

DECISION-MAKER:	CHILDREN AND FAMILIES SCRUTINY PANEL		
SUBJECT:	PROVISION OF APPRENTICESHIPS IN THE COUNCIL		
DATE OF DECISION:	27 JULY 2017		
REPORT OF:	SERVICE DIRECTOR – HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT		
<u>CONTACT DETAILS</u>			
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STATEMENT OF CONFIDENTIALITY	
Not applicable	
BRIEF SUMMARY	
At their meeting on 22 nd June 2017, the Panel considered information regarding post 16 attainment and progression in the City. The Panel requested further information relating to the Council's approach to maximise apprenticeships within its Council's workforce. In particular, the Panel wanted a focus on the opportunities/offer for care leavers and looked after young people, the support that will be provided to get them 'job ready' and the mechanisms that will be used to measure progress (including soft measures).	
RECOMMENDATIONS:	
(i)	To consider this report and note the action being taken to increase the number of apprentices in the Council and the support offered to care leavers and looked after young people.
DETAIL (Including consultation carried out)	
1.	The Council's Workforce Strategy was approved in September 2016; this included an action to develop and deliver a programme to attract care leavers, apprentices, interns and graduates. A key success measures is to increase number of care leavers, apprentices, interns and graduates employed by the Council. This work is supported by the Apprenticeships Levy which came into effect in April 2017.
2.	The Council created a dedicated post to establish a programme for apprenticeships and maximise the levy funding. The post holder started in May 2017.
3.	The role includes the development of recruitment opportunities and the promotion and management of an apprenticeships programme across the Council (including schools) in order to ensure consistent policy and practice, create opportunities for new apprenticeships and maximise opportunities for looked after young people and care leavers.

4.	The Lead Apprentice Adviser is working with the Pathways Team in Children and Families to proactively support opportunities for care leavers and looked after young people and with the Skills, Regeneration and Partnerships Team in reviewing training provision and practice.
	Apprenticeship provision in the Council
5.	The Council currently has 15 new apprentices and as they were employed prior to the introduction of the national Apprenticeship Levy, the associated funding cannot be accessed for these posts. Within the existing apprentice cohort there are no care leavers or looked after young people. Currently the highest number of apprentices are within Adults, Housing & Communities. Housing Operations typically appoint up to 16 trade apprentices per year (i.e. gas engineers, electricians, plumbers and carpenters).
6.	Overall the largest number of apprenticeships within the Council are undertaking qualifications at Levels 2 and 3 notably, Trade Services, Nursery Assistants, Early Years Care and Business Administration. The Lead Apprenticeship Advisor will continue to support the introduction of apprenticeships at this level and will develop higher level apprenticeships across the Council. Levels 2 and 3 are the areas which are likely to be the most accessible to our care leavers and looked after young people in the first instance.
7.	New apprenticeship qualifications are being developed nationally through approved providers in addition to “trailblazer” apprenticeship opportunities such as a new Level 6 qualification for Social Care (due to be implemented in September 2018). This affords the Council the opportunity to be involved in developing new qualifications at all levels, for example in Domiciliary Care, Social Care and graduate strategic leadership pathways. The Lead Apprenticeships Advisor is working with service managers across all areas to assess the potential for these higher level routes.
	Southampton City Council’s proposed approach
8.	<p>An Apprentice Group is being established for all City Council apprentices to meet, share experiences and ideas and take part in workshops to support their learning and development. The two main strands of the Council’s approach are: Apprenticeship First and Developing Talent.</p> <p><u>Apprenticeship First</u></p> <p>All vacancies within Grade 1-5 (Spinal Column Points 6 -17) are targeted for recruitment as an apprenticeship vacancy unless there are over-arching service specific reasons for the post to not be an apprentice role (e.g. work of a sensitive/unsuitable nature, the requirement for specialist knowledge or skills).</p> <p><u>Developing Talent</u></p> <p>This will offer higher level apprenticeship training to enable existing staff to undertake apprenticeships at a similar or higher level than a qualification they may already hold. This will enhance retraining/upskilling/cross-skilling of staff in professional areas to meet business needs as part of wider workforce planning and will help fulfil the development plans arising from Annual Performance Reviews.</p>

	Supporting care leavers and looked after young people
9.	Work is underway jointly with the Pathways Team in Children and Families to understand the needs of looked after young people and care leavers with the aim of targeting and advertising all apprenticeship vacancies, internally via the council's Pathways Team in the first instance. The Pathways Team will ensure care leavers and looked after young people can be supported to apply for roles. The Council's commitment is to then guarantee an interview to any care leaver and looked after young person who applies via this route and so contribute to the priority outcome within the Council Strategy to ensure "that young people get a good start in life".
	Additional support being developed for care leavers and looked after young people
10.	"Council Taster Days" are being developed by the Lead Apprenticeships Advisor with the Pathways Team for looked after young people and care leavers to experience different aspects of the work within the Council. The "Taster days" will include workshops on CV and application writing and interview support and practice and will be promoted through the Pathways Team to encourage take up. In addition, the Lead Apprenticeships Advisor will meet regularly with the Pathways Team to monitor take up of "Taster days", success at interviews, to share data and develop programmes of support as required.
	Measuring success
11.	The Workforce Strategy identified an increase in the number of care leavers accessing apprenticeships as a success measure and targets will be developed in conjunction with the Service Lead in Children and Families. All apprentices will have: <ul style="list-style-type: none"> • Regular 1:1 meetings with their line manager • A mentor to support the apprentice throughout their training (via service leads, HR Advisory Team, Pathways Team) • Regular reviews with the training provider, line manager and apprentices • Regular meetings with their Pathways Team Personal Advisor.
12.	Regular feedback from apprentices about their experiences will be used to inform future programmes and the support looked after young people and care leavers receive.
RESOURCE IMPLICATIONS	
Capital/Revenue	
13.	In addition to the levy funding the Council is able to access: <ul style="list-style-type: none"> • A payment of £1,000 if the apprentice is aged between 16 and 18 • An additional £1,000 payment if the apprentice is aged 19 to 24 and has previously been in care or has a Local Authority Education, Health and Care plan • Additional funding available from the Government to enable apprentices to achieve Level 2 qualification in English and Maths (should an apprentice not already have achieved this).

Property/Other	
14.	N/A
LEGAL IMPLICATIONS	
Statutory power to undertake proposals in the report:	
15.	N/A
Other Legal Implications:	
16.	The Apprenticeships, Children and Learning Act 2009 sets out requirements.
RISK MANAGEMENT IMPLICATIONS	
17.	N/A
POLICY FRAMEWORK IMPLICATIONS	
18.	<ul style="list-style-type: none"> • Council Strategy • Workforce Strategy

KEY DECISION?	No
WARDS/COMMUNITIES AFFECTED:	None directly as a result of this report
<u>SUPPORTING DOCUMENTATION</u>	
Appendices	
1.	None

Documents In Members' Rooms

1.	None
Equality Impact Assessment	
Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.	No
Privacy Impact Assessment	
Do the implications/subject of the report require a Privacy Impact Assessment (PIA) to be carried out.	No
Other Background Documents - Other Background documents available for inspection at:	
Title of Background Paper(s)	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)
1.	None