

## APPRENTICESHIP UPDATE

### 1. INTRODUCTION

1.1 The purpose of this report is to update the HR Committee on Apprenticeships undertaken at the Council since the introduction of the 'Levy' in 2017 and what we report publicly.

### 2. BACKGROUND

2.1 The Council is proud of its commitment to apprenticeships. This is fully supported by our Leader and our Executive Management Team. We do this in two ways:

- By recruiting new employees as apprentices across our wide range of services
- By providing and supporting apprenticeship training for our current employees

2.2 The Apprenticeship Levy was introduced in 2017, and the Council pays 0.5% of our paybill into the levy each year. We can draw down on our levy payments to fund apprenticeship training, but not staffing or other associated costs.

2.3 Regular updates on how the council is utilising apprenticeship training opportunities have been brought to EMT and appropriate HR Committees. Most recently, in September 2019 a report on management development, including some apprenticeships, was brought. Members requested a further update on all apprenticeships.

2.4 Subsequently we are now required to publish certain data on our apprenticeships on our website. This is provided in sections 3 and 4 below.

### 3. THE LEVY AND THE GOVERNMENT TARGET

3.1 As a public sector employer with over 250 staff, the government has set a target of employing an average of at least 2.3% of our workforce as apprentices each year. We must 'have regard' for this target.

3.2 Apprenticeship opportunities for new apprentice recruits or current staff are always given full consideration alongside alternative options to ensure this is the best development opportunity. In doing this, we look at the following factors:

- The content of the relevant apprenticeship programme
- The skills required by the apprentice and whether these can be met by the apprenticeship
- The impact of the requirement to spend 20% of the working week 'off the job learning' – both on the employee and on the team
- The mentoring and support that can be given in the workplace
- Future opportunities to allow for the learning and development to be put into practice.

Please note: Some apprenticeships undertaken by existing staff last for longer than one year, which can often mean cohorts are not annual. This means that some years there will be many fewer current employees starting apprenticeships than others.

3.3 The table below shows NFDC reporting percentages:

<b>NFDC reporting percentages</b>	<b>2017 – 2018</b>	<b>2018 – 2019</b>
Percentage of apprenticeship starts (both new and existing employees who started an apprenticeship between 1 <sup>st</sup> April and 31 <sup>st</sup> March	10.86	0.71
Percentage of total headcount that were apprentices on 31 March	2.15	1.51

Percentage of apprenticeship starts (both new & existing employees who started an apprenticeship) between 1 April & 31 March as a proportion of the total headcount on 31 March	1.96	0.17
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3.4 Details of our apprenticeships are required to be published on our website, and can be found at [www.newforest.gov.uk/apprenticeships](http://www.newforest.gov.uk/apprenticeships).

#### 4. UTILISING APPRENTICESHIPS AT THE COUNCIL

4.1 Since the introduction of the Levy, 36 people have undertaken apprenticeships with the Council; 26 of these have been undertaken by current employees and 10 as newly recruited apprentices to the Council.

4.2 For our current employees the apprenticeships have helped them develop in their current roles, and all who have undertaken these confirm they have added value to their role as well as their personal development and confidence.

4.3 Where possible and appropriate, the Council will seek out opportunities to secure further employment for our apprentices. Of the ten new employees who joined us as apprentices:

- Five that have successfully completed have now gone on to secure permanent roles with us
- One has transferred to a further apprenticeship with us
- Two are currently undertaking their apprenticeship
- Two left after successful completion of their apprenticeship to pursue other interests.
- The table below shows this in detail:

Title, Level, Timeframe	Provider	Number/Service area	Type of apprentice	Cost of apprenticeship per person *
Team Leader Level 3 Dec17 – Oct 19	Brockenhurst College	4 Housing ICT Planning Open Spaces	Current employees	£4,350
Business Admin Level 3 Oct 17 – April 19 Oct 18 – Sept 19	Brockenhurst College	2 HR Legal	One new Apprentice, one transferred to Paralegal apprenticeship	£2,500 - £5,000 (prices increased over the 3 years)
Customer Service Level 2 Oct 17 – Feb 19	Brockenhurst College	1 Customer Services	New Apprentice	£1,500
Sustainable Resource Management Level 2 Sept 17 – Nov 18	South West Regional Assessment Centre	2 Waste Streetscene	New Apprentices	£1,500
Asst Accountant Level 3 Oct 17 – Nov 18	KAPLAN	1 Accountancy	New Apprentice	£9,000
Diploma & Foundation Degree in Management Level 5 Jan 18 – Nov 19	Solent University	8 Streetscene Coastal Leisure ICT Housing Maintenance Economic Development Open Spaces	Current employees	£9,000

Chartered Manager Degree - Level 6 Oct 17 – Aug 19	Solent University	2 Revenues & Benefits Business Improvement	Current employees	£13,500
Heavy Vehicle Maint & Repair Level 3 Sept 17 – Oct 18	City of Bristol College	1 Transport	Current permanent employee (previous apprentice with us)	£6,000
Horticulture & Landscaping Level 2 Sept 18–Sept 20	Sparsholt College	1 Open Spaces	Apprentice	£5,000

Business Admin Level 2 Jan 19 – Jan 20	Brockenhurst College	1 Enforcement	Apprentice	£2,500
Building Control BSC Honours career path Degree Sept 19–Aug 21	Wolverhampton University	1 Building Control	Newly recruited Trainee	£12,000
Business Admin Level 3 July 19 – Feb 21	Intech	1 Open Spaces	Current employee	£5,000
Paralegal - Level 3 Sept 19 – Aug 21	CILEX Law School	1 Legal	Trainee post – prev apprentice	£9,000
Team Leader Level 3 Oct 19 – Sept 21	Intech	5 HR Enforcement ICT Waste Housing	Current employees	£4,500
Management Diploma - Level 5 Sept 19 – Aug 21	Solent University	5 Housing Maintenance, Housing, Leisure, Coastal, Streetscene	Current employees	£5,000

\*Please note that these fees were drawn down from the Council's levy payments, this shows the payments to the Levy are well utilised where possible.

## 5. FINANCIAL IMPLICATIONS

5.1 The cost of apprenticeship training is covered by the 'Levy' payments – all other costs are to be covered within the Service area.

## 6. CRIME & DISORDER IMPLICATIONS

6.1 None

## 7. ENVIRONMENTAL IMPLICATIONS

7.1 None

## 8. EQUALITY & DIVERSITY IMPLICATIONS

8.1 Opportunities are available to all employees, for new recruits our robust recruitment processes are followed.

## **9. DATA PROTECTION IMPLICATIONS**

9.1 None

## **10. RECOMMENDATIONS**

10.1 That the update is noted by the Committee and apprenticeships are continued to be supported for the future.

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