

DERBYSHIRE COUNTY COUNCIL

CABINET MEETING

3 March 2015

Report of the Strategic Director of Corporate Resources

**EMPLOYMENT OF YOUNG PEOPLE – INTERNAL APPRENTICESHIP
SCHEME
(Council Services)**

1. Purpose of the Report

To note the success of the Council's Internal Apprenticeship scheme, to approve the intake for 2015 and the revised commitments to the Council's care leavers.

2. Information and Analysis

Internal Apprenticeship Scheme

In December 2011 Derbyshire County Council committed to significantly increasing the number of apprenticeship opportunities with the Council up until 2015. The achievement of this commitment was to be facilitated through an Internal Apprenticeship Scheme which necessitated partnering with an Apprenticeship Training Agency (ATA). After a tendering process, Learning Unlimited (Chesterfield College) was selected as the ATA partner.

The core principles of the Internal Apprenticeship Scheme include ensuring that apprenticeships support the achievement of Council priorities such as workforce planning requirements, economic regeneration, meeting corporate parenting responsibilities and providing employment opportunities for young adults and socially excluded groups

To date we have offered 251 placements since the first cohort was recruited in June 2012 with 86 young people still completing their apprenticeships with the Council. A breakdown of this information by department is shown at **Appendix 1**. The 2015 Recruitment Plan is shown at **Appendix 2**.

A recent evaluation report, into the value of our apprenticeship scheme, prepared in conjunction with Learning Unlimited, has revealed some very

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positive outcomes both from the apprentices' and managers' perspectives. In addition it evidences a completion rate of 81% which is 12% above our completion rates for 2013/14 and 8% above the current national completion rate. Some of the headline outcomes from our apprentices include;

- 95% of apprentices were either very satisfied or satisfied by their placement within the council,
- 90% said they either very satisfied or satisfied with the support from their line manager,
- 86% indicated they were either very satisfied or satisfied with the balance of work experience and training within their apprenticeship
- 90% would recommend an apprenticeship with the council to others.

It is particularly pleasing to note that of those who have completed their apprenticeship within the Council 80 have successfully achieved a job internally, 32 with another employer and 8 have utilised their newly achieved qualification as a route into higher or University learning pathways. For a further 13 their destination is unknown.

Managers were also positive about the outcomes for their team and the organisation;

- 98% said they believe completion of an apprenticeship framework gives young people skills the council values
- 100% believed that apprentices developed new skills which enabled them to become more effective in their work roles
- 96% felt the scheme enhanced the council's reputation as an employer of choice an increase of 12% on 2013/14
- 96% thought the apprenticeship programme gave young people the relevant skills and knowledge to make the step into employment with the council

Recruitment for September 2015

100 new apprenticeship placements have been identified for 2015 with the majority of these being offered via a September intake. There may be a need to recruit some additional business services apprentices earlier in the year to respond to the need to cover grade 4 business services vacancies or other

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apprentice roles should this requirement be identified by departments. The breakdown of placements to be offered is shown at **Appendix 3**.

Placements are identified in areas where our workforce planning indicates that there is an expectation that there will be an employment opportunity at the completion of the apprenticeship albeit the vacancy may not be identified at the time the placement is advertised or recruited to. The exception to this approach is in the area of business administration recruited through Resources@Derbyshire where there is an identified vacancy before recruiting an apprentice.

The current numbers for 2015 will bring our intake of apprentices up to 351 placements recruited to during the life of the scheme.

Commitment to Council Care Leavers

As part of the Council's corporate parenting responsibilities our care leavers have been provided with specific targeted support in their applications for council apprenticeship opportunities. There are protocols in place, agreed between HR Division and the Care Leavers' Employment Project (CLEP), which ensures early notification of all apprenticeship opportunities prior to their advertisement externally and additional support to care leavers throughout the recruitment process to maximise their chance of success. A key element of these protocols is a profile of the care leavers provided by CLEP which enables our efforts to be focussed on those who are genuinely interested in an apprenticeship. These arrangements were further developed in 2014 to ensure that, unless there is good reason to the contrary, all care leaver applicants will be guaranteed progression to final interview following the initial interview and GUROO test.

An initial assessment of a candidate's level of functional skills is a requirement of the Skills Funding Agency and Ofsted, the GUROO test is Chesterfield College's preferred approach to meet this criteria. This measures the candidate's ability to achieve the standard of functional skills required to successfully achieve an apprenticeship or indicates if they could be reasonably expected to do so with additional support.

If there are occasions where an apprenticeship is not thought to be in the best interest of the young person then alternative more suitable options e.g. traineeships or pre-apprenticeship programmes will be explored with them and their support worker and sourced as appropriate

This approach resulted in more success with 3 having completed their apprenticeship 2 gaining employment internally and 1 employed externally a further 4 are still on programme with the council.

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There is an intention to further build on this success with the ambition to increase the numbers of care leavers accessing council apprenticeships. This will be achieved through closer working with colleagues in the CLEP and Barnados particularly by:

Ensuring those who are supporting care leavers into employment are fully briefed on apprenticeships and what is required to achieve an apprenticeship so they are better placed to assist and support these young people with their applications;

Acquiring a better understanding of care leavers ambitions and interests, ensuring that those young people applying are committed to the recruitment process and understand the effort required to successfully achieve an apprenticeship;

Developing appropriate support strategies for care leavers during their apprenticeship to ensure their opportunities to succeed are maximised.

Future Strategy

The current contract with Learning Unlimited expires on 30th June 2015. A further report to Cabinet will recommend that this be extended for a period of 12 months. This will give the opportunity to consider its options for the delivery of its apprenticeship strategy in the future as part of the work being undertaken by the Employment of Young People Group.

This will be influenced by a number of developments including the Government's intention to change its apprenticeship funding regime. It is understood that in the future funding will be directed to employers rather than the current approach where it goes to apprenticeship training providers for large employers such as the Council. This will allow employers to negotiate with accredited training providers for the delivery of the apprenticeship qualification frameworks. However, the details and the mechanics of how this might work have yet to be finalised and may not be available until the second half of this year.

In addition, at the point the council confirmed its commitment to delivering an increased number of apprenticeships we did not have the capacity, funding or expertise to deliver a project of this size internally, consequently, a partnership arrangement with an ATA was agreed to be the best solution. In view of the level of expertise gained in managing the ATA contract, in addition to the funding changes outlined above, the council may wish to consider an alternative model of delivering against its apprenticeship targets in the future.

The council's internal Apprenticeship scheme will provide one of the mechanisms by which the Skills and Employment Board for Young People aim

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to deliver strategic leadership in developing a coherent one council approach resulting in improved access to employment for Young People. Future approaches to the internal scheme will complement the work being developed by the Board

3. Considerations

In preparing this report the relevance of the following factors has been considered: financial, legal and human rights, prevention of crime and disorder, equality and diversity, human resources, environmental, health, property and transport considerations.

4. Key Decision?

No

5. Is it necessary to waive the call-in period?

No

7. OFFICER'S RECOMMENDATION

That Cabinet;

- 1) Notes the success and positive evaluation of the council's internal apprenticeship scheme
- 2) Approves the offer of 100 new apprenticeship opportunities in 2015 and,
- 3) Notes the priority consideration being given to our care leavers when applying for council apprenticeship placements

**JUDITH GREENHALGH
STRATEGIC DIRECTOR OF CORPORATE RESOURCES**

TOTAL APPRENTICES RECRUITED: AS AT 8 JANUARY 2015

Dept	Role	Duration	Placements Filled	No still on placement
ADULT CARE	Business Administration	13 months	16	8
ADULT CARE	Care Worker	12 months	32	14
Adult Care Total			48	22
CAYA	Business Administration	13 months	40	1
CAYA	School Catering	15 months	19	7
CAYA	MAT Team Support Worker	18 months	25	14
CAYA	Outdoor Education	14 months	3	2
CAYA	Youth Work	18 months	2	0
CAYA	Music	18 months	1	1
CAYA	Production & Marketing	18 months	1	1
CAYA	Creative Digital Media	18 months	1	1
CAYA Total			91	26
CAYA SCHOOLS - BUXWORTH PRIMARY	Teaching Assistant	16 months	1	1
CAYA SCHOOLS - HUNLOKE PARK PRIMARY	Teaching Assistant	16 months	1	0
CAYA SCHOOLS - WHITECOTES PRIMARY	Teaching Assistant	16 months	4	2
CAYA SCHOOLS - HASLAND INFANT & NURSERY	Nursery Nurse	26 months	1	1
Schools Total			7	4
CHIEF EXECUTIVES	Business Administration	13 months	6	0
CHIEF EXECUTIVES	Customer Service	13 months	3	0
CHIEF EXECS Total			9	0
HEALTH & COMMUNITIES (CULTURAL & COMMUNITY SERVICES/ SPORTS DERBYSHIRE)	Business Administration	13 months	4	1
H&C Total			4	1

Dept	Role	Duration	Placements Filled	No still on placement
CORPORATE RESOURCES	Business Administration	13 months	37	4
CORPORATE RESOURCES	Landscape Operative	15 months	3	0
CORPORATE RESOURCES	Pipefitter	48 months	2	2
CORPORATE RESOURCES	Plumber	24 months	1	1
CORPORATE RESOURCES	Electrician	42 months	4	3
CORPORATE RESOURCES	Bricklayer	26 months	1	1
CORPORATE RESOURCES	Quantity Surveying	24 months	1	0
CORPORATE RESOURCES	Building Surveying	24 months	1	1
CORPORATE RESOURCES	Building Maintenance	24 months	1	0
CORPORATE RESOURCES	Surveying Engineering	24 months	1	1
CORPORATE RESOURCES	Maintenance Surveying	24 months	2	2
CORPORATE RESOURCES	Estimator	24 months	2	2
CORPORATE RESOURCES	Land Surveying	24 months	1	1
CORPORATE RESOURCES	Landscape Construction	18 months	1	1
CORPORATE RESOURCES	Tree Operative	18 months	2	2
CORPORATE RESOURCES	Audit	13 months	2	0
CRD Total			60	19
ECONOMY, TRANSPORT & ENVIRONMENT	Business Administration	13 months	6	3
ECONOMY, TRANSPORT & ENVIRONMENT	Civil Engineering	24 months	6	2
ECONOMY, TRANSPORT & ENVIRONMENT	Countryside Warden	18 months	2	0
ECONOMY, TRANSPORT & ENVIRONMENT	Vehicle Body Repairer	24 months	1	1
ECONOMY, TRANSPORT & ENVIRONMENT	Roadworkers	24 months	15	7
ECONOMY, TRANSPORT & ENVIRONMENT	Highways Laboratory Technician	18 months	1	1
ECONOMY, TRANSPORT & ENVIRONMENT	Recycling Promotions Assistant	13 months	1	0
ETE Total			32	14
<u>GRAND TOTAL</u>			<u>251</u>	<u>86</u>
			Placements Filled	No still on placement

RECRUITMENT PLAN

	Target Date
Devise and agree new schools engagement strategy with Learning Unlimited	6 th March 2015
Finalise content of recruitment days with Learning Unlimited	
Profiling Meetings taken place to agree and finalise; role profile, framework, working hours/patterns	8 th March 2015
Publicity material reviewed, agreed, printed, press advertisements agreed and with press.	13 th March 2015
Opportunities on all relevant websites. Revised schools engagement strategy active	27 th March 2015
Market place events	7 th April – 17 th April 2015
Closing date	26 th April 2015
1 st Stage Interviews to be completed.	30 th June 2015
Final Interviews all to be completed.	31 st July 2015
Manager Briefings	July/August 2015
Start date	7 th September 2015

Appendix 3

APPRENTICE OPPORTUNITIES: 2015

Dept	Role	Placements Available
ADULT CARE	Business Administration	3
ADULT CARE	Information Technology	1
ADULT CARE	Health & Social Care	15
	Adult Care Total	19
CAYA	Business Administration	26
CAYA	School Catering	15
CAYA	Integrated Services	14
CAYA	Outdoor Education	1
	CAYA Total	56
CORPORATE RESOURCES - HR Division	Business Administration	1
CORPORATE RESOURCES - Legal & Democratic	Business Administration	1
CORPORATE RESOURCES - Property Division	Business Administration	1
CORPORATE RESOURCES - Property Division	Landscape Operative	3
CORPORATE RESOURCES - Property Division	Pipefitter / Plumber	2
CORPORATE RESOURCES - Property Division	Plumber	1
CORPORATE RESOURCES - Property Division	Joiner	3
CORPORATE RESOURCES - Property Division	Roofer	2
CORPORATE RESOURCES - Property Division	Estimator	2
	CRD Total	16
ECONOMY, TRANSPORT & ENVIRONMENT	Vehicle Body Repairer	1
ECONOMY, TRANSPORT & ENVIRONMENT	Roadworkers	3
ECONOMY, TRANSPORT & ENVIRONMENT	Highways Laboratory Technician	1
ECONOMY, TRANSPORT & ENVIRONMENT	Electrotechnical / Street Lighting	1
	ETE Total	6
HEALTH & COMMUNITIES	Business Administration	3
	H&C Total	3
	GRAND TOTAL	100