

City of London Corporation Committee Report

Committee: Education Board	Dated: 22/01/2026
Subject: Update: City of London Corporation's Adult Skills Education and Apprenticeship	Public report: For Information
This proposal: <ul style="list-style-type: none"> • delivers Corporate Plan 2024-29 outcomes • provides business enabling functions 	<p>Diverse Engaged Communities: Across our residents, workers, businesses, and visitors, everyone should feel that they belong. Connecting people of all ages and backgrounds will help build diverse, engaged communities that are involved in co-creating great services and outcomes.</p> <p>Providing Excellent Services: Supporting people to live healthy, independent lives and achieve their ambitions is dependent on excellent services. Vital to that continued pursuit is enabling access to effective adult and children's social care, outstanding education, lifelong learning, quality housing, and combatting homelessness.</p>
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	N/A
What is the source of Funding?	Apprenticeship Levy
Has this Funding Source been agreed with the Chamberlain's Department?	Yes
Report of: Adult Skills Education and Apprenticeship – Community and Children's Services	Dr Deborah Bell – Strategic Director for Education and Skills Judith Finlay – Executive Director of Community and Children's Services
Report author:	Barbara Hamilton: Head of Service, Adult Skills Education Apprenticeships Service

Summary

Apprenticeship Recruitment and Training Overview

The City of London (COL) apprenticeship programme is co-ordinated by the Learning and Development Team in partnership with departmental managers, who define the required roles and levels. Recruitment is managed by Human Resources (HR), with departmental representatives involved in interviews and selection.

The Apprenticeship Academy supports Year 10 and 11 students through academic learning and work placements, preparing them for entry-level apprenticeships. Students receive coaching on employability skills, including CV writing and professional conduct.

The Adult Skills Team delivers training for apprentices at Levels 2 and 3, and occasionally Level 4, in areas such as Business Administration, Customer Service, Accounting, Payroll, and Data Technician. This training is funded through the Apprenticeship Levy. For higher-level apprenticeships (Levels 5–7) and specialist Level 3 programmes, external providers or subcontractors are engaged.

Demand for additional support for apprentices and their line managers continues to grow.

This report reviews achieved qualification grades, employment outcomes for apprentices and assesses the impact of apprenticeship training, and provides an update on the Apprenticeship Service's delivery activities.

Recommendation

Members are asked to:

- Note the report.

Main Report

Background

The Apprenticeship Programme

1. The City of London Corporation's apprentices are recruited by the in-house Learning and Development Team. The apprentices' training is funded through the Apprenticeship Levy programme. In addition to delivering apprenticeship training for internal apprentices, the Adult Skills Team provides a training programme that services the training needs of some external employers.
2. Once recruited, apprentices are the responsibility of their respective departments and are funded through the COL Apprenticeship Levy. Upon successful completion of training and securing employment within COL, apprentices are fully integrated into departmental teams.

3. The Apprenticeship Levy is a UK Government initiative requiring large employers (with a pay bill over £3 million) to contribute 0.5% of payroll toward apprenticeship training. The Government adds a 10% top-up, and funds are allocated to a digital account for training use within 24 months, after which unused funds are returned to the Treasury.
4. The Learning and Development Team manages recruitment and work placements for COL apprentices and school Work Placement students, with departmental managers defining roles and levels. HR oversees the recruitment process, and departmental representatives participate in the interviews and selection.
5. The Adult Skills Team is currently working with 87 apprentices; a further 13 apprentices will be joining the programme within the next few weeks. Between 2023 and 2025, there have been 160 apprentices engaged on the programme. More than 85% of apprentices have successfully completed their training.
6. The Apprenticeship Academy, based at City of London Academy Highbury Grove School, delivers academic learning for Year 10 and 11 students complemented by work placements aimed at progression into entry-level apprenticeships. Students receive coaching on workplace readiness including CV writing and professional conduct.

Current Position

7. From 1 January 2026, the Government will implement changes to the funding of higher-level (Levels 5–7) apprenticeships.
8. Government funding will continue for new apprentices at Level 7 who are aged 16–21, and under 25s who are either a Care Leaver or have an Education Health and Care Plan at the start of their apprenticeship.
9. Government funding will be removed for Level 7 apprentices aged 22 years and older. Current apprentices, as well as those who begin their programme before this date, will remain fully funded through to completion under the existing funding arrangements.
10. There is currently an increasing number of apprentices who are receiving additional support. This includes apprentices with learning conditions such as Dyspraxia, Dyslexia, ADHD and those who need support with confidence-building and exam anxiety. Apprentices receive support for two hours per week per learner. This support is delivered alongside their main apprentice learning. Learners are referred by their main tutors following their initial assessment. In some instances, learners can self-refer. The number of these supported apprentices is steadily increasing.
11. During the academic year 2024/2025, all of those apprentices who received additional learning support successfully completed their apprenticeship training/qualifications.

12. More than 95% of our internally trained apprentices have secured an apprenticeship distinction grade (Business Administration and Customer Service Course).

13. Between 2023 and 2025, 90% of the wider apprentice group completed their training. A large proportion will successfully secure employment within their training departments.

14. A small number of apprentices did not complete apprenticeship training. The reasons given included: a more suitable employment opportunity was identified; or they preferred to follow an academic learning pathway.

15. The Apprenticeship Academy currently have 15 students who are registered on the pre-apprenticeship programme. Work placement has been identified in areas such as the Barbican, MACE construction and COL. The aim is to continue to work with businesses to increase the number of work placement opportunities available to Academy students.

Key Data:

16. The table below shows the number of apprentices who completed their training and progressed into employment between April 2024 and August 2025. Apprentices have progressed into employment areas such as Administration, Accounts and Animal Welfare.

Details of Action	Outcome of Action Taken
Apprentice leaving training before completion	4.8% (4)
Non-completions – secure employment	25% (1)
Completions who secure employment – exceeding 6 months	90%
Completions who secure employment for six months or less	20%
Apprentices who complete a secure employment with COL	89%

17. Most apprentices who successfully complete their courses are likely to be retained by their departments, based on individual performance rather than a guaranteed arrangement. Completion of training does not ensure employment.

18. The number of apprentices achieving qualifications and progressing into sustainable employment continues to rise. Increasingly, apprentices are leveraging their qualifications and work experience to access further or higher education.

19. During the summer term of 2025, there were no apprentice withdrawals. Additionally, 13 new apprentices are awaiting placement in training programmes

across areas such as Zookeeping, Arborist, Horticulture, Keeper and Aquarist, Data Technician, and AAT Finance.

20. Our goal is to increase to 98% the proportion of apprentices who complete their programmes and advance into employment or further education. Non-completion rates have already declined significantly.

21. The table below outlines key apprenticeship training areas and achievement levels. (The City of London's apprenticeship portfolio extends beyond the courses listed.)

Example of Apprenticeship course summary

Area Of training	Achievement Grade	Apprentice Gender	Achievement Ethnicity	Learners who have learning difficulties and/or disabilities (LLDD)
Business Administration – /Accounts Assistant/Level 2/3	100% Pass	50% females 50% males	50% ethnic minorities	No declared LLDD
Business Administration	89% Distinction 11% Pass	60% females 40% males	20% ethnic minorities	27% required Additional Learning Support (ALS)
Customer Service	43% Distinction 57% Pass	80% females 20% males	80% ethnic minorities	57% required ALS
Events	50% Merit 50% Pass	100% males	50% ethnic minorities	No declared LLDD
Horticulture	50% Distinction 50% Pass	50% females 50% males	None completed from ethnic minorities	No declared LLDD
Information Communication Technology	100% Distinction	100% males	100% ethnic minorities	No declared LLDD
Keepers and Aquarist	50% Distinction and 50% Pass	75% females 25% males	None completed from ethnic minorities	No declared LLDD
Multi-Channel Marketing	100% Merit	100% females	50% completed from ethnic minorities	No declared LLDD
Professional Accounting/Taxation	100% Pass	100% males	100% completed	23% completed declared LLDD

			from ethnic minorities	
--	--	--	------------------------	--

22. The table above shows that there has been an 89% Distinction achievement for apprentices in areas of learning such as Business Administration. In other areas, 48% of apprentices achieved a Distinction, 10% achieved Merit and 42% a Pass grade.

23. The table also shows that 39% of all apprentices who completed were from ethnic minorities. Of the apprentices who declared themselves as belonging to ethnic minorities, 42% achieved a Distinction, 8% achieved a Merit and 50% achieved a Pass.

24. Of all the apprentices who have completed, 23% declared as a learner who has learning difficulties and/or disabilities (LLDD).

25. Of the apprentices who declared LLDD, 29% achieved a Distinction, 29% achieved a Merit and 43% achieved a Pass.

Recently introduced Apprenticeship courses

Fishmonger Apprenticeship – Level 3

26. The University of Lincoln, on behalf of Sea fish (a public body that supports the UK Seafood sector), has launched a revised Fishmonger Apprenticeship standard offering two pathways: **Retail and In-store Fishmonger** and **Wholesale or Processing Fishmonger**. This update follows employer feedback aimed at increasing participation and addressing gaps in traditional skills training such as butchery, fishmonger, and bricklaying – areas typically supported by small and medium-sized businesses, including high-street and supermarket fishmongers, wholesalers, and fish merchants.

27. Fish wholesalers range from multi-national processors supplying major food outlets and hotel chains, to smaller businesses serving independent retailers and local markets.

28. The Level 3 Fishmonger Apprenticeship is an 18-month programme, with 95% of training delivered in the workplace and a small classroom component. National apprentice registration is underway. The initial cohort will include six apprentices employed by a single organisation.

29. The programme, supported by renowned chef and food critic, Carol Jackson (CJ), aims to equip apprentices with comprehensive knowledge of fish and shellfish, including processing techniques, product preparation, and customer service. The course also covers food safety, merchandising, and business operations.

Data Technician – Level 3

30. The Level 3 Data Technician course has recently started. This course is delivered internally and managed by the apprenticeship manager. This is an 18-month course and currently has its first cohort of apprentices.
31. This Level 3 Apprenticeship course is designed to provide learners with the knowledge, practical skills, and professional behaviours required to work effectively in data-focused roles. This course follows the NCFE Level 3 Data Technician Modules and adheres to the nationally agreed Occupational Standard. This course equips learners to collect, process, analyse data efficiently; use data tools such as Excel, SQL, Python, and visualization software (Power BI); and contribute to reporting and decision-making processes within their organisations.
32. All apprentices who are engaged in this area of learning are employed across departments within the City of London Corporation. When apprentices have completed their training, they are expected to continue in roles involving:
 - data collection, cleaning, and analysis
 - GIS and operational reporting
 - business intelligence and decision-support.
33. The Data Technician Level 3 Apprenticeship is effectively preparing apprentices to become competent, skilled professionals capable of contributing to their departments' data and reporting functions, with continued support and structured on-the-job learning.

Corporate and Strategic Implications

34. Financial implications – None
35. Resource implications – Note
36. Legal Implications – None
37. Risk Implications – Equalities Implications – The proposal complies with our public Sector Equality Duty 2010. The proposal will have a positive impact on people protected by existing equality legislation-age, disability, gender, reassignment, race, religion or sex, sexual orientation, marriage, civil partnership, pregnancy and maternity.
38. Equalities implications – None
39. Climate implications – None
40. Security implications – None

Conclusion

41. This report provides a strategic overview of the City of London Corporation's Education and Apprenticeship Service's progress and priorities to date. It focuses on key developments that influence workforce readiness, employer engagement, and learner success.
42. Securing quality placements for Year 10 students remains challenging, despite strong senior-level support. Barriers may include student backgrounds or employer confidence. Previous placements have included roles in HR, facilities, procurement at Guildhall, and positions with recruitment firms, charities, estate agencies, advertising companies, and the Barbican Centre. Efforts to expand opportunities continue through outreach and direct engagement.
43. The report reviews participation trends and analyses the apprenticeship uptake, and the new funding landscape. It provides updates on Apprenticeship Levy changes and their implications for employer investment. The report outlines some of the support available to learners to help them complete courses.
44. The report provides a summary of completion data and grade distributions to assess programme's effectiveness. And it outlines new training pathways, including Level 3 Fishmonger and Data Technician apprenticeships, aligned with emerging market needs.
45. The Service remains committed to delivering high-quality, employer-responsive programmes that strengthen skills pipelines and drive economic growth.
46. Between 2023 and 2025, 160 apprentices have engaged on the Adult Skills and Apprenticeship programme. More than 85% of those apprentices have successfully completed their training. An increasing number have progressed into sustainable employment. The number of apprentices who are currently engaged in training is 87 with an additional 13 apprentices who are awaiting the start of new courses.

Appendices

- None

Barbara Hamilton

Head of Service: Adult Skills Education Apprenticeships Service

T: 07920703087

E: Barbara.Hamilton@cityoflondon.gov.uk