

Report sponsor: Angela Seal, Head of Organisational Development.

Report author: Tania Hay, Apprenticeship Project Manager

## **The Apprenticeship Project update**

### **Purpose**

- 1.1 To provide an update on the Apprenticeship Programme.
- 1.2 To propose the Personnel Committee, write to Mrs Pauline Latham OBE MP to ask her to support for the development of the Business Administration Level 2 Apprenticeship.
- 1.3 To provide an update on the Council's Levy payments and drawdown to 17 December 2021.

### **Recommendations**

- 2.1 To note the update on the Apprenticeship Programme.
- 2.2 The Personnel Committee agree to write to Mrs Latham OBE MP, to ask her to support the development of the Business Administration Level 2 Apprenticeship.
- 2.3 To note the Levy payments made to date, the drawdown for training programmes that we have instigated and expired funds as of 17 December 2021.

### **Reasons**

- 3.1 To ensure that the Personnel Committee is aware of the current position of the Apprenticeship project and programme.

### **Supporting information**

- 4.1 **Apprenticeship Programme Update**

#### 4.1.1 **Summary of 2021**

- £440K spent on programmes April – Dec.
- 18 new start apprentices aged 16-24 (none 2020 year due to pandemic)
- 5 new starters going through clearances aiming to start in January 2022
- Supporting services to switch from training budgets to levy funding
- Working with services to support hard to recruit posts to grow our own internally
- Successful graduations from programmes developed with the University of Derby
- Currently 159 colleagues on apprenticeship funded qualifications

#### **LGA peer review exercise**

- Second highest levy funding spend in the region
- Our own assessment against the LGA performance matrix matched that of the independent assessor
- Positive report and recommendations received
- We are one of the leading influencers in the region

#### 4.1.2 **Leadership and Management Programme**

This programme continues to be very successful, 11 started on programme in September 2021 and we have four colleagues starting on programme in January 2022.

We will be sending out communications regarding the September intake soon.

#### 4.1.3 **Workforce Development**

Eight Residential Child Care Workers started on programme with Derby College in November 2021. We are currently processing the second cohort, with the aim of starting them in February 2022.

We have three colleagues starting on the Social Worker programme with Nottingham Trent University later this month.

The Apprenticeship Team are currently processing several expressions of interest for various programmes.

#### 4.1.4 **National Apprenticeship Week 7<sup>th</sup>- 13<sup>th</sup> February 2022**

Monday 7 Feb we are hoping to hold a public event at the Council House to promote our apprenticeship offer. This will be a great opportunity to promote your service and the council with potential employees, schools, colleges and parents. Obviously, this will depend on the COVID situation and any restrictions that may be in place.

We are also aiming to attend events hosted by the University of Derby and the Derby College Group during this week.

#### 4.2 **Level 2 Business Administrator Trailblazer Group.**

- 4.2.1 The Level 2 Business Administration Apprenticeship was switched off 31 July 2020, despite extensive lobbying from employers in all sectors. Nationally this was used as an entry level apprenticeship into businesses.

I am participating in a 'Trailblazer' group made up of numerous public sector bodies which is submitting a proposal to develop a new level 2 Business Administration apprenticeship which would align with the current level 3 standard.

All Trailblazer group members have been called to action by the Chairs on two points:

- to reach out to our partners in private businesses and ask if they'd like to be part of the Trailblazer group.
- to lobby our local MP and anyone else deemed as a useful contact and tell them we need Level 2 Apprenticeships, and that Business Administration is a first step to a career that can lead to senior management and beyond. Asking them to tell Institute for Apprenticeship and Technical Education (IfATE) they want a Level 2 Administrator too.

- 4.2.2 Following the last meeting when Committee members asked if you could help in any way. I would like to propose that the Committee write to Mrs Pauline Latham OBE MP to ask for her to lobby the IfATE in support of the development of the Level 2 Administrator Apprenticeship.

#### 4.3 Levy Payments

- 4.3.1 As of 17 December 2021, the Council has transferred a total of £3,317,743 into the Education and Skills Funding Agency (ESFA) Apprenticeship Levy Digital Account and has drawn down £1,524,808 for apprenticeship training programmes.

As reported in previous papers the Council has had funds expire, but as you can see from appendix 1 since September, we have not been experiencing this and have been able to utilise all our Levy Fund.

The total Levy drawn down including expired funds is £2,052,508.

Please refer to appendix 1 for a full breakdown of payments.

#### Public/stakeholder engagement

- 5.1 Council departments, external training providers and local businesses.

#### Other options

- 6.1 Do nothing. This is not considered to be a viable option, the main reason being the Council wants to maximise the Levy spend.

#### Financial and value for money issues

- 7.1 The Council continues to make contributions to the Levy monthly. Some of the funding is being used to pay for apprentice programmes every month. The Council has a rolling 24 months to use the funds and is now experiencing the expiration of funds monthly

#### Legal implications

- 8.1 We are continually working with Legal and Procurement Services to ensure we are meeting our legal obligations with the Levy and procurement rules. The Government have put legislation in place; 'The Public Sector Apprenticeship Targets Regulations 2017'. Public sector bodies in scope of the target must submit annual returns appropriately demonstrating that they have had regard to achieving the 2.3% target. The Government have not put any penalties in place for not meeting the target the onus is on having regard for it.

### Other significant implications

- 9.1 None identified.

This report has been approved by the following people:

Role	Name	Date of sign-off
Legal	NA	
Finance	NA	
Service Director(s)		
Report sponsor	Angela Seal, Head of OD	15 December 2021
Other(s)		

Background papers:	None
List of appendices:	Appendix 1: Levy payments from April 2017 – Dec 2021.

Amount Paid into Apprentice Service	Date Paid In	Date Payment Made to Training Providers	Training Provider	Number on Roll	Monthly Amount Drawn Down	Monthly Amount Drawn Down
Balance from April 17 to March 21						Balance from April 17 to March 21
2,864,723.43						1,533,645.01
57,215.48	23/04/2021		Transfer sent to HHMusic LLP	2	4,493.62	
		13/04/21	CIPFA Business Limited	4	1,169.26	
		13/04/21	Intelligencia Training Limited	1	586.67	
		13/04/21	Corndel Limited	1	750.00	
		13/04/21	Ginger Nut Media Limited	6	1,799.39	
		13/04/21	Let Me Play Limited	2	771.43	
		13/04/21	University College of Estate Management	1	392.73	
		13/04/21	University of Derby	74	10,929.38	
		13/04/21	Sheffield Hallam University	2	2,468.57	
		13/04/21	Nottingham Trent University	9	4,995.56	
		13/04/21	Cilex Law School Limited	1	240.00	
		13/04/21	DCG	15	3,858.63	
		13/04/21	Derby Adult Learning Service	33	5,368.89	
		13/04/21	Babington Business College Limited	8	3,919.28	
		13/04/21	Kaplan Financial Limited	1	3,600.00	
		28/04/21	<b>Expired Levy Funds</b>		<b>16,428.11</b>	
				160	61,771.52	61,771.52
56,763.71	23/05/21	12/05/21	Transfer sent to HHMusic LLP	2	748.94	
		12/05/21	CIPFA Business Limited	3	1,169.26	
		12/05/21	Intelligencia Training Limited	1	586.67	
		12/05/21	Corndel Limited	1	750.00	
		12/05/21	Ginger Nut Media Limited	6	1,799.39	
		12/05/21	University College of Estate Management	1	392.73	

		12/05/21	University of Derby	69	19,219.38	
		12/05/21	Sheffield Hallam University	2	822.86	
		12/05/21	Nottingham Trent University	9	4,995.56	
		12/05/21	Cilex Law School Limited	1	240.00	
		12/05/21	DCG	13	2,699.91	
		12/05/21	Derby Adult Learning Service	34	4,109.63	
		12/05/21	Babington Business College Limited	13	1,846.67	
		28/05/21	<b>Expired Levy Funds</b>		<b>22,029.04</b>	
				153	61,410.04	61,410.04
55,854.72	23/06/21	09/06/21	Transfer sent to HHMusic LLP	3	748.94	
		09/06/21	CIPFA Business Limited	3	1,169.26	
		09/06/21	Inteligencia Training Limited	1	586.67	
		09/06/21	Corndel Limited	1	750.00	
		09/06/21	Ginger Nut Media Limited	6	979.12	
		09/06/21	Best Practice Network Limited	1	1,493.33	
		09/06/21	University College of Estate Management	1	392.73	
		09/06/21	University of Derby	65	11,471.38	
		09/06/21	Sheffield Hallam University	2	822.86	
		09/06/21	Nottingham Trent University	9	4,995.56	
		09/06/21	Cilex Law School Limited	1	240.00	
		09/06/21	DCG	12	2,109.27	
		09/06/21	Derby Adult Learning Service	38	5,337.24	
		09/06/21	Babington Business College Limited	12	6,501.95	
		28/06/21	<b>Expired Levy Funds</b>		<b>22,954.70</b>	
				152	60,553.01	60,553.01
56,906.43	23/07/2021	08/07/21	Transfer sent to HHMusic LLP	3	748.94	
		08/07/21	CIPFA Business Limited	3	1,169.26	
		08/07/21	Inteligencia Training Limited	1	586.67	
		08/07/21	Corndel Limited	1	750.00	
		08/07/21	Ginger Nut Media Limited	10	2,550.55	
		08/07/21	Let Me Play Limited	2	218.18	
		08/07/21	Best Practice Network Limited	1	373.33	

		08/07/21	University College of Estate Management	1	392.73	
		08/07/21	University of Derby	63	29,413.08	
		08/07/21	West Nottinghamshire College	1	1,200.00	
		08/07/21	Sheffield Hallam University	2	822.86	
		08/07/21	Nottingham Trent University	9	4,995.56	
		08/07/21	Cilex Law School Limited	1	240.00	
		08/07/21	DCG	10	2,109.27	
		08/07/21	Derby Adult Learning Service	39	4,883.91	
		08/07/21	Babington Business College Limited	11	7,328.23	
			<b>Expired Levy Funds</b>		<b>3,165.12</b>	
				155	60,947.69	60,947.69
56,876.33	23/08/2021	10/08/21	Transfer sent to HHMusic LLP	3	748.94	
		10/08/21	CIPFA Business Limited	3	1,169.26	
		10/08/21	Intelligencia Training Limited	1	586.67	
		10/08/21	Corndel Limited	1	750.00	
		10/08/21	Ginger Nut Media Limited	9	6,404.45	
		10/08/21	Let Me Play Limited	1	218.18	
		10/08/21	Best Practice Network Limited	1	373.33	
		10/08/21	University College of Estate Management	1	392.73	
		10/08/21	University of Derby	52	14,638.76	
		10/08/21	Sheffield Hallam University	2	822.86	
		10/08/21	Nottingham Trent University	9	4,995.56	
		10/08/21	Cilex Law School Limited	1	240.00	
		10/08/21	DCG	11	1,709.27	
		10/08/21	Derby Adult Learning Service	39	4,488.10	
		10/08/21	Coventry University	1	5,400.00	
		10/08/21	Babington Business College Limited	10	3,327.28	
		28/08/21	<b>Expired Levy Funds</b>		<b>13,997.70</b>	
				142	60,263.09	60,263.09
56,678.52	23/09/2021	09/09/21	Transfer sent to HHMusic LLP	3	1,082.27	
		09/09/21	CIPFA Business Limited	3	1,169.26	
		09/09/21	Intelligencia Training Limited	1	586.67	

		09/09/21	Corndel Limited	2	750.00	
		09/09/21	MBKB Limited	2	1,530.00	
		09/09/21	Ginger Nut Media Limited	9	3,404.45	
		09/09/21	Let Me Play Limited	1	218.18	
		09/09/21	Best Practice Network Limited	1	373.33	
		09/09/21	University College of Estate Management	1	392.73	
		09/09/21	University of Derby	52	8,722.60	
		09/09/21	Sheffield Hallam University	2	822.86	
		09/09/21	Nottingham Trent University	9	4,995.56	
		09/09/21	Cilex Law School Limited	1	240.00	
		09/09/21	DCG	11	1,920.38	
		09/09/21	Derby Adult Learning Service	39	4,403.39	
		09/09/21	Damar Limited	1	266.67	
		09/09/21	Babington Business College Limited	10	2,593.95	
		10/09/21	Transfer sent to Clova House Limited	3	933.33	
		17/09/21	Transfer sent to 7Jay Homecare Limited	1	5,760.00	
		17/09/21	University of Derby		45,715.80	
		17/09/21	DCG		422.22	
		28/09/21	<b>Expired Levy Funds</b>		<b>0.00</b>	
				145	86,303.65	86,303.65
56,321.27	23/10/2021	11/10/21	Transfer sent to Clova House Ltd	3	933.33	
		11/10/21	Transfer sent to HHMusic LLP	3	1,082.27	
		11/10/21	Transfer sent to Derby Homes Ltd	3	662.86	
		11/10/21	CIPFA Business Limited	3	1,169.26	
		11/10/21	Corndel Limited	2	1,500.00	
		11/10/21	MBKB Limited	2	1,350.00	
		11/10/21	Ginger Nut Media Limited	9	3,404.45	
		11/10/21	Let Me Play Limited	1	218.18	
		11/10/21	Co-Investment Let Me Play Limited	1	-285.71	
		11/10/21	Best Practice Network Limited	1	373.33	
		11/10/21	University College of Estate Management	1	392.73	
		11/10/21	University of Derby	52	10,261.17	



		11/10/21	Sheffield Hallam University	2	822.86	
		11/10/21	Nottingham Trent University	9	4,995.56	
		11/10/21	Cilex Law School Limited	1	240.00	
		11/10/21	DCG	11	4,109.57	
		11/10/21	Derby Adult Learning Service	41	4,784.34	
		11/10/21	Damar Limited	1	266.67	
		11/10/21	Coventry University	1	1,200.00	
		11/10/21	Capita PLC	1	694.84	
		11/10/21	Babington Business College Limited	10	4,847.28	
		28/10/21	<b>Expired Levy Funds</b>		<b>0.00</b>	
				149	43,022.99	43,022.99
56,403.71	23/11/2021	10/11/21	Transfer sent to Clova House Ltd	3	933.33	
		10/11/21	Transfer sent to HHMusic LLP	3	1,082.27	
		10/11/21	Transfer sent to Derby Homes Ltd	11	3,193.02	
		10/11/21	CIPFA Business Limited	3	1,169.26	
		10/11/21	Corndel Limited	2	1,500.00	
		10/11/21	Ginger Nut Media Limited	10	3,404.45	
		10/11/21	Let Me Play Limited	1	218.18	
		10/11/21	Co-Investment Let Me Play Limited	1	-285.71	
		10/11/21	Best Practice Network Limited	1	373.33	
		10/11/21	University College of Estate Management	1	392.73	
		10/11/21	University of Derby	59	8,795.26	
		10/11/21	Sheffield Hallam University	2	822.86	
		10/11/21	Nottingham Trent University	9	4,395.56	
		10/11/21	Cilex Law School Limited	1	240.00	
		10/11/21	DCG	15	419.48	
		10/11/21	Derby Adult Learning Service	41	6,125.76	
		10/11/21	Damar Limited	1	266.67	
		10/11/21	Coventry University	1	600.00	
		10/11/21	Futures Advice, Skills and Employment Ltd	1	610.47	
		10/11/21	Babington Business College Limited	9	4,070.62	
		28/11/21	<b>Expired Levy Funds</b>		<b>0.00</b>	

				158	38,327.54	38,327.54
	23/12/2021	09/12/21	Transfer sent to Clova House Ltd	3	933.00	
		08/12/21	Transfer sent to HHMusic LLP	4	2,182.27	
		08/12/21	Transfer sent to Derby Homes Ltd	11	3,237.46	
		08/12/21	CIPFA Business Limited	3	1,169.26	
		08/12/21	Corndel Limited	2	1,500.00	
		08/12/21	Ginger Nut Media Limited	10	3,597.78	
		08/12/21	Let Me Play Limited	1	218.18	
		08/12/21	Co-Investment Let Me Play Limited	1	-285.71	
		08/12/21	Best Practice Network Limited	1	373.33	
		08/12/21	University College of Estate Management	1	392.73	
		08/12/21	University of Derby	59	12,195.42	
		08/12/21	Sheffield Hallam University	2	822.86	
		08/12/21	Nottingham Trent University	9	4,395.56	
		08/12/21	Cilex Law School Limited	1	240.00	
		08/12/21	DCG	15	4,315.32	
		08/12/21	Derby Adult Learning Service	41	6,436.98	
		08/12/21	Damar Limited	1	266.67	
		08/12/21	Coventry University	1	600.00	
		08/12/21	Futures Advice, Skills and Employment Ltd	1	305.24	
		08/12/21	Capita PLC	1	347.42	
		08/12/21	Babington Business College Limited	9	3,020.62	
			<b>Expired Levy Funds</b>			
				159	46,264.39	46,264.39
<b>3,317,743.60</b>						<b>2,052,508.93</b>

Account Balance 10 December 2021 £1,312,556