

APPENDIX

In terms of measuring progress, the following updates are shown under the headings of the objectives and how they will be achieved.

Objectives

Achieve the target of 11 apprentices in training with Broxtowe Borough Council over the period 1st April 2017 to 31st March 2021.

The number will be different at different times in this time period as individuals start and finish. We had two employees in 2017 who were called apprentices but who didn't actually follow formal apprenticeship courses. Another 1 was following an apprenticeship course but this paid for out of departmental funds as he started this before the levy scheme came into being. We currently have 11 apprentices - 6 directly recruited and 5 are existing staff. 2 other employees resigned before they completed their apprenticeships. 6 will be finishing their apprenticeship by end 2020 and 2 by February 2021. We are in the process of recruiting for 3 apprenticeship posts.

Maximise use of the training courses available via the Levy for existing members of staff where development needs are identified, and where possible, provide apprenticeship opportunities.

Constant discussions are held between officers of Human Resources and Heads of Service and senior managers about offering their staff apprenticeship training. There is more often than not a mismatch between the apprenticeship training on offer and what is needed. In some cases, (eg Housing, Finance, Planning) the training offered by their professional bodies is cheaper, quicker and more relevant to the department's business needs. There are relatively few employees per department who have the time and who are willing to undertake apprenticeship studies.

Minimise the costs of training and assessment, where possible, by working with other local authorities when purchasing apprenticeship provision from training providers.

Unfortunately, negotiation on price is not an option. The government allowed apprenticeship providers to charge up to a maximum fee and they all charge the maximum. Similarly, the End Point Assessment fees aren't negotiable.

Actively promote apprenticeships within the Council as valuable recruitment, retention and progression opportunities and develop a pro- apprenticeship culture amongst managers and staff.

It is fair to say that there has been a considerable shift in the thinking of senior managers towards appointing apprentices. It was once seen as something of an “afterthought” but now tends to be the first option considered in most case, leading to the creation of a “pro-apprenticeship culture”. Unfortunately, however, this is often thwarted by the practicalities.

Increase the range of vocational areas that apprenticeships are offered in.

There are 739 apprenticeship courses to choose from – a considerable number are not relevant to local government. However, apprenticeships have been created in areas where this hasn’t been the case previously, such as human resources. We will soon be recruiting for a Horticulture and Landscape Apprentice, a Heavy Vehicle Maintenance Fitter, and a Legal Apprentice.

Offer apprenticeships at a wider range of levels with a particular focus on growth at level 3 and higher apprenticeship levels and where a skills shortage has been identified.

There is apprenticeship training from level 2 (GCSE) to level 7 (Masters’ degree). The apprenticeship level an employee can follow depends on the nature of their job role and the pre-requisite entry requirements for the training. The assignments and End Point Assessment require the apprentice to be able to apply what they have learned to their current job and also to provide examples of what they have done in their current job. For example, an employee can’t follow Team/Leader Supervisor training unless they are already in this role.

Identify skill-gaps and scarce skill subject areas and consider whether they can be met with an appropriate apprenticeship qualification to ensure succession planning for the future.

This is something which managers are now starting to undertake. However, sometimes the constraints of the system, along with a need to have a qualified person in place straight away, means the opportunities for this can be limited.

How the objectives will be achieved:

Work with training providers and other local authorities and partner organisations in order to provide opportunities through the Levy.

Human Resources officers liaise with other local authorities about general apprenticeship issues mostly via the D2N2 Compact Group, as well as working with several different training providers to arrange relevant courses.

Engage senior managers to ensure that aims in relation to apprenticeships are positively communicated.

See comments above.

Challenge managers to consider offering up vacant posts as possible apprenticeships via General Management Team.

As stated above, this is promoted all the time. However, again as stated, managers want someone in post who are going to be immediately and fully effective.

Promote externally available apprenticeships via social media in order to communicate to a wider audience and demographic.

All apprenticeships which are available for external candidates are advertised in a variety of locations via the Communications Team.

Continue to provide work experience opportunities for young people to provide an insight into careers in Local Government and show that there is a clear path from work experience and apprenticeships to further, higher, managerial roles within the Council.

We continue to provide work experience for school and college students and disabled people under the Disability Confident Scheme. Our Human Resources apprentice is a Young Apprentice Ambassador and she has received training in this respect. She is an example of progression through the system in that she was recently appointed to a permanent post, subject to satisfactory completion of her apprenticeship course. She will be going out on behalf of the Young Apprentice Ambassador Network when she can.

How success will be measured:

Meeting the Government's proposed target of 2.3% of our workforce to be apprentices over the period 1 April 2017–31 March 2021

This figure will vary across the time period. Currently achieved (415.06 FTE x 2.3% = 9.54). We have 11 apprentices. Since 2018 we have had 13 (2 resigned).

Number of apprenticeships created

See above.

Number of apprenticeships successfully completed

None as yet.

Number of apprentices who gain further employment with the Council upon course/qualification completion

One – subject to satisfactory completion of course

Number of apprentices who gain further employment with an organisation other than the Council upon course/qualification completion

None. The two who resigned without completing their apprenticeship went on to other higher paid jobs.

% of Levy funds are 'drawn down' and utilised fully to develop opportunities and develop the workforce.

Figure varies. Current funds are at £92,006 with £34,865 spent since August 2019. Estimated total funding for the next 12 months is £44,141 with £19,952 currently planned expenditure. One new apprentices' fees will commence shortly and another apprenticeship role will be enrolling in due course.

Number of work experience opportunities offered

31 in the period 1/1/17 to 31/12/19

In addition, as a result of the Covid-19 pandemic, the Government has developed a number of initiatives which may be able to be explored.

Kickstart Scheme – The government will introduce a new Kickstart Scheme in Great Britain, a £2 billion fund to create hundreds of thousands of high quality 6-month work placements aimed at those aged 16-24 who are on Universal Credit and are deemed to be at risk of long-term unemployment. Funding available for each job will cover 100% of the relevant National Minimum Wage for 25 hours a week, plus the associated employer National Insurance contributions and employer minimum automatic enrolment contributions.

High quality traineeships for young people – The government will provide an additional £111 million this year for traineeships in England, to fund high quality work placements and training for 16-24 year olds. This funding is enough to triple participation in traineeships. For the first time ever, the government will fund employers who provide trainees with work experience, at a rate of £1,000 per trainee. The government will improve provision and expand eligibility for traineeships to those with Level 3 qualifications and below, to ensure that more young people have access to high quality training.

Payments for employers who hire new apprentices – The government will introduce a new payment of £2,000 to employers in England for each new apprentice they hire aged under 25, and a £1,500 payment for each new apprentice they hire aged 25 and over, from 1st August 2020 to 31st January 2021. These payments will be in addition to the existing £1,000 payment the government already provides for new 16-18 year-old apprentices, and those aged under 25 with an Education, Health and Care Plan – where that applies.

Transfer of Excess Levy Funds

According to the 2020-2021 Apprenticeship Levy rules, Levy-paying employers can transfer a percentage of their levy funds, which were declared for the previous tax year, to other employers, including apprenticeship training agencies (ATAs). The transfer allowance percentage is currently set at 25%. The transfer allowance will be calculated from the total amount of levy declared during the previous tax year, with the English percentage applied, plus the 10% government top-up payment. This allowance is recalculated every tax year and any unused allowance will not be carried forward.

Employers receiving transferred funds will only be able to use them to pay for training and assessment for apprenticeship standards, for new apprenticeship starts. A transfer must be agreed and put in place before an apprentice (being funded by the transfer) starts their apprenticeship. The only exception to this is where the apprentice is changing employer and an agreement to continue their apprenticeship with their new employer is via a transfer of levy funds. - this must be agreed by the point the apprentice starts with their new employer. Rules for sending employers.

A sending employer is a levy-paying employer who wishes to transfer levy funds in their apprenticeship service account to another employer to support their delivery of an apprenticeship standard. These funds can only be used for the cost of apprenticeship training and assessment.