

NORTH LINCOLNSHIRE COUNCIL

CABINET

APPRENTICESHIP PROGRAMME

1. OBJECT AND KEY POINTS IN THIS REPORT

- 1.1 To approve the establishment of 12 new level two apprenticeship opportunities as part of the wider 2013 apprenticeship programme.
- 1.2 To approve the continuation of 4 existing level two apprenticeships to level three.

2. BACKGROUND INFORMATION

- 2.1 The first phases of apprenticeships offered by the council has proven highly successful. The programme has attracted over 370 applicants. Of these, 58 successfully secured an apprenticeship. A number of apprentices have now progressed into full-time employment.
- 2.2 The council is changing its Human Resource policies in support of the apprenticeship programme. This will provide apprentices the opportunity of consideration for vacant jobs prior to advertising externally.
- 2.3 The council has reviewed the first year of the apprenticeship programme. We propose extending the programme.

3. OPTIONS FOR CONSIDERATION

- 3.1 The suggested options for consideration are as follows:
 - 3.1.1 Option One – A list of proposed apprenticeships for September 2013 is outlined in Appendix One.
 - 3.1.2 Option Two – Offer the same apprenticeships outlined in Appendix One but with no level three apprenticeships.

4. ANALYSIS OF OPTIONS

- 4.1 Option one is the preferred option. It will allow the council to deliver additional apprenticeship opportunities at level two. It will also offer the opportunity to further develop some of our existing level two apprentices by offering level three opportunities.

5. RESOURCE IMPLICATIONS (FINANCIAL, STAFFING, PROPERTY, IT)

5.1 Financial

The funding for the Apprenticeship programme was recently approved by full council.

5.2 Staffing

Apprentices will work a 37 hr week. The Council's website and the National Apprenticeship service will advertise the vacancies.

There will be an assessment centre for all young people expressing an interest in the apprenticeship programme followed by a formal interview process on 15 May 2013.

5.3 IT

IT Services will provide IT Equipment to the Apprenticeship posts at no cost to the programme.

5.4 Property

Property Services will provide accommodation and desks from stock.

6. OUTCOMES OF INTEGRATED IMPACTASSESSMENT (IF APPLICABLE)

6.1 Officers have completed an integrated impact assessment for the project. No issues for concern were highlighted.

7. OUTCOMES OF CONSULTATION AND CONFLICTS OF INTERESTS DECLARED

7.1 Human Resources were consulted and are happy with the proposals. Individual services have identified potential apprenticeship opportunities.

8. RECOMMENDATIONS

8.1. That Cabinet approves the proposed Apprenticeship programme outlined in Appendix One.

DIRECTOR OF PLACES

Civic Centre
SCUNTHORPE
North Lincolnshire
DN16 1AB
Author: Lesley Potts
Date: 14 March 2013

Background Papers used in the preparation of this report - Nil

Area	Job role	Apprenticeship			
Places					
Leisure	Trainee Sports Development Officer	Level II			
Highways	Trainee Traffic Officer	Level III			
Normanby Hall (gardner)	Trainee gardener	Level II			
Museum	Trainee Collections Assistant	Level II			
Brigg Leisure Centre	Trainee Catering Assistant	Level II			
Housing	Trainee Handyman	Level II			
Schools Catering	Trainee Cook	Level II			
Fleet	Trainee Mechanics	Level II			
Policy and Resources					
Human Resources Health and Safety CCHR3018	Trainee Administrator	Level II			
IT Services – Digital Services	Trainee IT Assistant	Level II			
Publications and PR	Trainee Communications Officer	Level II			
Legal	Trainee Legal Assistant	Level III			
People					
Adults Social Care	Trainee Adult Support Worker	Level II			
Adults Disabilities	Trainee Adult Support Worker	Level II			
IAG Team	Trainee Admin Assistant	Level II			
Childrens Centre -	ApprenticeFamily Support Worker	Level III			
Childrens Centre	ApprenticeFamily Support Worker	Level III			