



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 Project and the current key areas of work taking place.
- 1.2 To provide information on associated Budget announcements and government incentives.
- 1.3 To provide an update on the Council's Levy payments and drawdown to 25 March 2021.
- 1.4 To update the Committee on the creation of the new Employment and Skills Board.

### **Recommendations**

- 2.1 To note the update on the Apprenticeship Project and the current key areas of work.
- 2.2 To note the associated Budget announcements and government incentives.
- 2.3 To note the Levy payments made to date, the drawdown for training programmes that we have instigated and expired funds as of 25 March 2021.
- 2.4 To note the update on the creation of the new Employment and Skills Board.

### **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 Project current priorities**

#### **4.1.1 Covid19 impact on current apprenticeship programme delivery**

Now that we have started on the roadmap out of lockdown several of our training providers are reviewing their training delivery models. We have had a mixed response from the providers on what the new normal will look like. Some are not intending to go back to face to face delivery and will continue with virtual classes and only deliver face to face assessments and exams. Others are going back to face to face or a blended approach with the appropriate risk assessments in place and following the current social distancing guidelines.

Some managers have raised concerns regarding virtual classes and teaching contact time in the long term particularly with the younger apprentices who may need more support. Council officers are continuing to hold regular account management meetings with key providers and will continue to monitor this along with the quality of the provision.

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

The Council's management and leadership programme is continuing to be very successful we had several new starts in January 2021 and the signs are very encouraging for some high grades for the next cohort of completers.

Another positive is that colleagues who had to take a break in learning mainly due to the Covid19 pandemic impacting on their workload are now feeling able to return to complete their programme.

We are now receiving expressions of interest for the next intake in September 2021 and are continuing to work in partnership with the University of Derby to provide these programmes.

#### **4.1.3 Procurement Contracts and Data Processing Agreements**

Currently Council officers are working with Procurement, Legal Services, and Information Governance to put new procurement contracts and Data Sharing Agreements in place with several external training providers.

This is proving a lengthy process due to the complexities of the multifaceted negotiations between our internal services and external legal representatives.

## 4.2 Budget announcements and Government Incentives

### 4.2.1 Budget 2021

The government announced several new measures related to apprenticeships in the Budget earlier this month. These included:

- **Apprenticeship Incentive Payments**
  - Increased to £3k per new apprentice – regardless of age
  - Extended through to end of September 2021
  - Will continue to be paid in addition to any other incentives the apprentice may be eligible for (e.g. 16-18)
- **New Flexi-Job Apprenticeship**
  - Apprentices can be linked to an agency instead of one employer and take on jobs with multiple businesses
  - Targeted at industries with more flexible working patterns (e.g. TV & Film / Construction)
  - Employers can bid for a share of a £7m fund to create new agencies – first 'flexi-job' expected in Jan '22
- **Expansion of Traineeships**
  - Extra £126m to expand traineeships by an extra 40,000 in 2021/22
  - Includes £22m to continue the employer incentive payments of £1,000 per trainee
- December's **Spending Review** previously confirmed £2.5bn for apprenticeships and further improvements and announced plans for a new online Levy Transfer matchmaking service from August 2021.

### 4.2.2 Kickstart Scheme

Employers can use the Kickstart Scheme to:

- Create 6-month job placements for young people currently on Universal Credit and at risk of long-term unemployment.
- Support participants to develop skills and experience needed to find work after completing the scheme.

The DWP will initially prioritise young people aged between 16 and 24 supported by their Jobcentre Plus work coach to enrol on the scheme. Funding is available for 100% of the relevant National Minimum Wage for 25 hours a week, plus associated employer National Insurance contributions and employer minimum automatic enrolment contributions. £1,500 per job placement available for setup costs, support, and training.

- 4.2.3 Derby Employment Hub are promoting these incentives to local employers and our external partners. Council officers are encouraging our managers to take advantage of these incentives, exploring job placements, and recruiting to new start apprentices where appropriate with the required support considering the new ways of working.

#### **4.3 Levy Payments**

- 4.3.1 As of 25 March 2021, the Council has transferred a total of £2,862,543.56 into the Education and Skills Funding Agency (ESFA) Apprenticeship Levy Digital Account and has drawn down £1,084,519.24 for apprenticeship training programmes.

The Council is now experiencing the expiration of funds monthly: as of 25 March 2021, this amounts to £391,667.15 in total.

The total Levy drawn down including expired funds is £1,501,357.89.

This equates to 52% of our Levy fund.

Please refer to appendix 1 for a breakdown of payments.

#### **4.4 Employment and Skills Board**

- 4.4.1 The Apprenticeship Board was disbanded in November 2020, the proposal was to promote a more joined up approach across service areas and to create more inclusive Employment and Skills Board.

The proposed Board members were Cllr Williams – Chair, Service Director for Learning, Inclusion and Skills, Head of Adult Learning Service, Head of Economic Growth and Head of Organisational Development and the Apprenticeship Project Manager.

- 4.4.2 The actions from the Personnel Committee held on the 16 November are to be carried forward as actions for the new Employment and Skills Board when it has been convened.

Actions to carry forward:

- To refer to the Employment and Skills Board to investigate whether apprentices at the Council should be paid the 'living wage' as defined by the Living Wage Foundation.
- To refer to the Employment and Skills Board to investigate how local schools could be assisted in helping young people to secure apprenticeships.
- To refer to the Employment and Skills Board to investigate how the Council could help to increase the number of first-start apprenticeships in Derby.

- 4.4.3 At this time the creation of the Employment and Skills Board is dependent on conversations within our Learning Inclusion and Skills Service.

#### **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 on a monthly basis. 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 on a monthly basis.

## 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 Other(s)	Angela Seal, Head of OD	25 March 2021

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

**Levy Payments**
**Appendix 1**

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 20						Balance from April 17 to March 20
2,236,360.55						751,983.39
55,243.35	24/04/2020	09/04/20	CIPFA Business Limited	3	1,031.47	
		09/04/20	Intelligencia Training Limited	1	1,173.33	
		09/04/20	MBKB Ltd	2	2,304.00	
		09/04/20	Ginger Nut Media Limited	5	2,716.88	
		09/04/20	Let Me Play Limited	2	331.43	
		09/04/20	University College of Estate Management	1	392.73	
		09/04/20	University of Derby	64	18,978.29	
		09/04/20	West Nottinghamshire College	2	519.30	
		09/04/20	Nottingham Trent University	6	2,133.33	
		09/04/20	DCG	27	4,869.01	
		09/04/20	Derby Adult Learning Service	26	3,234.17	
		09/04/20	Dart Limited	1	54.55	
		09/04/20	Babington Business College Limited	16	4,689.14	
		09/04/20	Kaplan Financial Limited	1	300.00	
		<b>28/04/20</b>	<b>Expired Levy Funds</b>		<b>22,671.84</b>	
				157	65,399.47	65,399.47
55,562.03	24/05/2020	20/05/20	CIPFA Business Limited	3	1,031.47	
		20/05/20	Intelligencia Training Limited	1	586.67	
		20/05/20	MBKB Ltd	2	768.00	
		20/05/20	Ginger Nut Media Limited	5	2,716.88	
		20/05/20	Let Me Play Limited	2	331.43	
		20/05/20	University College of Estate Management	1	785.45	

		20/05/20	University of Derby	64	10,901.14	
		20/05/20	West Nottinghamshire College	2	519.30	
		20/05/20	Nottingham Trent University	6	3,155.56	
		20/05/20	DCG	27	3,415.67	
		20/05/20	Derby Adult Learning Service	26	2,523.06	
		20/05/20	Dart Limited	1	54.55	
		20/05/20	Babington Business College Limited	16	4,943.82	
		20/05/20	Kaplan Financial Limited	1	300.00	
		<b>28/05/20</b>	<b>Expired Levy Funds</b>		<b>35,684.18</b>	
				157	67,717.18	67,717.18
54,303.80	24/06/2020	09/06/20	CIPFA Business Limited	3	1,031.47	
		09/06/20	Intelligencia Training Limited	1	586.67	
		09/06/20	MBKB Ltd	2	768.00	
		09/06/20	Ginger Nut Media Limited	5	2,716.88	
		09/06/20	Let Me Play Limited	2	331.43	
		09/06/20	University College of Estate Management	1	0.00	
		09/06/20	University of Derby	64	14,533.05	
		09/06/20	West Nottinghamshire College	2	519.30	
		09/06/20	Nottingham Trent University	6	3,155.56	
		09/06/20	DCG	27	4,576.78	
		09/06/20	Derby Adult Learning Service	24	2,298.06	
		09/06/20	Dart Limited	1	54.55	
		09/06/20	Babington Business College Limited	16	4,410.49	
		09/06/20	Kaplan Financial Limited	1	300.00	
		<b>28/06/20</b>	<b>Expired Levy Funds</b>		<b>30,616.16</b>	
				155	65,898.40	65,898.40
54,546.51	24/07/2020	09/07/20	CIPFA Business Limited	3	489.59	
		09/07/20	Intelligencia Training Limited	1	586.67	
		09/07/20	MBKB Ltd	2	768.00	
		09/07/20	Ginger Nut Media Limited	5	2,716.88	

		09/07/20	Let Me Play Limited	2	331.43	
		09/07/20	University College of Estate Management	1	392.73	
		09/07/20	University of Derby	63	13,829.05	
		09/07/20	West Nottinghamshire College	2	519.30	
		09/07/20	Nottingham Trent University	6	3,155.56	
		09/07/20	DCG	23	4,680.56	
		09/07/20	Derby Adult Learning Service	31	-35.27	
		09/07/20	Dart Limited	1	54.55	
		09/07/20	Babington Business College Limited	14	4,410.49	
		09/07/20	Kaplan Financial Limited	1	300.00	
		<b>28/07/20</b>	<b>Expired Levy Funds</b>		<b>33,580.88</b>	
				155	65,780.42	65,780.42
53,988.05	24/08/2020	13/08/20	CIPFA Business Limited	3	760.53	
		13/08/20	Intelligencia Training Limited	1	586.67	
		13/08/20	MBKB Ltd	2	768.00	
		13/08/20	Ginger Nut Media Limited	5	2,716.88	
		13/08/20	Let Me Play Limited	2	331.43	
		13/08/20	University College of Estate Management	1	392.73	
		13/08/20	University of Derby	63	9,409.05	
		13/08/20	West Nottinghamshire College	2	519.30	
		13/08/20	Nottingham Trent University	6	3,155.56	
		13/08/20	DCG	23	3,413.01	
		13/08/20	Derby Adult Learning Service	31	12,479.68	
		13/08/20	Dart Limited	1	54.55	
		13/08/20	Babington Business College Limited	14	8,610.49	
		13/08/20	Kaplan Financial Limited	1	300.00	
		<b>28/08/20</b>	<b>Expired Levy Funds</b>		<b>22,186.95</b>	
				155	65,684.83	65,684.83
53,885.81	24/09/2020	10/09/20	CIPFA Business Limited	4	760.53	
		10/09/20	Intelligencia Training Limited	1	586.67	
		10/09/20	MBKB Ltd	2	768.00	



		10/09/20	Ginger Nut Media Limited	5	2,716.88	
		10/09/20	Let Me Play Limited	2	331.43	
		10/09/20	University College of Estate Management	1	392.73	
		10/09/20	University of Derby	60	14,055.05	
		10/09/20	West Nottinghamshire College	2	519.30	
		10/09/20	Nottingham Trent University	6	3,155.56	
		10/09/20	DCG	22	3,178.82	
		10/09/20	Derby Adult Learning Service	31	4,754.47	
		10/09/20	Dart Limited	1	54.55	
		10/09/20	Babington Business College Limited	14	3,777.16	
		10/09/20	Kaplan Financial Limited	1	300.00	
		22/09/20	University of Derby		-2,100.00	
		22/09/20	DCG		-41.79	
		22/09/20	Derby Adult Learning Service		8,834.46	
		<b>28/09/20</b>	<b>Expired Levy Funds</b>		<b>23,403.72</b>	
				152	65,447.54	65,447.54
61,272.56	24/10/2020	09/10/20	CIPFA Business Limited	4	760.53	
		09/10/20	Intelligencia Training Limited	1	586.67	
		09/10/20	MBKB Ltd	2	768.00	
		09/10/20	Ginger Nut Media Limited	5	2,716.88	
		09/10/20	Let Me Play Limited	2	331.43	
		09/10/20	University College of Estate Management	1	392.73	
		09/10/20	University of Derby	60	12,856.05	
		09/10/20	West Nottinghamshire College	2	519.30	
		09/10/20	Nottingham Trent University	6	3,155.56	
		09/10/20	DCG	22	3,981.69	
		09/10/20	Derby Adult Learning Service	31	3,606.10	
		09/10/20	Dart Limited	1	54.55	
		09/10/20	Babington Business College Limited	14	6,167.83	
		09/10/20	Kaplan Financial Limited	1	300.00	
		30/10/20	University of Derby		-3,449.00	

		30/10/20	Derby Adult Learning Service		1,487.90	
		30/10/20	Babington Business College Limited		1,140.00	
		<b>28/10/20</b>	<b>Expired Levy Funds</b>		<b>27,295.35</b>	
				152	62,671.57	62,671.57
55,933.28	25/11/2020	13/11/20	CIPFA Business Limited	4	1,577.98	
		13/11/20	MBKB Ltd	2	768.00	
		13/11/20	Ginger Nut Media Limited	5	2,116.88	
		13/11/20	Let Me Play Limited	2	331.43	
		13/11/20	University College of Estate Management	1	392.73	
		13/11/20	University of Derby	72	9,927.05	
		13/11/20	West Nottinghamshire College	1	519.30	
		13/11/20	Nottingham Trent University	6	3,155.56	
		13/11/20	DCG	22	2,553.12	
		13/11/20	Derby Adult Learning Service	27	5,337.90	
		13/11/20	Dart Limited	1	54.55	
		13/11/20	Babington Business College Limited	12	3,220.23	
		13/11/20	Kaplan Financial Limited	1	300.00	
		<b>28/11/20</b>	<b>Expired Levy Funds</b>		34,918.30	
				156	65,173.03	65,173.03
3,955.60	09/12/2020	16/12/20	CIPFA Business Limited	4	1,169.26	
57,398.76	24/12/2020	16/12/20	MBKB Ltd	2	768.00	
		16/12/20	Ginger Nut Media Limited	5	2,116.88	
		16/12/20	Let Me Play Limited	2	331.43	
		16/12/20	University College of Estate Management	1	392.73	
		16/12/20	University of Derby	74	16,151.05	
		16/12/20	West Nottinghamshire College	1	1,452.63	
		16/12/20	Nottingham Trent University	6	3,155.56	
		16/12/20	DCG	22	2,887.18	
		16/12/20	Derby Adult Learning Service	32	5,615.05	
		16/12/20	Dart Limited	1	54.55	
		16/12/20	Babington Business College Limited	9	5,770.71	

		16/12/20	Kaplan Financial Limited	1	300.00	
		<b>28/12/20</b>	<b>Expired Levy Funds</b>		23,772.38	
				160	63,937.41	63,937.41
6,097.30	04/01/2021	14/01/21	CIPFA Business Limited	4	1,169.26	
57,425.04	24/01/2021	14/01/21	MBKB Ltd	2	768.00	
		14/01/21	Ginger Nut Media Limited	5	2,116.88	
		14/01/21	Let Me Play Limited	2	331.43	
		14/01/21	University College of Estate Management	1	392.73	
		14/01/21	University of Derby	74	20,564.38	
		14/01/21	Nottingham Trent University	9	3,155.56	
		14/01/21	Cilex Law School Limited	1	240.00	
		14/01/21	DCG	22	3,597.00	
		14/01/21	Derby Adult Learning Service	32	5,772.92	
		14/01/21	Dart Limited	1	54.55	
		14/01/21	Babington Business College Limited	9	1,919.28	
		14/01/21	Kaplan Financial Limited	1	-600.00	
		30/01/21	<b>Expired Levy Funds</b>		25,171.53	
				163	64,653.52	64,653.52
56,570.92	24/02/2021	10/02/21	CIPFA Business Limited	4	1,169.26	
		10/02/21	MBKB Ltd	2	768.00	
		10/02/21	Ginger Nut Media Limited	5	2,116.88	
		10/02/21	Let Me Play Limited	2	331.43	
		10/02/21	University College of Estate Management	1	392.73	
		10/02/21	University of Derby	74	16,654.38	
		10/02/21	Nottingham Trent University	9	3,155.56	
		10/02/21	Cilex Law School Limited	1	240.00	
		10/02/21	DCG	22	2,179.67	
		10/02/21	Derby Adult Learning Service	32	5,935.56	
		10/02/21	Babington Business College Limited	9	2,979.28	
		28/02/21	<b>Expired Levy Funds</b>		27,691.36	
				161	63,614.11	63,614.11

		09/03/21	CIPFA Business Limited	4	1,169.26	
		09/03/21	Inteligencia Training Limited	2	586.67	
		09/03/21	Ginger Nut Media Limited	5	2,116.88	
		09/03/21	Let Me Play Limited	2	331.43	
		09/03/21	University College of Estate Management	1	392.73	
		09/03/21	University of Derby	74	10,529.38	
		09/03/21	Nottingham Trent University	9	6,835.56	
		09/03/21	Cilex Law School Limited	1	240.00	
		09/03/21	DCG	22	2,906.94	
		09/03/21	Derby Adult Learning Service	32	5,668.89	
		09/03/21	Dart Limited	1	300.00	
		09/03/21	Babington Business College Limited	9	2,319.28	
2,862,543.56			<b>Expired Levy Funds</b>		33,397.02	33,397.02
				162		

**Account Balance 18 March 2021 £1,360,537**