



# **APPRENTICESHIP GUIDANCE WARWICK DISTRICT COUNCIL**

## **Warwick District Council Apprentice and Apprenticeship Guidance notes**

This Guidance comprises of 5 elements:

1. Context
2. Employment Considerations
3. Guiding Principles
4. A Practical, 'How to Recruit Guide'
5. Frequently Asked Questions

### **Context**

#### **1.1 What are apprenticeships?**

An apprenticeship is a way for young people and adult learners to earn while they learn in a real job, gaining a real qualification and skills for the future.

#### **1.2 Can existing staff undertake apprenticeship training?**

Existing members of staff can undertake an apprenticeship training, provided it is a new skill/area, this could be funded by the Council's Levy. They remain on their current contract and terms and conditions but are required to sign an agreement to complete the training.

#### **1.3 How long do they last?**

Depending on the sector and job role, an apprenticeship can take anything between one and five years to complete. It is a package of training and qualifications.

#### **1.4 What areas do they cover?**

There are over 200 different apprenticeship frameworks across a range of sectors, including the following:

AAT  
Business Administration  
Customer Services  
Project Management  
HR Management  
ICT  
Construction  
Civil Engineering

#### **1.5 Apprentice Framework**

This provides for the establishment of the most appropriate apprenticeship structure, liaising with the HR Team and to identify a suitable provider and possible funding.

Agreeing with the apprentice the amount of release time / time on the job, managers will provide support to apprentices to complete their Apprenticeship Framework. The manager will also agree the amount of time for assessor access and the additional input required by the line manager or colleagues to

provide evidence or witness testimonies.

All apprenticeships combine work with qualifications and are available up to Degree level:

- Intermediate – Level 2 (GCSE equivalent)
- Advanced – Level 3
- Higher – Level's 4, 5 and 6
- Level 7 – (Masters Degree equivalent)

An apprentice would not be able to replace a trained member of staff as they need time to develop their skills and gain experience. However, apprenticeships offer an excellent way to build additional capacity within teams.

### **1.7 Apprentice Pay Scales**

Apprentices will be remunerated in accordance with the pays scales set by Warwick District Council. The current rates are attached Appendix 1, these are updated annually in line with National Living Wage increases.

### **1.8 Funding the Apprentice's Salary**

The Council has a finite Corporate Apprenticeship Fund. In order to access funding for an apprentice, Service Areas will complete a profoma outlining their business case.

It should be noted that not all applications to this fund will be successful and priority will be given to areas where there is a recognised recruitment problem.

Rates of pay may also vary depending at what stage of the apprenticeship the apprentice is at.

### **1.8 Funding the Apprentice's Training**

The Council will be able to access the levy funding to invest in apprenticeships through the Digital Apprenticeship Service. Subject to the levy funding not being exceeded, this will cover ALL the training costs of the Apprenticeship, but none of the employment costs.

### **1.9 New Trailblazer Apprenticeships**

From July 2015 the Government introduced a new initiative in line with specific business demands. Trailblazer standards have been designed by over 1300 employers for new apprenticeship frameworks. These schemes are open to all ages and to new and/or existing employees, with a further advantage being that they are able to attract significant Government funding. As an example, currently the Government will double whatever the employer contributes, up to £27,000.

### **1.10 The Apprenticeship Levy and the English Apprenticeships 2020 Vision**

The Government's ambition is to create 3 million apprentices by 2020, with the aim that apprentices will become an integral part of the wider workforce.

In order to meet this figure the public sector, and more specifically local authorities, will need to deliver more apprenticeships.

From April 2017 all public sector organisations have been required to pay an annual apprenticeship levy which will be based on a percentage of its total overall annual wage bill. For Warwick District Council this is in the region of £50,000.

## **Employment Considerations**

### **2.1 Contracts, Terms & Conditions**

A standard WDC fixed term contract will be issued along with an Apprenticeship Agreement. Apprentices will be WDC employees and therefore entitled to all benefits, such as annual leave, sick pay and employer pension contributions. They will also be encouraged to take up learning and development opportunities offered by the organisation, with line manager's permission.

Apprentices may be required to attend college or a training provider on a specific day per week or be assessed mainly in the work place, depending on the job role. Apprentices will be given paid time off to attend this and may also be given time off for study at additional times, depending on the needs of the course. During College term holidays it would be expected that the apprentice attends their 'normal place of work'. An apprentice must work a minimum of 30 hours per week for 12 months.

Apprentices will not be eligible to undertake any overtime and nor will they be entitled to any enhancements to their agreed salary.

It is hoped that apprentices will continue to work for the Council and gain a permanent or temporary contract at the end of their apprenticeship and they will be able to apply for internal vacancies as and when they arise.

### **2.2 Employment Considerations**

**Status** – apprentices are treated no differently to any other WDC employee and accordingly all terms and conditions are equally applicable, such as sickness pay, annual leave entitlement, etc.

**Time recording** – line managers need to ensure that apprentices understand the guidelines and expectations eg who they go to for authorisation of leave etc. Apprentices must be employed for a minimum 30 hours per week and be given time off to attend college training.

Apprentices will require a tax code and a P45 will also be required if they have previously been employed.

**Pension** – All apprentices will be enrolled into the pension scheme, with an option to withdraw within the first 3 months (in which case all contributions paid are refunded).

**Progress Reviews** – These will take place at regular intervals between the apprentice, their Line Manager and the Learning Provider.

**Probationary Period** – this will be the same as any other WDC employee, i.e. 6 months.

**Annual Leave** – Leave entitlement of 23 working days per leave year, in addition to Bank and Public Holidays.

**Appraisals** and 1:1s– clear targets and expectations need to be set by the line manager at the outset and the apprentice should understand that these will form the basis of the probationary review. Any additional training needs outside of the apprenticeship should also be picked up at this stage.

**End of Apprenticeship** Permanent employment cannot be guaranteed at the end of an Apprenticeship. Three months before the end of the Apprenticeship, the apprentice will be placed on the redeployment register and given prior opportunity to apply for vacancies. Support will be given to apprentices to enable them to apply for suitable posts with the Council.

**Redundancy** There is a commitment from organisations to continue the Apprenticeship to the end of the training. Apprentices are not entitled to a redundancy payment.

### **2.3 Responsibilities of Managers**

Managers will be responsible for:

- Initial identification of apprenticeship opportunities in their service areas
- Sourcing funding to pay the wages for an apprentice, whether that be via the service budget and/or successfully accessing the corporate fund.
- Recruitment of an apprentice, in partnership with the HR Team.
- Ensuring the apprentice is given appropriate time to complete the relevant qualifications, including paid time off for day or block release
- Providing any necessary equipment or clothing / uniform
- Planning an appropriate work programme for the apprentice
- Working with the college or training provider to support the relevant qualification
- Mentoring and supporting the apprentice
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In addition to the above for Apprentices aged 16-18:

- Ensuring the appropriate young person`s risk assessment is completed
- Complying with health & safety regulations relating to the area of work and any particular requirements or restrictions on young people

### **2.5 What an apprentice can bring to the team**

As with any new member of staff starting in post, bringing an apprentice into a team can alter the dynamics and this will need to be managed. Line managers should involve colleagues as much as possible and appreciate that at times jobs will take longer whilst the apprentice gets used to the work. Quality standards will need to be very clear from the start. What is sometimes taken for granted with experienced colleagues will need to be explained in detail for apprentices. Line managers should find out from the apprentice

what they enjoy and what they are good at to identify and maximise strengths that can contribute to team performance.

## **2.6 Welcoming apprentices into the organisation**

Orientation into a service is important, as is understanding the specific needs of new recruits, particularly young people who may be entering the world of work for the first time.

Getting the team ready to welcome the apprentice is important, outlining what is expected from line managers and colleagues in terms of setting the right example and role modelling.

Induction should be undertaken, as with any new employee. The WDC induction process should be used. A place should also be reserved on the first available Corporate Induction.

## **2.7 Role of HR**

The HR Team will:

- Lead the Apprenticeship programme, linking in the wider Workforce Planning Strategy
- Provide advice to managers regarding Apprenticeships and Recruitment
- Be the main contact with training providers and the Skills Funding Agency
- Help recruit and sift potential applicants, advise of relevant apprenticeship frameworks/standards and help identify the relevant training provider
- facilitate a mentoring scheme for apprentices and employees
- run, if merited , bespoke courses

## **2.8 Further information**

For further information and support on apprenticeships please contact [hr.officers@warwickdc.gov.uk](mailto:hr.officers@warwickdc.gov.uk) .

### **Guiding Principles**

- Apprentices will be employees of Warwick District Council.
- Apprenticeships will provide individuals with practical work experience and a qualification needed for their respective chosen career within a structured framework.
- Apprenticeships will be funded through either existing Service budgets or by accessing a finite corporate fund, as outlined in a business case bid.
- Vacancies will be considered on a case by case basis and if suitable as an apprentice opportunity the manager will identify this on the VARF for consideration / approval.
- Apprenticeships will not replace existing staff, duties and functions.
- The length of an apprenticeship placement will be determined by the actual apprenticeship. Typically they range from 12 months to 2 years; however some last up to 5 years.
- Exiting WDC staff may apply to undertake Apprenticeship Training and remain in their substantive post.
- Apprentices will be on a fixed salary and therefore not eligible to salary progression through increments, although negotiated NJC and National Living Wage pay increases will be applied.
- Apprentices will not be eligible to undertake any overtime.
- Apprentices will not be entitled to any enhancements to their agreed salary.
- A probationary period of 6 months will be applicable to all apprentices in line with the terms and conditions of all new WDC recruits. Progress will be monitored by the Line Manager and the Training Provider.
- Performance and progress of Apprentices will be monitored using existing performance management criteria and processes e.g. Appraisals, 1 to1`s, capability procedures.



## **Practical, 'How to Recruit Guide'**

### **4.1 Recruitment**

The process of recruiting an apprentice is slightly different to that of any other member of staff purely due to the specialised nature of apprenticeships

#### **4.2 Steps to Appoint an Apprentice from an established vacancy**

STEP 1 – Vacancy occurs

STEP 2 – Should the post be filled? VARF

STEP 3 – If yes STEP 4

STEP 4 – Can the post be designated as an Apprenticeship? If no, recruit on usual basis. If yes, STEP 5

STEP 5 – Manager works with the HR Team/ to identify an appropriate Apprenticeship Framework, Training Provider, etc.

STEP 6 – Advertising the vacancy internally and externally

STEP 7 – Screening will take place with potential apprentices identified / short listing and interviews carried out

STEP 8 – Apprentice is appointed. Pre-employment checks carried out ie references and health screening. Apprenticeship Agreement appended to Employment Contract signed

STEP 9 – Induction Process Followed, training plan put in place, assigned a mentor

STEP 10 – At the end of the Apprenticeship there is no entitlement to a permanent position. However three months before the end of the apprenticeship, prior opportunity will be given to apply for vacancies in line with the Redeployment Policy.

#### **4.3 Steps to seek corporate funding to appoint an apprentice**

STEP 1 Apprenticeship opportunity is identified

STEP 2 – Manager completes a business case (proforma below)

STEP 3 – Business Case considered by CMT if approved STEP 4

STEP 4 – Manager works with the HR Team/Apprenticeship Provider to identify an appropriate Apprenticeship Framework, Training Provider, etc.

STEP 5 – Advertising the vacancy internally and externally

STEP 6 – Screening will take place with potential apprentices/students identified / short listing and interviews carried out

STEP 7 – Apprentice is appointed. Pre-employment checks carried out ie references and health screening. Apprenticeship Agreement appended to Employment Contract signed

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**4.4 APPRENTICESHIP BUSINESS CASE PROFORMA**

Manager name and contact details	
Title of Apprenticeship and level to be offered	
Service Area	
Team	
Line Manager	
Mentor	
Start Date	
Rationale as to why an Apprentice is required	
How the Apprentice is to be funded	
Funding options that have been considered	
Available Corporate Apprenticeship Funds (from finance)	
HR Approval – date(s) and outcome	
CMT app	Approval and date

## **Apprentices – Frequently asked questions**

### **5.1 How will I benefit as a Manager?**

As well as possibly helping local unemployed people to get ready for work or return to work, the scheme will provide you with an opportunity to obtain some additional resources to support the work of your team

### **5.2 How will Managers be supported?**

Managers will be guided through the process by the HR Team. Apprentices also follow a framework with support from the new Digital Apprenticeship Service, in terms of:

- Selection of an apprenticeship framework or standard
- Selection of a training provider or providers to deliver the training
- Selection of an assessment organisation

In time we also envisage an in-house mentoring network both for apprentices and for managers where other managers who have provided apprenticeships in the past will be on hand to offer advice.

### **5.2 How do I apply to recruit an Apprentice?**

When a vacancy arises you can consider whether it would make a suitable opportunity for an Apprentice. If this is the case, you would flag this on the VARF. Alternatively you may bid for funding from the Corporate Apprentice Fund. In this instance you will complete the proforma outlining the business case, which will be considered by CMT

### **5.3 How much will an Apprentice be paid?**

See Appendix 1.

However they will not be entitled to any enhancements to their agreed salary or eligible to undertake any overtime.

### **5.4 Who pays for the Apprentice?**

The Service Area employing the apprentice will be responsible for their salary and costs.

Or

The Council will make available a finite corporate fund. In order to access this funding, Service Areas will need to complete the proforma outlining their business case. It should be noted that not all applications to this fund will be successful.

### **5.6 How and when will an Apprentice be paid?**

They will be paid as an employee of the Council i.e. monthly, with the monies paid direct into a bank/building society account.

### **5.7 How will the performance of an Apprentice be monitored and assessed?**

Whilst managers will be expected to supervise apprentices as they would with other staff by 1:1, appraisals etc, apprentices also have to meet targets set out in their apprenticeship framework and in this respect would be supported by the learner provider.

### **5.8 How much off- the job training will be required?**

This will vary according to the apprenticeship, for example the apprenticeship may require day release for training/study.

### **5.9 How will an Apprentice benefit?**

They will receive an opportunity to get real and practical work experience, whilst studying for a suite of qualifications. The Council is a large employer with a wide range of jobs and professions for which the apprentice could be considered for following successful completion of their apprenticeship (subject to vacancies).

### **5.10 What will be the Apprentice's Terms & Conditions?**

An apprentice will be a WDC employee on a fixed term contract, thus being entitled to annual leave, sick pay, joining the local government pension scheme, etc.

### **5.11 How long will an Apprenticeship last?**

An apprenticeship with the Council will last anywhere typically from 12 – 24 months but potentially up to 5 years.

### **5.12 What happens when an Apprenticeship finishes?**

Unfortunately, there is no guarantee that an Apprentice will be offered a job with the Council upon completion. However, the experience and skills gained in acquiring the apprenticeship will put them in a better position to apply for jobs both within and outside the Council. Three months before the end of the Apprenticeship the apprentice will be placed on the redeployment register and given prior opportunity to apply for vacancies.

**December 2017**

**APPENDIX 1**

**APPRENTICE SALARY SCALES 2017**

Level	Apprentice Salary bands from April 2017	
Point 1 WDC	£149.85 per week (£4.05 per hour) £7,813.61 per annum (equivalent to NMW for 16-17 yr old)	All New Starter WDC Apprentices
Point 2	£207.20 per week (£5.60 per hour) £10,804.00 per annum (NMW for 18-20 yr old)	19 <sup>th</sup> birthday and have completed 12 months of the scheme
Point 3	£260.85 per week (£7.05 per hour) £13,601.46 per annum (NMW 21-24)	21 <sup>st</sup> birthday and have completed 12 months of the scheme.  Fixed term salary point for higher Apprentices
Point 4	£277.50 per week (£7.50 per hour) £14,469.64 per annum (NLW for adults)	25 <sup>th</sup> birthday and have completed 12 months of the scheme.

**To be updated each year in line with appropriate rates**