

Southampton City Council

Apprenticeships Policy

Apprenticeships Policy			
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Lead officer	Justine Taylor-Knightbridge, Lead Apprenticeships Advisor	Review date	15/08/2017
Contact	Justine.taylor-knightbridge@southampton.gov.uk	Effective date	15/08/2017

Southampton City Council

APPRENTICESHIPS POLICY

1. We recognise that a skilled, flexible and engaged workforce is central to becoming a modern, sustainable organisation. Apprentices within the council help us to develop skills, recruit and develop emerging talent. In response to the Apprenticeship Levy we have developed the Apprenticeships Policy, which provides opportunities for developing our workforce as well as attracting local people to fill employment and training opportunities within the council. We will guarantee to interview all care leavers and looked after young people who apply for an apprenticeship position.
2. To achieve this, the council has adopted an '**Apprenticeships First**' approach. This means that unless the Service Director has agreed that there are service specific reasons for not recruiting to an apprenticeship, permanent or fixed-term vacancies that meet the criteria detailed below should be first advertised as an apprenticeship vacancy and treated as a training opportunity for the substantive post:
 - roles within Grades 1 to 5 (Spinal Column Points 6-21) that are over 30 hours per week, for a minimum 12 months
3. In addition, The Service Director can decide to change other permanent posts to make them a permanent apprenticeship post, meaning there would be a flow of new apprentices after each training period has ended.
4. The council is committed to ensuring that all staff receive a rate of pay at least equal to the Foundation Living Wage and this will apply to all apprentices on the '**Apprenticeships First**' scheme with effect from 1st September 2017.
5. To support our Developing Talent policy, existing staff will be able to access apprenticeships via '**Developing Careers**' programme. Staff will be able to access apprenticeships to continue with, or gain new professional qualifications to support their career development.
6. Where existing staff undertake an apprenticeship their terms and conditions of employment will not change.
7. The outcomes we want to achieve are:
 - All apprentices have positive learning and work experiences.
 - Recognition as an employer who encourages and supports talent, inside and outside the council.
 - Agile and flexible workforce with the necessary skills and competencies
 - Workforce represents the city's population profile
8. We will measure success by:
 - Increase in the number of apprenticeships we have across the council and ensuring every service offers opportunities for apprentices
 - The success rate of apprentices gaining employment

- Our apprentice profile reflects the diversity of the city, including care leavers.

9. We will do this by:

- Developing a programme to attract care leavers, apprentices, interns and graduates
- Developing career pathways
- Ensuring all organisational design changes and restructures have considered the creation of opportunities for apprentices

This policy applies to all apprenticeships across the council and will include maintained schools.

***Apprentices: includes interns and graduates**