

Agenda Item	14
Report No	RES/11/18

HIGHLAND COUNCIL

Committee: Corporate Resources Committee

Date: 28 February 2018

Report Title: Modern Apprenticeship Programme Update

Report By: Depute Chief Executive / Director of Corporate Resources

1. Purpose/Executive Summary

- 1.1 This report provides an update on the Modern Apprenticeship Programme.
- 1.2 The Learning & Development team has successfully bid to Skills Development Scotland to be an employer provider of modern apprenticeships.
- 1.3 The Council now have 49 Modern Apprentices in employment across a number of occupational frameworks throughout the Highland area.
- 1.4 Since September 2018 the Modern Apprenticeship Programme has secured £100K in levy funding for training and assessment of apprentices and a further £10k for additional workforce development.

2. Recommendations

- 2.1 Members are asked to:
 - i. Consider the excellent progress to date, current activities and future opportunities

3. Progress to Date

3.1 Following approval by Corporate Resources Committee in August 2017, quick progress was made to set up the Modern Apprenticeship (MA) Centre and realise benefits without delay. This involved successfully bidding for a Skills Development Scotland (SDS) Employer Provider Contract and setting up best practice working arrangements and administration processes. Arrangements for providing in house SVQ training delivery has been set up, and provision for delivery of training and assessment through external training providers, including colleges and universities.

3.2 Considerable thought has been given as to how the MA programme can support the wider interests of the Highland Council. This requires all members of the Learning & Development team responsible for delivering or supporting services to MAs and their mentors to have a clear understanding of our purpose. To this end the Learning & development team have developed a clear mission statement:

Creating Opportunities, Empowering People, Serving our Communities.

This mission statement, the supporting vision statement and service level descriptions will be included in our Quality Plan which will be audited regularly by SDS to ensure that we deliver the excellent services that we aspire to.

3.3 A two day induction course has been developed and delivered to new MAs. Inductions will now be run quarterly to support the planned recruitment of future MAs. The induction course has been designed to prepare new MAs for work at Highland Council, begin their personal and career development and support the Council's vision and values. Feedback from MAs has been excellent.

3.4 The Council now have 49 MAs in employment under the MA Programme. As well as our 32 craft employees, since the Programme started in September 2017 a further 17 MAs have joined the programme. MAs have been recruited to study under a number of frameworks including Business Administration and Civil engineering, and are located across the Highland area. A further 11 MA opportunities across several occupational areas including Early Years Practitioners and Finance, are currently being actively pursued for recruitment before the end of the financial year. The MA Programme has built capacity to support a further 80 MAs in financial year 2018/19. Details of current MA recruitment and potential opportunities are set out at Appendix 1.

3.5 Since September 2017 the MA Programme has secured £100K in levy funding for training and assessment of MAs. Approximately 70% of this has been paid

to external providers with 30% retained by the Council. The Learning & Development team and also secured an additional £10K from the Flexible Workforce Development Fund to spend on training and development of the workforce.

- 3.6 The team are fully engaged with UHI and Inverness College and have secured a number of local training places with other local training providers as well as DYW groups in Inverness and the West. Work continues on developing these links to support youth employment and training in the Highlands.

4. Current Activities

- 4.1 Engagement is ongoing between the Learning & Development team and service managers. To date progress has been mainly driven by opportunities and the enthusiasm of early adopters. However, in order to develop at a strategic level the identification of MA opportunities must be integrated into the Service workforce planning activities. The MA team will continue work with Service Senior Management Teams and HR Business to support this.
- 4.2 Development of a quality mentoring and assessment programme is essential to support increasing numbers of MAs. To date mentors and assessors have been found dependent on need and local availability. The MA team are developing a sustainable model for mentoring including a programme of training the support for mentors to carry out this role which is a pivotal part of upscaling the Programme.
- 4.3 Developing our young workforce is an important function of the MA Programme. The team are busy engaging with schools, (currently Dingwall, Fortrose, Culloden, Tain, Kinlochbervie and Thurso), providing information days and workshops. In terms of wider engagement, preparations for Apprentice Week are well under way with a planned highlight being the forthcoming UHI Highland Apprenticeship Showcase on 7 March 2018.
- 4.4 The future provision of high quality learning by FE colleges and Universities is key to the development of the future workforce. The team continue to work with the Scottish Government and through the SDS Public Sector Network to influence the development of new courses that meet our workforce future skills needs.

5. Future Opportunities

- 5.1 Exciting opportunities for future MAs are emerging through the planned increase in Early Years provision. Arrangements have been made to pilot the

recruitment of MAs to fill some of these new posts. We have made provision to support up to 30 Early Years MAs in 2018/19 should the Service decide to follow this route. In support of this work the Learning & Development team contribute to the Highland Childcare Workforce Group and ELC Workforce Media sub group.

- 5.2 The team are keen to work with Highlife Highland (HLH) to support their future plans for MAs. Initial discussions with HLH managers have identified youth work and leisure management as potential areas for progress. Should HLH plan to follow this route as part of their workforce planning programme it is hoped to deliver future MAs in partnership with HLH.
- 5.3 The MA team continue to provide advice on emerging opportunities for Family Firm and liaise closely with Youth Trainee colleagues. Work is planned to use the MA Programme to identify potential opportunities and positive destinations.
- 5.4 Apprentices have a lot to offer the Council and their local communities. An Apprentice Association would provide MAs with opportunities for personal development, networking and socialising while getting involved in volunteering and working with their local communities. The Apprentice Association could also play an important role in employee engagement and workforce consultation, ensuring that the views and voice of apprentices are heard and acted on by Council managers. The MA team is working to develop this association with current apprentices.

6. Implications

- 6.1
 - i. Resource – there are no implications
 - ii. Legal – there are no implications
 - iii. Community Impact – Rural, Poverty and Equalities Impact Screening have been prepared and reported to Corporate Resources Committee on 30 August 2017
 - iv. Sustainability/Climate Change – there are no implications
 - v. Risks – there is a risk to the Highland Council's ability to meet strategic objectives if action to not taken to build and develop the future workforce
 - vi. Gaelic- The MA Programme will support and promote the use of Gaelic language in Council business

Designation: Depute Chief Executive / Director of Corporate Development

Date: 5 February 2018

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A. Apprentices in employment at 1 February 2018

Owning Service	Occupation	Location
CR	MA Business Admin	Dingwall
D&I	MA Business Admin	Inverness
CR	MA Business Admin	Lochaber
CR	MA Business Admin	Inverness
CR	MA Business Admin	Inverness
CR	MA Business Admin	Inverness
CR	MA Business Admin	Inverness
CR	MA Business Admin	Fort William
CR	MA Business Admin	Inverness
CR	MA Business Admin	Inverness
D&I	GA Civil Engineering	Golspie
D&I	GA Civil Engineering	Golspie
D&I	GA Civil Engineering	Golspie
D&I	MA QS Technician	Inverness
CS	MA Painter & Decorator	Inverness
CS	MA Carpenter & Joiner	Inverness
CS	MA Carpenter & Joiner	Inverness
CS	MA Carpenter & Joiner	Alness
CS	MA Carpenter & Joiner	Alness
CS	MA Carpenter & Joiner	Fort William
CS	MA Painter & Decorator	Fort William
CS	MA Carpenter & Joiner	Wick
CS	MA Carpenter & Joiner	Wick
CS	MA Carpenter & Joiner	Thurso
CS	MA Carpenter & Joiner	Dornoch
CS	MA Carpenter & Joiner	Dornoch
CS	MA Information Technology	Inverness
CS	MA Plumber	Wick
CS	MA Electrician	Fort William
CS	MA Carpenter & Joiner	Wick
CS	MA Electrician	Inverness
CS	MA Electrician	Golspie
CS	MA Plumber	Inverness
CS	MA Plumber	Thurso
CS	MA Plumber	Fort William
CS	MA Electrician	Inverness
CS	MA Carpenter & Joiner	Inverness

CS	MA Electrician	Alness
CS	MA Electrician	Inverness
CS	MA Mechanic	Wick
CS	MA Mechanic	Fort William
CS	MA Mechanic	Fort William
CS	MA Mechanic	Dingwall
CS	MA Mechanic	Portree
CS	MA Mechanic	Thurso
CS	MA Mechanic	Inverness
CS	MA Mechanic	Inverness

B. Apprenticeship opportunities being actively pursued for recruitment before 31 March 2018

C&L	Early Years Practitioner	4
D&I	Engineer M&E (GA)	2
D&I	Architectural Tech	1
D&I	Project Manager	1
CS	IT Support Role (GA)	1
CS	Amenities Officers	2

C. Apprenticeship opportunities available to Services from 1 April 2018.

D&I	Civil Engineer (IE)	2 (per yr)
D&I	Engineer (M&E)	1
CS	Roads Tech	3
CS	Horticulturist	1
CS	Arboriculturalist	1
CR	Payroll Tech	2
CR	Pensions Tech	1
Various	Management	5
Various	IT, Other	20
Various	Business & Related	30
C&L	EYP	30
Various	A/R	A/R 80 frameworks available