



Apprenticeship Policy

Document Control :

Author:

Approved By:

Effective From:

Review Date:

FINAL

Human Resources Strategy & Policy

Divisional Director Human Resources and Trade Unions

01 December 2013

30 November 2014



Contents

| | | |
|-----|---|----|
| 1 | Policy | 3 |
| 1.1 | Aim..... | 3 |
| 1.2 | Scope..... | 3 |
| 1.3 | Responsibilities | 4 |
| 2 | Outcomes | 6 |
| 2.1 | Benefits to the Council | 6 |
| 2.2 | Benefits to the community..... | 6 |
| 3 | What is an Apprenticeship? | 6 |
| 3.1 | Definition | 6 |
| 3.2 | Apprenticeship Conditions | 6 |
| 3.3 | Levels of apprenticeship training programs..... | 7 |
| 4 | Funding..... | 7 |
| 5 | Identifying an Apprenticeship opportunity | 7 |
| 6 | Recruitment and selection of Apprentices | 8 |
| 7 | Supporting the Apprentice | 8 |
| 7.1 | Mentors | 8 |
| 7.2 | Monitoring and Evaluating..... | 9 |
| 7.3 | Expenses | 9 |
| 8 | What happens once the apprenticeship is completed?..... | 9 |
| 9 | Approval and Variation Process..... | 10 |
| | Appendix 1 – Apprenticeship Agreement | 11 |

1 Policy

1.1 Aim

Lambeth's Cooperative Council ambition and Community Plan sets out a vision of a Council and Borough that is aspirational, caring, safe and secure. Central to the vision is enabling people to realise their aspirations and Lambeth is committed to creating real opportunities for local people around employment and training.

The Apprenticeship Policy sets out the Council's approach to how an apprenticeship opportunity can be created, how to recruit to it and how to support an Apprentice throughout the programme and onto further employment. This policy supports the development of a workforce which is vibrant, better reflects the community it serves and mitigates against the challenge of an aging workforce.

1.2 Scope

All of London's local authorities have endorsed "The Leader's Pledge" which commits boroughs to encouraging the creation of jobs and training opportunities through its supply chain. The purpose of the Pledge is to use the power of procurement to drive the UK and London's apprenticeship agenda by adding apprenticeships clauses to relevant tender specifications and encouraging existing contractors to implement apprenticeship programmes in their contracts. The Pledge supports the Council's Cooperative Council policy, which also promotes the use and implementation of apprenticeship programmes.

Lambeth has passed a motion supporting The Leaders Pledge and will lead by example in driving the apprenticeship agenda forwards. Managers across the Council are therefore encouraged to consider and introduce Apprenticeships in their respective service areas as a means of providing entry level work opportunities, increasing the number of young people within our workforce and developing our existing staff.

Apprenticeship opportunities will be available to all. However, to support our agreed strategic equality objectives Lambeth residents will be prioritised and we encourage those aged 16-24 to apply. In addition, apprenticeships are primarily, although not exclusively aimed at the large number of young residents in the borough not in education, employment or training (NEET), including care leavers, lone parents and those with learning difficulties or disabilities.

To qualify, individuals must:

- Be eligible to work in the UK;
- Meet the minimum selection criteria for the role (as specified in each vacancy's job description).
- Not have already accepted a position at University.

1.3 Responsibilities

Apprentices are responsible for:

- Carrying out the requirements of the job to a high standard
- Abiding by all relevant policies and procedures
- Investing in their own learning to enhance their skills and knowledge
- Developing knowledge and skills to enhance the Councils workforce
- Understanding the purpose of their apprenticeship and the standards of performance and behaviour expected
- Completing their qualification, and to make satisfactory progress throughout the course or in their apprenticeship placement
- Attending all training events applicable to their apprenticeship
- Seeking further clarification on any aspects of their role of which they are unsure.

Line managers are responsible for:

- Identifying suitable vacancies as posts for apprentices
- Supporting apprentices to become productive members of the workforce through on the job training
- Keeping the job description and person specification of the role up to date
- Ensuring that the apprentices job role supports the achievement of the NVQ aspect of the Apprenticeship
- Identifying future development and progression opportunities
- Regular supervisions and performance reviews take place
- Identifying and setting suitable tasks and objectives according to ability
- Ensuring that the apprentices know how, and

from whom, to seek information and guidance to help them fulfil their duties

- Encouraging a supportive attitude towards apprentices within your team and play an integral part in providing assistance
- Provide Apprenticeship Co-ordinator with data required for monitoring and evaluation purposes.
- Identifying a suitable mentor in association with the Apprenticeship Co-ordinator.

Apprenticeship Co-ordinator is responsible for:

- First point of contact for recruiting managers, training providers and apprentices
- Disseminating vacancies to a network of local providers
- Regular contact with Lambeth apprentices to review progress
- Identifying suitable apprenticeship frameworks in line with the requirements of the role
- Monitoring and evaluating the apprenticeship scheme.
- Identifying a suitable mentor in association with the line manager.

Human Resources are responsible for:

- Providing appropriate support and guidance throughout the process;
- Encouraging managers to consider apprenticeships when recruiting
- Managing the recruitment process in line with Recruitment Policy.
- Monitoring the application and effectiveness of the procedure, reporting trends and noncompliance.

2 Outcomes

2.1 Benefits to the Council

Apprenticeships are a real opportunity to offer entry level jobs in order to continue the development of an effective workforce.

Apprentices will enable us to build a strong pipeline of future talent and ensure succession planning, develop knowledge transfer and build a committed, loyal workforce whilst addressing future skills gaps.

Managing and mentoring an apprentice is a great development opportunity for the existing workforce, especially for those that do not currently have people management responsibilities. It will help develop management and leadership skills.

2.2 Benefits to the community

With the economic challenges that individuals and communities are currently facing locally, it is essential that Lambeth work in partnership to boost employment and training opportunities, by:

- Enabling local residents to gain nationally recognised qualifications while they earn, increasing their employability for the future.
- involving the local community in the delivery of local services;
- Developing valuable links between our community in particular schools, and voluntary sector organisations

3 What is an Apprenticeship?

3.1 Definition

An apprenticeship is a job with training, designed around the needs of employers, which lead to national recognised qualifications.

You can use apprenticeships to train both new and existing employees at a local college or Skills Funding Agency approved training provider.

Depending on the sector and job role an apprenticeship can take anything between one and four years to complete. It is a package of on-the-job training and qualifications.

3.2 Apprenticeship Conditions

Apprentices are fixed-term employees of the Council and employment must be for at least 30 hours per week, except where the learner cannot complete the full 30 hours due to childcare or other commitments. In these cases employment must be for more than 16 hours per week.

The agreed pay scales applicable to apprentices can be found [here](#).

3.3 Levels of apprenticeship training programs

Training providers will deliver the apprenticeship framework for which the apprentice will work to, to achieve their qualification. The apprenticeship co-ordinator will work as the first point of contact for the training providers and will manage the liaison between the line managers and the apprentices.

There are three levels of Apprenticeship Training programmes available, intermediate, advanced and higher:

| Type | QCF Level | Equivalent Qualification | Average Length |
|-----------------------------|-----------|--------------------------|--|
| Intermediate Apprenticeship | 2 | 5 GCSE passes | 12 months |
| Advanced Apprenticeship | 3 | 2 A-level passes | 2 years (1 year if following an apprenticeship) |
| Higher Apprenticeship | 4 | Foundation Degree | 3 to 4 years |

Lambeth Apprenticeships will work towards a Level 2 Competence Qualification as a minimum.

Most Apprenticeship frameworks are made up of three elements:

- A Competence Qualification, which examines the apprentices work based skills
- A Technical Certificate, which examines the apprentices theoretical knowledge
- Functional Skills, which improve essential skills needed to succeed in employment and training and include communication, numeracy and IT

4 Funding

Apprenticeship funding is available from the National Apprenticeship Service. The size of the contribution varies depending on the age of the candidate. If the apprentice is aged 16–18 years old, 100 per cent of the cost of the training will be funded; if they are 19-24 years old, up to 50 per cent of the training will be funded; if they are 25 years old or over a contribution may be made however this is decided on the sector operating within. The funding will be paid directly to the training provider.

5 Identifying an Apprenticeship opportunity

Apprenticeship opportunities can arise when:

- recruiting a member of staff at scale 2 and entry level

- restructuring or reviewing a team / distribution of duties
- as a development opportunity for lower graded staff
- designing succession planning models for your business area

In all of the above situations contact the Apprenticeship Coordinator who will provide advice and guidance.

Managers must not create apprenticeship opportunities to replace jobs which have been deleted. Apprentices must not be used to replace employees in any circumstances.

Once an Apprenticeship Opportunity is identified and has been discussed with the Apprenticeship Coordinator recruitment should be in line with the [Recruitment and Selection Policy](#).

6 Recruitment and selection of Apprentices

An Apprenticeship Training Agency (ATA) may be used if an apprenticeship opportunity is for less than the minimum completion time for the type of apprenticeship (intermediate, advanced or higher) as set out in section 3.3.

An ATA would be responsible for recruiting, employing and screening the apprentice. They would identify a suitable apprenticeship framework and Skills Funding Agency approved training provider. In addition the ATA will provide on going support to the apprentice and the council before, during and after the apprenticeship.

There will be a cost implication of using an ATA and this will vary depending on supplier however the Apprenticeship Co-ordinator will seek the most competitive price.

Apprentices should complete an Apprenticeship Agreement as shown in Appendix 1 which should be provided to the Apprentice with the Conditional Offer Letter.

7 Supporting the Apprentice

7.1 Mentors

The line manager is responsible for allocating mentors to any apprentices they manage. The role of the mentor will be to support the apprentice through the transitional period from school/college in to the world of work. They will meet with the apprentice, in accordance with the Mentoring Guidance, to talk about progress, any problems and help to guide the apprentice to reach their end goal.

7.2 Monitoring and Evaluating

The apprenticeship co-ordinator will monitor and evaluate apprenticeship activity on a regular basis. This will include:-

- Apprentice numbers both live and expected through the Council or supply chain
- Quality of training provider provision
- Quality of ATA provision
- Completion rate
- Sustained employment

7.3 Expenses

Lambeth will reimburse reasonable travel and subsistence expenses incurred by Apprentices in relation to duties performed in accordance with the [Travel and Subsistence Policy](#).

8 What happens once the apprenticeship is completed?

Although the Council is not obliged to guarantee the apprentice a permanent job at the end of the Apprenticeship, it is intended that all Apprentices will be encouraged and supported to apply for posts within Lambeth.

If an Apprentice is unable to secure a permanent position they will be eligible for redeployment as set out in the [Reorganisation, Redeployment and Redundancy](#) policy.

9 Approval and Variation Process

Where the Council wishes to amend this policy or terminate this procedure, it will consult with the relevant trade unions with a view to reaching agreement over the proposed amendment(s) / termination. This procedure may be amended or terminated by agreement with the relevant trade unions at any time. Where agreement has not been reached with the relevant trade unions arising from consultations, the Council reserves the right to implement its proposed amendment(s) / termination by giving one month's notice to employees of its proposal(s).

This policy is approved and signed by:

Nana Amoa-Buahin
Director of Human Resources and Organisational Development

Jon Rogers (Branch Secretary – UNISON)
On behalf of Trade Unions

Appendix 1 – Apprenticeship Agreement

Further to the Apprenticeships (Form of Apprenticeship Agreement) Regulations¹ which came into force on 6 April 2012, an Apprenticeship Agreement is required at the commencement of an Apprenticeship for all new apprentices who start on or after that date.

The purpose of the Apprenticeship Agreement is to:

- identify the skill, trade or occupation for which the apprentice is being trained; and
- confirm the qualifying Apprenticeship framework that the apprentice is following.

The Apprenticeship Agreement is incorporated into and does not replace the written statement of particulars issued to the individual in accordance with the requirements of the Employment Rights Act 1996.

The Apprenticeship is to be treated as being a contract of service not a contract of Apprenticeship.

Apprenticeship Particulars:

| | |
|---|--|
| Apprentice name: | |
| Skill, trade or occupation for which the apprentice is being trained: | |
| Relevant Apprenticeship framework and level: | |
| Start date: | |
| Estimated completion of learning date: | |

Signatories:

| | | |
|-------------|--|-------|
| Apprentice: | | Date: |
| Employer: | | Date: |

¹ [Apprenticeships \(Form of Apprenticeship Agreement\) Regulations 2012](#)