

APPRENTICE POLICY

Prepared by: Human Resources

Date: April 2017

For review: March 2020

Apprentice policy

Introduction

- The council is committed to working proactively towards increasing the recruitment of apprentices within its workforce and within the wider Borough.
- The implementation of the apprentice levy and changes to funding rules, in addition to the associated public sector targets has created an opportunity to upskill our existing workforce to a level not achievable previously.
- This policy seeks to address identified skills shortages and succession planning and underpins the council's workforce strategy.
- The term apprentice can mean different things to different people. For the purposes of this scheme an apprenticeship is either:
 - A fixed term contract for a period of up to three years that provides new recruits an opportunity to develop skills and competencies in specific areas supported by 20% of their working time being spent on 'off the job' training relevant to their role; or
 - An opportunity for career development for existing staff who wish to undertake formal qualifications through the apprenticeship route.
- The learning and development opportunities provided will support not only the aims of the council's workforce strategy, but will support more broadly the council's aspiration to be an 'apprentice town'.

Objectives

- The aims of this policy are to:-
 - Provide a framework to facilitate the use and development of apprentices within Chesterfield Borough Council
 - To support workforce development and succession planning in relation to skills shortages
 - To raise the aspirations of the young people of Chesterfield
 - To add value and increase the productivity of the council

Principles

External recruitment

- All service areas should aim to employ an apprentice. All vacant positions will be considered for apprenticeships as they are presented to vacancy control panel.

Externally recruited apprentices will:

- Be recruited in line with the council's recruitment and selection processes and will be paid according to the relevant terms and conditions of the service area e.g. NJC Green Book or Red Book (see **appendix 1**). Apprentices may also be recruited through the '[recruit an apprentice](#)' service provided by training providers.
- Be employed on a fixed term contract for the duration of their Apprenticeship (this must be no shorter than one year and ideally for no less than 30 hours per week (although in certain circumstances depending on the course this minimum number of hours may be reduced with a corresponding increase in time to complete the apprenticeship)).
- If the apprentice has been recruited into a substantive post and successfully completes their apprenticeship they will be confirmed in post and their employment made permanent.
- If the apprentice has been recruited into a role where no substantive post exists (e.g. temporary apprentice opportunity) or there are more than one apprentice, they will be given priority to apply for suitable posts within the council.
- Commit to the timeframe of the Apprenticeship Programme; as early exit may result in the termination of the Apprenticeship Agreement
- Be subject to all pre-employment checks including a DBS check (if required).
- Be managed in line with council policies and procedures, be subject to a formal Apprenticeship Agreement and/or contract of employment and have signed a commitment statement
- Be expected to adhere to all council policies and procedures, and act in accordance with the council's values
- Attend all classroom sessions regularly and on time, and notify their line manager and tutor if they are unable to attend a session
- Complete assignments and other work in a timely fashion in relation to the requirements of the training provider, so that they complete the academic

element of the Framework/Standard as failure to do so may result in termination of the Apprenticeship Agreement

- Meet the requirements of the Apprenticeship Framework/Standard at the agreed level as set out in their Apprenticeship Agreement as failure to do so may result in termination of the Apprenticeship Agreement
- Agree to take part voluntarily in activity to help raise awareness and promote the benefits of apprentices

Internal apprentices will:

- Be selected based on identified development need agreed between manager and employee and based on the funding requirement of the relevant course. This will be subject to management discretion and business need and will prioritise learning against identified skills shortages/succession planning matters as identified through workforce strategy. Unfortunately this may mean that not all requests can be met.
- Commit to the timeframe of the Apprenticeship Programme; as early exit may result in the termination of the Apprenticeship Agreement.
- Be managed in line with council policies and procedures, be subject to a formal training agreement and contract of employment
- Be expected to adhere to all council policies and procedures, and act in accordance with the council's values.
- Attend all classroom sessions regularly and on time, and notify their line manager and tutor if they are unable to attend a session
- Complete assignments and other work in a timely fashion in relation to the requirements of the training provider, so that they complete the academic element of the Framework
- Meet the requirements of the Apprenticeship Framework/Standard at the agreed level as set out in their Apprenticeship Agreement.
- Agree to take part voluntarily in activity to help raise awareness and promote the benefits of apprentices

Roles and responsibilities

HR

The support available will include:

- Assisting managers in identifying suitable vacancies that could be offered as Apprenticeships
- Working with managers to amend job descriptions and person specifications so that they are suitable for an apprentice.
- Supporting managers to recruit apprentices through the appropriate channel, ensuring the pre-employment checks are carried out and apprentice funding requirements adhered to.
- Issue of apprenticeship agreement and commitment statement
- In collaboration with managers, identifying the most appropriate Apprenticeship Framework/Standard for each post
- Procure and manage contracts with training providers and ensure that the services they provide are of a high quality and meet our expectations, including achieving value for money through procurement processes
- Manage the digital account ensuring funds paid to training contractors at correct intervals and ensuring training providers have sourced end point assessment provision where appropriate. Ensure funds used appropriately and in line with government funding rules
- Liaise with training providers to ensure invoices for employer co-investment paid appropriately
- Keeping up-to-date with national developments and advising the organisation about any changes to existing, or the creation of new standards.
- Tracking, reporting and managing compliance with the academic programmes of apprentices. This will include supporting and guiding managers when an apprentice may not be able to complete part of their academic or work-based components due to exceptional circumstances, for example sickness, bereavement or absence.

- Promote the value of apprenticeships as development opportunities within the council
- Manage the relationship between the provider, manager and employee to ensure that all parties needs are met and that the employee has every opportunity to achieve their apprenticeship.

Managers and their Teams will be responsible for:

- Identifying, in collaboration with the HR Team, roles that could be suitable for an apprenticeship
- Providing the practical work experience element of an Apprenticeship Framework/Standard
- Ensuring the apprentice receives high quality and appropriate training and support within the workplace
- Releasing the apprentice (without exception) to attend college as required to ensure that they meet the requirements of the chosen Framework (this will usually be one day each week or fortnight)
- Providing regular meetings for the apprentice and their tutor to review the individual's progress, agree targets and ensure they are accessible should the apprentice need to discuss any problems or issues
- Providing an opportunity for the apprentice to apply for a substantive role on successful completion of the framework
- Alerting and discussing with HR should an apprentice be unable to complete any of their academic or work-based components of an apprenticeship programme.
- Informing HR and seeking appropriate advice if there is any competence, performance or other issues that arise during the apprenticeship contract.
- Liaising with the relevant outside training provider to ensure that the apprentice receives appropriate training and work-related support.

- Managing the apprentice in line with the council's policies and procedures
- Arranging local induction.
- Agree to take part in activity to help raise awareness and promote the benefits of apprentices

Economic Development Unit will:

- Help promote the internal apprenticeship offer/opportunities alongside Apprentice Town Activity
- Share relevant information with HR from Local Enterprise Partnerships that may impact upon apprenticeship activity

PR/Marketing & Communications will:

- Help promote apprenticeship success and good news stories through Your Chesterfield and social media

Apprentice Pay

New recruits

- This policy aims to support the council priority to become an apprentice town whilst meeting the obligations following the implementation of the apprentice levy.
- A key consideration is the balance of affordability against perceived fairness of pay given the council pays the voluntary living wage to all employees at scp12 and below.
- To ensure that the council attracts and retains quality candidates, all apprentices employed on green book conditions will be paid the current national minimum wage for age for the first year of the apprenticeship and the rate for the role or voluntary living wage rate in second and subsequent years.
- It must be noted that the arrangements quoted below differ depending on whether craft (red book) or green book conditions apply as the pay for apprentice craft workers is detailed in the red book and not considered here.

Rates applicable from April 2017

Year	Rate	Cost per hour
Year 1	National minimum wage for age <18 18 – 20 21 – 24 >25	£4.05 £5.60 £7.05 £7.50
Year 2	Rate for role if over scp12 or living wage if <scp12	Rate for role or current Living Wage rate in payment

Existing employees

- Existing employees who take up the offer of skills development through the apprentice programme will retain their existing terms and conditions relating to their employment, including retaining their existing rate of pay.