

Committee(s):	Dated:
Community and Children's Services Education Board	09/02/2018 08/03/2018
Subject: City of London Corporation's Apprenticeship Programme	Public
Report of: Andrew Carter, Director of Community and Children's Services	For Information
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Summary

The City of London Corporation (COL) confirmed its commitment to delivering the first 100 apprentices across its departments in 2017/18. This level would be maintained each year. This report provides an update on progress towards achieving the target.

The recruitment targets to date have been achieved. The recruitment activities for the third and fourth cohort are currently underway.

The ongoing marketing and recruitment campaigns for apprentice cohorts one, two and three have proved to be successful. The number of enquiries from departments for apprentice vacancies continues to increase. There is also an increase in the number of older candidates and university graduates who are successful in responding to COL apprentice vacancies. The results of the mandatory initial assessments are showing a need for the service to provide additional learning support in areas such as functional skills for apprentices between the ages of 16 and 19 years, and some specialist support for apprentices with disabilities such as hearing impairment.

Recommendation

Members are asked to:

- note the report.

Main Report

Background

1. The second and third cohorts of apprentices were mainly recruited to areas such as Open Spaces, City of London Police and Libraries. A total of 56 apprentices started the programme and have completed the HR onboarding process. These apprentices are fully registered with the Education and Skills Funding Agency's digital systems. A further 21 apprentices have been selected by managers for recruitment and are currently at various stages within the HR onboarding process. Between January and February 2018, a further 16 apprentices will be

interviewed and recruited. During February/March, the final seven interviews will take place with recruiting managers. The table below shows details of apprentice recruitment planned for January/February 2018.

Qualification	Department	Apprentice numbers
Hampstead Conservation	Open Spaces	2
Hampstead Arborist	Open Spaces	1
Heath Ranger	Open Spaces	2
Business Administration	City's Remembrances Office	1
Business Administration	Department of Built Environment	1
Property Technician	City Surveyors	1
Transport Planning Technician	Department of Built Environment	2
Business Administration	Public Health (DCCS)	1
Business Administration	DCCS	1
Groundsman/Sports Turf	Open Spaces	1
Customer Services	City Surveyors	1
Business Administrator	DCCS	1
Business Administrator (Education Policy Team)	DCCS	1
	TOTAL	16

2. An additional three apprentices have changed their apprenticeship status. One apprentice has successfully secured a full-time position within a COL department. Another apprentice has changed her specialist training area, from a Level 3 in Business Administration to a Level 3 in Human Resources Management. The final apprentice has decided to pursue a different career pathway, and has withdrawn from the programme.
3. The apprenticeship training standards or framework in all areas have also been confirmed and, where needed, managers have agreed the offsite training arrangements. There are a small number of skills areas where the qualifications or standards are not yet available. Under these circumstances, managers may need to reconsider their choice of qualification and examine if the service is supporting these managers in locating appropriate training options.
4. The changes in the process for recruiting apprentices for the third and fourth cohort has increased managers' interest and understanding of the apprenticeship programme. The new approach is based around greater use of standardised processes and batched recruitment and long listing. This has also meant that department managers are able to benefit from pre-apprentice recruitment and a face-to-face discussion with the service team. This ensures that managers better understand the recruitment process.
5. The quarterly monitoring of apprentice performance to date has shown that apprentices are progressing well. All internal classroom-based training sessions have been quality assured through classroom observations. Each classroom session is evaluated by apprentices and the feedback to date shows positive levels of learner satisfaction.

6. Every eight weeks a workplace visit is carried out by the classroom tutor, and a discussion regarding progress is held with the apprentice, the line manager and the tutor. An electronic tracking system monitors the progress and performance of each apprentice. Any apprentice falling behind in their progress and attainment is identified and additional learning and pastoral support is provided to bring them in line with expected progress.
7. The second of two managers' workshops have taken place. This workshop provided managers with a better understanding of expectations of the programme and the apprentices. An online questionnaire is circulated termly to managers to gauge their views on the recruitment, selection and training services provided and modifications are made based on this feedback.
8. The third and fourth cohort of apprentices will include a number of apprentices who are progressing from Level 2 to 3. Some apprentices are keen to progress to Level 4. Progress routes will be considered after March 2018.
9. The target number of recruits for this fourth cohort will be seven apprentices. The vacancy opportunities for this recruitment cohort have already been agreed.
10. The fourth cohort of apprentices will be taken from departments such as Chamberlain's, Comptrollers and City Solicitors, City of London School for Boys and Markets and Consumer Protection.
11. The process for recruiting, selecting and appointing apprentices is firmly in place. The team have recently introduced a more direct method of promoting the City of London Apprenticeship programme. Face-to-face conversations are taking place with potential candidates and those wishing to discuss progression routes.
12. Direct links have been made with the City family of schools to support careers information day. The apprenticeship offer will be included in the upcoming careers day, which will take place in the City of London Guildhall/Old Library.
13. Members of the team are also working with parents who are making enquiries on behalf of their children.
14. The increase in levels of additional learning support needed for apprentices continues to grow. There is also a need for further support with basic skills and for apprentices who have been diagnosed with Special Educational Needs and Disability (SEND), including attention deficit hyperactivity disorder (ADHD), dyslexia, hearing impairment and anorexia.

Corporate & Strategic Implications

15. The approach that has been taken to deliver the COL apprenticeships continues to be consistent with the Corporate Plan, Education Strategy and the Children and Young People's Plan. It is also integral to the Employability Framework.

Conclusion

16. This report provides an update of the progress towards achieving and maintaining the COL annual target of 100 apprentices. The recruitment target for the first delivery year is on track and, by the end of February 2018, 93 apprentices will have been recruited. The remaining seven apprentices will be recruited by no later than March 2018.

Appendices

- None

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