

JSCC DISCUSSION TOPIC

28 MARCH 2018

*PART 1 – PUBLIC DOCUMENT

AGENDA ITEM No.

8

TITLE OF INFORMATION NOTE: THE FUTURE FOR APPRENTICESHIPS, THE APPRENTICE LEVY, PUBLIC SECTOR TARGETS AND HIGHER APPRENTICESHIPS

The Current Position

The apprenticeship levy has been in force since April 2017 and the prescribed target of apprenticeship starts relating to 2.3% of headcount (approximately 8 starts for NHDC) is now established.

The Council has confirmed its commitment to funding entry level apprentices which would equate to 7 posts in 2018/19.

The Council needs at least 8 apprentice starts in each 12 months to reach the apprentice targets. Also to fully use our levy we should aim to have at least 8 apprenticeships.

Apprentice expression of interest forms are currently being completed by service areas. These will be collated and presented to SMT in March. We will then begin recruiting.

Types of Apprenticeship

- **Entry Level Apprenticeships.** To continue with the current process for recruiting entry level apprentices. Payment of fees for training and education can of course be offset against the levy. These apprenticeships would typically be for 1 year and result in a level 2/3 qualification. We would retain the agreed policy of only recruiting those who are resident in North Hertfordshire.
- **Recruitment of Higher Level Apprentices.** Ideally where suitable vacancies arise it would be helpful if services could consider the post for an apprenticeship whether at the lower rate or a higher apprenticeship This might be particularly useful in difficult to recruit services where we may be able to use the growing variety of apprenticeships to grow our own professional staff using our Apprentice Levy for the training. Salary costs for such posts will be met by the department's salary budget but the cost of training would be offset against our levy account. These higher level apprenticeships would normally be for a period of longer than 1 year to allow successful completion of a higher level qualification.

- **Using Apprenticeships as a Means of Developing Existing Post Holders** therefore allowing us to access levy funds for the cost of a higher level qualification.

Examples of this would be:

- Accounting up to level 4
- Business and Professional Administration up to level 4
- Legal Services- Commercial Litigation, Debt Recovery, Insolvency and Personal Injury Level 4 Chartered Legal Executive up to level 6, Solicitor Level 7
- Management at all levels
- Human Resource Management up to level 5
- Project Management Level 4
- Professional Services includes Audit, Tax, Management Consulting and Management accounting Level 4
- Contact Centre Operations Management Level 4
- Facilities Management level 4 and 5

Levy funding could be used to develop people both in a specific vocational area or as generic development in areas such as Management or Project Management.

The next step will be to consider funding a higher apprentice which rotates around the service areas. To be discussed at SMT.

More information can be found on:

<https://www.gov.uk/government/publications/higher-and-degree-apprenticeships>