

# Notice of Meeting

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## Personnel Committee

**Wednesday, 9th December, 2020 at  
1.00 pm**

**This meeting will be held in a virtual format in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panels Meetings) (England and Wales) Regulations 2020 (“the Regulations”).**

**The meeting can be accessed from the following link from 10:30am:**

[www.westberks.gov.uk/personnelcommitteelive](http://www.westberks.gov.uk/personnelcommitteelive)

**Note:** . The Council will be live streaming its meetings

Date of despatch of Agenda: Thursday, 26 November 2020

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Moira Fraser on (01635) 519045  
e-mail: [moira.fraser@westberks.gov.uk](mailto:moira.fraser@westberks.gov.uk)

Further information and Minutes are also available on the Council's website at  
[www.westberks.gov.uk](http://www.westberks.gov.uk)



**WestBerkshire**  
C O U N C I L

**To:** Councillors Adrian Abbs, Peter Argyle, Jeff Brooks (Vice-Chairman),  
Garth Simpson (Chairman) and Joanne Stewart

**Substitutes:** Councillors Dennis Benneyworth, Lee Dillon, Nassar Kessell and  
Richard Somner

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# Agenda

## Part I

Page No.

1. **Apologies for Absence**  
To receive apologies for inability to attend the meeting (if any).
2. **Minutes** 5 - 8  
To approve as a correct record the Minutes of the meeting of the  
Committee held on 17 July 2020.
3. **Declarations of Interest**  
To remind Members of the need to record the existence and nature of  
any personal, disclosable pecuniary or other registrable interests in items  
on the agenda, in accordance with the Members' [Code of Conduct](#).
4. **Apprenticeship Strategy (PC3968)** 9 - 108  
*Purpose: This report seeks approval of an Apprenticeship Strategy and  
associated documents for the Council as well as a proposal for additional  
resource to support delivery of this key project/Council priority.*
5. **Date of Next Meeting**
  - 12 February 2021
  - 16 July 2021
  - 12 November 2021
  - 11 February 2022
  - 29 April 2022

Sarah Clarke  
Service Director: Strategy and Governance

If you require this information in a different format or translation, please contact  
Moira Fraser on telephone (01635) 519045.

## DRAFT

Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

### REMOTE PERSONNEL COMMITTEE

### MINUTES OF THE MEETING HELD ON FRIDAY, 17 JULY 2020

**Councillors Present:** Jeff Brooks (Vice-Chairman), Lee Dillon (Substitute) (In place of Adrian Abbs), Garth Simpson (Chairman), Richard Somner (Substitute) (In place of Peter Argyle) and Joanne Stewart

**Also Present:** Rebecca Bird (HR Manager) and Moira Fraser (Democratic and Electoral Services Manager)

**Apologies for inability to attend the meeting:** Councillor Adrian Abbs and Councillor Peter Argyle

#### PART I

#### 3. Minutes

The Minutes of the meetings held on 24 April 2020 and 14 May 2020 were approved as a true and correct record and signed by the Chairman.

#### 4. Declarations of Interest

There were no declarations of interest received.

#### 5. Terms of Reference of the Personnel Committee

The Chairman noted that as this was the first meeting of the Municipal Year he felt that it would be appropriate for the Committee to be appraised of its Terms of Reference.

He noted that the Council had delegated its work in relation to agreeing and making changes to HR and Health and Safety Policies and Procedures, appointing staff at Head of Service level and above by means of an Appointments Panel, appointment of Proper Officers, and for determining requests for the early release of pensions, subject to the financial implications of each request being approved, the Executive decision making process to the Personnel Committee.

Councillor Jeff Brooks asked that the word Proper Officer be replaced with the term Statutory Officers, or to at least include this in brackets afterwards, to aid clarity.

**RESOLVED that the Terms of Reference of the Personnel Committee be noted. The term 'Statutory Officers' would be included in the document.**

#### 6. Menopause Policy (PC3940)

The Committee considered a report (Agenda Item 5) which asked Members to consider and if appropriate approve the policy. Rebecca Bird in introducing the policy noted that the menopause affected many employees, not just women, and could impact upon their working lives. The policy aimed to raise awareness of the menopause and its impact, encourage open and supportive conversations between employees and their line manager so that reasonable adjustments could be explored to support the employee at work and enable them to continue to be effective in their jobs.

## PERSONNEL COMMITTEE - 17 JULY 2020 - MINUTES

Ms Bird noted that 78% of the Council's workforce identified as female and of those employees 59% fell within the 40 to 60 year old age group. These employees were more likely to be affected by the menopause. The awareness of the impact of the menopause on employees was an issue that had been raised nationally and Advisory, Conciliation and Arbitration Service (ACAS) guidance stated that it was good practice to have a policy in place. The need for a policy had also been raised by the unions, especially Unison.

Officers had looked at a number of other policies and identified good practice that could be incorporated into West Berkshire Council's policy.

The menopause was still widely seen as a taboo subject and it was hoped that the adoption of the policy would raise awareness and facilitate more open discussion amongst staff members to enable all employees to work as effectively as possible.

If Members were minded to adopt the policy an article would be placed in the Council internal communication document (Reporter), information would be put onto the intranet and Heads of Service and Service Directors would be asked to cascade information to their teams. HR were looking to get some training most probably via e-learning in place for managers to assist them. HR would monitor any queries arising in respect of the policy or on this subject matter and see if any adjustments to the policy and training were needed.

Councillor Jeff Brooks commented that he was supportive of the adoption of the policy which he believed would assist managers to respond sensitively and appropriately to employees that were experiencing symptoms. He was pleased to see that the Council had looked at other policies in order to identify good practice while ensuring that it reflected the local situation.

Councillor Jo Stewart stated that she was pleased to see that the policy stated that this was not an issue that only affected women and that age was also discussed. She noted that the menopause did not only affect older people. In particular she welcomed the associated risk assessment document which she believed could help to depersonalise discussions where managers or employees felt awkward in discussing the condition. She believed that it was important to have a training programme in place to support managers. Councillor Stewart felt that it would be useful to revisit the policy in the next six to nine months to see if it needed any adjusting given that it was a new policy. **(RB to Action).**

Councillor Garth Simpson asked who would be responsible for undertaking the risk assessment. Ms Bird explained that it would be undertaken by the manager but that they would be able to access support from the Health and Safety Team. Most managers would need to undertake these risk assessment in relation to other areas of work so training was already available and managers were accustomed to undertaking them. Councillor Simpson stated that he welcomed the allocation of quiet rooms and he felt that it would be beneficial to ensure that they had comfortable chairs and an ability to show that the room was occupied.

Councillor Richard Somner commented that he welcomed the holistic approach. He commented that he had recently become aware that men were affected by the menopause too and he therefore supported the inclusive nature of the document. He hoped that the introduction of the policy would be supported by a poster and intranet campaign to aid awareness and facilitate more open discussion.

Councillor Lee Dillon commented that he too supported the policy.

**RESOLVED** that the Menopause Policy and use of appropriate rest rooms be approved.

### 7. Date of Next Meeting

## PERSONNEL COMMITTEE - 17 JULY 2020 - MINUTES

It was noted that the dates for the next two meetings were:

- 13 November 2020 at 10.30am
- 12 February 2021 at 10.30am

*(The meeting commenced at 10.30 am and closed at 10.57 am)*

**CHAIRMAN** .....

**Date of Signature** .....

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# Apprenticeship Strategy

<b>Committee considering report:</b>	Personnel Committee on 9 December 2020
<b>Portfolio Member:</b>	Councillor Jo Stewart
<b>Date Portfolio Member agreed report:</b>	4 November 2020
<b>Report Author:</b>	Abigail Witting
<b>Forward Plan Ref:</b>	PC3968

## 1 Purpose of the Report

This report seeks approval of an Apprenticeship Strategy and associated documents for the Council as well as a proposal for additional resource to support delivery of this key project/Council priority.

## 2 Recommendations

Personnel Committee is recommended to approve the Apprenticeship Strategy and associated documents as well as a proposal for additional resource to support delivery.

## 3 Implications and Impact Assessment

Implication	Commentary
<b>Financial:</b>	<p>In order to ensure delivery of the strategy and to maximise opportunities a pressure bid has been submitted to budget board for inclusion in the 2021/22 HR budget as follows:</p> <ul style="list-style-type: none"> <li>Assistant HR Officer post from 0.6 to 1.0 FTE at a cost of £16,060 based on 2021/22 salaries.</li> </ul> <p>Financial Support has already been agreed in respect of funding to assist with the salaries for disadvantaged apprenticeships. A budget of £125k per annum for 4 years from 2020/21 was approved and is coded to CC 40104.</p> <p>The apprenticeship levy was introduced in April 2017 and each month 0.5% is paid into the levy pot. In the current year this equates to approx. £16,870 per month on average for Corporate and £19,450 per month on average for Schools. Funds not used expire after 24 months.</p>

<b>Human Resource:</b>	N/A- see comment above about additional resource within HR			
<b>Legal:</b>	The Apprenticeship Levy includes a public sector target of 2.3% of headcount (including schools). Whilst currently there are no penalties for not meeting the target, performance against the target is monitored through annual performance reporting to the Education and Skills Funding Agency. This strategy seeks to minimise the Council's risk and balances the requirements of both the levy spend and target against achieving the aims and ambitions we feel are appropriate locally.			
<b>Risk Management:</b>	The risks associated with this strategy relate to loss of levy funds and not meeting the apprenticeship target which could result in reputational damage. The strategy aims to minimise these risks by balancing spending the levy against number of apprenticeships and therefore demonstrating value for money for West Berkshire residents.			
<b>Property:</b>	N/A			
<b>Policy:</b>	This strategy is in response to national policy on Apprenticeships which was introduced in April 2017.			
	<b>Positive</b>	<b>Neutral</b>	<b>Negative</b>	<b>Commentary</b>
<b>Equalities Impact:</b>				
<b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?	X			This strategy will positively impact on the workforce and community by creating learning and development opportunity for existing staff and creating new roles and opportunities for our community particularly those who are disadvantaged.



<b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?	X			This strategy aims to support our disadvantaged residents into employment including our young people who have been disproportionately affected by the COVID pandemic.
<b>Environmental Impact:</b>		X		
<b>Health Impact:</b>	X			This strategy will have a positive impact on the wellbeing of existing staff and residents particularly those who are disadvantaged in terms of accessing employment. It is widely accepted that work can improve/support health and wellbeing.
<b>ICT Impact:</b>		X		
<b>Digital Services Impact:</b>		X		
<b>Council Strategy Priorities:</b>	X			<ul style="list-style-type: none"> <li>• Ensure our vulnerable children and adults achieve better outcomes</li> <li>• Support everyone to reach their full potential</li> <li>• Support businesses to start, develop and thrive in West Berkshire</li> </ul>
<b>Core Business:</b>	X			<p>Supports Priorities 3 &amp; 4 of the SEND Strategy and Priorities 3 &amp; 4 of the Autism Strategy as follows:</p> <ul style="list-style-type: none"> <li>• We want to improve post 16, education, learning, employment, and training. (Strategic Priority 3 SEND Strategy)</li> <li>• We want to develop positive transitions for young people with SEND to enable them to prepare for adulthood. (Strategic Priority 4 SEND Strategy)</li> <li>• Autistic adults are able to find employment or volunteering opportunities and are supported to remain employed. (Strategic Priority 3 Autism Strategy)</li> </ul>

				<ul style="list-style-type: none"> <li>Enabling and encouraging Autism Friendly environments (Strategic Priority 4 Autism Strategy).</li> </ul>
<b>Data Impact:</b>		X		
<b>Consultation and Engagement:</b>	<p>Consultation has taken place with the following:</p> <ul style="list-style-type: none"> <li><b>Human Resources</b></li> <li><b>Apprenticeship Strategy Group-</b> Dominic Boeck, Joanne Stewart, Donna Fox, Garth Simpson, Jane Seymour, Jeremy Cottam, Mark Browne, Nikki Steven. Sean Murphy, Steve Masters, Toby Green</li> <li><b>All Heads of Service &amp; Executive Directors</b></li> <li><b>Sarah Clarke- Service Director</b></li> <li><b>Pamela Voss-</b> Equality &amp; Diversity Officer.</li> <li>Workforce Board (includes Unison)- April Peberdy, Catherine Greaves, Dave Pearson, James Gore, Janet Weekes, Karen Felgate, Laura Knowles, Laura Mayes, Linda Dobraszczyk, Lynne Doherty, Maria Shepherd, Mike Harling, Nick Carter, Rachel Johnson, Sharon Armour, Sonia Harris, Stuart Clark</li> <li><b>Gabrielle Mancini &amp; Sam Robbins-</b> Economic Development</li> </ul>			

## 4 Executive Summary

- 4.1 The apprenticeship levy was introduced in April 2017. At that time, the Council (via the Steering Group) focused on using the funds in the levy fund to upskill existing staff. Now apprenticeships are well established and we have had time to review our progress we were keen to create a more ambitious strategy that broadened the remit to include supporting our vulnerable children and adults and local businesses as well as
- 4.2 This report seeks approval of the Apprenticeship Strategy and the associated documents which seeks to capture both the current practice in relation to apprenticeships and our future ambitions in relation to supporting disadvantaged/vulnerable children and adults within West Berkshire. In addition, the supporting documents seek to provide support and advice for staff, managers, schools, and businesses.
- 4.3 In addition the report asks for consideration of additional resource to ensure effective delivery of the strategy. The success of the work so far has been largely attributable to the enthusiasm, efforts and personal investment of those involved. As this is such a key project which links to a number of other strategies and is a Council priority for members and Officers it is vital we ensure ongoing success through appropriate HR resources. In order to ensure delivery we request the following additional resources:
- Increase funding for Assistant HR Officer from 0.6 to 1.0 FTE at a cost of £13,157 based on 2020/21 salaries.

### 4.4 The Strategy contains the following ambitions:

1. Identify apprenticeship opportunities and embed these across the council.
2. Actively promote apprenticeships within the Council both as a recruitment tool, as part of retention strategies, and encouraging a learning and development culture.
3. Utilise higher level apprenticeships to support succession planning, personnel development, recruitment & retention and developing future leaders.
4. Maximise the use of levy spend and increase the number of apprenticeships starts, with a view to meeting our public-sector target.
5. In the capacity of Corporate Parent, we will look to enable apprenticeships for our Looked After Children, SEND pupils and NEETS.
6. Encourage work experience placements and/or traineeships as a pathway to an apprenticeship.
7. Promote apprenticeships to local businesses within West Berkshire.

4.5 Approval of the above points is recommended as it will enable the Council to achieve its commitment to provide equality and diversity as set out in its Equality in Employment Policy as well as its strategic priorities in the Council Strategy, Autism Strategy and the SEND Strategy. Having an ambitious Apprenticeship Strategy makes it clear that the Council is an advocate for apprenticeships, values learning and development and is willing to “put its money where its mouth is” and support our residents and in particular our vulnerable children and adults.

## 5 Supporting Information

### Introduction

5.1 This report seeks approval of the Apprenticeship Strategy and associated documents to raise awareness of apprenticeships across the council and the wider community, provide support for staff, managers, and schools in accessing apprenticeships and in supporting apprentices.

### Background

5.2 In April 2017, the Government relaunched apprenticeships alongside the plans for the Apprenticeship Levy in a bid to recruit three million new apprentices by 2020. All organisations with a pay bill of over £3 million are required to pay a levy of 0.5% of their pay bill each month into the levy which equates to approximately £0.5 million per year being allocated to the levy fund. Organisations with more than 250 people were set an apprenticeship target for new starts each year of 2.3% of the headcount.

5.3 This document sets out the Apprenticeship Strategy for West Berkshire Council both as an employer and as key stakeholder in the future of our communities including the promotion of apprenticeships to other local businesses both within West Berkshire and as part of a pan-Berkshire initiative.

### Proposals

5.4 The Council has committed to promote equality and diversity in its equality in employment policy. Implementing an apprenticeship strategy will support the Council

in achieving this by developing a learning culture and supporting disadvantaged/vulnerable children and adults into work and thereby being an inclusive workplace.

- 5.5 By having an Apprenticeship Strategy and associated documents the Council can encourage staff, managers, and schools to study for/take on apprentices by making the process easy to understand and for them to support apprentices.
- 5.6 By working with local businesses to promote the use of apprenticeships the Council can support SMEs to take on apprentices (using levy transfer from the Council and other businesses) and thereby improve employment opportunities for our residents.
- 5.7 Points 5.5 and 5.6 above help the Council to achieve their public sector target and maximise the use of the levy fund and thereby provide value for money and mitigate the risks of reputational damage.

## 6 Other options considered

The option of not having an Apprenticeship Strategy was considered as the Council has not had such a document in the past nor since the introduction of the levy in April 2017. However by having a strategy we underpin our long standing commitment to apprenticeships and seek to become an advocate for apprenticeships to improve opportunities for our existing staff and the wider community.

## 7 Conclusion

Personnel Committee is recommended to approve the Apprenticeship Strategy and its associated documents in order to support existing staff and the wider community in accessing apprenticeship opportunities.

## 8 Appendices

- 8.1 Appendix A – Equalities Impact Assessment
- 8.2 Appendix B – Data Protection Impact Assessment
- 8.3 Appendix C – Apprenticeship Strategy
- 8.4 Appendix D – Apprenticeship Action Plan
- 8.5 Appendix E- Levy Transfer Policy
- 8.6 Appendix F- Levy Transfer Process
- 8.7 Appendix G – Apprenticeship Procurement Strategy
- 8.8 Appendix H – Apprenticeship Procurement Process
- 8.9 Appendix I – 9 Steps to Recruiting an Apprentice
- 8.10 Appendix J- Schools Apprenticeship Information Pack

## Apprenticeship Strategy

8.11 Appendix K- Apprenticeship Expenses Policy

8.12 Appendix L- Job Mentor Training

8.13 Appendix M- One-page Profile

8.14 Appendix N- Apprenticeship Steering Group Terms of Reference

8.15 Appendix O- Quotes from apprentices

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### Subject to Call-In:

Yes: ☒ No: ☐

The item is due to be referred to Council for final approval ☐

Delays in implementation could have serious financial implications for the Council ☐

Delays in implementation could compromise the Council's position ☐

Considered or reviewed by Overview and Scrutiny Management Committee or associated Task Groups within preceding six months ☐

Item is Urgent Key Decision ☐

Report is to note only ☐

### Officer details:

Name: Abigail Witting  
Job Title: HR Manager  
Tel No: 01635 503501  
E-mail: Abigail.witting@westberks.gov.uk

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### Document Control

Document Ref:		Date Created:	October 2020
Version:	1	Date Modified:	
Author:	Abigail Witting		
Owning Service	Human Resources		

### Change History

Version	Date	Description	Change ID
1	29.10.2020	Apprenticeship Strategy created	
2			

## Appendix A

## Equality Impact Assessment (EqIA) - Stage One

<b>What is the proposed decision that you are asking the Executive to make?</b>	To approve the Apprenticeship Strategy
<b>Summary of relevant legislation:</b>	The Equality Act 2010
<b>Does the proposed decision conflict with any of the Council's priorities for improvement?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Name of Budget Holder:</b>	Abigail Witting
<b>Name of Service/Directorate:</b>	Strategy & Governance
<b>Name of assessor:</b>	Abigail Witting
<b>Date of assessment:</b>	29 <sup>th</sup> October 2020
<b>Version and release date (if applicable):</b>	V1 November 2020

Is this a		Is this policy, strategy, function, or service	
Policy	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	New or proposed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Strategy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Already exists and is being reviewed	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Function	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Is changing	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Service	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

(1) What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
<b>Aims:</b>	To support disadvantaged residents to access better outcomes via employment and to provide learning and development opportunities for existing staff.
<b>Objectives:</b>	<ul style="list-style-type: none"> <li>• Ensure our vulnerable children and adults achieve better outcomes</li> <li>• Support everyone to reach their full potential</li> <li>• Support businesses to start, develop and thrive in West Berkshire</li> </ul>
<b>Outcomes:</b>	The Council increases its support of apprenticeships through upskilling existing staff, supporting disadvantaged residents in particular young people and

	those with SEND, levy transfers and acts as an ambassador for apprenticeships in the local area.
<b>Benefits:</b>	We continue to develop a highly skilled workforce for out our future needs, and we improve outcomes for vulnerable children and adults as well as supporting local businesses.

<b>(2) Which groups might be affected and how? Is it positively or negatively and what sources of information have been used to determine this?</b>		
<b>Group Affected</b>	<b>What might be the effect?</b>	<b>Information to support this</b>
Age	Improved outcomes for young people who have been disproportionately affected by COVID	
Disability	Improved outcomes for those who are disadvantaged due to a disability.	
Gender Reassignment	N/A	
Marriage and Civil Partnership	N/A	
Pregnancy and Maternity	N/A	
Race	N/A	
Religion or Belief	N/A	
Sex	N/A	
Sexual Orientation	N/A	
<b>Further Comments:</b>		
The strategy will have a positive impact on existing staff supporting learning and development opportunities		

<b>(3) Result</b>	
<b>Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
This strategy seeks to improve outcomes from disadvantage groups who are currently experiencing inequality.	
<b>Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
This strategy seeks to improve outcomes from disadvantage groups who are currently experiencing inequality. In addition to seeks to have a positive impact on staff by promoting learning and development opportunities.	
<b>(4) Identify next steps as appropriate:</b>	
<b>EqlA Stage 2 required</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Owner of EqlA Stage Two:</b>	
<b>Timescale for EqlA Stage Two:</b>	

Name: Abigail Witting

Date: 29<sup>th</sup> October 2020

**Please now forward this completed form to Pamela Voss, Equality and Diversity Officer (pamela.voss@westberks.gov.uk), for publication on the WBC website.**



## Appendix B

### Data Protection Impact Assessment – Stage One

The General Data Protection Regulations require a Data Protection Impact Assessment (DPIA) for certain projects that have a significant impact on the rights of data subjects.

Should you require additional guidance in completing this assessment, please refer to the Information Management Officer via [dp@westberks.gov.uk](mailto:dp@westberks.gov.uk)

Directorate:	Resources
Service:	Strategy & Governance
Team:	Human Resources
Lead Officer:	Abigail Witting
Title of Project/System:	Apprenticeship Strategy
Date of Assessment:	29 <sup>th</sup> October 2020

#### Do you need to do a Data Protection Impact Assessment (DPIA)?

	Yes	No
<b>Will you be processing SENSITIVE or “special category” personal data?</b> <i>The data being processed relates to employees and is covered by an existing privacy notice. No data will be processed in relation to the introduction of the apprenticeship strategy itself</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Will you be processing data on a large scale?</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Will your project or system have a “social media” dimension?</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Will any decisions be automated?</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Will your project/system involve CCTV or monitoring of an area accessible to the public?</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Will you be using the data you collect to match or cross-reference against another existing set of data?</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Will you be using any novel, or technologically advanced systems or processes?</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you answer “Yes” to any of the above, you will probably need to complete [Data Protection Impact Assessment - Stage Two](#). If you are unsure, please consult with the Information Management Officer before proceeding.

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# Apprenticeship Strategy 2020-2024

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## Document Control

Document Ref:		Date Created:	November 2020
Version:	1.0	Date Modified:	
Revision due			
Author:	Abigail Witting	Sign & Date:	
Owning Service	Human Resources		

## Change History

Version	Date	Description	Change ID
0.1			
0.2			

*This Strategy is not for publication externally*

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## 1. Foreword

### **Foreword by Nick Carter Chief Executive and Dominic Boeck portfolio holder for Education and Young People.**

Our Apprenticeship Strategy underpins what has been a long standing commitment to the expansion of apprenticeships across the Council. Since the introduction of the apprenticeship levy in April 2017 we have supported 208 (as at July 2020). Our apprenticeships have been a demonstration of our commitment to 'growing our own'.

This year we took the decision to invest further in our Apprenticeship Programme with new financial resources aimed at focusing our support on those who find it particularly difficult to find employment. Whilst West Berkshire has a strong local economy we know that a minority find it difficult to get into the local labour market. The Vision for West Berkshire (West Berkshire Vision 2036) highlights the challenge as does our Council Strategy (2019-2023). This Strategy seeks to seize that challenge by focusing part of our future Apprenticeship Programme on those who need that support. We cannot do that alone but in making a start we hope that others will follow.

The world of work continues to change and Covid-19 Pandemic will bring yet further change. The Council will need to respond to that change and in doing so ensure that it has a workforce capable of meeting the needs of its changing communities and those that live within them. Apprenticeships will continue to play a vital role in ensuring we can respond effectively to those changes and in doing so bring benefits not only to the Council and its many services but also those for our own staff and their future development.

## 2. Background

In April 2017 the Government relaunched apprenticeships alongside the plans for the Apprenticeship Levy in a bid to recruit three million new apprentices by 2020. All organisations with a pay bill of over £3 million are required to pay a levy of 0.5% of their pay bill each month into the levy which equates to approximately £0.5 million per year being allocated to the levy fund. Organisations with more than 250 people were set an apprenticeship target for new starts each year of 2.3% of the headcount which equates to approximately 91 apprentices per annum for West Berkshire Council including maintained schools (based on the public sector target of 2.3% of headcount including maintained (non-Voluntary aided) schools as at 31<sup>st</sup> March each year- 3,962 as at 31<sup>st</sup> March 2020).

## 3. Introduction

This document sets out the Apprenticeship Strategy for West Berkshire Council both as an employer and as key stakeholder in the future of our communities including the promotion of apprenticeships to other local businesses both within West Berkshire and as part of a pan-Berkshire initiative. The strategy is aligned with the Council Strategy and also contributes to a number of other strategies including our Workforce, Economic Development, SEND, and Autism strategies.

The Apprenticeship Strategy and delivery plan will be a dynamic document initially spanning 2020-2024. It will be regularly reviewed to ensure it is in line with national policy but also local needs. The strategy will be overseen by the member led Apprenticeship Steering Group and the employee led Workforce Board.

The strategy along with workforce planning & development activities and recruitment & retention reviews will inform plans at directorate and department/service level in ensuring we have the right people in the right places to meet our needs. The Apprenticeship Strategy also links into other initiatives such as workforce development, coaching and mentoring, management development, work experience, traineeships and other Government programmes such as the current Kickstart Programme which has been developed in response to the recent Covid-19 pandemic impact in employment opportunities for our young people.

To date, we have since April 2017 contributed £1.35 million to our levy pot (Annual Spend for Schools is £233,396 and for Corporate is £202,440). We work with 20 different training providers providing 23 different apprenticeship programmes and we have enrolled 208 staff onto an apprenticeship programme. Whilst we are pleased with the progress we have made so far we are ambitious in our plans for the future both within the Council and the local area.

### **3.1 Vision**

The Council recognises the value of apprenticeships as a way of supporting staff at all stages of their career whether that be our young people starting out on their career path, existing staff wishing to develop new skills or to change career and providing quality training.

At West Berkshire Council we see apprenticeships as valuable at all levels enabling the Council to meet its current and future skills needs. Apprenticeships are one element of our workforce training and development plans to ensure we have the right people with the right skills for our future needs.

In addition we want to be an ambassador for apprenticeship in our local area and play an active role in reducing the employment inequality gap and encouraging businesses to support our ambition. Part of this would be working with our Economic Development Team, local businesses and colleges to ensure increased awareness of apprenticeships and their value. This will include working to facilitate levy transfer between local businesses to support Small and Medium Employers (SME's) who don't have an apprenticeship levy pot to fund training.

### **3.2 Purpose- Meeting Current and Future Skills Needs- our strategic ambitions**

West Berkshire is a growing district with our population estimated to grow by 5.4% by 2036. In 2018 for every resident aged 16-64 there were an average of 1.17 jobs which is higher than the South East and National average. We also have a highly qualified workforce with 65.7% of 16-64 year olds living in the area qualified at NVQ3 or above (Data from NOMIS LA Profile). However this data is only a snapshot at a point in time and does not reflect the ever changing picture that is the reality for our local community.

However, some service areas within the Council still have recruitment and retention challenges and therefore the Council recognises the need to attract and retain talented people to help us build on our strengths and meet our future requirements. The Council is also committed to "growing our own talent" and being recognised as an employer of choice that attracts a diverse and talented workforce and acts as an advocate for apprenticeships in West Berkshire and across the wider Berkshire area.

As part of our recovery strategy in relation to the Covid-19 pandemic we are mindful that our young people have been disproportionately affected as the jobs market is in a constant state of flux. Therefore we are looking to work with training providers, colleges, schools, Education colleagues and local businesses to identify those who need our help and participate in government initiatives such as the current Kickstart scheme- this is a scheme which provides fully government funded placements (for 6 months @ 25 hours per week at the National Minimum Wage) for those aged 16-24 who are in receipt of universal credits.

As part of the Kickstart scheme the Council is acting as an intermediary for local businesses helping facilitate placements for our young people. As at the beginning of November 2020 we have 5 confirmed and 2 potential internal placements and 13 confirmed and an additional 35 potential external placements. Our ambition is to convert as many of these internal placements into apprenticeships at the end of the six months and to encourage other businesses to do the same.

We recognise the value of investing and developing staff at all levels of the organisation and we encourage regular dialogue between employee and line manager using our performance management framework to identify training needs to assist with recruitment and retention as well as future aspirations. The Council is particularly keen to help our disadvantaged young people who have been significantly impacted due to the recent pandemic.

In addition we recognise that we cannot do this alone and so are keen to lead by example and also encourage other local businesses through being an advocate for across Berkshire, to utilise apprenticeships; in some cases they also deliver apprenticeship training.

These aspirations are captured in our Council strategy vision of “Working Together to make West Berkshire an even greater place in which to live, work and learn” and in particular the following priorities:

- Ensure our vulnerable children and adults achieve better outcomes
- Support everyone to reach their full potential
- Support businesses to start, develop and thrive in West Berkshire

#### **4. Apprenticeship Strategy Aims**

##### **4.1 Identify apprenticeship opportunities and embed these across the council.**

Through collaboration with services through workforce development groups (Adult Social Care and Children & Family Services), the workforce board and workforce planning activities we will look to maximise the use of apprenticeships and map standards onto career paths and job descriptions where possible. This will enable services to identify skills shortages and take appropriate action.

The Council will also look to participate in LGA forums and working groups and input to trailblazer groups to further develop the range of apprenticeships on offer and their promotion.

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

Through active communications we aim to promote a pro-apprenticeship culture making information on apprenticeships readily available and encouraging discussions around personal development on a regular basis (for retention and development reasons). In addition we will have information pages on both our intranet and on the internet and hold events such as promoting Apprenticeship Week to raise awareness and look for ambassadors within the Council and to become an advocate for apprenticeships both within and across Berkshire.

To support promotion within services we have service representation on both our Apprenticeship Steering Group and Workforce Board.

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

By providing opportunities for existing staff to utilise apprenticeships to upskill and develop as part of their own development plan we will seek to improve recruitment & retention of staff, support personal development and facilitate improved succession planning. In addition we will also use apprenticeships to facilitate staff to progress their career and therefore will develop the skills of our future leaders.

- 4.4 Maximise the use of levy spend and increase the number of apprenticeship starts with a view to meeting our public-sector target

This will be achieved by promoting apprenticeships across the Council through encouraging all services to review vacancies up to and including Grade E with a view to creating an apprenticeship. This will help increase opportunities for new entrants by taking an Apprenticeship First approach as well as increasing the number of existing staff undertaking an apprenticeship to develop their skills and career paths.

In addition we will develop partnerships with training providers and local businesses and identify opportunities for Levy Transfer as we recognise that the Council, despite having a wide range of roles, will not have a role that suits everyone. It is also recognised that SMEs may not be able to afford the training costs for an apprenticeship but may have roles of interest to job seekers.

- 4.5 In the capacity of Corporate Parent we will create apprenticeships for our Looked After Children, SEND pupils and NEETS.

Those leaving care, with special educational needs (SEND) or disadvantaged young people who are not in education, employment or training (NEETS) face additional challenges negotiating the complexities of finding and sustaining work. The Council is keen to actively support this group into work and to narrow the gap between SEND and non-SEND pupil outcomes.

The apprenticeship strategy seeks to compliment our Autism and SEND Strategies which identify the following priorities:

- We want to develop positive transitions for young people with SEND to enable them to prepare for adulthood. (Strategic Priority 4 SEND Strategy)



- Supporting young people with SEND to reach their potential as adults by developing the skills they need in order to be able to make informed decisions about the future.
- Autistic adults are able to find employment or volunteering opportunities and are supported to remain employed. (Strategic Priority 3 Autism Strategy)
- Enabling and encouraging Autism Friendly environments (Strategic Priority 4 Autism Strategy)

Programmes of work experience and traineeships can help with this and we look to develop partnerships both between services within the Council and with our mainstream and special schools to find and facilitate opportunities.

This can include a range of activities such as work trials, work placements, information days, advice and support on the internet in relation to our offer, careers fairs, work shadowing, and traineeships.

As a disability confident employer we guarantee an interview for those meeting the essential criteria for a role and we are seeking to extend this to our disadvantaged young people. We are also looking to sign up to the Care Leaver Covenant.

Our aim is to provide high value work experience and traineeships as a pre-cursor to an apprenticeship facilitating our young people to start on their career path with us or other employers in the area.

In addition the Council has set aside £125,000 per annum for the next four years to provide support for our disadvantaged young people in a variety of ways including developing high quality work experience in particular for our mainstream SEND pupils, supporting schools to train job coaches as well as funding apprenticeship salaries and periphery costs such as personal protective equipment, support with transport costs, support to services to provide ICT equipment to minimise the barriers to those young people accessing work.

#### 4.6 Encourage work experience placements and/or traineeships as a pathway to an apprenticeship

The challenge for young people to find work especially those who are disadvantaged is acute. Whilst employment rates in West Berkshire are healthy the impact of high quality work experience and traineeships should not be underestimated when starting on a career path. In conjunction with our colleagues in the Education Service (SEND/Post 16 etc.) we will seek to provide work experience and traineeship opportunities as a pathway to apprenticeships.

The apprenticeship strategy seeks to compliment our Autism and SEND Strategies which identify the following priorities:

- We want to improve post 16, education, learning, employment and training. (Strategic Priority 3 SEND Strategy)
  - Provision available to all young people with SEND aged 16-25 to access purposeful activities (including education, work experience,

supported employment, supported internships, apprenticeships, training including voluntary and community projects as appropriate)

- Autistic adults are able to find employment or volunteering opportunities and are supported to remain employed. (Strategic Priority 3 Autism Strategy)
- Enabling and encouraging Autism Friendly environments (Strategic Priority 4 Autism Strategy)

In doing so we hope to promote a more representative and diverse workforce and help our disadvantaged young people overcome personal barriers when entering the workplace.

We seek to pay at least the age appropriate minimum wage to all apprentices.

#### 4.7 Actively promote apprenticeships to local businesses within West Berkshire

The Council's Economic Development Strategy looks to promote apprenticeships and identify local employers who either wish to transfer levy to other businesses or receive levy transfers as they are unable to meet the 5% contribution cost for apprenticeship training. In addition we are working with training providers, other Local Authorities and the Local Enterprise Partnership to maximise these opportunities.

### 5. In-house Support

The Council has guidance and support for managers to make the process from creation or a role through recruitment to appointment as easy as possible. There is information on the intranet about available [apprenticeships](#), [how to apply](#), guidance on supporting [off the job training](#) and how to recruit an apprentice.

HR actively manage the procurement of training providers, compliance with the apprenticeship funding rules and administration of contract paperwork to make the process as easy as possible for managers, and manage the risks associated with compliance.

To support our new apprentices and particularly disadvantaged young people, SEND apprentices or apprentices with additional needs we are working to train up job mentors who can act as a buddy or sounding board outside of the team to support the apprentice with any challenges they may be facing. We will also be advocating the use of pen portraits so managers can learn about the apprentice and any requirements in terms of additional support. In addition we will utilise in house expertise e.g. SEND colleagues to ensure support is available for those with additional needs and this can be supplemented with advice from Occupational Health and/or Access to Work as appropriate.

We also have advice and information for managers in relation to setting up [work experience placements](#) and have an information page on the external website for prospective apprentices and [work experience applicants](#).

We are also looking to develop informal quarterly "cuppa and chat" sessions so apprentices can meet other apprentices from across the Council and share experiences.

## 6. **Schools**

All maintained schools (excluding Voluntary Aided schools) pay into the apprenticeship levy pot and are part of the public sector target for apprentices.

Consequently we provide advice and information on apprenticeships that are relevant to schools such as Teachers, Teaching Assistants, School Business Managers, Early Years practitioners, IT technicians and Senior Leaders in Education.

In addition schools can access apprenticeship levy money from a pooled pot rather than just being able to use the money they have contributed to the fund.

We also seek to lobby for more school appropriate standards via our contacts within the Education, the Education Skills Funding Agency and Local Government Association.

## 7. **Review and Monitoring**

The Apprenticeship Strategy will be underpinned by a delivery plan which will be reviewed by the Apprenticeship Steering Group and Workforce Board. Updates will include information in relation to the following:

- Apprenticeship spend
- Enrolments to date
- Numbers of apprentices currently on programme
- Equality and diversity data e.g. age, gender, ethnicity, disability, grade and part/full time status
- Enrolments by service
- Support for disadvantaged apprentices/young people
- Levy transfer
- Update on Government initiatives e.g. Kickstart

We will also include a number of measures in our annual employment report published each year:

- Apprentices on programme as at 31<sup>st</sup> March
- Enrolments for the financial year- corporate and schools
- Enrolments by service
- Equality and diversity data on apprentices (age, gender, ethnicity, disability, grade and part/full time status)
- Amount of levy transfer as % of annual contribution
- Support for disadvantaged apprenticeships
- Update on government initiatives
- Number of fixed term apprentices who are offered a permanent role

In addition in accordance with our public sector duty requirements HR will monitor through key performance indicators our progress on the following measures:

- Number of corporate and schools staff enrolled onto apprenticeship training funded through the levy (Council Delivery Plan) - target based on 2.3% of headcount based on corporate and maintained schools.

- Number of corporate, school staff, and those who have been facilitated via levy transfer, who are disadvantaged and aged 16-25, enrolled onto training which is funded through the apprenticeship levy (Executive)- target for 2020-2024 is 12
- Number of young people attending/involved in work experience and project work opportunities. (Council Delivery Plan)- 9 per annum

## **Glossary**

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DfE- Department for Education  
ESFA- Education Skills Funding Agency  
LEP- Local Enterprise Partnership  
LGA- Local Government Association  
NEET- Not In Education, Employment or Training  
SEND- Special Educational Needs & Disability  
SME- Small & Medium Employers

## **Appendices- available on request**

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Appendix A – Equalities Impact Assessment  
Appendix B – Data Protection Impact Assessment  
Appendix C – Apprenticeship Strategy  
Appendix D – Apprenticeship Delivery Plan  
Appendix E- Levy Transfer Policy  
Appendix F- Levy Transfer Process  
Appendix G – Apprenticeship Procurement Strategy  
Appendix H – Apprenticeship Procurement Process  
Appendix I – 9 Steps to Recruiting an Apprentice  
Appendix J- Schools Apprenticeship Information Pack  
Appendix K- Apprenticeship Expenses Policy  
Appendix L- Job Mentor Training  
Appendix M- One-page Profile  
Appendix N- Apprenticeship Steering Group Terms of Reference  
Appendix O- Quotes from apprentices

## **Other relevant documentation**

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Council Strategy  
Economic Development Strategy  
Autism Strategy  
SEND Strategy

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## 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.**

<b>Action</b>	<b>Officer(s) responsible</b>	<b>Timescale</b>	<b>Outcome</b>	<b>Progress Update</b>
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	

<b>Aim : Maximise the use of levy spend and Increase the number of apprenticeship starts with a view to meeting our public-sector target</b>				
<b>Action</b>	<b>Officer(s) responsible</b>	<b>Timescale</b>	<b>Outcome</b>	<b>Progress Update</b>
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	

<b>Aim: In the capacity of Corporate Parent we will look to enable apprenticeships for our Looked After Children, SEND pupils and NEETS.</b>				
<b>Action</b>	<b>Officer(s) responsible</b>	<b>Timescale</b>	<b>Outcome</b>	<b>Progress Update</b>
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.	

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## **West Berkshire Council Levy Transfer Policy**

West Berkshire Council are keen to identify as many opportunities to create apprenticeships within the local area. In particular we want to support our young people especially those who have been disadvantaged in some way as well as do what we can to boost our local economy and to make West Berkshire a great place to live, work and learn.

As part our ambitions we recognise the Council needs to work in partnership with businesses. The Council has a wide variety of roles but this is not always the roles people are looking for.

We therefore are keen to support apprenticeships via levy transfer to those SME's who may not have their own apprenticeship levy funds.

West Berkshire Apprenticeship Levy Transfer scheme can be used to cover 100% of the apprenticeship training fees (up to the banding limits as set by the apprenticeship funding rules) for both existing staff and new staff who undertake an apprenticeship.

We are particularly keen to support apprenticeships for our disadvantaged residents including those leaving care or with a disability (physical or mental health issues).

Employers will be responsible for recruiting their own apprentices however the Council has links to both Newbury College and West Berkshire Training Consortium and their own education and special needs teams who can help identify possible apprentices.

In addition we are developing a database to match potential recipients of levy funds with local businesses who like the Council want to support the local economy by transferring levy funds. This is being collated in conjunction with the Economic Development Team and the Thames Valley Local Enterprise Partnership (LEP)

### **Access to funds**

Employers can apply for access to the levy transfer scheme at any time however we encourage employers to apply in plenty of time to have the best chance of success and allow sufficient time for the various administrative tasks to take place.

To apply please complete the application form and return to [apprenticeships@westberks.gov.uk](mailto:apprenticeships@westberks.gov.uk). Funds are limited and will be evaluated against the Council's apprenticeship strategy aims and prioritise those applications that benefit the local community and in particular our ambitions in supporting those who are disadvantaged in some way including:

- Care leavers
- Young people, particularly NEETS
- Parents or carers looking to return to work
- People with disabilities
- Vulnerable residents

### **Criteria:**

- The business must be located in the West Berkshire Council District
- The apprentice must live or have attended secondary in West Berkshire
- Apprentices must be paid at least the age appropriate minimum wage.
- Funding can be used to support apprenticeship applications for any level or age but priority will be given to supporting disadvantaged groups and Level 3, 4 or 5 standards.
- Funds can only be used for new apprenticeship course not backdated for any training that has already commenced.
- Funds can only be used for approved apprenticeship standards. [View the list of current standards](#)

### **Recipient Businesses must:**

- Create an account on the apprenticeship service to receive funds
- Pay the apprentice's salary
- Sign an agreement with the Education and Skills Funding Agency (ESFA)
- If West Berkshire Council runs out of funds you must make the 5% contribution to the cost of training. This is unlikely to happen but you need to be aware of this obligation in case it arises as this is part of the funding rules.
- A transfer can fund up to the funding band maximum of a standard, if the cost of the training is more the business will have to pay the difference to the training provider. WBC will work with the business and the training provider to clarify what is and isn't covered. If there are additional costs such as exam retakes these are unlikely to be covered by the levy and so the business will need to pay. Any such costs should be outlined at the start by the training provider so the business is aware of the costs.
- Make themselves aware of the funding rules in relation to levy transfer.
- Notify WBC if the apprenticeship stops- funding will stop too but you will not have to pay back any funds.
- Select an appropriate training provider from the approved list of providers.

### **Process:**

1. Contact the Council to discuss your requirements
2. Receiving business to source a training provider
3. Submit an application form and sign the agreement to confirm the following:
  - a. Apprenticeship Standard
  - b. Number of apprentices
  - c. Start and finish dates
  - d. Name of apprentices

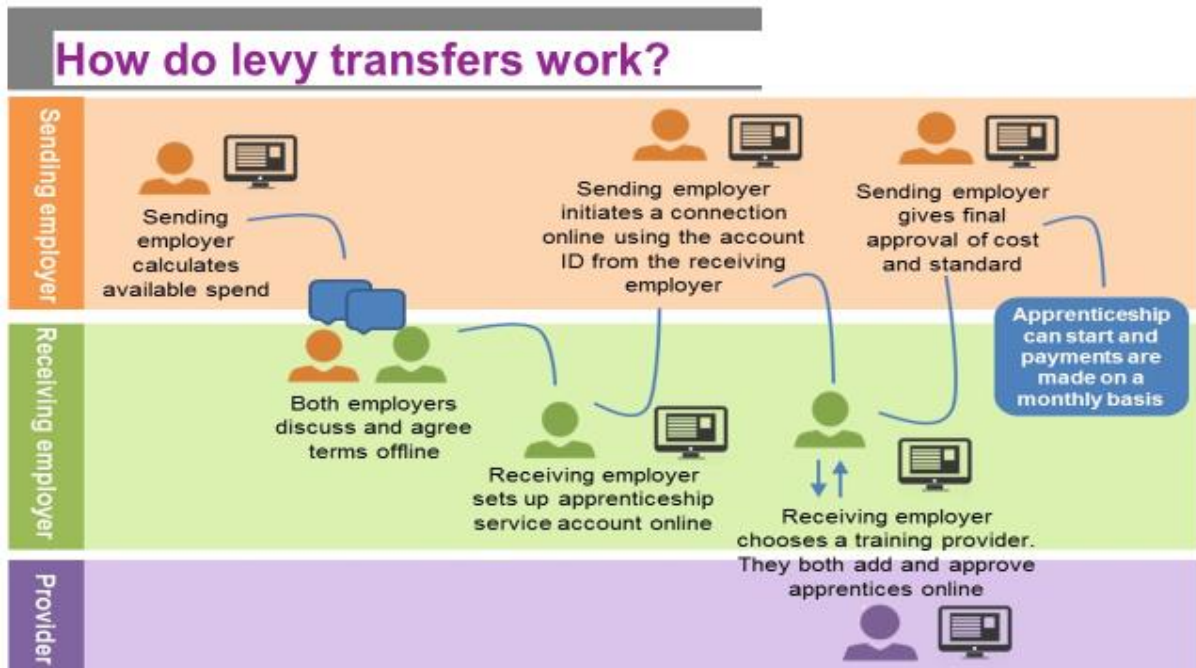
WBC will provide a letter confirming what has been agreed once your application has been considered

4. Register on the apprenticeship service- your business must register on the apprenticeship service to have a digital account which will allow WBC to



transfer funds into your levy account to pay the relevant training provider. The GOV.UK website has instructions on how to do this.

5. Connect with West Berkshire council via the digital account- WBC will provide you with the information you need to enable this to be completed
6. Add the apprentice's details to the digital account. Your training provider may be able to assist you with this part of the process



# West Berkshire Council Levy Transfer Application Form

## Part A: Employer Details

<b>Employer Name</b>	
<b>Address</b>	
<b>Website</b>	
<b>Phone Number</b>	
<b>Number of Employees</b>	
<b>Company VAT registration number</b>	
<b>Contact name:</b>	
<b>Contact email</b>	
<b>Type of business/sector</b>	

## Part B: Apprentice Details

<b>Name</b>		<b>Date of Birth</b>	
<b>Address</b>		<b>Duration of apprenticeship</b>	
<b>School Attended</b>		<b>Salary</b>	
<b>Start date</b>		<b>Apprenticeship Level</b>	
<b>Apprenticeship Standard</b>			

<b>Name</b>		<b>Date of Birth</b>	
<b>Address</b>		<b>Duration of apprenticeship</b>	
<b>School Attended</b>		<b>Salary</b>	
<b>Start date</b>		<b>Apprenticeship Level</b>	
<b>Apprenticeship Standard</b>			

<b>Name</b>		<b>Date of Birth</b>	
<b>Address</b>		<b>Duration of apprenticeship</b>	
<b>School Attended</b>		<b>Salary</b>	
<b>Start date</b>		<b>Apprenticeship Level</b>	
<b>Apprenticeship Standard</b>			

## Part C: Eligibility Criteria and Employer Declaration

Please read the following statements. By signing this form and submitting to West Berkshire Council you are confirming your agreement.

- I confirm the apprenticeship is for a West Berkshire resident or attended secondary education in West Berkshire
- I confirm the apprentice will be paid at least the age appropriate minimum wage
- I understand the training provider delivering the apprenticeship must be on register or approved apprenticeship providers
- I confirm that the nature of the business and the apprenticeship does not conflict with the council's policies and will not result in reputational risk to the council.
- I confirm we will employ the apprentice/s named above for the duration of their apprenticeship including completion of the end point assessment
- I confirm that the business is based in West Berkshire and has less than 250 employees.
- I confirm we agree to the terms and conditions as set out in this policy.

Signed: \_\_\_\_\_  
For and on behalf of the employer

Name (print):

Position:

Employer:

Date:

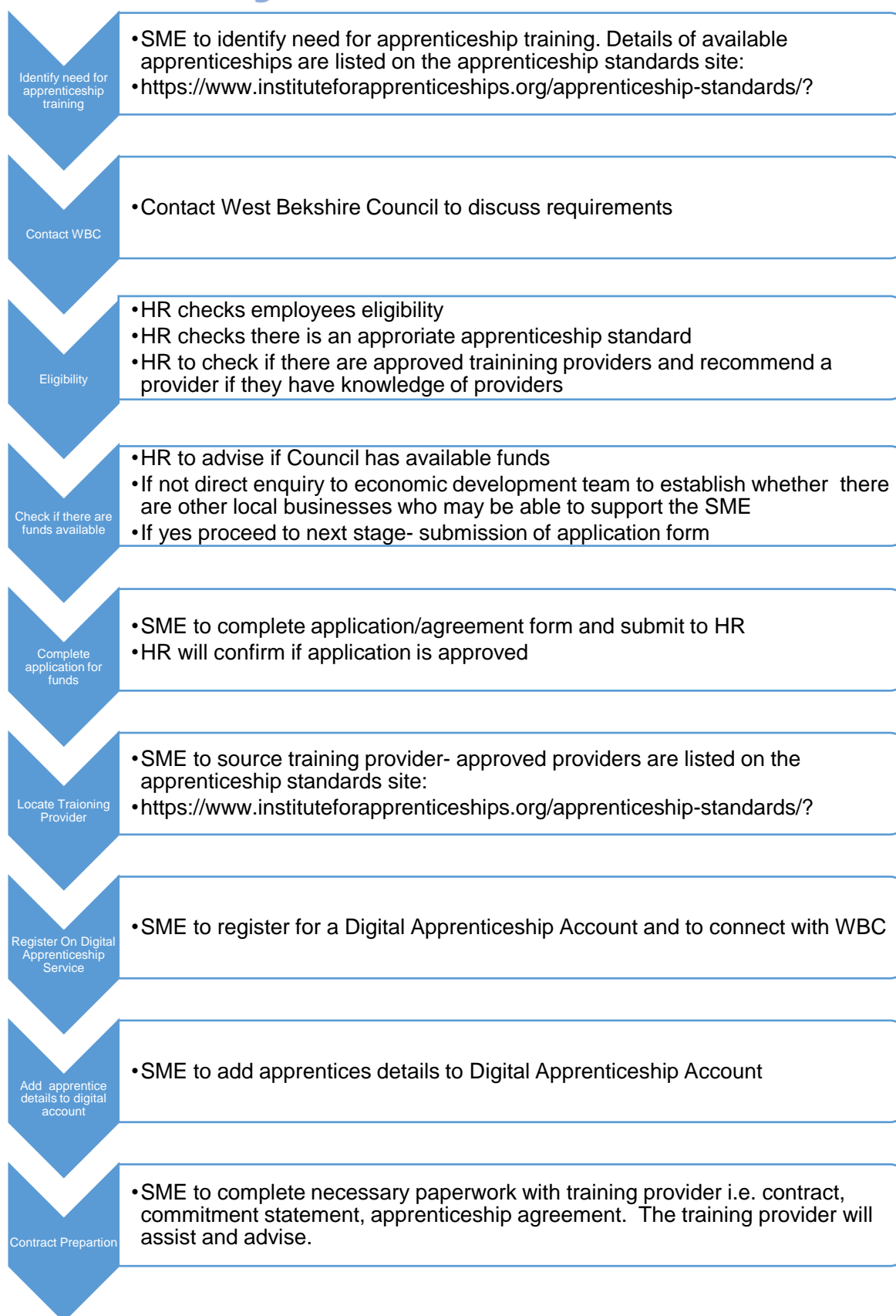
For further information please contact:

[apprenticeships@westberks.gov.uk](mailto:apprenticeships@westberks.gov.uk)

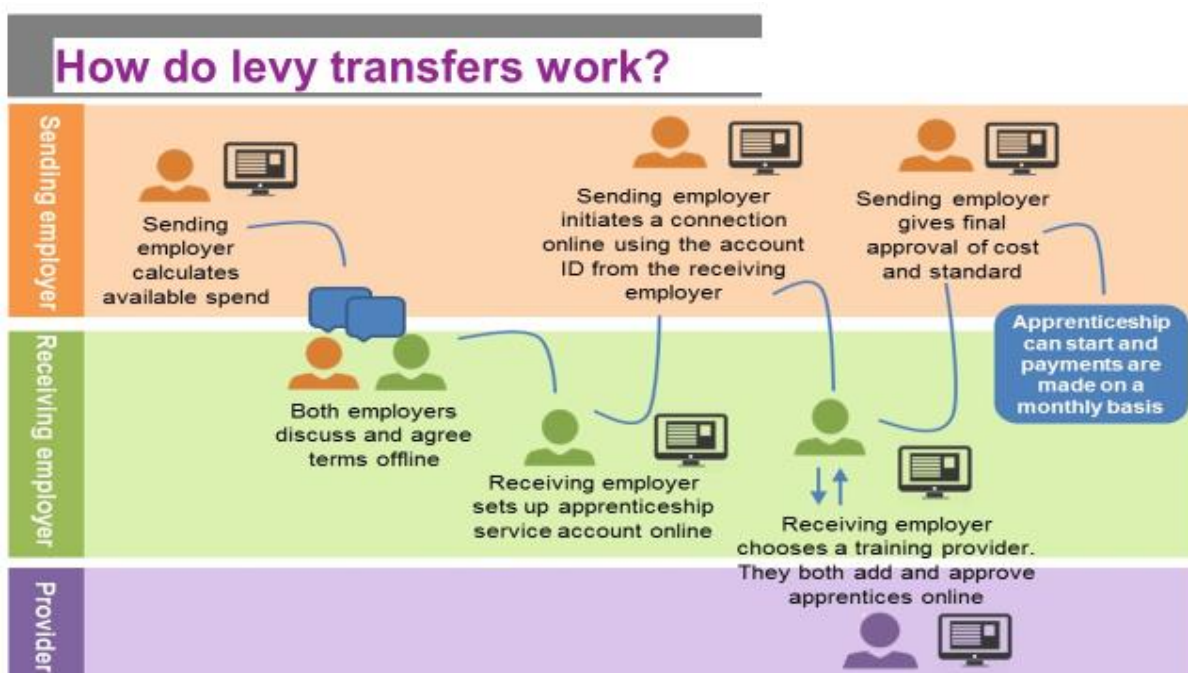
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# Levy Transfer Process



# Levy Transfer Process



## Useful Links

### Apprenticeship Standards

<https://www.instituteforapprenticeships.org/apprenticeship-standards/>

### Guidance on Setting up an account

<https://www.gov.uk/guidance/manage-apprenticeship-funds>

### Creating a digital Account

[https://accounts.manage-apprenticeships.service.gov.uk/service/index?\\_ga=2.862577.1706270762.1603212083-1974692636.1595515268](https://accounts.manage-apprenticeships.service.gov.uk/service/index?_ga=2.862577.1706270762.1603212083-1974692636.1595515268)

### How to take on an apprentice

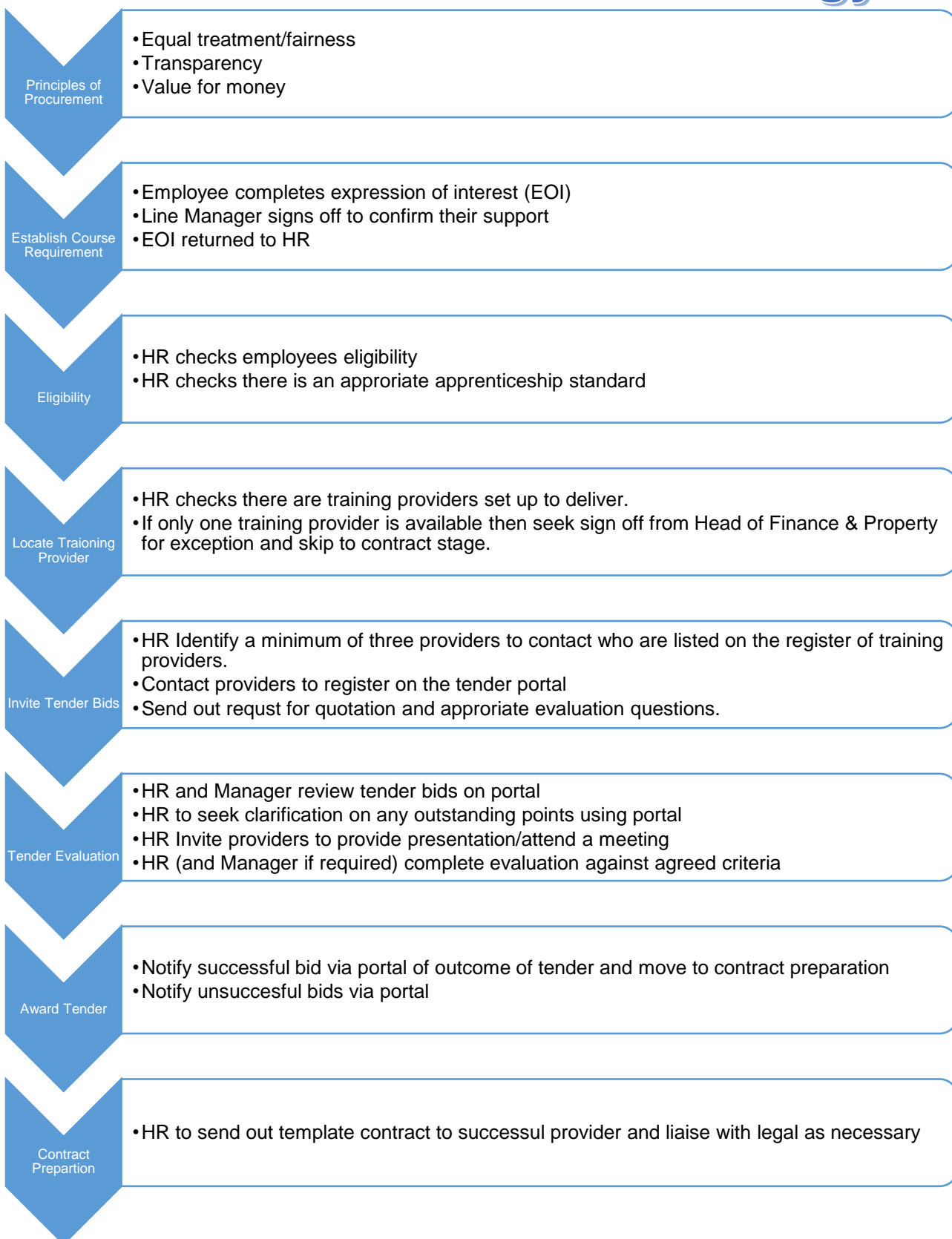
<https://www.gov.uk/guidance/how-to-take-on-an-apprentice>

### Off the job training advice

<https://www.gov.uk/government/publications/apprenticeships-off-the-job-training>



# Apprenticeship Training Provider Procurement Process & Strategy





# Apprenticeship Training Provider Procurement Process & Strategy

## Procurement Strategy for Apprenticeship Training Providers

The procurement process adopted in relation to the commissioning of apprenticeship training providers is a light touch regime. The approach has been approved by procurement board and the executive cycle to ensure equality of treatment, transparency and value for money and takes into consideration the following points which are unique to apprenticeships:

- The levy is collected every months based on 0.5% of the payroll costs and transferred into a digital account.
- Levy funds can only be spent on approved training and if not utilised within 24 months they will be reclaimed by central government.
- Only approved training providers who have gone through a rigorous selection process by the Education and Skills Funding Agency and must adhere to specific funding rules. In addition providers are overseen by Ofsted.
- Only approved standards can be delivered by a training provider and there are prescribed funding bands which are applied at the point of approval.

### ***Principles underpinning the selection of training providers.***

HR will ensure employees are eligible to start an apprenticeship. If they are HR will ensure there is an appropriate standard approved for delivery and where there are multiple options will liaise with the line manager and employee to establish the most appropriate qualification.

HR will search for approved training providers using the Apprenticeship Standards site.

If there is only one provider of the standard we will approach them directly having sought sign off from the Head of Finance and Property.

Where there are multiple providers, providers will be asked to register on the procurement portal and be invited to quote for a contract to provide an apprenticeship programme- this could include an existing training provider if the Council are satisfied with their delivery on existing programmes.

When selecting providers to invite to register on the portal consideration will be given to the following:

- Training Provider Ofsted Registration;
- High % of apprenticeship retention data;
- High % of apprenticeship achievement data; and
- Travel time to Training Provider.





# Apprenticeship Training Provider Procurement Process & Strategy

***A generic set of assessment criteria will be used to evaluate quotations as follows:***

## **Cost**

Please provide full details of all costs and expenses including re-sits and end point assessment. What will be the total cost per apprentice?

Please provide details of any additional costs that cannot be funded through the levy e.g. professional body membership

## **Delivery**

What will the programme comprise i.e. How many teaching /coaching sessions, how will ongoing competence be assessed, what additional support will be available and so on?

How will the 20% off the job training requirement be met and how will this be recorded?

What accredited qualification (if any) will be delivered in parallel with the standard?

What are the arrangements for end point assessment and how / where will functional skills be delivered and assessed?

## **Quality Assurance**

How will you quality assure and continuously improve the delivery of this contract?

When was your most recent Ofsted inspection and what grade was awarded?

What are your success rates for apprenticeships over the last two years (Please include retention, achievement and timely completion)

How will you deal with any issues that may arise and what is your appeals and escalation process?

## **Management Information and Reporting**

How will you manage this contract and who will take responsibility for its success?

How do you propose to communicate with management, learners and WBC

What procedures do you have in place to mitigate any disruption to delivery and/or learners, if a member of staff leaves your organisation

Please describe the systems and processes you have in place to collect, monitor and report on learner progress throughout their learning journey

Managers will be asked if there are any other criteria they feel are relevant to include e.g. previous experience of delivering to local government, geographical location.

If follow up questions or information are required all providers will be asked the questions to ensure fairness.



# Apprenticeship Training Provider Procurement Process & Strategy

HR will assess the quotations either with the line manager or as a first stage in the selection process.

All quotes will be evaluated against the same criteria and scored accordingly.

Where there is an existing provider they will be appointed providing they meet the minimum score and are not more than 5 points lower than the top evaluation.

Contract values will be estimated based on available data. Values are to be assessed using the full cost of the apprenticeship (including end point assessment) for the duration of the programme to ensure contracts are within West Berkshire Councils rules relating to contracts of between £10,000 and £100,000.

Contracts are initially for a minimum of 2 years and can be renewed without the tender providing the total duration does not exceed the duration of two full cohorts for those apprenticeships lasting 18 months or more or 4 years for apprenticeships lasting 12 months.



# Apprenticeship Training Provider Procurement Process & Strategy

## Assessment Criteria

Submissions will be assessed against the following criteria

Evaluation Breakdown		
Criteria		Weighting
A	Delivery	50%
B	Support	20%
C	Quality assurance & improvement	10%
D	Management information & reporting	10%
E	Added value	5%
F	Cost	5%
TOTAL		100%

In assessing the responses to the quality assessment questions a normalised scoring methodology will be applied, with each response being given a score from 0 - 5 in line with the criteria set out within the table below.

<b>0</b>	<b>Unacceptable Response</b> No response, response not relevant or question not answered.
<b>1</b>	<b>Poor Response</b> The response is partially compliant, but with serious deficiencies in meeting service requirements (any supporting evidence is minimal).
<b>2</b>	<b>Fair Response</b> The response is partially compliant (some evidence may be provided which supports compliant elements) with shortfalls in meeting service requirements.
<b>3</b>	<b>Satisfactory Response</b> The response is compliant with service requirements likely to be met, any concerns are of a minor nature.
<b>4</b>	<b>Good Response</b> The response is compliant and offers relevant evidence to support their claims, clearly indicating that service requirements would be met.
<b>5</b>	<b>Excellent Response</b> The response is compliant and offers relevant detailed evidence to support their claims, clearly demonstrating a comprehensive understanding of the service requirements.

Where a supplier fails to achieve a minimum score of 1 in relation to any question, the council reserves the right to set aside the quote and not assess it any further



# Apprenticeship Training Provider Procurement Process & Strategy

## ***Apprenticeship Provider Procurement Summary Assessment***

This document will be used to summarise the assessment of quotations.

Apprenticeship:			
Panel:			
Date:			
<b>GENERAL NOTES ACROSS ALL PROVIDERS:</b>			
<b><i>Provider</i></b>	<b><i>Positives</i></b>	<b><i>Drawbacks</i></b>	<b><i>Score</i></b>
<b>Comments:</b>			
<b><i>Provider</i></b>	<b><i>Positives</i></b>	<b><i>Drawbacks</i></b>	<b><i>Score</i></b>
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<b>Comments:</b>			
<b>Panel Outcome:</b>			
<b>Actions:</b>			



# Apprenticeship Training Provider Procurement Process & Strategy

## Individual Provider Detailed Assessment Sheet

Evaluation Sheet:

Name of Supplier:

0	<b>Unacceptable Response:</b> No response, response not relevant or question not answered.
1	<b>Poor Response:</b> The response is partially compliant, but with serious deficiencies in meeting service requirements (any supporting evidence is minimal).
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# Apprenticeship Training Provider Procurement Process & Strategy

Evaluation Breakdown					
Criteria		Score	Comments	Weighting	Final Score
A	Delivery			50%	
B	Support			20%	



# Apprenticeship Training Provider Procurement Process & Strategy

C	Quality Assurance & Improvement			10%	
D	Management Information & Reporting			10%	
E	Added value			5%	
F	Cost			5%	



# Apprenticeship Training Provider Procurement Process & Strategy

Overall Score	
Addition Questions for supplier (If applicable)	

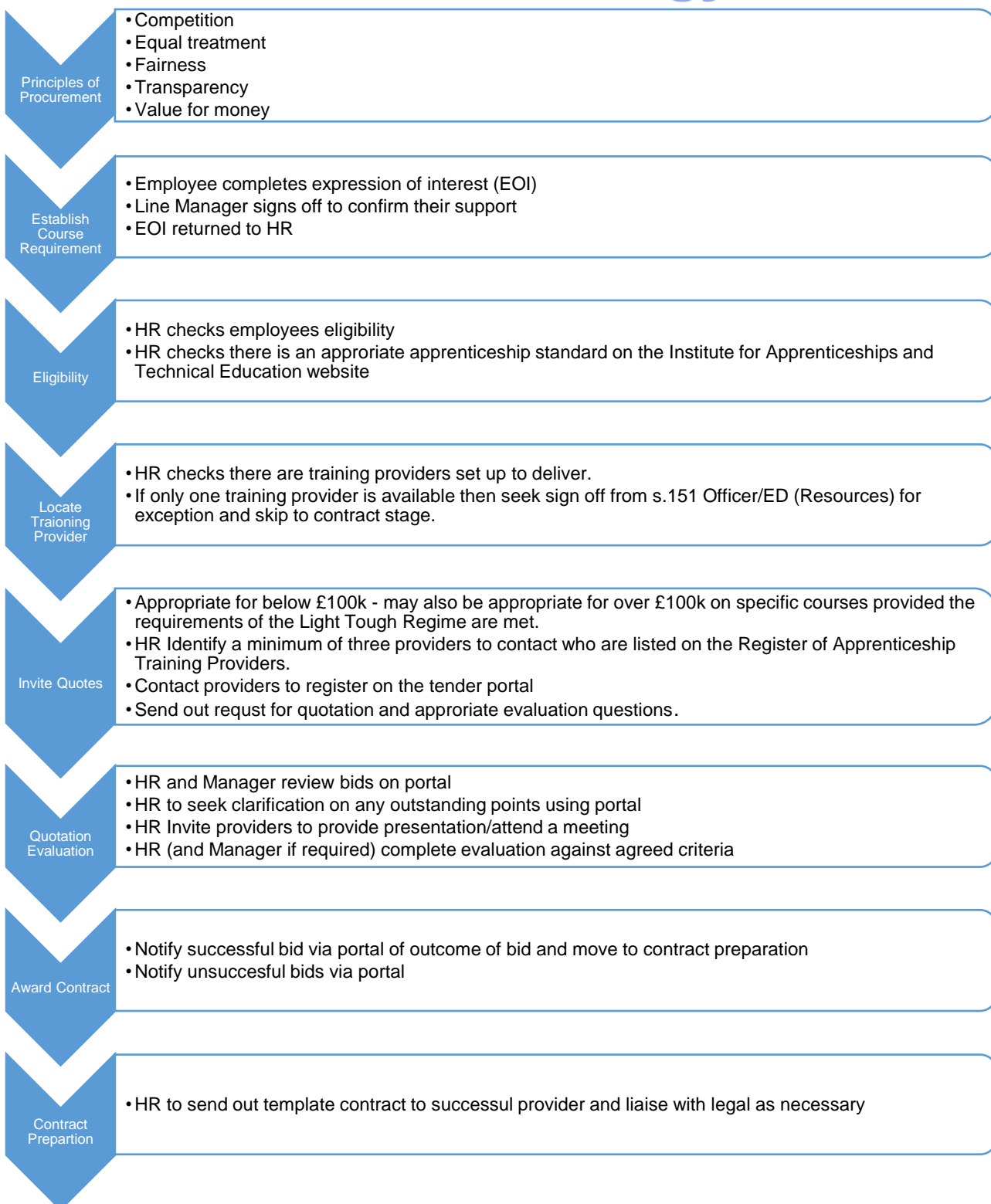




# Apprenticeship Training Provider

## Internal Procurement

### Process & Strategy



# Apprenticeship Training Provider Internal Procurement Process & Strategy

## Internal Procurement Strategy for Apprenticeship Training Providers

The procurement process adopted in relation to the procurement of apprenticeship training providers is a Light Touch Regime. The approach has been approved by Procurement Board to ensure principles of procurement are met i.e. competition, equal treatment, fairness, transparency and value for money and takes into consideration the following points which are unique to apprenticeships:

- The levy is collected every month based on 0.5% of our payroll costs and transferred into a digital account.
- Levy funds can only be spent on approved training and if not utilised within 24 months they will be reclaimed by central government.
- Only use approved training providers who have gone through a rigorous selection process by the Education and Skills Funding Agency and must adhere to specific funding rules. In addition providers are overseen by Ofsted.
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### ***Selection of training providers.***

HR will ensure employees are eligible to start an apprenticeship. If they are HR will ensure there is an appropriate standard approved for delivery and where there are multiple options will liaise with the line manager and employee to establish the most appropriate qualification.

HR will search for approved training providers using the Register of Apprenticeship Training Providers.

If there is only one provider of the standard we will approach them directly having sought sign off from the S.151 Officer in accordance with the Council's Constitution.

Where there are multiple providers, providers will be asked to register on the procurement portal and be invited to quote for a contract to provide an apprenticeship programme- this could include an existing training provider if the Council are satisfied with their delivery on existing programmes.



# Apprenticeship Training Provider Internal Procurement Process & Strategy

When selecting providers to invite to register on the portal consideration will be given to the following:

- Training Provider Ofsted Registration- we require either a rating of Good or Outstanding unless the provider is a new provider;
- High % of apprenticeship retention data;
- High % of apprenticeship achievement data; and
- Travel time to Training Provider.

***A suitable set of assessment criteria will be used to evaluate quotations which might include but is not limited to the following:***

## **Cost**

Please provide full details of all costs and expenses including re-sits and end point assessment. What will be the total cost per apprentice?

Please provide details of any additional costs that cannot be funded through the levy e.g. professional body membership

## **Delivery**

What will the programme comprise i.e. How many teaching /coaching sessions and how they will be delivered how will ongoing competence be assessed, what additional support will be available and so on?

How will the 20% off the job training requirement be met and how will this be recorded?

What accredited qualification (if any) will be delivered in parallel with the standard?

What are the arrangements for end point assessment and how / where will functional skills be delivered and assessed?

## **Quality Assurance**

How will you quality assure and continuously improve the delivery of this contract?

When was your most recent Ofsted inspection and what grade was awarded? (Minimum requirement is a rating of Good or Outstanding unless the provider is newly established and therefore yet to be rated).

What are your success rates for apprenticeships over the last two years (Please include retention, achievement and timely completion)

How will you deal with any issues that may arise and what is your appeals and escalation process?



# Apprenticeship Training Provider Internal Procurement Process & Strategy

## Management Information and Reporting

How will you manage this contract and who will take responsibility for its success?

How do you propose to communicate with management, learners and WBC?

What procedures do you have in place to mitigate any disruption to delivery and/or learners, if a member of staff leaves your organisation?

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Contracts are initially for a minimum term of 2 years and can be extended providing the total contract term does not exceed the duration of two full cohorts for those apprenticeships lasting 18 months or more or 4 years for apprenticeships lasting 12 months.





# Apprenticeship Training Provider Internal Procurement Process & Strategy

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# Apprenticeship Training Provider Internal Procurement Process & Strategy

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# Apprenticeship Training Provider Internal Procurement Process & Strategy

## *Individual Provider Detailed Assessment Sheet*

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# Apprenticeship Training Provider Internal Procurement Process & Strategy

Evaluation Breakdown					
Criteria		Score	Comments	Weighting	Final Score
A	Delivery			50%	





# Apprenticeship Training Provider Internal Procurement Process & Strategy

B	Support			20%	
C	Quality Assurance & Improvement			10%	
D	Management Information & Reporting			10%	



# Apprenticeship Training Provider Internal Procurement Process & Strategy

E	Added value			5%	
F	Cost			5%	
Overall Score					
Addition Questions for supplier (If applicable)					



# 9 steps to recruiting an Apprentice

## Identify

- The first step in the process of recruiting is to **IDENTIFY** the requirement to fill a vacancy within your team. This may arise from a variety of circumstances - you may need additional resource and therefore wish to create a new post or you may identify a vacant post in your team that could be converted into an apprenticeship opportunity. In any case, you will need to ensure you have funding for the post. It may be possible to access central funding if wish to support a disadvantaged individual with an apprenticeship.

## Contact HR

- In order to assist with your recruitment campaign, please **CONTACT** Human Resources. We'll discuss the details of your vacancy and determine whether if there are appropriate apprenticeship standards available. We'll provide you with the resources and information to ensure you can make an informed decision as to whether creating an apprenticeship opportunity is right for you. You may be required to create a new job description and have this evaluated so allow time for this step. Again, HR will assist you through these steps.

## Advertise

- Apprenticeships are usually **ADVERTISED** internally and externally simultaneously unless it is linked to a career opportunity which should then be advertised internally to existing staff initially. Entry level apprenticeships tend to be paid at the age appropriate minimum wage with a view to moving to the formally evaluated WBC grade upon completion. For higher level apprenticeships it is likely they will be paid the WBC grade or at the starting point of a career graded structure. Existing staff who remain in their substantive role (rather than apply for a new role) and start an apprenticeship for developmental reasons will remain on their existing grade.

## Shortlist

- **SHORTLISTING** should take place in line with standard recruitment processes using the online shortlisting facility unless it has been agreed to conduct work trials as part of the shortlisting process - this would normally only be used where a vacancy has been ring fenced for a disadvantaged apprenticeship for someone with SEND and in agreement with HR.

## Interview

- **INTERVIEWS** should be conducted as per the standard recruitment process - HR can help advise on what activities are appropriate as part of the selection process. You could also consider work trials instead of formal panel interviews however you will need to set out objective criteria to assess each candidate against to ensure equity. Consider how you set up the room for interviews as many applicants applying for an apprenticeship will have limited experience and may find formal interviews intimidating and be more nervous.

## Appoint

- Once you have **APPOINTED** to the vacancy you will need to provide the individual with a copy of the Expressions of Interest form to complete and return to HR (this provides valuable information for progressing the apprenticeship and ensures all are committed to the learning as well as understanding how it relates to the role). Ensure HR are made aware of any additional support the individual may require so you can be signposted accordingly. HR will confirm once all pre-employment checks have been obtained and are satisfactory at which point you can arrange a start date.

## Onboard

- Once your Apprentice has started, HR will arrange for them to **ONBOARD** onto their apprenticeship at the beginning of the next available cohort with the selected training provider. Apprenticeship agreements and commitment statements will need to be signed by both line manager and learner before studying commences. HR can arrange for a job coach/mentor to be assigned outside the service to provide further support, this can be particularly helpful if they have additional needs. The service could also consider assigning a buddy from within the service.

## Support

- Alongside probation assessments and regular supervisions, it is expected that you will continue to **SUPPORT** your apprentice through their journey. You will be required to participate in development meetings with the training provider and apprentice to ensure they continue to be well equipped and supported. In addition to this apprentices are also assigned a mentor by the apprenticeship coordinator as an additional means of support. You will need to ensure adequate time for off the job training - advice can be found on the intranet or contact HR.

HR contact details:

☎ 01635 503033

✉ [HREnquiries@westberks.gov.uk](mailto:HREnquiries@westberks.gov.uk)

**DELIVERING APPRENTICESHIP  
OPPORTUNITIES FOR WEST BERKSHIRE**



# Useful Links

[Apprenticeships](#)

[Current Apprenticeship Standards](#)

[Expressions of Interest form](#)

[Job Evaluation Advice](#)

[Off the job training](#)

[Probation and Induction](#)

[Recruiting and Selecting Staff](#)

# Apprenticeships - Schools Information Pack

Guidance on apprenticeships and the process

# What is an Apprenticeship?

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- An opportunity to learn whilst you earn - Apprenticeships provide a lifelong learning opportunity for all staff aged 16 to 60+
- New or existing employees
- A fully funded work based learning programme which includes a mix of on the job training and assessment leading to the acquisition of new skills and knowledge
- Available in 1,500 occupations across 170 industries
- Levels 2 – 7 (Intermediate, Advanced, Higher and Degree)

# Why recruit an apprentice?

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## Why Recruit an Apprentice?

- ✓ Cost effective
- ✓ Grow your own
- ✓ Motivate, skilled and qualified workforce
- ✓ Helps develop others management skills
- ✓ Create a positive culture by investing in the workforce
- ✓ Employee NI contribution does not apply to 16 – 25 year olds
- ✓ Uplift payment for 16 to 18 year olds



## Available Apprenticeships- relevant to schools

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- ✓ Supporting Teaching & Learning
- ✓ Early Years Education
- ✓ Business and Administration
- ✓ Leadership and Management
- ✓ ICT
- ✓ Finance





# Business Administrator Apprenticeship

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- ❑ Level 3
- ❑ 12-15 Month programme
- ❑ Knowledge Topics
  - The organisation
  - Value of skills
  - Stakeholders
  - Relevant regulations
  - Policies
  - Business Fundamentals
  - Processes and External factors

# Business Administrator Apprenticeship- cont'd

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## ❑ Skills and Behaviours studied

- Finding solutions to difficult situations
- Effective business communication
- Efficient and effective working practices within a team
- Personal and professional development
- Understanding the main principles of business
- Time management
- Coaching and Mentoring

# Teaching and Learning Apprenticeship

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- ❑ Level 3
- ❑ 1 Month programme
- ❑ Knowledge, skills and behaviours studied
  - Knowledge- finance, procurement, HR, managing support services, governance and risk, marketing, infrastructure, ethical standards
  - Skills- financial and operational management, project management, change management, communication and relationship building, strategic management
  - Behaviours- change catalyst, decision maker, skilled negotiator, collaborative, resilient, challenger

# School Business Manager

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- ❑ Level 4
- ❑ 18 Month programme
- ❑ Knowledge, skills and behaviours studied
  - Knowledge- finance, procurement, HR, managing support services, governance and risk, marketing, infrastructure, ethical standards
  - Skills- financial and operational management, project management, change management, communication and relationship building, strategic management
  - Behaviours- change catalyst, decision maker, skilled negotiator, collaborative, resilient, challenger

# Senior Leadership Apprenticeship

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- ❑ Level 7
- ❑ 24 Month programme
- ❑ Topics studied
  - Leading People in Education
  - Strategy in Education
  - Strategic Operations of Education Organisations
  - Enterprise in Managing Education
  - Brand and Reputation Management in Education
  - Innovation and Change
  - Research Methods and Change Project

# Eligibility Criteria

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Apprentices must

- ✓ have a contract of employment (minimum 15 months)
- ✓ work a minimum of 16 hours per week
- ✓ have a requirement to up skill / retrain
- ✓ work towards an approved apprenticeship
- ✓ be allowed 20% off the job training
- ✓ have the right to work in the UK
- ✓ not be enrolled on another gov. funded programme

# Eligibility Criteria- cont'd

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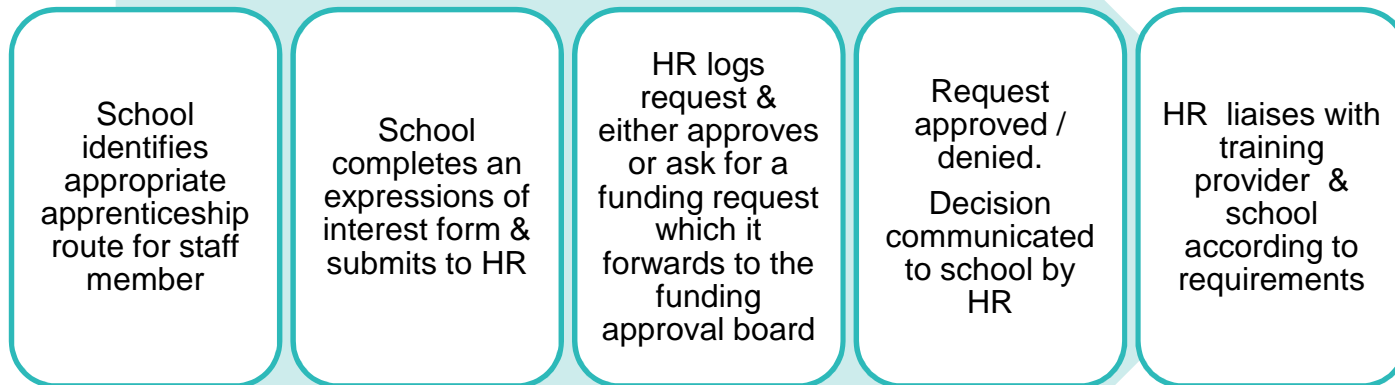
- ✓ Genuine job
- ✓ Eligible for funding
- ✓ Paid at least the relevant national minimum wage
- ✓ Apprenticeship agreement

**Note:** The Apprenticeship Levy cannot be used to cover apprentices wages, travel costs, PPE and safety equipment

The employer is responsible for ensuring that the apprentice is taking part in learning throughout the apprenticeship, and it is expected that they will remain with us upon completion where an opportunity exists.

# How to Access Levy Funding

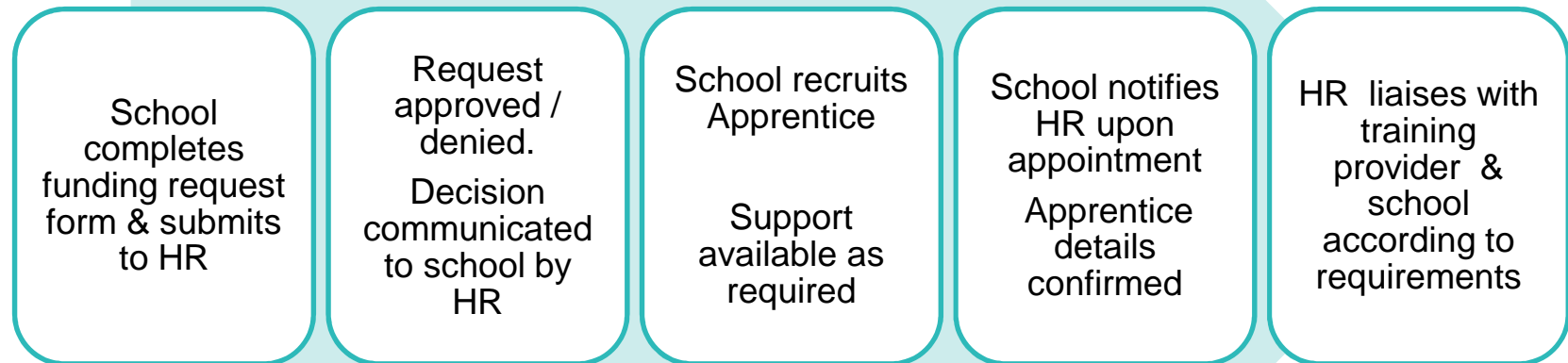
## Existing Staff





# How to Access Levy Funding

## New Apprentice



# Key things to remember

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- ❑ Contact HR at the earliest opportunity to discuss your requirement
- ❑ If new apprentice complete the usual recruitment process including following safer recruitment guidance
- ❑ Complete Expression of interest form and send to HR
- ❑ Complete funding request form if asked to do so
- ❑ Work with HR to appoint a training provider- there are strict procurement rules that must be followed by public sector organisations
- ❑ Ensure apprentice has a contract of employment if they are a new member of staff
- ❑ Sign the commitment statement and apprenticeship agreement provided by the training provider
- ❑ Ensure employee has 20% off the job training
- ❑ Take part in any meetings with employee and trainer
- ❑ Flag any issues to HR at the earliest opportunity

# Useful Website Links

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## **Apprenticeship Standards**

<https://www.instituteforapprenticeships.org/apprenticeship-standards/>

## **Off the job training advice**

<https://www.gov.uk/government/publications/apprenticeships-off-the-job-training>

# Key Contacts

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## **West Berkshire Council HR –**

Abigail Witting HR Manager

Faye Parnell- Assistant HR Officer

Advice line for Managers - 01635 503033

[hrenquiries@westberks.gov.uk](mailto:hrenquiries@westberks.gov.uk)

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# Apprenticeship Expenses Policy

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## Contents

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*This Policy is not for publication externally*

## **1. Purpose**

- 1.1. This procedure sets out the process for employees to make claims for travel and other expenses incurred in the course of their apprenticeship.

## **2. Applicability**

- 2.1. This procedure applies to all non-school based employees of the Council with the following exceptions:
- 2.2. Employees who have transferred into West Berkshire Council under TUPE arrangements should claim mileage in accordance with specific locally agreed policies where these apply.

## **3. Roles and Responsibilities**

- 3.1. The Head of Benefits and Exchequer has overall responsibility for ensuring that travel and expenses claims are processed appropriately in accordance with these agreed standards.
- 3.2. Line managers are responsible for ensuring that all claims are authorised in accordance with this procedure. In some cases, Service Director/Head of Service approval is required.
- 3.3. All Council employees are responsible for familiarising themselves with, and ensuring that they comply with, this procedure.

## **4. Claiming mileage for business travel**

### **4.1. Eligibility**

- 4.1.1. Employees undertaking travel by car, as part of their apprenticeship, must have a valid driving licence, road tax, comprehensive insurance that covers business use and, where necessary, a valid MOT certificate, and have completed the DVLA mandate and mandatory driver risk assessment. See [Intranet - Driving at Work](#)
- 4.1.2. Mileage may only be claimed for journeys which are essential to the apprenticeship (e.g. travelling to training, attending meetings etc. as part of developing their skills).
- 4.1.3. All employees should ensure that they use the most cost effective and efficient method of transport. All long journeys should be discussed with the manager before the travel takes place, and public transport alternatives considered.
- 4.1.4. Where the employee travels either direct from home to a location other than the normal place of work, or returns direct to home from another location, claims must only be made for the excess of mileage incurred beyond normal home to work travel. This is the 'business mileage' to be claimed. See examples in Appendix 3
- 4.1.5. Where the employee travels either direct from home to a location other than the normal place of work, or returns direct to home from another location,

claims must only be made for the excess of mileage incurred beyond normal home to work travel. This is the 'business mileage' to be claimed. See examples in Appendix 3.

4.1.6. Home to office mileage may not be claimed, even when travelling to the office on a day or time of day when the employee would not normally be expected to attend.

4.1.7. Mileage claims will be paid at the relevant rate in accordance with the most recently published WBC mileage rates. See Appendix 1 for details.

#### 4.2. Submitting mileage claims

4.2.1. All claims must be submitted via the Travel and Expenses section of MyView (where available). Advice on how to complete a claim via MyView can be found in the [MyView Guidance Notes](#) on the intranet.

4.2.2. Claims must be completed to show clearly where the journey starts and finishes (e.g. 'home' or 'office'), the actual miles travelled, and the business miles to be claimed. Mileage should be rounded up or down to the nearest whole mile; 0.5 of a mile or more should be rounded up, 0.4 or less should be rounded down. The start and end points of the journey should be entered in the 'description' box on the MyView claim, in accordance with the instructions on mileage 'help'.

4.2.3. All flexible workers have a nominated office base. Business travel may be claimed on any one working day for either the mileage travelled in excess of home to office base mileage (and return), or the additional second class public transport fares incurred in excess of home to office base fares for that day. The additional expenses should be calculated on a daily basis. See Appendix 2 below.

4.2.4. Claims must be submitted within three months of the date on which the travel occurred. Failure to do so may result in a refusal to pay the claim.

### 5. Other travelling expenses

#### 5.1. Rail, bus and other public transport fares

5.1.1. Employees may claim for the cost of second class rail, bus or other public transport fares for journeys related to studying their apprenticeship.

#### 5.2. Taxi fares

5.2.1. Taxi fares will normally only be paid where authorised in advance by the line manager as essential to the journey (e.g. from the railway station to a conference destination, or where the employee could not reasonably complete the journey by other means).

#### 5.3. Parking, tolls and other travel expenses

5.3.1. Employees may claim for car parking expenses or road tolls related to studying their apprenticeship. However, the Council will not pay penalty

charges incurred by the employee for breaches of parking restrictions, breaching congestion charges etc.

#### 5.4. Submitting other travelling expense claims;

5.4.1. All claims must be submitted via the Travel and Expenses section of MyView.

5.4.2. Receipts for expenditure must be given to the line manager at the same time as submitting the claim or in accordance with locally agreed procedures. Where possible these should be VAT invoices or VAT receipts. Receipts should be retained by the service for a minimum of seven years.

5.4.3. Claims must be submitted within three months of the date when the expenditure occurred. Failure to do so may result in a refusal to pay the claim.

### 6. Subsistence allowances

#### 6.1. Eligibility

6.1.1. Employees may claim actual expenditure incurred for meals and refreshments, up to specified limits, when related to studying their apprenticeship.

6.1.2. Employees may claim for overnight accommodation costs, where required when travelling away for your apprenticeship. Such expenses should always be approved in advance by the Head of Service/Service Director and the budget manager.

6.1.3. Under exceptional circumstances the Head of Service/Service Director may approve subsistence claims in excess of the amounts shown in Appendix 1 where they are unavoidably incurred.

6.1.4. When staying away overnight, any private expenditure beyond the cost of accommodation and meals (as detailed in Appendix 1) cannot be claimed and should be paid for separately.

#### 6.2. Submitting subsistence claims

6.2.1. All claims must be submitted via the Travel and Expenses section of MyView.

6.2.2. Receipts for expenditure must be given to the line manager at the same time as the claim is submitted, or in accordance with locally agreed procedures. Employees should ask for a VAT invoice or VAT receipt which details the supplier name, the VAT registration number, the nature of the goods or services, and the amount paid. Receipts should be retained by the service for a minimum of seven years.

6.2.3. Claims must be submitted within three months of the date when the expenditure occurred. Failure to do so may result in a refusal to pay the claim.



## **7. Failure to comply with WBC Travel & Subsistence Policy for Apprenticeships**

7.1. This document provides staff and others with essential information regarding claiming for travel and subsistence costs incurred as part of an apprenticeship and sets out conditions to be followed. It is the responsibility of all to whom this Policy document applies to adhere to these conditions. Failure to do so may result in:

- withdrawal from the apprenticeship
- informal disciplinary processes
- formal disciplinary action in accordance with the Council's disciplinary procedure

7.2. Additionally if, after internal investigation, a criminal offence is, the Council may contact the police or other appropriate enforcement authority to investigate whether a criminal offence has been committed.

## **8. Review**

8.1. This policy will be reviewed to respond to any changes and at least every three years.

8.2. The Service responsible for reviewing and maintaining this Policy is Human Resources.

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## Appendix 1 – car business mileage rates in WBC

### Note:

Columns E1, E2, E3 and E4 apply to essential car users (ECU) who were in post on 30<sup>th</sup> June 2017, as long as they remain in the post or transfer to another post attracting ECU. The rates include agreed transitional relief.

Column E5 applies to all new appointments to posts with ECU from 1<sup>st</sup> July 2017, including employees who transfer from a non-ECU post to an ECU post.

ESSENTIAL USER MILEAGE RATES for cars PAYABLE from 1 <sup>st</sup> April 2019					
	Employed before April 2007, awarded ECU before 1 <sup>st</sup> July 2017, who remain in an ECU post or transfer to another ECU post			Employed on or after 1.4.07 awarded ECU before 1 <sup>st</sup> July 2017, who remain in an ECU post or transfer to another ECU post	Employed or awarded ECU status on or after 1.7.17
Car engine size	451-999cc	1000-1199cc	1200cc+		
WBC essential user rate	E1	E2	E3	E4	E5
First 1500 miles per year	£0.853	£0.971	£1.251	£0.971	£0.971
Next 1501- 8500 miles per year	£0.369	£0.409	£0.505	£0.409	£0.409
After 8500 miles per year	£0.137	£0.144	£0.164	£0.144	£0.144
Monthly Lump Sum Amount	£10.00	£10.00	£10.00	£10.00	£10.00
Annual lump sum	£120	£120	£120	£120	£120

See the [Essential Car User policy](#) for further details

CASUAL USER MILEAGE RATES PAYABLE from 1 <sup>st</sup> April 2017 (HMRC recommended)	
Car* per mile first 10000 miles	£0.45
Car* per mile over 10000 miles	£0.25
Motorcycle	£0.24
Bicycle	£0.20

\*Note that 'cars' includes vans and electric cars.

## Appendix 2 – subsistence rates

SUBSISTENCE RATES <sup>1</sup> (HMRC recommended)		
Meal claimed	Circumstances where claim may be made	Maximum claim
Breakfast	The employee leaves home <u>earlier than usual</u> , before 6:00am. (Does not apply to employees who regularly leave home before 6:00am.)	£5.00
Lunch	The employee has been away from his/her normal place of work for at least five hours including the lunchtime period (12:00noon – 2:30pm).	£5.00
Early evening meal	The employee has been away from his/her home or normal place of work for at least five hours including the early evening period (6:00pm – 8:00pm).	£5.00
Two meals	The employee has been away from his/her home or normal place of work for at least ten hours, including the lunchtime and/or the early evening period.	£10.00
Late evening meal	The employee has to work <u>later than usual</u> and finishes work after 8:00pm, having worked his or her normal day, and has to buy a meal which he/she would normally have at home.	£15.00

Expense	Circumstances when claim can be made	Maximum Claim
Overnight accommodation	<p>When attendance at a training provider (usually a university) requires attendance on multiple days and journey time is over 2 hours and the session starts before 10am and ends after 3pm and therefore travelling back and forth is not possible.</p> <p>NB: if the training provider offers free accommodation you cannot claim expenses. If there is an offer of reduced cost accommodation you will be expected to take this up unless the cost is in excess of the claim value here.</p> <p>If breakfast is included in the accommodation price you cannot claim for this separately.</p>	£75 per night.

<sup>1</sup> Actual expenditure incurred will be reimbursed up to the maximum shown in the table

## Appendix 3 – examples

### Example 1:

Sarah lives 20 miles from her designated office base but goes direct to the apprenticeship training provider for a learning day.

- home to training provider to home = 60 miles

She can claim 20 miles business for this journey as that is the excess mileage over her normal commute to work. This should be claimed as one journey.

### Example 2:

Seth lives 5 miles from his designated office base. He travels to the office in the morning, then travels in the afternoon to the training provider and then home.

- Office to training provider= 12 miles
- Training provider to home = 15 miles

This should be claimed as 22 business miles.

### Example 3:

Nancy lives in Burghfield Common. She needs to attend university for two days. The sessions start at 9.30 am and finish at 5pm.

Nancy travels by train (standard class) and stays overnight before and between university days. She can claim her return train fair and accommodation (up to agreed limits in this policy) plus a breakfast and evening meals on two days (up to agreed limits in this policy).

She requires a taxi to and from her accommodation.

***All expenditure should be agreed in advance with her manager.***

## Document Control

<b>Document Ref:</b>	HR	<b>Date Created:</b>	November 2021
<b>Version:</b>	1.0	<b>Date Modified:</b>	
<b>Revision due</b>	November 2024		
<b>Author:</b>	Abigail Witting	<b>Sign &amp; Date:</b>	
<b>Owning Service</b>	Strategy & Governance- Human Resources		
<b>Equality Impact Assessment: (EIA)</b>	Date undertaken:	Nov 2020	
	Issues (if any):		

<b>Chief Executive</b>	Sign & Date:	
<b>Executive Director (People)</b>	Sign & Date:	
<b>Executive Director (Place)</b>	Sign & Date:	
<b>Executive Director (Resources)</b>	Sign & Date:	

## Change History

Version	Date	Description	Change ID
1	Nov 2020	New policy to cover expenses incurred by apprentices	
2			
3			

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## **Job Mentor Training**

Two half day sessions for 8 people: 13<sup>th</sup> January & 21<sup>st</sup> January – 2 two hour sessions on each day

### **Day 1: Mentoring for apprenticeships.**

Learn about the importance of meeting psychological needs and the way we learn, exploring different learning styles. The workshop will also help you consider your expectations of apprentices, motivation techniques and barriers to development. You will also explore and practise skills and techniques to help those in your care to develop in their work roles

Will include

- General info about apprenticeships- What is an apprenticeship, what is expected of apprentices, what makes an apprenticeship different etc.
- Apprenticeship offer in West Berkshire
- Cover some case studies of how successful mentoring contributes to apprenticeship achievement.

### **Day 2: Introduction to coaching and mentoring apprentices**

This workshop is ideal for line managers, mentors and people in middle management who would like to develop their coaching and mentoring skills. You will learn one of the most recognised models of organisational coaching, and will have an opportunity to practise the technique within the training environment

- What is the role of an apprenticeship mentor?
- What's the difference in role for an apprenticeship mentor and a line manager?
- How to get the best out of an apprentice
- What support can a mentor offer
- What is good performance management?
- Supporting disadvantaged apprentices/apprentices with additional needs.

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### My One-Page Profile

Your Name Here

Age and Occupation

### What people appreciate about me

### What is important to me/ My interests are

### How to support me

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## **TERMS OF REFERENCE**

### **APPRENTICESHIP LEVY STEERING GROUP**

#### **Aims**

To steer the implementation of the apprenticeship strategy agreed by Operations Board on 6<sup>th</sup> July 2017. To develop policies and procedures for the Council in order to comply with the apprenticeship levy rules and work towards the public sector apprenticeship target.

Effectively use the apprenticeship funding available to develop and up skill new apprentices and existing employees through apprenticeship training, to help reduce the service training budgets.

The Steering Group's membership includes Scrutiny Members (Scrutineers). Their role on the group is to assist in the development of the Council's policies and procedures to aid compliance with the apprenticeship levy and in working towards the public sector apprenticeship target, as well as challenging progress being made where necessary in meeting this target'.

#### **Objectives**

1. Represent view of directorate/specialist area.
2. Agree processes for allocation of funding for Corporate and Schools.
3. Meet quarterly to discuss progress and any issues.
4. Oversee the project to support apprenticeships for disadvantaged young people.

#### **Council Vision:**

Working together to make West Berkshire an even greater place in which to live, work and learn.

#### **Council Priorities:**

- Ensure our vulnerable children and adults achieve better outcomes
- Support everyone to reach their full potential

## KPIs':

**Objective 1:** Increase the number of apprenticeships being accessed especially by care leavers, those with disabilities and from BAME

**KPI 1:** Number of corporate and schools staff enrolled onto training which is funded through the apprenticeship levy. **Target 20/21:** 114

**KPI 2:** Number of corporate, school staff, and those whose have been facilitated via levy transfer, who are disadvantaged and aged 16-25, enrolled onto training which is funded through the apprenticeship levy. **Target 20/21:** 3

**Objective 2:** Young people further develop their knowledge and skills by participating in work experience opportunities.

**KPI 1:** Number of young people attending/involved in work experience and project work opportunities. Target 20/21: 9 (under review as set by a different team).

## Steering Group Membership

### HR

- Project Sponsor (HR Manager HR Services) – Abi Witting
- Project Co-ordinator – Alexandra Howett (Mat leave)
- Interim Project Coordinator- Faye Parnell - HR

### Officers

- Head of the Service or their representative from each directorate –
  - Donna Fox (People)
  - Toby Green (Place)
  - Sarah Clarke (Resources)
- School Improvement Post 16 Adviser – Mark Browne
- SEN- Nikki Stevens & Jane Seymour

### Members

- Portfolio Member HR – Joanne Stewart (Con)
- Portfolio Member CYP- Dominic Boeck (Con)
- Scrutineers – Garth Simpson, Jeremy Cottam, Steve Masters (Green)

## Meeting Structure

Frequency – Quarterly

Duration – 60-90 minutes

Agenda and Minutes – Project co-ordinator



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## **Quotes from Apprentices & Managers**

### **Andrew- Transport & Countryside – Team Leader- ILM Level 3**

Although there is a lot of work required, the ILM apprenticeship has been a great experience that I would recommend to others.

My philosophy is that you should learn something new every week at work or in your personal life to ensure you continually develop and improve.

The great Henry Ford said 'Anyone who stops learning becomes old, whether at 20 or 80. Anyone who keeps learning stays young'.

### **Rachel- Sensory Needs Team- Rehabilitation Worker Level 5**

Being on the apprenticeship has been amazing, having the course itself funded by the levy has been more helpful than you could ever imagine, and has opened doors for me that I never would have been able to do myself. The support that I have had from my manager and her manager have been second to none, and the support from my co-workers has also been phenomenal. Being on the apprenticeship has allowed me the opportunity to work closely with people in my team and given me a much greater understanding of their methods and ways of working. It has definitely been worth all the work that has been needed this year and I have thoroughly enjoyed meeting new people and making friendships that I know will both last, and help my professional career and support networks for the future.

### **Sue – Manager in ASC**

The introduction of the Apprenticeship training programme, facilitated by the levy fund, has been extremely beneficial to Responsive Care Providers. The programme has enabled our frontline practitioners to engage in learning programmes that enhance our services and improves the client experience. The value of well trained staff cannot be underestimated and the opportunities now available to undertake qualifications in this field of work, together with the promotion of our core values will, we hope, support our goal of being the employer of choice in West Berkshire.

### **Abi- Manager & Apprentice- Human Resources- Senior Leader Degree Apprenticeship- Level 7**

Within HR we have always looked to support an apprentice. Several of our existing HR team started as an apprentice, including Faye, Lucinda and Amie. It is a real pleasure to see someone start in the team with very little knowledge or experience and gradually grow in confidence and ability into a fully-fledged member of the team. It is also a really good experience for an existing team member to mentor and support an apprentice to get their first experience of line management (particularly if the apprentice is new to the world of work too).

I am now in year 2 of my apprenticeship. The programme has already impacted on my thinking and performance, I am thinking more strategically and have been able to question, consider and understand more about why and how we do things. Meeting

others on the programme who have similar and different experiences gives me a wider perspective. I am really looking forward to completing my dissertation/project this year.

(see attached photo- I hate my corporate one but if you think this one is not suitable then you can use my corporate one!)

### **Faye – Human Resources- Business Administration Level 3**

Completing an apprenticeship is a great way to build knowledge and develop skills that support you to succeed in your role.

### **Irina- Payroll- Payroll Administrator Level 3**

When I started my apprenticeship in Payroll I had no experience. It was quite hard at the beginning because I wanted to do more but I couldn't. It took me a while to understand the terminology and what I was supposed to do. Now my job is much easier, I can understand what my colleagues are talking about it and I feel great.

I really love my job and it is amazing how confident I feel now about payroll compared with a year ago when I had just started my apprenticeship. I have learned so much and this was possible only with help from my colleagues, they offered me support every day. Thank you WBC for this opportunity!

### **Donna – Education- Senior Leader Degree Apprenticeship- Level 7**

I have just started the MSc Public Management and Leadership Programme. The programme is already challenging my thinking around public services and leadership. I am particularly enjoying the opportunities to interact with fellow students across the country and hear about their experiences.

(Donna has given permission to use her corporate photo)

### **Susanna- Education- Team Leader- ILM Level 3**

The training sessions completed during the apprenticeship have given me a great opportunity to reflect on the way that I manage both myself and my team.

### **Vicky- ASC- Occupational Therapy- Level 6**

I'm in my second year of a four year apprenticeship and I've found that learning on the job has been the absolute best way for me to gain new skills for my current role and for the future. Its hard work, but I could never have afforded to be a fulltime student again. This way I can work as well as study, and at the end I'll have a professional qualification that will hopefully benefit WBC as well as me. I'm incredibly grateful to my managers and my colleagues, all of whom have been so supportive of my learning.



**Alison- Education- Accounts Level 4**

Enriching as you meet people with similar interests but who work in very diverse fields. Opportunity for career diversification and progression. Gained valuable experience of working with other professionals and their working practices.

**Rachel Brickman- People Directorate- Director Support- Chartered Managers Degree Level 6**

Doing the apprenticeship has allowed me to set aside time to carry out an in depth research project and has helped me to understand the way business works more clearly.

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