

## APPENDIX 2

Action Description	Measure	Due Date
1. Develop a process to award unspent funds to partnership organisations	Levy money awarded to partnership organisations (if surplus)	31/12/22
2. Aim to not underspend the Levy by more than £2k per month	Levy funds underspent	31/03/23 31/03/24
3. Actively participate in annual National Apprenticeship Week	Activities undertaken during NAW	28/02/23 and in 2024
4. Engagement with employees to promote learning through apprenticeships	Number of contacts/interactions	ongoing
5. Organise regular Apprenticeship Forums	Quarterly Meetings	4 in 2023 4 in 2024
6. Promote externally available apprenticeships	Number of adverts	ongoing
7. Identify and encourage Managers to fill vacancies with apprenticeships	Number of direct appointed apprenticeships	ongoing
8. Identify and encourage Managers to create apprenticeships via restructures	Number of appointed apprenticeships (external and internal)	ongoing
9. Work with existing apprentices to support their progression pathways within the local authority	number of apprentices retained and who secure advancement within the local authority	ongoing
10. Ensure Senior Managers identify mandatory learning and development requirements for employees	Number of successfully completed performance appraisals	as part of annual appraisals by 31/3 in 2023 and 2024
11. Work with training providers to identify appropriate apprenticeship courses	Number of Apprenticeship providers engaged	ongoing