

Report sponsor: Nicola Sykes, Service Director for HR and OD

Report author: Tania Hay, Apprenticeship Project Manager

The Apprenticeship Project update

Purpose

- 1.1 To provide an update on the Council's Levy payments and drawdown to 20 August 2019.
- 1.2 To provide a breakdown of the number of current apprenticeship programmes that shows how many new start Apprentices and existing colleagues are currently on programme.
- 1.3 To provide an update on the progress of the Apprenticeship Project.

Key work streams below:

- Apprenticeship Group
- Apprenticeship Strategy
- 25% Levy Transfer

Recommendations

- 2.1 To note the Levy payments made to date and the drawdown for training programmes that we have instigated as of 20 August 2019.
- 2.2 To note the number of new start and existing staff on apprenticeship programmes.
- 2.3 To note progress made on the key work streams.
- 2.4 To note the development of a two year Apprenticeship Strategy.
- 2.5 To note the options put forward regarding the 25% Levy Transfer.

Reasons

- 3.1 To ensure that the Personnel Committee is aware of the current position of the strategic project.

Supporting information

4.1 Levy Payments

As of 20 August 2019 the Council has transferred a total of £1,778,976.24 into the Education and Skills Funding Agency (ESFA) Apprenticeship Levy Digital Account and has drawn down £383,074 for apprenticeship training programmes.

This equates to spending 21.53% of our Levy fund which is actually above the national average spend of 14%.

Please refer to appendix 1 for a breakdown of payments.

4.2 Breakdown of the Apprenticeship Numbers

Currently the Council has 36 new start Apprentices and 84 existing colleagues on various programmes.

Total number of colleagues on programme is 120.

New starts are on level 2 and 3 programmes.

Existing colleagues range from level 3 to level 7 programmes.

Please refer to appendix 2 for a breakdown of the programmes currently being studied in the three Directorates and the Councils maintained schools.

The reason the total is different to the number identified on roll in appendix 1 is that not all of the current apprentices are showing on the Apprenticeship Levy Digital Account System due to an update lag.

4.3 **Apprenticeship Project Group**

Key work streams the Project Group are currently focusing on:

- Currently processing the applications for 13 vacancies that were advertised in July for council directorates and maintained schools.
- Cohort of 15 due to start on the Level 3 Team Lead / Supervisor programme on 26 September 2019.
- Cohort of 7 due to start on the Level 5 Operational Departmental Manager on 30 September 2019.
- Cohort of 7 due to start on the Level 6 Chartered Manager on 2 October 2019.
- Cohort of 2 due to start on Level 7 Senior Leadership on 7 October 2019.
- Working with the Adults and Childrens Social Care Teams to change the training model to access the Levy for Levels 2, 3 and 4 programmes.
- Working with Adults and Childrens Social Care Teams to identify a cohort of suitable apprentices to start the Social Worker degree programme in October 2019.
- Working with School Improvement Team, exploring reinstating the work experience programme and supporting schools with their pupil recruitment and selection activities and careers advice.
- Continuing to support the Care Leaver Apprenticeship Programme Project.

4.4 **Apprenticeship Strategy**

The draft Apprenticeship Strategy has been agreed in principle. The Apprenticeship Project Manager and Project Administrator contracts were initially one year temporary contracts funded from central reserves both ending in the Autumn 2019. Both contracts have been extended to the end of the financial year, funded by the HR budget to enable the current work to continue. The Service Director for HR and OD is writing a paper for the Apprenticeship Board exploring various options for the Project and Service delivery for the next financial year.

4.5 25% Levy Transfer

Employers who pay the apprenticeship Levy and have unused apprenticeship funds can transfer up to 25% of their annual Levy to other employers should they choose to.

The Council can therefore transfer up to approximately £195,000 this financial year.

To optimise the use of the 25% Levy transfer the options that are currently being explored include:

1. The deployment of the Nursing Associate apprenticeship programme into private, independent and social care settings. Following a scoping exercise carried out by Joined up Careers across Derby City and Derbyshire a proposal is being put forward to potentially access a proportion of the Council's 25% transfer.
2. Derby Homes have put forward a proposal to access a proportion of the Council's 25% transfer.

The Apprenticeship Board is being asked to give a view on the options.

Public/stakeholder engagement

- 5.1 Council departments and external training providers.

Other options

- 6.1 Do nothing. This is not considered to be a viable option, as the Council wants to maximise the Levy spend and the Government has set a mandatory Public Sector target of 2.3%.

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.

Legal implications

- 8.1 We are working with Legal and Procurement to ensure we are meeting our legal obligations with the Levy and procurement rules.

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)	Nicola Sykes, Director of HR and OD	24 August 2019
Report sponsor	Nicola Sykes, Director of HR and OD	24 August 2019
Other(s)		

Background papers:	None
List of appendices:	Appendix 1: Levy payments from April 2017 – August 2019. Appendix 2: Breakdown of programmes currently being studied.

Levy payments from April 2017 – August 2019
Appendix 1

Amount Paid into Apprentice Service	Date Paid In	Date Payment Made to Training Providers	Training Provider	Number on Roll	Amount Paid	Amount
Balance from April 17 to March 19						Balance from April 17 to March 19
1,534,294.06						167,953.02
61,771.50	22/04/19	06/04/19	Ginger Nut Media Ltd	5	3,400.00	
		06/04/19	University of Derby	30	43,275.00	
		06/04/19	West Nottingham College	1	400.00	
		06/04/19	Derby College	28	2,574.44	
		06/04/19	Derby Adult Learning Service	28	4,027.40	
		06/04/19	Babington Business College Limited	11	10,336.99	
				103	64,013.83	64,013.83
61,410.01	21/05/19	09/05/19	CIPFA Business Limited	3	2,062.95	
		09/05/19	Ginger Nut Media Limited	5	2,000.00	
		09/05/19	University College of Estate Management	1	392.73	
		09/05/19	University of Derby	36	18,225.00	
		09/05/19	West Nottinghamshire College	1	400.00	
		09/05/19	DCG	19	4,208.10	
		09/05/19	Derby Adult Learning Service	27	3,955.47	
		09/05/19	Dart Limited	1	109.09	
		09/05/19	Babington Business College Limited	11	3,080.74	
				104	34,434.08	34,434.08
60,552.99	21/06/19	12/06/19	CIPFA Business Limited	3	1,031.47	
		12/06/19	Ginger Nut Media Limited	3	-600.00	

		12/06/19	University College of Estate Management	1	392.73	
		12/06/19	University of Derby	48	38,400.00	
		12/06/19	West Nottinghamshire College	2	-680.70	
		12/06/19	DCG	24	5,080.88	
		12/06/19	Derby Adult Learning Service	34	6,185.72	
		12/06/19	Dart Limited	1	54.55	
		12/06/19	Babington Business College Limited	11	3,325.63	
				127	53,190.28	53,190.28
60,947.68	21/07/2019	06/07/19	CIPFA Business Limited	3	1,031.47	
		06/07/19	Ginger Nut Media Limited	3	1,600.00	
		06/07/19	University College of Estate Management	1	392.73	
		06/07/19	University of Derby	48	19,650.00	
		06/07/19	West Nottinghamshire College	2	519.30	
		06/07/19	DCG	27	2,524.13	
		06/07/19	Derby Adult Learning Service	30	3,115.98	
		06/07/19	Dart Limited	1	54.55	
		06/07/19	Babington Business College Limited	12	4,016.27	
				127	32,904.43	32,904.43
		08/08/19	CIPFA Business Limited	3	1,031.47	
		08/08/19	Ginger Nut Media Limited	3	1,600.00	
		08/08/19	University College of Estate Management	1	392.73	
		08/08/19	University of Derby	48	16,950.00	
		08/08/19	West Nottinghamshire College	2	519.30	
		08/08/19	DCG	22	2,136.09	
		08/08/19	Derby Adult Learning Service	23	2,510.98	
		08/08/19	Dart Limited	1	54.55	
		08/08/19	Babington Business College Limited	12	4,183.25	
		08/08/19	Kaplan Financial Limited	1	1,200.00	

				116	30,578.37	30,578.37

1,778,976.24

383,074.01

Account Balance 19 August 2019 -
£1,396,335

Appendix 2

CURRENT APPRENTICES - EXISTING STAFF				
Directorate	Department	Qualification	Start Date	End date
Corporate Resources	Finance	2 x L4 Accounts	01/10/2015	30/09/19
Corporate Resources	City Development and Growth	1 x L4 Projects	01/08/2017	01/08/19
Corporate Resources	Finance	3 x L3 Admin	09/10/2018	10/04/20
Communities and Place	City Development and Growth	1 x L3 Admin	01/01/2018	01/07/19
Communities and Place	Strategic Partnerships, Planning and Streetpride	2 x L4 Civil Eng	01/09/2018	30/09/21
People Services	Learning and Skills	1 x L3 Admin	20/03/2018	31/07/19
People Services	Workforce Learning and Development	1 x L3 Admin	09/10/2018	10/04/20
3xPeoples, 10xComm's & Place's, 1xCorporate		14 x L5 Op/Dep Mngr	12/11/2018	12/11/20
5xPeoples, 3xComm's & Place's, 1xCorporate		9 x L6 Chartered Mngr	06/11/2018	06/11/20
3xPeoples, 4xComm's & Places, 3xCorporate		10 x L5 Op/Dep Mngr	17/01/2019	17/01/21
1xPeoples, 4xComm's & Places		5 x L6 Chartered Mngr	10/01/2019	10/01/21
6xPeoples, 3xComm's & Places, 1xCorporate		10 x L7 Senior Leaders	30/01/2019	30/07/21
Corporate Resources	Finance	1 x L3 Accountancy	30/01/2019	30/07/20
Corporate Resources	Finance	1 x L4 Prof Accounting	21/01/2019	21/01/21
Corporate Resources	Finance	1 x AAT L3	16-Jul-18	30/04/20
Communities and Place		1 x L3 Transport Planning	28-Feb-19	26/02/21
Corporate Resources	Corporate Core	1 x L7 Accountancy Professional	15-Feb-19	16/02/22
Corporate Resources	Corporate Core	2 x L4 Data Analyst	05-Mar-19	05/03/21
Corporate Resources	Digital and Customer Services	2 x L4 Cyber Security	05-Mar-19	05/03/21

Corporate Resources	Finance	3 x L7 Accountancy Taxation Professional	15-Mar-19	31/07/23
Corporate Resources	Property Services	1 x L6 Chartered Surveyor	01-Apr-19	31/10/23
Communities and Place	Strategic Partnerships, Planning and Streetpride	1 x L2 Admin	02-May-19	02/08/20
Corporate Resources	Finance	1 x L3 Admin	02-May-19	02/08/20
People Services	Public Health	1 x L4 Project Management	21-May-19	21/05/21
Corporate Resources	Audit	1 x L4 Internal Audit Practitioner	11-Apr-19	11/04/21
Schools	Team	Qualification	Start Date	End date
Portway Juniors	School	1 x L3 Admin	09/10 2018	10/04/20
Central Nursery	School	3 x L3 CYPW	01/10/2018	01/04/20
Central Nursery	School	2 x L3 CYPW	01/10/2018	01/04/20
Meadow Farm Community School	School	1 x L4 School Professional	08/05/2019	16/11/20
Stonehill	School	1 x L4 School Professional	08/05/2019	16/12/20

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CURRENT APPRENTICES				
Directorate	Department	Qualification	Start Date	End date
People Services	Adult Social Care Services	1 x Admin L2	15/10/18	15/10/19
People Service	Public Health	1 x Admin L2	06/11/18	06/11/19
Corporate Resources	Digital and Customer Services	1 x Admin L3	28/11/17	28/11/19
Corporate Resources	Finance	1 x Admin L2	05/02/18	05/08/19
Corporate Resources	Finance	1 x AAT L3	16/07/18	08/10/19
Corporate Resources	Digital and Customer Services	1 x Customer Service L2	29/10/18	29/10/19
Corporate Resources	Finance	1 x Admin L2	08/10/18	08/10/19
Communities and Place	City Development and Growth	1 x Admin L2	15/10/18	15/10/19
Communities and Place	Strategic Partnerships, Planning and Streetpride	1 x Admin L3	22/10/18	22/01/20
Communities and Place	Strategic Partnerships, Planning and Streetpride	1 x Arborist L3	07/01/19	07/01/21
Corporate Resources	Finance	1 x AAT L3	14/01/19	30/06/20
Corporate Resources	Finance	1 x AAT L3	28/01/19	28/07/20
Corporate Resources	Legal, Procurement and Democratic Services	1 x Admin L2	28/01/19	28/01/20
Communities and Place	Leisure Tourism and Culture	1 x Digital Marketing L3	28/01/19	28/07/20
Corporate Resources	Finance	1 x Admin L2	25/02/19	25/02/20
Corporate Resources	Legal, Procurement and Democratic Services	1 x Admin L2	25/03/19	25/06/20
People Service	Performance and Commissioning	1 x Admin L2	14/03/19	14/03/20
Corporate Resources	Finance	2 x Admin L2	01/04/19	01/04/20

People Service	Early Help and Childrens Safeguarding	2 x Childrens Workforce L2	10/04/19	09/10/20
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WAITING TO START				
Peoples Service	Adult Social Care Services	1 x Admin L2	August	
		4 x Admin L2	August	

CURRENT APPRENTICES				
School		Qualification	Start Date	End date
School	Alvaston Infant And Nursery School	1x STALIS L3	09/10/17	13/06/19
School	Brackensdale Junior School	3 x STALIS L3	21/09/18	22/03/20
School	Brackensdale Junior School	5 x STALIS L2	06/09/18	22/09/19
School	Brackensdale Junior School	1 x STALIS L3	15/11/18	01/09/20
School	Central Nursery	1 x CYPWorkforceL2	04/12/18	04/03/20
School	Meadow Farm	1 x STALIS L3	01/09/18	31/12/19
School	Redwood Primary School	1 x CYPWorkforceL3	03/10/17	03/10/19
School	Ridgeway	1 x STALIS L3	06/09/18	31/08/19
School	Silverhill	1 x STALIS L3	06/09/18	31/12/19

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OTHERS WAITING			
Beckett Primary School	Apprentice PE Teaching Assistant	1 x L3 STAL in Physical Education and School Support	Advertised
Redwood Primary School	EYFS Apprentice Teaching Assistant	1 x L2 CYPW	Advertised
St Giles School	Teaching Assistant	2 x L2 STALIS	Advertised
Alvaston School	Teaching Assistant	2 x L2 STALIS	Advertised