

Apprenticeship Strategy Delivery Plan

Aim: Identify apprenticeship opportunities and embed these across the council.				
Action	Officer(s) responsible	Timescale	Outcome	Progress Update
Embed apprenticeships within the council and associated workforce development plans/1:1 discussions	HR ED/SD/HOS Senior Managers	June 2021	Increased uptake in apprenticeships Public sector target met Levy spend maximised Build network of apprenticeship ambassadors	
Engage with all departments/services to identify opportunities	HR ED/SD/HOS Senior Managers	Ongoing	Increased uptake in apprenticeships Public sector target met Levy spend maximised	
Carry out workforce planning workshops with the support from the LGA	HR LGA Senior Managers	June 2021	Services improve workforce planning. Increased uptake in apprenticeships Public sector target met Levy spend maximised	
Map apprenticeship standards onto roles and create career paths where appropriate	HR ED/SD/HOS Senior Managers	Oct 2021	Increased uptake in apprenticeships Public sector target met Levy spend maximised	
Create Apprenticeship ambassadors across the council	HR Apprentices Senior Managers	June 2021	Increased uptake in apprenticeships Public sector target met Levy spend maximised Ambassadors will be able to support apprentices New apprentices will feel supported and have a positive experience	
Carry out survey of apprentices, schools and manager	HR SS	Mar 2021	Improved understanding of knowledge gaps to inform future activities around apprenticeship awareness and support	

Aim: Actively promote apprenticeships within the Council both as a recruitment tool, as part of retention strategies, and encouraging a learning and development culture.

Action	Officer(s) responsible	Timescale	Outcome	Progress Update
Agree a communication plan to inform all staff of the strategy and signpost them to info on apprenticeships	Comms HR	Mar 2021	All staff aware of the strategy and operational processes	
Map apprenticeship standards onto roles and create career paths where appropriate	HR HOS/ED CMT	Oct 2021	Increased number of new and existing staff undertaking apprenticeships Public sector target met Levy spend maximised	
Plan activities around National Apprenticeship week to raise awareness through apprenticeship ambassadors.	Comms HR Job mentors Apprentice Ambassadors	Feb 2021	Awareness of apprenticeship opportunities increased	
Produce apprenticeship guidance for staff	HR	Mar 2021	Awareness of apprenticeship opportunities increased	
Create quarterly apprenticeship drop in sessions for learners	HR	June 2021	Apprenticeships have opportunity to meet fellow apprentices and raise any concerns Evaluation and feedback used to inform future development of programmes. Performance and training issues are quickly identified and addressed.	

Aim: Utilise higher level apprenticeships to support succession planning, personnel development, recruitment & retention and developing future leaders.

Action	Officer(s) responsible	Timescale	Outcome	Progress Update
Create a learning and development offer/plan for senior staff.	HR CB	Mar 2021	Maximise use of levy Increase number of existing staff taking up higher level apprenticeship opportunities	
Attend management team meetings to promote apprenticeships.	HR HOS/SD	Ongoing	Awareness of higher level apprenticeships raised Increase number of existing staff taking up higher level apprenticeship opportunities	

Aim : Maximise the use of levy spend and Increase the number of apprenticeship starts with a view to meeting our public-sector target				
Action	Officer(s) responsible	Timescale	Outcome	Progress Update
Engage with all departments/services to identify opportunities	HR ED/SD/HOS Senior Managers	Oct 2021	Increased uptake in apprenticeships Public sector target met Levy spend maximised	
Work with the procurement team to create procurement process to make selection of training providers simple and effective (in line with the principles of fairness, transparency and value for money)	HR Commissioning Legal	Jan 2021	Best value and high quality training sourced for apprenticeships	
Support schools in understanding the wider range of apprenticeships available to them	HR Education	July 2021	Apprenticeships embedded into the learning culture of schools Improved uptake of apprentices in schools Public sector target met Levy spend maximised	
Develop partnerships with training providers, other public sector organisations and the LEP.	HR Economic Development	June 2021	Increase in uptake of apprenticeships across the district and Berkshire	
Participate in focus groups and trailblazer groups to support the development of new standards to meet future needs.	HR Senior Managers	Ongoing	Gaps in market can be identified Increased number of apprenticeships standards appropriate to roles within the council	

Aim: In the capacity of Corporate Parent we will look to enable apprenticeships for our Looked After Children, SEND pupils and NEETS.

Action	Officer(s) responsible	Timescale	Outcome	Progress Update
Arrange training for job mentors to support apprentices	HR Mentors	Mar 2021	Mentors are fully aware of their role and responsibilities. Improved success rates for disadvantaged young people	
Build relationships with local schools to develop work experience opportunities for SEND pupils	HR Schools	Mar 2021	Improved success rates for disadvantaged young people	
Work with the post 16, education and SEND teams to identify opportunities for SEND, LAC and NEETS	HR Education	Ongoing	Improved success rates for disadvantaged young people Narrow achievement gap between outcome of SEND and non-SEND pupils.	
Attend careers fairs, schools to promote WBC as an employer	HR Senior Managers	Ongoing	Awareness of apprenticeships increased WBC considered employer of choice	
Develop the use of one page profiles re: apprentices with additional needs to facilitate understanding of individual differences and support needs	HR Schools Education	Ongoing	Managers are fully cognisant of the needs of the apprentice so support can be put in place as necessary	

Aim: Encourage work experience placements and/or traineeships as a pathway to an apprenticeship				
Action	Officer(s) responsible	Timescale	Outcome	Progress Update
Develop relationships with local training providers to identify potential traineeships	HR	Mar 2021	Increased uptake of traineeships	
Build relationships with local schools to develop work experience opportunities	HR Education	Mar 2021	Awareness of apprenticeships increased WBC considered employer of choice	
Work with departments and services to identify potential work experience or traineeship opportunities	HR ED/SD/HOS Senior Managers	Ongoing	Increase in number of work experience and traineeships	
Develop guidance for managers regarding supporting work experience and traineeships	HR	Mar 2021	Managers feel confident to support work experience and traineeship placements	

Aim: Promote apprenticeships to local businesses within West Berkshire				
Action	Officer(s) responsible	Timescale	Outcome	Progress Update
Work with local colleges, training providers and the Economic Development team to promote levy transfer	HR Economic Dev	Mar 2021	Increased uptake in apprenticeships across the district Increased levy transfer	
Work with the Economic Development team to ensure WBC is seen as an advocate for apprentices.	HR Economic Dev	Mar 2021	Increased uptake in apprenticeships across the district Increased levy transfer	
Develop a policy and process for the transfer of levy funding to other employers	HR	Jan 2021	Levy funding maximised	
Create and share case studies and carry out reviews of what went well and any learning	HR Managers Apprentices	June 2021	Learning is embedded Apprenticeships are a positive experience for both apprentice and employer.	