

Appendix 1

Corporate Apprentices Programme Update

1. Apprentices Funded by Corporate Scheme

Title	Qualification undertaken	Service Area	Cost	Training Duration	Completed
April 2018 to March 2019					
Revenue Apprentice	L3 Bus Admin	Finance	£5,000	18 months	Transferred to permanent establishment, now employed as a Lifeline Response Officer
Data Analyst Apprentice	L4 Data Analyst	ICT	£15,000	24 months	Transferred to permanent establishment now employed as Data Analyst
Digital Marketing Apprentice	L3 Digital Marketing Diploma	People and Comms	£4,000	18 months	Yes Left March 20
Arts Development Apprentice	L3 Community Arts	Culture	£2,500	18 months	Yes Left March 20
NS Bus Admin	L2 Bus Admin	NS	£2,000	18 months	Left April 20
Building Control Apprentice	L3 Business Admin	Development Services	£5,000	24 months	Transferred to permanent establishment, now Team Leader
April 2019 to March 2020					
Democratic Services Apprentice	L3 Business Admin	Democratic Services	£5,000	18 months	Left March 21
Construction and Surveying Apprentice	L4 Construction and Surveying	Asset	£9,000	24 months	Left Aug 21

Construction and Surveying Apprentice	L3 Construction and Surveying	Asset	£9,000	24 months	Transferred to permanent establishment, Career Graded Building Surveyor and studying degree apprenticeship in Building Surveying
AAT Apprentice	L2 & 3 AAT	Finance	£8,000	36 months	Transferred to fixed term trainee Assistant Accountant role, studying level 4 AAT
Arts Development Apprentice	L3 Events Asst	Culture	£9,000	18 months	Transferred to permanent Marketing Officer Role
Licensing Apprentice	L3 Business Admin	HCP	£5,000	18 months	Transferred to permanent Licensing Technical Support Officer
April 2020 to March 2021					
Finance Admin Apprentice	L3 Business Admin	Finance	£5,000	18 months	Left March 2022 – returning to university
Customer Services Advisor Apprentice	L3 Business Admin	Finance	£5,000	18 months	Secured permanent WDC employment subsequently left May 2022
Business Admin Apprentice	L3 Business Admin	Culture	£5,000	18 months	Transferred to permanent Sports Assistant role
Project Management Apprentice	L4 Project Management	Neighbourhood	£6,000	24 months	Transferring to Project Officer Role (FTC)

Learning and Engagement Apprentice	L3 Cultural Learning and Participation Officer	Culture	£9,000	18 months	Transferred to permanent Learning and Engagement Officer
Digital Marketing	L3 Digital Marketer	People and Comms	£11,000	18 months	Left May 2022

April 2021 to March 2022					
Project Management Apprentice	L4 Project Management	Neighbourhood	£6,000	24 months	Current
Project Management Apprentice	L6 Project Management	ICT	£22,000	48 months	Current

April 2022 to date					
Business Admin Apprentice	L3 Business Admin	Building Control	£5,000	18 months	Current
Learning and Engagement Apprentice	L3 Cultural Learning and Participation	Arts	£9,000	18 months	Current
Business Admin Apprentice	L3 Business Admin	Housing	£5,000	18 months	Current

2. Current Recruitment

We are seeking five apprentices in the following areas.

Post Title	Training	Service Area	Cost	Duration
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Arts Development Apprentice	L3 Events Asst	Culture	£9,000	18 months
Forestry Apprentice In partnership with Heart of England Forestry	L2 Forestry	Climate Change	£12,000	24 months
Business Admin Bereavement	L3 BA	Bereavement	£5,000	18 months
Climate Change Apprentice	L4 Project Management	Climate Change	£5,000	18 months
Digital Marketing	L3 Digital Marketer	People and Comms	£11,000	18 months

3. Apprenticeship Training Funded by Government Levy

The Apprenticeship Levy has funds/has funded training for 19 employees in established roles. The Council made a payment of £71,789 in 2021/22 which is a payroll deduction, processed directly from payroll each month using a % apportionment of Gross Pay. We receive £55,000 of Levy Training funding each year but the Government tops up any excess costs by 95%.

Four members of staff who joined us as apprentices are now undertaking further qualifications, three at degree level.

See table below:

	Internal Apprenticeships	Service Area	Title	Level	Provider	Length	Cost	Complete
1	Procurement Business Partner	Finance	Procurement Practices	L4		12 months	£9,000	Yes
2	Trainee Building Control Consultant	Dev Services	L3 Construction and Building Control	L3		24 months	£9,000	Yes
3	Development Monitoring Officer	Dev Services	RTPI	L7	UOB	36 months	£20,000	
4	Planning Assistant	Dev Services	RTPI	L7	UOB	36 months	£20,000	
5	Assistant Building Control Officer	Dev Services	Building Control	L6	University of Wolvs	36 months	£27,000	
6	Principal Accountant	Finance	CIMA	L7 CIMA	Kaplan	12 months	£20,209	
7	Internal Auditor (career grade)	Finance	Internal Audit	L7	Bham University	36 months	£17,000	

8	Internal Auditor (career grade)	Finance	Internal Audit	L7	Bham University	36 months	£17,000	Left
9	Service Desk Analyst	ICT	Cyber Security	L6	QA	48 months	£24,000	
10	Head of ICT	ICT	MBA Senior Leader Masters	L7	Keele University	24 months	£12,500	
11	Trainee Building Consultant*	Dev Services	Building Control	L6	University of Wolvs	36 months	£27,000	
12	Business Support Manager (Building Control)*	Dev Services	RTPI BA Professional Management (Chartered Manager)	L6	QA	48 months	£22,000	
13	Internal Auditor	Finance	Internal Audit	L7	Bham University	36 months	£17,000	
14	Trainee Asst Accountant *	Finance	AAT	L4	Kaplan	24 months	£8,000	
15	Trainee Building Surveyor *	Assets	Chartered Surveyor	L6	Coventry University	60 months	£27,000	
16	Planning Assistant	Dev Services	RTPI	L7	UOB	36 months	£20,000	
17	Revenues Team Leader	Finance	Operations/ Departmental Manager	L5	Pier Training	8 months remaining	£1,960	Transfer in
18	Planning Assistant	Dev Services	RTPI	L7	UOB	36 months	£21,000	

***Originally employed as apprentices**

Totalling circa £320,000 funding secured to support training for WDC employees. This is in addition to the £166,500 training funded for apprentices.

Levels of apprenticeship

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

(Annual rate is hourly x 37 x 365.27 divided by 7)