

Committee(s) Education Board Community and Children's Services	Dated: 9 November 2017 17 November 2017
Subject: City of London Corporation's Apprenticeship Programme	Public
Report of: 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 to meet that commitment.

Following successful marketing and recruitment campaigns for apprentice cohorts one and two, the number of enquiries for apprentice vacancies is increasing. There is also an increase in the number of graduates who are successful in responding to COL apprentice vacancies. The results of some of the apprentices' initial assessments which are carried out as an integral part of the recruitment process are showing the need to provide additional learning support for apprentices between the ages of 16-19 years old.

The recruitment targets so far have been achieved. The recruitment activities for the third cohort are currently underway.

Recommendation(s)

Members are asked to: To note the report.

Main Report

Background

1. The first cohort of apprentices was mainly recruited to areas such as Barbican, Libraries and DCCS.
2. All apprentices who started the programme in June, July, August and September are registered with the ESFA's Digital systems.
3. Apprenticeship training programmes in most areas have also been confirmed and managers have agreed the offsite training arrangements.
4. The recruitment and selection campaign for the second cohort has seen a growth

in departments who have expressed an interest in engaging with the programme. For example, enquiries were received from Markets and Consumer Protection, Coroner's Courts and Open Spaces. Apprentices' placements have been secured in all areas.

5. The quarterly analysis of apprentice recruitment and appointment data has shown that although there is tendency for recruiting officers to consider an apprentice's age to be between 16-19 years old, recently there has been an increase in the number of older and successfully appointed applicants.
6. It is also evident from the first analysis of the recruitment data that there are two levels and type of candidates. There are younger applicants with an age range of between 16-19 years old often requiring additional learning support. At the other extreme there are the older recruits who have secured first degrees in a range of subjects and who have applied for the apprenticeship vacancy as their first 'step' into the world of work.
7. There is a growing need for the Service to provide very specialist additional learning support to address issues of Dyslexia, ADHD and low levels of basic skills attainment.
8. The first two cohorts have now been recruited and introduced into the City of London Corporation.
9. For the second cohort 26 apprentices were recruited to 33 vacancies. Those apprenticeships not successfully recruited in the second cohort will be deferred to the third campaign. The vacancy may be deferred for a number of different reasons, including that the selected candidate may choose a different training/learning option or they may decide on a different area of employment.
10. The table below shows the recruitment profile for the second cohort of the City of London Corporation's apprenticeships.

Qualification	Department	Apprentice Numbers
Business Administration	Town Clerk	2
Business Administration	Market and Consumer Protection	1
Customer Service	Open Spaces	4
Business Admin	Barbican	2
Infrastructure Technology	Freeman's School	1 (second appointment to be made)
Customer Service	Town Clerk	1
Business Admin	DCCS	1
Business Admin	Barbican	2
Marine Engineering	Markets/Consumer	1 (appointment to be made)
Business Admin	Open Spaces	1
Horticulture and Landscape Operative	Open Spaces	7 (1 appointment still to be made)

Grounds and Greens Keepers	Open Spaces	1
Apprentice Gardener	Open Spaces	1
Technical Theatre	Barbican	1
Customer Services	Guildhall School of Music and Drama	1
Facilities Management	City of London School for Girls	1
Cultural Heritage	LMA	3 (awaiting appointments)
Animal Care	Markets/Consumer	1 (awaiting appointment)
Plumber	Markets and Consumer Protection	1 (awaiting appointment)

Current Position

11. The third cohort of apprentices will also include ten apprentices who are progressing to a new apprenticeship level. The proposed new areas and levels of qualifications includes progress to Level 3 in areas such as Finance, Customer Service, Business Administration and Information Technology.
12. The expressions of interest from this group of apprentices are currently being processed.
13. The target number of recruits for the third cohort will be 20. This target will be achieved through even closer working with departmental managers. This work has already started.
14. This table shows the apprenticeship recruitment profile for the third cohort – An initial total of 20 apprentices will be included in the third cohort recruitment plan.

Apprenticeship Position	Department
Support Services Apprentice	Chamberlains
Accounting Technician Apprentice	Chamberlains
Customer Services	DCCS
Business Administration	DCCS
Business Administration	DCCS
Customer Services	DCCS
Customer Service	DCCS
Housing and Property Management	DCCS
Financial Services Administrator	DCCS
Housing and Property Management	DCCS
Housing and Property Management	DCCS
Digital Marketing	DCCS
Marketing	DCCS
Cultural and Heritage Venue Operations (England). Job title Assistant Archivist. COL job title Archive Apprentice	LMA

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Surveying Technician	City Surveyor's
Surveying Technician	City Surveyor's
Facilities Management Surveyor	City Surveyor's
HR Administration Apprentice	Town Clerk's
HR Administration Apprentice	Town Clerk's

15. The process for recruiting, selecting and appointing apprentices is firmly in place. The team have recently introduced a more direct form of promoting the City of London Apprenticeship programme. Face-to-face conversations are taking place with potential candidates and those candidates who are unclear about their long term learning, training or employment options.
16. During the recent notification of both A Levels and GCSE result days, apprenticeship team members were on site at local schools to discuss the apprenticeship options. As a result of the COL apprenticeship team having direct contact with teaching staff, parents and apprentices, a number of young adults have attended interviews with team members to discuss City of London Corporation apprenticeship vacancies.
17. Members of the apprenticeship team are also working with parents who are making enquiries on behalf of their children. Although there has been an increase in the number of parents who are considering apprenticeships as a post GCSE/A Level option for their children, there remains a strong preference for a university education.
18. The apprenticeship programme is becoming a 'real' option for university graduates and it is therefore attracting an increased number of older candidates.
19. The increase in older graduates successfully applying for apprentice vacancies in the City of London Corporation accurately reflects national data evidence that shows the increase in appointment of older apprentice recruits.
20. A managers' training programme is currently being developed. The aim of this programme is to provide advice and ongoing support to managers who are considering engaging with or who are participating in the City of London Corporation's apprenticeship programme.
21. There has been an increase in levels of additional learning support needed to support apprentices as they progress through their employment and training. In addition to there being a need for support with basic skills additional support, there is also need for support for apprentices who have been diagnosed with learning difficulties such as ADHD, Dyslexia, Hearing Impairment and Anorexia.
22. The Adult Skills team have responded to these needs by increasing the training and skills of team members. The Service is also in the process of recruiting specialist support.

Corporate and Strategic Implications

23. The approach which has been taken to deliver the COL apprenticeship priorities 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

24. This report provides an update of the progress towards achieving and maintaining the COL annual target of 100 apprentices. The delivery approach that has been taken by the Service is working well. The recruitment numbers agreed for the first cohort were 25 apprentices; 29 apprentices were successfully recruited. The second cohort recruited 26 apprentices. A further 7 remain waiting to be processed. The planned number for the third cohort is 20 apprentices (this number does not include those apprentices who will progress onto new apprenticeships). Therefore the numbers secured by the end of November 2017 are reliably predicted to be a total of 82 new apprenticeships.

Appendices

- None

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