

WILTSHIRE COUNCIL

STAFFING POLICY COMMITTEE 21st SEPTEMBER 2011

Apprenticeship Programme Policy

Purpose of Report

1. To present the Apprenticeship programme policy which has been produced to support the development of an apprenticeship programme within the council.

Background

2. Wiltshire council does not currently have a formal apprenticeship programme. Historically apprentices have been employed on an ad hoc basis rather than as part of a formal recruitment and retention strategy.
3. Economy and Enterprise have been developing an apprenticeship programme to promote the use of apprentices across the council and encourage apprentices into the workforce. For this to progress the policy was required to support managers through the process and ensure that all parties were aware of their responsibilities.
4. Apprenticeships are typically for 16-24 year olds who have left full time education. However since 2007 adult apprenticeships have become available for those aged 25 or over.
5. Apprentices learn whilst undertaking a role, building up knowledge and skills whilst gaining nationally recognised qualifications and receiving a salary.
6. Depending on the type of apprenticeship, the programme usually runs between 1 and 3 years.
7. Wiltshire Council is responsible for the salary element of an apprenticeship scheme (Typically c. £12,000-£13,000 per year). Training costs are fully funded for 16-18 year olds, and approximately 50% of the funding is provided for 19-24 year olds. Funding for over 25's will still attract a contribution from central government. It is envisaged that the majority of training will be provided in house by the Wiltshire Accredited Learning Centre.

Main Considerations for the Council

8. The procedure has been created and formatted in line with the new HR policy template.
9. The main points of the apprenticeship programme policy include:

- Details of the 3 levels of apprenticeship schemes and the qualifications that can be achieved
- Benefits of using an apprentice – for the organisation and the apprentice
- How an apprentice is funded
- How managers recruit an apprentice and co-ordinate with internal and external agencies. This includes liaison with HR, the National Apprenticeship Service and the Wiltshire Accredited Learning Centre
- How a manger should support an apprentice to combine work based learning with the achievement of formal qualifications
- Roles and responsibilities of managers, apprentices, training providers and HR

Consultation

10. The policy was approved by JCC on 25th August 2011 following consultation with HR, union representatives and other key stakeholders.

Environmental Impact of the Proposal

11. None

Equalities Impact of the Proposal

12. No negative impacts have been identified.

Risk Assessment

13. None

Options considered

14. None

Recommendation

15. To recommend that Staffing Policy Committee approve the Apprenticeship Programme policy.

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The following unpublished documents have been relied on in the preparation of this report: None