

# Report to Employment Panel

Agenda Item:  
**A.1**

Meeting Date: 2 September 2014  
 Portfolio: Finance, Governance and Resources  
 Key Decision: No  
 Within Policy and Budget Framework: No  
 Public / Private: Public

Title: APPRENTICESHIP SCHEME  
 Report of: Organisational Development Manager  
 Report Number: CE 09/14

**Purpose / Summary:**

The City Council introduced an apprenticeship scheme in 2011. Since then seven apprentices have been recruited. The Apprenticeship Scheme Framework which was approved by the Employment Panel in 2011 has been updated to take into account changes in policy and pay. A copy of the revised Framework is included as Annex A.

**Recommendations:**

The Employment Panel is asked to approve the following changes to the Apprenticeship Scheme Framework:

1. Changes to rates of pay for Level 2 and 3 apprentices
2. Change to timescale on when apprentices can apply for internal vacancies

**Tracking**

Executive:	
Overview and Scrutiny:	
Council:	

## **1. Background**

1.1 The City Council introduced an apprenticeship scheme in 2011 to help support succession planning, tackle skills shortages by 'growing our own', increase the number of young people working for the City Council and to offer high quality employment opportunities for local people.

1.2 Since the scheme was introduced the City Council has taken on seven apprentices. The vocational areas covered have been business administration, housing, customer services, motor vehicles and information technology. Three apprentices have finished their apprenticeships and are now employed by the City Council. The seven apprenticeships were all at Level 2.

1.3 A review of the Apprenticeship Scheme Framework 2011 has taken place which focused on rates of pay for apprentices and the processes for apprentices applying for internal vacancies. A copy of the revised Framework is included as Annex A.

## **2. Apprenticeship Pay**

2.1 When the City Council introduced the apprenticeship scheme the rate of pay for a Level 2 apprentice was £110 per week in year one and age appropriate National Minimum Wage (NMW) in year two. The apprentice NMW in 2011 was £2.60 per hour so the City Council was paying above this at £2.97 per hour for a 37 hour week.

2.2 Since the scheme was introduced the NMW for apprentices has increased each year and from October 2014 will be £2.73 per hour. In order to maintain the differential between what the City Council pays its year one apprentices and the apprentice NMW the year one pay for a Level 2 apprentice will increase to £3.11 per hour (equivalent to £115.07 per week).

2.3 The pay for a Level 3 apprentice was at Grade A on the pay scale chart, point 1 in the first year and point 2 in subsequent years. This was £12,489 per annum and £12,787 per annum as of April 2011, which was above the NMW for both apprentices in the 1<sup>st</sup> year of an apprenticeship and those over 21.

2.4 When the City Council introduced the Living Wage, the pay scales were amended to remove the original two point scale at Grade A and the bottom point of the pay scale is now a single point Grade A salary of £14, 518 (at April 2013).

2.5 The City Council has not taken on any Level 3 apprentices and has no immediate plans to do so, but while the Level 2 rates of pay were being reviewed it made sense to do the same for the pay for a Level 3 apprenticeship.

2.6 If any Level 3 apprentices are to be recruited in the future the post should be job evaluated as part of the Organisational Structural Amendments process as any other new job would be. This will ensure that the rate of pay is appropriate for the work done but will need to take into account the developmental nature of the post.

### **3. Apprentices Applying for Internal Vacancies**

3.1 According to the Apprenticeship Scheme Framework approved by the Employment Panel in 2011 apprentices were only able to apply for internal vacancies up to six months before the end of their two year contract. In late 2013 an issue arose when an apprentice wanted to apply for an internal vacancy. Under the existing City Council Apprenticeship Scheme Framework they would not be able to do this, but they were due to finish the qualification part of their apprenticeship qualification within a few weeks of the vacancy being advertised and were keen to continue their career at the City Council. Advice was sought from the Director of Governance who said that the Chair of the Employment Panel and Head of Paid Service could allow the flexibility needed for the apprentice to apply for the vacancy. The Chair of the Employment Panel consulted with the other members of the Panel and they supported this.

3.2 The National Apprenticeship Service website says that apprenticeships must last for a minimum of a year. Many organisations only offer one year contracts for apprentices but the City Council took the view that a two year apprenticeship would give apprentices more time to gain the experience needed to successfully take the next step in their chosen careers. However, in the future, if an apprentice has completed the qualification part of their apprenticeship and sees an internal vacancy that would advance their career at the City Council they should have the opportunity to apply for that vacancy.

### **Conclusion and Reasons for Recommendations**

The City Council's apprenticeship scheme has been very successful since it was introduced three years ago and in reviewing the scheme some changes are recommended.

The Employment Panel is asked to approve the following changes to the Apprenticeship Scheme Framework:

1. Changes to rates of pay for Level 2 and 3 apprentices
2. Change to timescale on when apprentices can apply for internal vacancies

## **Contribution to the Carlisle Plan Priorities**

The City Council's apprenticeship scheme contributes to the priority of working with partners to develop a skilled and prosperous workforce, fit for the future.

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**Appendices attached to report:** Apprenticeship Framework 2014

**Note:** in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers:

- None

### **CORPORATE IMPLICATIONS/RISKS:**

**Chief Executive's - None**

**Deputy Chief Executive –**

**Economic Development –**

**Governance – –** Apprentices are employees of the Council and the recommendations in the Report or variations to their terms and/or conditions of appointment fall to be dealt with by the Employment Panel.

**Local Environment –**

**Resources -** The HR Advisory Service has been fully involved in the preparation of this report and supports its recommendations. The apprenticeship framework provides an opportunity to extend the diverse makeup of the current workforce, whilst providing opportunities for members of the community. Although one object of the apprenticeship project is to encourage diversity and invest in young talent, recruitment will always be based on the best candidate for the post including potential outcome of development.

The JE process for future level 3 apprentices will be carefully weighted to take account of the development aspect of the role. The gap between pay for second year level 2 apprentices and level 3 apprentices within the same vocational area will be monitored to ensure that this is proportionate to the level of skill required.

There is a budget provision of £32,000 in 2014/15 increasing to £56,000 in 2015/16 to support the employment of 4 apprenticeships for 2014 to 2016. Funding for any additional apprenticeships offered would have to be met from the relevant Directors base budget.

## Annex A



### Apprenticeship Scheme Framework 2014

#### METADATA

Audience	Carlisle City Council
Creator	Organisational Development Team
Date Issued	TBC This replaces the Apprenticeship Scheme Framework developed in 2011.
Description	The document sets out how the City Council's Apprenticeship Scheme works
Disposal	N/A
Format	MS Word 2007
Version	0.2 Draft
Title	Apprenticeship Scheme Framework 2014
OD Framework reference	Policy OD 5

# CARLISLE CITY COUNCIL

## APPRENTICESHIP SCHEME FRAMEWORK

### Background

Carlisle City Council has a long history of supporting learning and development opportunities for its staff and promoting learning in the local community.

The City Council, like many other local authorities, has a low proportion of young people working for it. In May 2014, there was only one member of staff aged 19 or under, and only 2% of staff were under 25. In comparison, 40% of staff were over 50 and 9% were over 60. The 2007 workforce profile in the Workforce Development Plan 2006 – 2010, said 34% of staff were over 50 and 5% were under 25. The percentage of staff over 50 has increased since 2007 and the percentage under 25 has decreased which shows the age profile of the City Council workforce is moving upwards.

The City Council is keen to encourage more young people to consider careers in local government and will work with local schools, training providers, Carlisle College and the University of Cumbria to achieve this.

In 2011 the Employment Panel approved the Apprenticeship Scheme Framework. Apprenticeships are a key part of the City Council's approach to succession planning and will help to tackle skills shortages by 'growing our own'. They will also contribute to the City Council's priority of working with partners to develop a skilled and prosperous workforce, fit for the future.

Nationally, apprenticeships are available to people aged over 16 with no upper age limit, and while the key aim of the Carlisle City Council Apprenticeship Scheme will be to increase the number of young people working for the City Council, apprenticeships can also be offered to older people. The apprenticeship frameworks can also be used to benefit existing staff.

### Principles

All apprenticeships combine work with qualifications and are available at three levels:

- Intermediate – Level 2
- Advanced – Level 3
- Higher – Level 4

There are many different teams at Carlisle City Council to which apprentices could make a significant contribution. As apprenticeships combine training on the job with relevant

industry qualifications, an apprentice would not be able to replace a trained member of staff as they need time to develop their skills and gain experience. However, apprenticeships offer an excellent way to build capacity within teams. Information on the different vocational areas covered by apprenticeship frameworks is available from the Organisational Development Team.

## **Recruitment**

The initial stage of recruiting an apprentice is the same as for any other member of staff. The Organisational Structure Amendments (OSA) form should be completed by the relevant manager and passed to Finance and HR for comments.

Advice is available from the Organisational Development Team on how to recruit apprentices once the OSA form has been approved. They will work with managers to find an appropriate college or training provider to deliver the qualifications and will also recommend ways to advertise the apprenticeship in addition to the usual City Council places e.g. National Apprenticeship Service website and Inspira (both free).

A training provider or college should be identified before interviews take place for the apprenticeship to ensure that there is an appropriate qualification available. Although there are apprenticeship frameworks covering over 80 vocational areas, not all of them are available in Cumbria due to a lack of providers. Where possible local training providers or colleges will be used, but for some vocational areas a regional or national provider may be needed.

## **Pay**

The National Minimum Wage (NMW) applies to apprenticeships and there are different rates of pay depending on the age of the apprentice and what stage of the apprenticeship they are at. Some organisations which employ apprentices pay the NMW while others choose to pay more. From October 2014, the NMW for apprentices under 19 and for those in the first year of an apprenticeship aged over 19 will be £2.73 per hour.

The amount of pay offered by Carlisle City Council will depend on the level of apprenticeship undertaken. For Level 2 apprenticeships, Carlisle City Council will pay above the NMW to young apprentices and apprentices over 21 in the first year of an apprentice, offering £3.11 per hour for a 37 hour week. In the second year apprentices will be paid the relevant age specific NMW.

All Level 3 apprenticeships will be job evaluated before recruitment takes place to ensure the correct pay grade is identified for the work to be undertaken.



## **Contracts and conditions**

All apprentices will be offered a fixed term contract, two years for Level 2 apprenticeships and three years for Level 3 apprenticeships.

Apprentices will benefit from the usual Carlisle City Council benefits including annual leave, pension scheme and flexi-time (if appropriate for the role). Apprentices will be encouraged to take up the learning and development opportunities offered by the City Council to its staff.

For most vocational areas, apprentices will be required to attend college or a training provider on a day or block release basis. Apprentices will be given paid time off to attend this and may be given time off for study at additional times depending on the needs of the course.

Funding for qualifications as part of the apprenticeship for under 19s will be paid by the National Apprenticeship Service. For apprentices over 19, an employer contribution is needed for qualifications and this will usually be paid by the Organisational Development Team.

It is hoped that apprentices will continue working for the City Council and gain a permanent or temporary contract at the end of their apprenticeship. They will be able to apply for internal vacancies when they finish their apprenticeship qualifications which for most people would be after one year, although some may take longer. Those who have not secured a position three months before the end of the contract will be placed on the redeployment register. If there are no suitable internal positions available or likely to become available in the immediate future, support will be given to apprentices to find employment with other local organisations. The Organisational Development Team will work with Inspira and Jobcentre Plus to provide this support.

## **Responsibilities of Managers**

Service Managers are responsible for:

- Initial identification of apprenticeship opportunities in their service areas
- Sourcing funding to pay the wages for an apprentice
- Recruitment of apprentices
- Nominating a mentor for the apprentice
- Ensuring the apprentice is given appropriate time to complete the relevant qualifications including paid time off for day or block release

Line Managers/supervisors are responsible for:

- Ensuring the appropriate young person's risk assessment is completed if appropriate
- Complying with health and safety regulations relating to the area of work and any particular requirements or restrictions on young people
- Providing any necessary equipment or clothing
- Planning an appropriate work programme for the apprentice
- Working with the college or training provider to support the relevant qualifications
- Mentoring and supporting the apprentice

### **Further Information**

For further information and support on apprenticeships please contact the Organisational Development Team.