

Decision maker: Employment Committee 2 December 2010

Subject: Review of Apprenticeship Scheme within PCC

Report by: Head of Human Resources

Wards affected: All

Key decision (over £250k): N/A

1. Purpose of report

To advise Members of the current position regarding apprentices within PCC following one year of operation.

2. Recommendations

- 1. To acknowledge the success of the apprenticeship scheme and the 5 apprentices currently in post**
- 2. To approve the continued support to the design of apprenticeships provided the posts can be funded from within Service budgets.**

3. Background

3.1 Employment Committee approved the creation of an apprenticeship scheme in xxxxxx. HR undertook a selection process and HTP a provider company were selected to support the apprentices within PCC. The National Apprenticeship Service assisted in the selection process, recommended the best qualified local providers and attended the actual selection day.

3.2 The first apprentice was appointed in April 2010 based within HR and has been studying NVQ level 2 Administration. This first apprenticeship was created from an existing band 4 post and HTP assisted in the selection process. The model agreed by Employment Committee was to pay apprentices 80% of the grade when they are newly appointed and learning the role whilst also studying. This apprentice has made good progress and it is anticipated she will achieve Level 2 in March 2011.

3.3 Since then three more apprentices have been appointed to study administration two at Level 3 and one at Level 2. These three apprentices had already worked within PCC under the Future Jobs Fund initiative and had

performed so well their existing managers converted vacant posts into apprenticeship opportunities. Once again they have made progress on their qualification and have received ongoing support from HTP

3.4 The fifth apprenticeship was created when the Museum service successfully bid for funding for a Creative Apprentice. This area of study was not available through HTP and was consequently offered to Highbury College and they are now offering the support.

3.5 Whenever a low grade post is available the recruitment officers discuss with managers whether it is suitable to conversion to an apprenticeship. This has led to the slow but steady growth and hopefully this growth can be continued.

3.6 Support for training posts has been a factor of PCC life for some time with external funding available to support the qualification of social workers and more recently the creation of a scheme to support Newly Qualified Social Workers in both Adult and Children's Social Care which can be seen as similar to the long established Newly Qualified Teacher scheme.

In the emerging structure for Legal Services the head of service hopes to create two trainee posts, which will offer both the individual and service benefits during the training period.

PCC recognises the value of supporting learning for staff and supporting the development of apprenticeships is a key way to demonstrate this.

4. Reasons for recommendations

Apprenticeships and Trainee posts continue to be supported by the Government as a fundamental way young people can gain new skills and enhance their employability.

5. Equality impact assessment (EIA)

Preliminary Impact Assessment Undertaken

6. Head of legal services' comments

The Council will need to take note of the legal implications arising from the following acts and regulations when employing apprentices under 18 years of age and generally, the Management of Health & Safety at Work Regulations 1999, the Working Time Regulations 1998, the National Minimum Wage Act 1998, the Apprenticeships, Skills, Children and Learning Act 2009 and the Equality Act 2010. Specific guidance should be sought from the appropriate officers.

7. Head of Finance’s comments

The proposal to support apprenticeships will not impact adversely on budgets where existing (funded) posts are transformed into apprenticeship posts.

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Signed by:

Appendices:

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

| Title of document | Location |
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The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by on

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Signed by: