

Apprenticeship Scheme

1. Introduction

Apprenticeships are paid jobs which incorporate on and off the job training. Apprentices have the same rights as other employees and are entitled to be paid at least the apprentice rate of the national minimum wage. A successful apprentice may receive a nationally recognised qualification on the completion of their contract.

As an apprentice, they will:

- work alongside experienced staff
- gain job-specific skills
- earn a wage and get holiday pay
- be given time for study related to your role (the equivalent of one day a week)

2. Apprenticeship Levy

On 6 April 2017 the apprenticeship levy came into effect with all UK employers with a pay bill of over £3 million per year paying the levy. The levy is set at 0.5% of the value of the employer's pay bill.

The levy is paid into an apprenticeship service account, and funds in this account have to be spent on apprenticeship training and assessment.

The apprenticeship targets for public sector bodies have been set at 2.3% of total headcount.

3. Apprenticeship levels

Apprenticeships can be studied at different qualification levels

Name	Level	Equivalent educational level
Intermediate	2	5 GCSE passes
Advanced	3	2 A level passes
Higher	4,5,6 and 7	Foundation degree and above
Degree	6 and 7	Bachelor's or master's degree

3.1 There are 2 different types of apprenticeships to choose from:

- [apprenticeship standards](#) - each standard covers a specific occupation and sets out the core skills, knowledge and behaviours an apprentice will need; they are developed by employer groups known as ['trailblazers'](#)
- [apprenticeship frameworks](#) - a series of work-related vocational and professional qualifications, with workplace- and classroom-based training

Apprenticeship frameworks are being progressively phased out and replaced by the newer apprenticeship standards.

3.2 To choose training:

- use the [‘Find apprenticeship training’](#) service to select an approved apprenticeship training provider

4. Details of the scheme

- 4.1 Apprentices are aged 16 + with no upper age limit. A large percentage of the Apprenticeship training is “on the job” and a local college or specialist learning organisation will provide the rest. The facilitator (from the N.A.S) will devise a learning plan and will regularly visit the Apprentice to ensure that they are meeting the criteria. Qualifications can be tailored to meet the organisational needs, which should in turn help us to plug a skills shortage gap in the public sector at a reduced cost.
- 4.2 We can now upskill existing employees through apprenticeships. Employees can remain working in their usual job roles and get supported with government-funded training.
- 4.3 The time spent on off-the-job training should be at least 20% and should be included as part of your hours. We must allow you time to complete your apprenticeship within your working hours. If you need support with English and maths this should also be within working hours.
- 4.4 Once a manager has made the decision to employ an Apprentice, Human Resources (HR) will assist you in the recruitment process. Apprentices will be employed on fixed term contracts on a band 1 or 2. Progression through the band will be linked to experience and gaining of qualifications. At the end of the contract, the apprentice will either:
- Be considered for a permanent post (if one exists)
 - Remain with DBC and undertake further relevant training
 - Seek suitable employment outside of the Council

5. How can the scheme benefit DBC?

- 5.1 The scheme is intended to:
- Help to address skills shortages and resilience issues
 - Provide a more diverse workforce
 - Promote Local Government jobs

6. Recruiting Apprentices

- 6.1 HR has a generic job description and person specification for Apprentices and managers should liaise with HR to list tasks specific for their Apprenticeship prior

to recruitment. Recruitment must be carried out in line with the Recruitment and Selection Code of Practice in section 1 of the Employment Handbook

7. Monitoring Apprentices

7.1 Managers will need to work closely with the facilitator in order to provide a full programme of support and training to the Apprentice. Regular assessments and appraisals should be carried out of the work and training undertaken in line with agreed time scales. A full risk assessment should be carried out by the manager regularly. Please see section 7 for Risk Assessments. If the Apprentice is under 18, refer to Protection of Young Persons and visit www.hse.gov.uk/youngpeople.

8. The Business Benefits

8.1 A survey carried out by Populus in February 2009 showed that 92% of employers thought Apprenticeships resulted in greater employee motivation and job satisfaction. The Institute for Employment Research highlighted many benefits to employers who invest in Apprentices, including:

- Increased productivity and quality of work
- A more innovative workforce
- Reduced staff turnover
- A better fit between employee skills and company requirements

9. Apprenticeships outside of the National Scheme

9.1 There will be occasions where the best candidate for the apprentice role does not qualify under the NAS due to the level of qualifications they hold. In these circumstances, the apprenticeship can continue on the basis that the Council will find suitable training outside of the scheme. This approach is more costly, but the training can be more specific to the service and the individual's development. HR can assist in advising on suitable training courses and the process to follow.