

Response to Request for Information

Reference FOI 001524
Date 21 September 2017

Apprenticeships

Request:

1. Total number of apprentices employed by you?
As at 4 October 2017:

16-18 (year old) Scheme

20

Existing employees on Apprenticeship

4

- 2a. List of job description(s) / job role(s) being carried out by apprentices

16 – 18 Scheme

Apprentice - Customer Services (Councillor Support Team)

Apprentice - Student Services

Apprentice - Learning Technologies

Apprentice - Events & Marketing

Apprentice - Customer Services

Apprentice - Business & Administration

Apprentice - Business & Administration (Corporate Landlord)

Apprentice - SIMS Support

Apprentice – Revenues & Benefits

Apprentice - Licensing Officer

Digital Development Apprentice

Apprentice - Housing Assistant

Apprentice - Business Support

Apprentice - Building Control/Planning

Apprentice - Enforcement/Tree

HeadStart Communication and Marketing

Registration Assistant

Apprentice - Early Years Educator

Apprenticeships

Assistant Category manager

Procurement Buyer

Assistant Contracts manager

- 2b. The total number of apprentice(s) appointed in each role (listed in the answer to 2a)

16 – 18 Scheme

1 of each as above with the exception of Apprentice – Business & Administration and Apprentice – Licensing officer where there are 2 of each.

Apprenticeships

1 x Assistant Category manager

2 x Procurement Buyer

1 x Assistant Contract manager

- 2c. For newly recruited apprentices– what is the apprentice rate of pay (per hour) for each of the listed job descriptions/job roles?

16 – 18 scheme

£150 per week

Apprenticeships

Variable, in accordance with their existing pay grade/scale

3. Are apprentices on the same terms and conditions as your permanent employees?

Yes

4. Traineeships are positions offered by employers to those aged 16-24 who are considered 'not ready' to take up an apprenticeship or job. Such positions last between 16 weeks and 6 months. Does your organisation offer traineeships?

No

- 4b. If your organisation offers traineeships, do you pay them?

No

5. What is the apprenticeship completion rate in your organisation in 2016/17?

93%

6. Do apprentices have a guarantee of a job at the end of the scheme?

16 -18 scheme - No

7. In order to meet the organisation's target for new apprenticeship starts for 2017/18, what proportion of new starts have come from:

- (a) Recruitment of new apprentices from external sources (including training providers);

40% (recruitment is ongoing). Please note that we do not recruit from training providers.

- (b) Transfer of existing staff to the apprentice programme;

14% (ongoing)

(c) Other (Please specify)

8. In order to meet the organisation's target for new apprenticeship starts, have you reduced recruitment of staff who are not apprentices?

No

9. In order to meet the organisation's target for new apprenticeship starts, have you opted not to replace non-apprentice staff when they have left?

No