

## Appendix 1 – Apprenticeships Update

The 8 apprentices funded from the Corporate Programme are detailed below:

Title	Qualification undertaken	Service Area	Cost	Training Duration
<b>2018 Apprentices</b>				
Data Analyst Apprentice	L4 Data Analyst	Chief Executive	£15,000	24 months
Building Control Apprentice	L3 Business Admin	Development Services	£5,000	24 months
Democratic Services Apprentice	L3 Business Admin	Democratic Services	£5,000	18 months
Construction and Surveying Apprentice	L4 Construction and Surveying	Chief Executive	£9,000	24 months
Construction and Surveying Apprentice	L3 Construction and Surveying	Chief Executive	£9,000	24 months
AAT Apprentice	L2 & 3 AAT	Finance	£8,000	36 months
Apprentice - Licensing	L3 Business Admin	HCP	£5,000	18 months
Apprentice – Arts and Events	L3 Events Assistant	Cultural Services	£9,000	18 Months

### Apprentices funded by Service Areas

Title	Qualification undertaken	Service Area	Cost	Training Duration
Customer Service Apprentice	L2 Customer Service Practitioner	Finance	£4,000	18 months
Revenue Apprentice	L3 Business Admin	Finance	£5,000	18 months
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### Current Recruitment

We are seeking 4 apprentices' in the following areas with a potential for a further apprentice in digital marketing imminently upon approval.

Post Title	Training	Service Area	Cost	Training Duration
Apprentice – Project Management	L4 Project Management Qualification	Neighbourhood	£6,000	24 months
Apprentice – Business Administration – Culture	L3 Business Administration	Cultural Services	£5,000	18 Months
Apprentice – Business Administration – FAST Team	L3 Business Administration	Finance	£5,000	18 Months
Apprentice – Business Administration - Revenues	L3 Business Administration	Finance	£5,000	18 Months

## Apprenticeship Training Funded by Government Levy

Post Title	Training	Service Area	Cost	Training Duration
Principal Accountant (Housing)	L7 CIMA	Finance	£20,200	24 months
Discharge of Conditions Officer	L7 Planning Degree University of Birmingham	Development Services	£20,000	36 months
Development Monitoring Officer	L7 Planning Degree University of Birmingham	Development Services	£20,000	36 months
Assistant Building Consultant	L7 Building Control Degree Wolverhampton University	Development Services	£24,000	36 months
Internal Audit	L7 Internal Auditing	Development Services	£17,000	36 months

Note we receive £55,000 of Levy Training funding each year but the Government tops up any excess costs by 95%. Costs above may be spread up to 3 years.

## Successfully Completed Apprenticeships

Title	Qualification undertaken	Service Area	Cost	Training Duration
Digital Marketing Apprentice	L3 Diploma in Digital Marketing	Chief Executive	£4,000	18 months
Finance Apprentice	L3 Bus Admin	Finance	£5,000	18 months
Business Admin in Neighbourhood	L2 Bus Admin	Neighbourhood Services	£5,000	18 months
Arts Development Apprentice	L3 Community Arts Management	Cultural Services	£2,500	18 months
Theatre Technician Apprentice	L3 Advanced Certificate in Technical Theatre: Sound Light & Stage	Cultural Services	£9,000	12 - 18 months
Customer Service Apprentice	L2 Customer Service Practitioner	Finance	£4,000	18 months

## Successfully Completed Apprenticeships by WDC Employees

Procurement Business Partner	L4 Procurement Practices	Finance	£9,000	12 months
Training Building Control Consultant	L3 Construction and Building Control	Development Services	£9,000	24 months

## Public Sector Apprenticeship target

Public sector bodies with 250 or more staff in England have a target to employ an average of at least 2.3% of their staff as new apprentices within the period of 1 April 2017 to 31 March 2021.

- The percentage of new apprenticeship (both new hires and existing employees) as a proportion of new starters between 1 April 2019 to 31 March 2020 was 21.33%.

- The percentage of total headcount that were apprentices on 31 March 2020 was 3.71%.

- The percentage of apprenticeship starts (both new hires and existing employees who started an apprenticeship) between 1 April 2019 to 31 March 2020 as a proportion of the total headcount on 31 March 2020 was 2.34%

### **Next Steps**

It is important to recognise the success of this initiative within the Council however, as part of SMT and Workforce Steering Group it has been acknowledged that the impact of COVID-19 on this group is significant. Further review is being undertaken with existing apprentices within the Council and support for Managers with new apprentices joining.