

Apprenticeship Policy

Purpose

1. The purpose of the report is to present the revised Apprenticeship policy.

Background

1. The apprenticeship levy was introduced in April 2017 and Wiltshire Council has used this to bring in new start apprentices and to upskill existing staff. We have started 58 new members of staff on the apprenticeship programme, and we have had 385 start apprenticeships as upskillers. The apprenticeships offered range from Level 2 – Level 7 and we currently offer 60 different apprenticeship standards.
2. Proposed changes to the apprenticeship policy have recently been updated to improve the process for staff members to undertake an apprenticeship.

Main considerations

3. The Key amendments to note:
 - Streamlined the policy by making the content more focused, including reference to other relevant policies and guides to avoid unnecessary duplication. This has resulted in a reduction in the number of pages.
 - Layout has been revised to improve the flow of the policy.
 - Two sections within the policy have been removed which were deemed unnecessary for the purposes of the policy as they related to back-office administration. The sections were 'The Apprenticeship Digital Account Service (DAS)', 'Additional Payments' and 'Register of Apprenticeship Training Providers'.
 - Paragraph 3 has been updated to reflect new right to work requirements under the new immigration system and changes to eligibility criteria for recruiting apprentices. New wording is as follows: *Applicants to the programme must spend at least 50% of their working hours in England and have the right to work in England.*
4. In addition to amendments to the Apprenticeship policy, the Probationary policy has been updated to correctly reflect that the probationary period applies to apprentices as 'employees' new to the council.

Financial Impact

5. There will be no financial impact as a result of the policy updates. We are reviewing apprentice pay rates to ensure we remain competitive and fair.

Equalities impact of the proposal

6. The policy was taken to an equality impact assessment panel on 19th December 2022. There were no concerns noted.

Risk Assessment

7. Risks have been considered as part of the trade union negotiations.

Recommendations

8. It is recommended that Staffing Policy Committee support the updated policy,

Tamsin Kielb
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