



<b>Decision Maker</b>	Employment Committee 1 <sup>st</sup> October 2013
<b>Subject:</b>	PCC Apprenticeships - Update
<b>Report by:</b>	Head of HR, Legal & Performance
<b>Wards Affected</b>	n/a
<b>Key decision (over 250k)</b>	n/a

## 1. Purpose of Report

- 1.1 To provide members with an update on the:
- progress of Apprenticeships within PCC and
  - national and local context regarding apprenticeships

## 2. Recommendations

- 2.1 To note the continued success of the Apprenticeship Programme within PCC and to maintain support for the programme.

## 3. Background

- 3.1 In December 2010, Members were presented with a report detailing the early success of the Apprenticeship Scheme with the 5 Apprentices in post at that time. 4 completed: 2 still employed by PCC, 1 left to study at university and 1 found alternative employment. One left the scheme before completion due to performance issues.
- 3.2 Employment Committee previously agreed the model used whereby 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.
- 3.3 The first apprentice was appointed in April 2010. 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.

## 4.0 Current Picture

- 4.1 Since this time 44 people have started an apprenticeship with Portsmouth City Council across a wide range of services. So far we have had 9 apprentices complete their qualifications with 5 of these being new recruits.
- 4.2 There have been a small number of people start an apprenticeship with us but have not completed their qualifications. The reasons for non-completion range from redundancy, large workload and the apprentice moving away.

4.3 Currently PCC has 29 employees working towards an apprenticeship, 22 of these apprentices are existing staff and 7 have been newly recruited.

4.4 Appendix 1 shows where the Apprentices are working and the framework they are working towards.

## **5.0 Our Training Provider**

5.1 PCC's preferred training provider for apprenticeships is HTP who have an office at Lakeside, North Harbour in Cosham. They deliver training in all areas of Hospitality, Management, Retail, Customer Service, Health & Social Care & Business Administration. Last year they were recognised by Ofsted as one of the 12 best training providers in the country.

5.2 HTP provide work based learning where assessments and reviews will take place in the workplace. The only time the apprentice may need to attend a training centre is to complete the technical certificate part of their apprenticeship. This approach is different to colleges where apprentices are usually expected to spend 1 day a week (term time) at college.

5.3 Although HTP cover a wide range of apprenticeships there are jobs roles within the council that they wouldn't be able to provide and in these cases the HR Service will investigate other training providers locally & nationally.

## **6.0 Pay & Banding**

6.1 PCC apprentices are currently paid a salary that reflects their skills, experience and ability. For apprentices who have no or very little experience they will be paid their job band minus 20%, those that have more understanding of the role may be paid their salary minus 10% and apprentices that are fully competent will be paid their whole salary.

6.2 It was agreed when PCC started offering apprenticeships that we would pay our apprentices a real wage, relating to the work that they would be undertaking which means we currently pay well above the national minimum apprentice wage

6.3 Initially all our apprentices are employed on a training contract and once they have completed their apprenticeship and they remain in post, they will be transferred onto a permanent contract.

## **7.0 Recent Appointments**

7.1 So far this year the HR Service has worked with the Catering manager for Adult Social Care and has transferred two staff onto a HTP Catering apprenticeship at a cost of £100 pp. (ex VAT) rather than paying the cost of the Catering qualification which was approx. £600 with Highbury.

7.2 City Helpdesk have recruited 4 new apprentices with a hope to continue employing apprentices for the foreseeable future into trainee customer service roles.

7.3 The HR Service has worked with the Green & Clean manager regarding employing new apprentices in this area and possibly transferring existing staff. They have just appointed a 16year old Cleaning Apprentice. They are also considering horticulture apprenticeships

for next year with Sparsholt College (being the only provider in the area). This could potentially be a great opportunity for PCC to routinely employ apprentices into the council.

7.4 Appendix 2 shows the feedback received from both managers and apprentices

## **8.0 Cross Service working**

8.1 The HR Service regularly works with the IYTSS & Regeneration teams within the council. Each team deals with apprenticeships for the City and working together has helped us build a good working relationship where we are able to share valuable information and gain an understanding of what is happening across Portsmouth.

8.2 Also for the past 2 years they have organised employer & school events with the National Apprenticeship Service & ALPHI in Portsmouth, which have been extremely successful and they are currently working on an event for schools in October 2012 and events for Apprenticeship Week 2014 (3-7 March).

## **9.0 Current Government Policy**

9.1 In June 2012 the Government commissioned an independent review of apprenticeships in England. The Richard Review of Apprenticeships was published in November 2012, and sets out a series of recommendations on what an apprenticeship should be in the future, and how apprenticeships can meet the needs of the changing economy. The Richard Review recommends that apprenticeships should be redefined so that they are targeted at those who are new to a job or role, with training for existing workers being delivered separately. It also recommended that apprenticeships should be focussed on those jobs that need substantial investment in skills, with a new programme of 'traineeships' replacing existing apprenticeships where they are linked to lower skilled jobs.

9.2 In March 2013 the Government published a consultation paper which set out their response to the review, and proposals for future delivery. Confirmation of the Government's broad approach is due to be published in autumn 2013, including the timeframe for developing the new standards and qualifications that will underpin future apprenticeships. In July 2013 the Government also published a consultation on proposals for changing the funding of apprenticeships, and a framework for the delivery of traineeships was published in July 2013.

## **10.0 Local Context and Reviews**

Portsmouth's regeneration strategy 'Shaping the Future of Portsmouth' was approved by Cabinet in January 2011 and sets out the city's ambitions for its physical, economic and social regeneration. A Business Growth and Skills Plan was adopted by the Council in July 2013 and has been developed to deliver these ambitions in relation to business growth and skills improvement. If the resident workforce is to benefit from future economic growth in the city, it was recognised that work is required to ensure they have the training and skills required.

10.1 A review of apprenticeships provision is currently being carried out to understand the current situation and future needs in relation to apprenticeships across the city. Recommendations from this review may have implications for the Council's approach to

apprenticeships and any proposed changes to policy will be brought back to this committee if required.

10.2 The Council's Economic Development, Culture & Leisure Scrutiny Panel is also undertaking a review into 'Pathways into Work for Young People in Portsmouth' which is focussed on how to help young people into employment and training for employment (such as through apprenticeships).

**11. Equality impact assessment (EIA)**

Preliminary Impact Assessment undertaken

**12. Legal implications**

There are no legal implications arising from the recommendations of this report

**13. Finance comments**

There are no financial implications arising from the recommendations of this report.

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Signed by: Jon Bell, Head of HR, Legal and Performance

**Appendices:**

- Appendix 1 – Where our Apprentices work
- Appendix 2 – Feedback

**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:

<b>Title of document</b>	<b>Location</b>
The Richard Review	<a href="http://www.schoolforstartups.co.uk/richard-review/richard-review-full.pdf">http://www.schoolforstartups.co.uk/richard-review/richard-review-full.pdf</a>

## APPENDIX 1

### Where our Apprentices work

The table below shows which services/ teams our existing staff work in, along with what apprenticeship they are working towards. The majority of staff are participating on the Aspiring Manager Apprenticeship; this programme was set up by Organisational Development in early 2012 and was designed for staff who aspire to be our managers of the future.

Service/ team	Apprenticeship	Level	No of staff
Adult Social Care	Social Care	3	X1
	Catering	TBC	X3
Corporate Assets, Business & Standards	Aspiring Management	3	X1
	Business Admin	3	X1
Customer, Community & Democratic Services	Leadership & Management	3	X2
	Leadership & Management	2	X1
Education & Strategic Commissioning	Aspiring Management	3	X2
Health, Safety & Licensing	Aspiring Management	3	X2
Housing & Property Services	Aspiring Management	3	X4
IS	Aspiring Management	3	X2
Transport & Environment	Aspiring Management	3	X2

This table shows where the newly recruited apprentices are placed.

Service/ team	Apprenticeship	Level	No of staff
Finance - Debt Recovery,	Business Admin	2	1
Human Resources, Legal & Performance	Business Admin	2	1
Customer, Community & Democratic Services (City Helpdesk)	Customer Service	2	X4

## APPENDIX 2

### FEEDBACK

#### What our managers say

"I would employ an apprentice again if a suitable role came up. This is because the scheme gives young people a great opportunity to gain valuable skills, experience and qualifications. It is fantastic for me to be able to support a young person in this way and also to have someone in the team who is keen to learn and develop.

The advice and support I received from Kate Brady was invaluable. Working in partnership with HTP ensures the training and support for our apprentice is manageable and stays on track"

**Julie Gregory, Income & Payments Manager, Finance**

"We recently took on an apprentice who proved to be an asset to the department and had a very positive impact on both areas that she worked in. She is an extremely well-motivated and capable individual who was able to juggle ever changing priorities of the department. After working as an apprentice for approximately 10 months, she was successful in obtaining a substantive post within the service.

We would definitely use the apprenticeship route again should a suitable vacancy arise"

**Rachel Mckeever, Business Manager, Education**

"I have really enjoyed the experience of working with these 4 (apprentices), they have all been an absolute pleasure to manage and I am very proud of how far they have all come in such a short time period. I am sure that they will continue to thrive and take on their new challenges with enthusiasm during this change.

**Donna Brain, City Helpdesk, CCDS**

#### What our apprentices say

"I am adding to the Organisation by working amongst various teams and offering support with any administration duties that are needed. I think I am contributing to the Organisation by bringing in a young approach on systems and procedures helping them achieve targets and meet deadlines whilst completing work to a high standard"

**Sadie Beverley, Human Resources**

"I would recommend an apprenticeship to anybody. An apprenticeship offers a chance to gain invaluable on the job experience in your chosen field.

I receive a great level of support from my employer and training provider, as well as support from my colleagues."

**Aaron Peachey, City Helpdesk**