

Southampton City Council

Apprenticeships Policy - Developing Careers Programme Guidance

Apprenticeships Policy Guidance			
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Contact	Justine.taylor-knightbridge@southampton.gov.uk	Effective date	15/08/2017

Apprenticeships Policy - Developing Careers Programme Guidance

1. Southampton City Council is committed to supporting its staff to develop skills, competencies and behaviours to deliver services and manage business of the future. In order for the council to develop its current and future workforce, existing staff may also be eligible to access learning and development via higher or degree apprenticeships.
2. Staff are eligible to undertake an apprenticeship at a higher level, the same or a lower level.
3. Learning and development needs would typically be identified and discussed with your line manager as part of the Performance Management Framework at your Performance Reviews. Please ensure that the learning and development needs identified can be met through an apprenticeship.
4. The Lead Apprenticeships Advisor can be contacted in respect of any queries for Developing Careers opportunities.

What is an apprenticeship?

5. An apprenticeship is open to all and combines work-based learning with qualifications designed to meet the needs of businesses. Apprentices use and develop their skills in their existing job whilst gaining a nationally recognised qualification through an approved training provider.
6. Developing Careers Apprentices will remain in their substantive post and will spend a minimum of 20% of their work time (roughly one day per week) engaged in learning that is not part of the normal day-to-day working activity, but that is directly relevant to the apprenticeship e.g.:
 - Day or block release at college or university lectures
 - Distance learning, webinars, online learning
 - Role playing, manufacturer training, in-house training
 - Job shadowing, mentoring, industry visits, seminars
 - Time spent researching, writing assessments/assignments
7. Developing Careers Apprentices will:
 - Complete a government approved apprenticeship training course, either a standard or framework apprenticeship
 - Train for a minimum of 12 months, however many apprenticeships may take significantly longer
 - Be willing to complete Functional skills English and Maths Level 2 if these have not already been achieved
 - Gain the knowledge, skills and behaviours to complete the apprenticeship
 - Spend a minimum of 20% of their work time engaged in “off-the-job” training
 - Be supported by the line manager to carry out the Developing Careers Apprenticeship

- Be allocated an appropriate mentor for the length of the Developing Careers Apprenticeship

What are the qualification levels?

8. There are a range of different Developing Careers Apprenticeship levels to suit needs and previous qualifications, for example;
 - Level 2 – equivalent to GCSE
 - Level 3 – equivalent to A Levels
 - Level 4 – equivalent to BTEC/HND/HNC
 - Level 5 – equivalent to Foundation Degree
 - Level 6 – equivalent to Bachelor's Degree
 - Level 7 – equivalent to Master's Degree

What sort of apprenticeships are available?

9. There are many Developing Careers Apprenticeship relevant to the council, these include:
 - Business, Administration, Customer Service levels 2/3
 - Team Leading, Management & Leadership levels 2/3/4/5/6
 - Health & Social Care, Children & Young Peoples Workforce, Residential Childcare, Early Years, Play Workers, Nursery Assistants, Care Leadership & Management, Healthcare Practitioner levels 2/3/4/5
 - Teaching Assistant, IT Technician, Science Technician, PE Assistants levels 2/3
 - Finance, Accounting & Audit levels 2/3/4
 - Human Resources level 5
 - Legal levels 2/3/4/5/6
 - Trade crafts (including Plumbing, Carpentry, Gas, Electrical) levels 2/3
 - Civil Engineering, Quantity Surveying, General Surveying, Building Surveying, Architectural Technician levels 2/3/4/5/6
 - Cultural and Heritage Venue, Libraries Archives & Records, levels 2/3
 - Cleaning Support, Sustainable Resource Management, Environmental Services, Facilities Management, Hospitality, Transport Planning levels 2/3/4/5
 - Data Analyst, Project Management, Regulatory Compliance level 4
 - Trees & Timber, Horticulture, Environmental Conservation levels 2/3

A guide of new apprenticeship standards can be found at the government website <https://www.instituteforapprenticeships.org/apprenticeship-standards/>

For further advice on apprenticeship availability please contact the Lead Apprenticeships Advisor on 023 8083 4473 or email Justine.taylor-knightbridge@southampton.gov.uk

How long does an apprenticeship take?

10. Apprenticeships vary from a minimum of 12 to 18 months on average for level 2 and 3 but are longer for higher levels, for example a degree may take up to 4 years. The time spent undertaking an apprenticeship may also be extended due to a change in personal circumstances e.g. maternity, sickness etc.

How much time will be spent training?

11. Training delivery will vary from each provider but will usually be via:
- Day release
 - Block release
 - Online learning
 - Delivered in the work place
 - Blended learning approach using a variety of methods.
12. Developing Careers Apprentices will need to commit to spending a minimum of 20% of working time engaged in the apprenticeship training. This will be a combination of onsite and offsite training in various formats such as:
- Classroom lectures
 - Workshops
 - Online training
 - Forum discussions
 - Job shadowing and coaching
 - Work based projects
 - Researching and writing assignments etc.
13. Developing Careers Apprentices may also need to put in their own time to complete their apprenticeship to a high standard.
14. Should any of the formal training (i.e. training provider/college/university attendance) need to be undertaken outside of normal working hours then Developing Careers Apprentices will be entitled to time off in lieu, including entitlement to paid time off to attend an approved examination.

Eligibility

15. Staff are eligible to undertake a Developing Careers Apprenticeship at a higher level, the same or a lower level than the qualifications already held, which will allow the next level qualification, developing existing skills, or cross-skilling into a new areas, provided:
- The new qualification will develop new skills substantially
 - The content of the training is materially different from any prior training or previous apprenticeship
 - The apprenticeship supports development in the current role

Developing Careers application process

16. Training needs should be discussed with your line manager during the Annual Appraisal or a 121. If an apprenticeship is identified as an appropriate training need, the individual should complete a Developing Careers Application Form. This form must have the support and signature of both the line manager and the service lead prior to submission. Once approval has been gained the application should be submitted to the Lead Apprenticeships Advisor.

17. The Lead Apprenticeships Advisor will work with managers and individuals to ensure the learning & development is eligible for funding. Applications will be reviewed and approved by a panel of Service Directors once a quarter.

Supporting documents

- Apprenticeships Policy
- Apprenticeships Guidance
- Developing Careers Application Form
- Developing Careers Apprenticeships Application Flow Chart
- Annual Performance Review
- Personal Development Plan