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Broxtowe  
Borough  
COUNCIL

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# **APPRENTICESHIP STRATEGY 2022-2024**

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# **APPRENTICESHIP STRATEGY**

## **1. Introduction and purpose**

Broxtowe Borough Council ('the Council') is committed to investing in its staff, ensuring that skills gaps are filled in order to continue to deliver an excellent, value for money service to the public. The Council's 2020-2024 Corporate Plan states 'a greener, safer, healthier Broxtowe where everyone prospers'.

Apprenticeships within the Council are seen and valued as high quality pathways to successful careers, providing opportunities for new and existing employees to develop, and which assist the Council in meeting its current and future skills needs.

## **2. Background**

In April 2017, the Government introduced the Apprenticeship Levy (the Levy) which is applicable to all UK employers with an annual wage bill of £3 million or more. The Levy is charged at 0.5% of the annual pay bill based on Class 1 National Insurance Contributions via PAYE (Pay As You Earn) alongside tax and National Insurance.

In addition, the Government will apply a 10% top-up to the funds for spending on apprenticeship training. Therefore for every £1 that enters an employer's Digital Apprenticeship Account, employers get another £0.10 from Government. The monthly top-up will be applied at the same time the funds enter the digital account.

Each monthly contribution and Government top up will expire on a rolling 24 months basis if not used to purchase apprenticeship training and assessment. It is imperative that the Council spends as much of the levy as possible as the Government reclaims any unspent funds.

However, the Council can award up to 10% of unspent levy to a partner organisation.

### **3. Corporate Vision and Aims**

The aim of this strategy accords with the Council's stated Vision and Values which are:

#### **Vision**

A greener, safer, healthier Broxtowe where everyone prospers

#### **Values**

Going the extra mile - a strong, caring focus on the needs of all communities

Ready for change - innovation and readiness for change

Employees - valuing employees and enabling the active involvement of everyone

Always improving - continuous improvement and delivering value for money

Transparent - integrity and professional competence

### **4. Overall aim**

The aim of the Apprenticeship Strategy is that Broxtowe Borough Council will optimise use of its apprenticeship levy contributions.

The Council aims to raise the skills of employees to fill skills gaps and produce better outcomes for our residents. This will be undertaken through vocational, professional and apprenticeship training.

### **5. Objectives**

- Embed a pro-Apprenticeship culture across the organisation
- Achieve the target of 10 apprentices in training with Broxtowe Borough Council over the period 1 April 2022 to 31 March 2024.
- The 10 apprenticeships will be a mix of direct recruitment and upskilling existing employees.
- Maximise the use of Apprenticeships to develop existing employees to address skills gaps and succession planning and aid recruitment and retention.
- Promote and advertise the full range of Apprenticeships available from Level 2 up to Level 7
- Promote and advertise the huge range of vocational areas that apprenticeships cover.
- Encourage employees and the wider community that all age ranges can apply for apprenticeships

## **6. How the objectives will be achieved**

- The Council will keep abreast of new Apprenticeship developments by working with training providers, other local authorities and partner organisations.
- Engage senior managers to ensure that mandatory learning and development requirements are identified, communicated and effectively organised by managers through Annual Performance Appraisals, 121's and supervision meetings.
- Aims in relation to apprenticeships are positively communicated across the Council.
- Identify and encourage managers to consider Apprenticeships when vacancies arise and when restructuring
- Promote externally available apprenticeships in order to communicate to a wider audience and demographic.
- Continue to provide work experience opportunities for all ages to provide an insight into careers in Local Government and show that there is a clear path from work experience and apprenticeships to roles within the Council.
- Actively participate in the annual National Apprenticeship week
- Engaging with individual employees measured via number of contacts
- Organise regular Apprenticeship Forum meetings to support coaching, mentoring, development and training.

## **7. How success will be measured**

- Number of apprenticeships undertaken
- Number of apprenticeships successfully completed
- Number of apprentices who go on to complete another apprenticeship whilst at the Council
- Number of apprentices who gain further employment with the Council
- Number of apprentices who gain further employment with an organisation other than the Council upon course/qualification completion
- Number of apprentices who gain further employment
- % of Levy funds are 'drawn down' and utilised fully to develop opportunities and develop the workforce.
- Number of work experience opportunities offered:
  - School
  - College
  - University
  - Internships
  - Disability Confident

## **8. Delivery of the Apprenticeship Strategy**

Responsibility for delivery of the strategy will rest with the Learning and Development Section within Human Resources. That section will create an Action Plan to reflect the overall aim and objectives of this strategy.

## **9. Reporting**

Progress against specific actions will be reported to General Management Team and to elected members by way of performance information reported through Members Matters