will be undertaken via experiential learning and the specialist job knowledge required. The off the job training will be delivered by the Corporate L&D Service, either directly or through contracting a local college or a private training provider.

Funding of Apprenticeships

9. The National Apprenticeship Service covers a percentage of the training cost of apprentices depending upon their age. This funding will be used by the Corporate L&D Service to cover the costs of the training and qualifications as follows:

Age	National Apprenticeship Service contribution
16 -18	100%
19 - 24	50%
25 +	Contribution for specified places

- **Age 16 to 18**
Government funding covers the full cost of the mandatory training required to complete the Apprenticeship framework.
- **Age 19 to 24**
If the Apprentice is aged 19-24 years old, the Council will receive up to 50% of their training costs, and the remaining 50% of the training costs can be supported by the departmental training budget.

- **Age 25 years plus**

There is very limited government funding available for Apprentices aged 25 years old or over, and funding for the cost of training can be taken from the departmental training budget.

Salary Costs

10. Where the apprentice is an existing employee, the department will continue to cover the cost of the employee's salary both during and following the apprenticeship.

11. If the apprentice is a new employee, the option of an apprenticeship contract is available to the manager, paying the minimum wage for Apprentices at £95 per week. This salary cost is to be met from within the department and service area in which the apprentice works. However, many employers prefer to pay more and research shows that the average salary is approx £170 per week.

12. Employers who take on a 16-18 year old Apprentice only pay their salary. The Government will fund their training.

Recommendation

13. The Employment Committee is asked to:-

- (i) Note the content of this report;
- (ii) Support achievement of the proposed increase in apprenticeships on a rolling programme;
- (iii) Note that a progress report will be submitted to the Committee in 6 month's time.

Background Papers:

None.

Circulation under the Local Issues Alert Procedures

None.

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Equal Opportunities Implications

There are no equality issues arising from this development.

