



# Stronger City Economy Scrutiny Panel

18<sup>th</sup> September 2018

<b>Report title</b>	Scrutiny Review of Apprenticeships Update	
<b>Cabinet member with lead responsibility</b>	Councillor Lynne Moran Lead for Education and Skills	
<b>Wards affected</b>	All	
<b>Accountable director</b>	Meredith Teasdale, Director of Education	
<b>Originating service</b>	City Corporate	
<b>Accountable employee(s)</b>	Angela McKeever	Head of Skills
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<b>Report to be/has been considered by</b>	Education Leadership Team	3 <sup>rd</sup> September 2018
	Strategic Executive Board	4 <sup>th</sup> September 2018
	Stronger City Economy Scrutiny Panel	18 <sup>th</sup> September 2018

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## Recommendation(s) for action or decision:

The Scrutiny Panel is recommended to:

1. To consider the progress and achievements within the “Scrutiny Review of Apprenticeships Action Plan”, following the Scrutiny Review of the City’s Apprenticeship Offer.

## **1.0 Purpose**

- 1.1 To provide an update on the activity and progress of the Apprenticeship Action Plan that was recommended by the Scrutiny Panel's review of apprenticeships.

## **2.0 Background**

- 2.1 The scrutiny review of apprenticeship in January 2017 agreed the below 4 priorities to address the key concerns and recommendations made by the panel.
- a. Become an exemplar employer of young people in the city – offering improved work experience and apprenticeship opportunities
  - b. Improve marketing, information and awareness of apprenticeships in the city to young people, schools, parent's, careers advisers etc.
  - c. Improve access to information on apprenticeships through schools
  - d. Improve the availability of supported internships, traineeships and apprenticeships for vulnerable young people

## **3.0 Progress to date.**

- 3.1 Please see appendix 1 for the Scrutiny Review of Apprenticeships Action Plan for a detailed update of the four priorities and individual actions.

## **4.0 Financial implications**

- 4.1 None – operational delivery of the apprenticeship scrutiny action plan will be through existing resource.

## **5.0 Legal implications**

- 5.1 None – the delivery of the action plan is to become an exemplar employer, to improve the offer to employees and residents. [AS/10092018/D]

## **6.0 Equalities implications**

- 6.1 All apprenticeships are required to meet equality and diversity standards. Various groups inform this process including inclusion advisory forums and individual institutional policies and procedures

## **7.0 Environmental implications**

- 7.1 Environmental implications are undertaken through provision planning.

## **8.0 Project Implications**

- 8.1 The project is supported through existing resources and the new Strategic Organisational Development and Apprenticeships Lead.

## **9.0 Human resources implications**

- 9.1 The levy gives an opportunity for existing employees to upskill using apprenticeship Standards as the development tool of choice. This will be monitored by Human Resources Business Partners and the Organisational Development team lead by the Strategic Organisational Development and Apprenticeship Lead.
- 9.2 New processes have been developed in partnership with Human Resources and the Organisational Development Team. These include; a revised pay structure for people employed to carry out an apprenticeship role, generic apprenticeship role profiles based on the level of apprenticeship being offered and the level of work the manager is expecting the Apprentice to carry out. There will be a new recruitment process including a streamline application form allowing people to submit a CV for Apprenticeship role. There will be a need for Human Resources to create the pay scales within the Agresso system and to develop the new application form within the Talent link system.

## **10.0 Corporate landlord implications**

- 10.1 There will be no property or landlord implications as apprentices will be based within the existing infrastructure

## **11.0 Schedule of background papers**

- 11.1 Scrutiny Review of Apprenticeships January 2017

## **12.0 Appendix 1**

- 12.1 Scrutiny Review of Apprenticeships Action Plan