

Scrutiny Board 1 21/09/23 - Apprenticeships Briefing Note – Appendices

1 What is an apprenticeship?

An apprenticeship combines hands-on work with the opportunity to train and obtain qualifications: 'Earning whilst you learn'. Apprenticeships are paid positions of employment that must last a minimum of 12 months and a day and can be up to 6 and a half years.

At least 6 hours per week of an apprentice's paid working time must be set aside for 'off the job' training. This is learning that can take a variety of forms such as classroom based or online learning, or work-based projects relevant to the apprenticeship.

There are over 600 apprenticeship standards available, with new standards constantly in development. Apprenticeships are available across all industries and sectors with the level of learning ranging from level 2 (GCSE) to level 7 (master's degree).

The definition of 'apprentice' has changed in recent years. The introduction of the apprenticeship levy in 2017 not only marked a shift in the way apprenticeships are funded, but it also changed the definition of who is an apprentice, creating two types of apprentice:

Traditional Apprentices

Are a continuation of the historic understanding of what an apprenticeship is; entry-level roles on fixed-term apprenticeship contracts commensurate with the length of their apprenticeship qualification, paid on the council's apprenticeship pay scale. They are created and recruited to by teams with the support of Apprenticeship Advisors in the Apprenticeship Team. These apprentices (and their managers) receive support, advice, and guidance throughout the apprenticeship lifecycle from Apprenticeship Advisors. The recently introduced 'Higher Apprenticeships' fall under the category of Traditional Apprentices.

Employed Apprentices

Were introduced in 2017 following the introduction of the apprenticeship levy; they are current members of staff that are utilising the funding available through the levy to upskill by undertaking an apprenticeship. These apprentices and their managers are not formally supported by the Apprenticeship Team, but they do receive advice and guidance on an ad-hoc basis as required.

2 Breakdown of Traditional Apprentices in post on 31/07/23 by apprenticeship standard and level.

Apprenticeship Title and Level	Number
Accountancy Taxation Professional – Level 7	1
Associate Project Manager - Level 4	1
Business Administrator - Level 3	14
Customer Service Specialist - Level 3	1
Digital Support Technician - Level 3	2
Early Years Educator - Level 3	7
Early Years Practitioner - Level 2	1
Events Assistant – Level 3	1
Facilities Services Operative - Level 2	1
Heavy Vehicle Service and Maintenance Technician - Level 3	2
Highways Maintenance Skilled Operative - Level 2	2
Installation Electrician and Maintenance Electrician - Level 3	1
Junior Energy Manager - Level 3	2
Landscape/Horticulture Operative - Level 2	1
Payroll Administrator – Level 3	3
Plumbing and Domestic Heating Technician - Level 3	2
Solicitor - Level 7	7
Teaching Assistant - Level 3	26
Teaching Assistant and School Sports - Level 3	3

3 Diversity breakdown of Traditional Apprentices in post on 31/07/23.

	Corporate	Maintained Schools	Total
Age*			
16-18	10 (30.3%)	24 (53.3%)	34 (43.6%)
19-24	16 (48.5%)	13 (28.9%)	29 (37.2%)
25+	7 (21.2%)	8 (17.8%)	15 (19.2%)
Sex			
Female	18 (54.5%)	38 (84.4%)	56 (71.8%)
Male	15 (45.5%)	7 (15.6%)	22 (28.2%)
Ethnicity (Short)			
Minority Ethnic	8 (24.2%)	5 (11.9%)	13 (17.3%)
White/Majority Ethnic	24 (72.7%)	37 (88.1%)	61 (81.3%)
Prefer not to state	1 (3.0%)	0 (0.0%)	1 (1.3%)
Ethnicity (Long)			
Asian or Asian British – Chinese	0 (0.0%)	1 (2.4%)	1 (1.3%)
Asian or Asian British – Indian	5 (15.2%)	2 (4.8%)	7 (9.3%)
Asian or Asian British – Other	1 (3.0%)	0 (0.0%)	1 (1.3%)
Black or Black British – African	1 (3.0%)	0 (0.0%)	1 (1.3%)
Black or Black British – Caribbean	1 (3.0%)	0 (0.0%)	1 (1.3%)
Mixed – White & Black Caribbean	1 (3.0%)	0 (0.0%)	1 (1.3%)
Mixed – White and Asian	0 (0.0%)	2 (4.8%)	2 (2.7%)
White – British	23 (69.7%)	35	58 (77.3%)
White – Other	0 (0.0%)	2 (4.8%)	2 (2.7%)
Prefer not to state	1 (3.0%)	0 (0.0%)	1 (1.3%)
Disability status			
Yes**	0 (0.0%)	1 (2.8%)	1 (1.4%)
No	31 (93.9%)	34 (94.4%)	65 (94.2%)
Prefer not to state	2 (6.1%)	1 (2.8%)	3 (4.3%)

Looked After Child/Care Leaver			
Yes	3 (9.1%)	1 (2.2%)	4 (5.1%)
No	30 (90.9%)	44 (97.8%)	74 (94.9%)
Sexual Orientation			
Heterosexual	23 (69.7%)	24 (88.9%)	47 (78.3%)
LGBT+	7 (21.2%)	0 (0.0%)	7 (11.7%)
Prefer not to state	3 (9.1%)	3 (11.1%)	6 (10.0%)

* At start of employment

** The number of traditional apprentices declaring a disability to the Council is showing as zero based on our records. However, the Department for Education collects their own apprenticeship statistics based on data declared by the apprentices at their sign-up meetings which shows that for the period Aug 22 - June 23, 17.9% of all apprentices declared either a disability or a learning difficulty.

Please note data does not include unknown records. (School apprentices missing ethnicity records for 3 apprentices and disability records for 9 apprentices and sexual orientation records for 28 apprentices)

4 Breakdown of Employed Apprentices in post on 31/07/23 by apprenticeship standard and Level.

Apprenticeship Title and Level	Number
Social Worker (Degree) – Level 6	28
Associate Project Manager – Level 4	20
Operations / Departmental Manager (CMI) – Level 5	18
Children, Young People and Families Practitioner (Residential Pathway) - Level 4	16
Adult Care Worker – Level 2	12
Outdoor Learning Specialist - Level 5	11
Teacher – Level 6	10
Senior Leader (Master's) – Level 7	9
Lead Adult Care Worker - Level 3	7
HR Consultant / Partner (CIPD) – Level 5	5
Lead Practitioner in Adult Care - Level 4	5
32 other Apprenticeship Standards with less than 5 people on each	47
Total	188

5 Apprenticeship levy spend 2018/19-2022/23.

	Spend	Transferred	Total
2018/19	£528,923	£0	£528,923
2019/20	£720,450	£0	£720,450
2020/21	£924,328	£74,734	£999,062
2021/22	£927,307	£97,976	£1,025,283
2022/23	£956,760	£55,643	£1,012,403

6 Apprentices (employed and traditional) in post by services group as of 31/07/23.

Services group	Number of apprentices
Adult Services	4
Business Investment & Culture	7
Children's Services	54
Education & Skills	11
Finance & Corporate Services	5
Human Resources	20
Legal & Governance Services	9
Property Services & Development	11
Public Health & Insight	8
Streetscene	11
Transportation & Highways	7
Schools	80