

**From:** Eric Hotson – Cabinet Member for Corporate & Democratic Services  
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**To:** Personnel Committee  
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**Subject:** Apprenticeship Update  
**Classification:** Unrestricted

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**Summary:** This paper updates Committee Members on the progress made on Apprenticeship training via the Apprenticeship levy in KCC and KCC schools to March 2019.

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## 1. Context

- 1.1 In April 2017 the government introduced the Apprenticeship levy for all employers with annual pay bill of more than £3m. The intention is to increase the number and quality of apprenticeships across all sectors and achieve a target of 3 million apprenticeship training starts by 2020.
- 1.2 KCC has adopted an Organisation Development approach to the implementation of the Apprenticeship levy. This means that in maximising the benefit of the levy, KCC has set out to improve workforce capacity and capability to support the delivery of transformation and change.
- 1.3 Apprenticeship training has been utilised in the development of learning and career pathways which are supporting workforce planning, succession planning and talent management across the organisation. Professional development and some Statutory training have been funded from the levy.
- 1.4 KCC has particularly focussed on attracting more young people into Apprenticeship training posts and the Business Administration learning pathway has supported this.
- 1.5 Additionally, existing staff have benefited from the availability of Apprenticeship training to support their professional and career development.
- 1.6 The implementation of the levy has proved helpful in providing an organisational focus; it has been gradual progress due to the lack of appropriate nationally accredited Apprenticeship training programmes, however, this is improving and we increasingly are able to increase our offer.

## 2. Targets

- 2.1 In conjunction with the introduction of the Apprenticeship Levy the Government set a requirement of Public sector organisations to achieve a target from April 2017; this Public sector target requires KCC to achieve new apprenticeship training starts equivalent to 2.3% of total headcount.

- 2.2 In 2017/2018 the average outturn for local Government was 0.9% of headcount.
- 2.3 In comparison in the same period KCC achieved 1.23% of its headcount as new apprenticeship training starts.
- 2.4 When broken down this equates to KCC 1.84% of headcount and 0.74% of headcount for KCC schools.
- 2.5 The table below identifies actual numbers vs public sector target for KCC and KCC schools.

<b>KCC element</b>	<b>Target 2017/2018</b>	<b>Achievement 2017/2018</b>	<b>Target 2018/2019</b>	<b>Achievement to 31/03/19</b>	<b>Achievement April 2017 to March 2019</b>
<b>KCC (including Gen2, Invicta Law, TEP, CBS)</b>	230	182	231	189	<b>371</b>
<b>KCC schools</b>	293	95	280	90	<b>185</b>
<b>Total</b>	<b>523</b>	<b>277</b>	<b>511</b>	<b>279</b>	<b>556</b>

### **3. Profile of staff accessing Apprenticeship training**

- 3.1 There were general concerns that the risk with the introduction of the Levy and public sector targets would be that employers would focus on spending the levy to train existing staff utilising the higher level apprenticeship standards. However, in KCC we have worked hard to ensure that we are attracting new staff to the organisation and are proactively supporting younger staff into apprenticeship training.
- 3.2 The figures below show the age demographic of KCC staff accessing Apprenticeship training; the percentage in the 25+ age range has increased slightly in 2018/2019 in comparison to the 2017/2018 figures. This is due to the introduction of KCC's new development programmes for existing staff and managers in Commercial Procurement and Leadership & Management.

	<b>2017/2018</b>	<b>2018/2019</b>
<b>Age 16-24</b>	45%	41%
<b>Age 25+</b>	55%	59%

- 3.3 The figures below show the distribution between new staff to KCC and existing KCC staff accessing Apprenticeship training 2018/2019. The high proportion of new recruits in the 16 – 24 years range is evidence of KCC's commitment to supporting Kent's young people into employment & training.

	<b>16 -24 years</b>	<b>All ages</b>
<b>New staff</b>	82%	46%
<b>Existing staff</b>	18%	54%

#### 4. Training opportunities funded by the Levy

4.1 Initially, KCC, commendably, invested much of the levy in the delivery of lower level Apprenticeship standards offering training opportunities to lower levels of staff which has resulted in proportionately less of the levy being spent. As new standards have emerged, we have been able to extend support to higher level Apprenticeship training and moving forward this will continue with professional and managerial levels of the organisation

4.2 In 2017/2018 Apprenticeship training funded by the levy was mainly focussed on level 2 & 3 standards as can be seen in the table below.

<b>Apprenticeship title</b>	<b>Level</b>	<b>Apprenticeship title</b>	<b>Level</b>
Business & Administration	2, 3 & 4	Construction contracting	3
Customer Service	2	Digital Marketer	3
Learning & Development	3	IT applications	3
Operational Delivery	3	Early years educator	3
Adult care worker	2	BSC Laboratory Scientist	6
Lead Adult care worker	3	Human Resources	5
Care Leadership & management	5	Cleaning & Environmental support	3
Assistant Accountant	3	Supporting Teaching & Learning	3
Professional Accounting	4	Teaching Assistant	3
Children & Young People's workforce	2, 3, 4, & 5	Play work	3
Youth work	2 & 4		

4.3 In addition to the continuation of the above the following new opportunities have been funded in 2018/2019. The detail below evidences the growing utilisation of intermediate / higher level Apprenticeship training.

<b>Apprenticeship title</b>	<b>Level</b>
Leadership & Management	5
Supervisor / Team leader	3
Improvement Practitioner	4
Marketing	2
Laboratory Scientist	6
Laboratory Technician	3
Commercial procurement & supply	4

#### 5. Completed training

5.1 72 people have successfully completed their Apprenticeship training funded by the KCC levy in qualifications such as :

- Business & Administration – level 2, 3 & 4,
- Marketing – level 2,
- Care Leadership and Management Level 5,
- Customer Service – level 2
- Marketing Level 2 and
- Youth Work Level 2.

5.2 In October 2018 a celebration event was held where the Leader of the Council presented certificates to those who had completed their Apprenticeship training. The next event is planned for October 2019 where a further 120 completers will be invited to attend.

## **6. 2019/2020 opportunities**

6.1 During the next financial year KCC will have the opportunity to introduce the following Apprenticeship standards as part of its workforce development, succession planning and future talent development programmes.

- Social Work degree
- Policy Officer
- Occupational Therapy degree
- Project Management
- CMI Leadership & Management qualifications up to degree level
- Audit Practitioner
- ACCA Level 7 Finance qualifications
- Graduate Apprenticeship training opportunities
- Compliance / Risk officer
- Commercial Procurement

6.2 Additionally, as part of KCC's talent management offer the Kent Graduate programme has been redesigned and launched; new graduates will be studying for a professional qualification via Apprenticeship training funded by the KCC levy. Examples are:

- Project management
- Commercial procurement
- Business Improvement
- Risk

6.3 From April 2019 the Government offered levy paying employers the opportunity to share up to 25% of levy contributions with other employers. Consideration is being given to how KCC can work with charities, care sector, local employers/businesses, commissioned services and supply chain partners to develop capacity to share the KCC levy with the aim of improving knowledge & skills in the wider Kent workforce.

6.4 KCC has and continues to invest in the development of apprenticeship programmes to maximise the opportunities for as many individuals as possible and specifically for those from disadvantaged backgrounds by:

- Working with the KCC Care Leaver Service and Kent Supported Employment teams to maximise opportunities and support for those young people from a disadvantaged background and those with a disability, into employment in KCC.
- Offering comprehensive advice and guidance for KCC managers and staff has been produced; this includes offering proactive support from Personal advisors in the Care Leaver team and interventions from Kent Supported Employment.
- Colleagues in TEP continuing to raise awareness / promote Apprenticeships with SMEs, Guilds, training providers and other professional bodies to encourage recruitment and training for apprentices aged 16-24 from a disadvantaged background and young people currently in a job without training.

## **7. Wider Kent Engagement**

7.1 Colleagues in The Education People (TEP) continue to provide a range of apprenticeship support services for schools, colleges, training providers and employers including:

- Kent Choices local events – 2018//2019 academic year attended by over 2400 young people.
- e-learning programme launched for schools to promote the benefits of hiring an apprentice and to provide support with the process.
- Helpline and online chat support - 5 days a week from 8am until 6pm.
- Targeted communication with schools who have not yet taken up an apprentice and the development of 'shared apprentices' for smaller schools. A team of four Engagement Officers work with schools and colleges across the county promoting the benefits of apprenticeships. Attendance at headteacher briefings and network groups across Kent to explain how the apprenticeship levy can be used to support the develop existing workforce.
- Made in Kent Campaign - Phase 2 delivered 1,000 interviews to 1,000 young people with phase 3 providing 8 apprenticeship events across the county. Since March 2019, two events delivered in partnership with the colleges have provided advice on apprenticeships and mock interviews with a range of employers from a large local media company to the NHS. These events have attracted over 500 young people.
- ApprenticeKent website – now enables employers to post both apprenticeship and work placement vacancies. The site has received 2300 registrations within the last 9 months. In the last six weeks we have seen over 250 young people register on the website looking for an apprenticeship.
- Support for the development of new apprenticeships. TEP apprenticeship team are part of a trailblazer group developing a level 6 Physical Education Physical Activity and Youth Sport Specialist apprenticeship.
- CEIAG cluster meetings for schools which bring together school careers leaders and co-ordinators to share good practice, network and disseminate LA and CEC priorities, supporting schools to meet the Gatsby benchmarks.

## **8. Social care Academy**

8.1 In December 2019 the Corporate Management team agreed to develop a Social Care Academy for all staff in the Children, Young People and Education, and Adult Social Care and Health Directorates. The key purpose and outcomes are:

- The Social Care Academy will have the responsibility for ensuring that all Social Care staff have the required knowledge and skills to deliver the best possible service to the people of Kent.
- The existence of an academy is to improve recruitment, development, career progression and retention of social work and social care staff across both Adults and Children's Services.
- The Academy will include the new development of the Social Work Degree and Occupational Therapy degree level programmes as apprenticeship standards.
- KCC will be running a procurement exercise to ensure that we deliver employer led Social Care and Occupational Therapy degree programmes within the authority.
- The development and introduction of social care apprentice standards are now contributing to excellent career pathways from a level 2 foundation qualification to a level 6-degree programme.
- We envisage that we will have 6 colleagues commencing the Occupational Therapy degree in September 2019 and 20 – 25 colleagues commencing the Social work degree in January 2020

## **9. Conclusion**

9.1 There has been good progress made raising the awareness and engagement with Apprenticeship standards; KCC has an increasing number of both new and existing staff accessing apprenticeship training. There are also good prospects for this to be expanded upon with both our schools and other employers with who we share the levy.

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