

Agenda Item	12.
Report No	RES/59/18

HIGHLAND COUNCIL

Committee: Corporate Resources Committee

Date: 21 November 2018

Report Title: Modern Apprenticeship Programme Update

Report By: Depute Chief Executive / Director of Corporate Resources

1. Purpose/Executive Summary

- 1.1 This report provides an update on the Modern Apprenticeship Programme.
- 1.2 Since the last report in February the Council has achieved 109 apprenticeship starts.
- 1.3 Since September 2018 the Modern Apprenticeship Programme has secured over £250K in levy funding for training and assessment of Apprentices of which £32k will be paid directly to HC and a further £15k for additional workforce development.
- 1.4 The Learning & Development team continues to operate a Skills Development Scotland employer provider contract for modern apprenticeships.

2. Recommendations

- 2.1 Members are asked to:
 - i. Consider the excellent progress to date, current activities and future opportunities

3. Progress to Date

- 3.1 Background is available under previous report [dated 28 February 2018](#). The Modern Apprenticeship (MA) Centre is now fully resourced with 2 (FTE) and the Skills Development Scotland (SDS) Employer Provider Contract is now into its second year with the bidding round about to commence in December 18 for year 3. In house SVQ training delivery continues for Business administration, Early Years Practitioners and Housing attracting full recuperation of Levy funding. Other training provision has been sourced from a number of local training providers including UHI, Moray Firth Training, Virtual Learning Academy as well as CITB, SNIPEF, Training Academy Scotland and Napier, Herriot Watt and Glasgow Caledonian Universities.
- 3.2 In line with the L&D mission statement: ***Creating Opportunities, Empowering People, Serving our Communities***, the team has delivered 4 corporate induction programmes and 3 mentor training days. The induction course has been designed to prepare new MAs for work at Highland Council, begin their personal and career development and support the Council's vision and values. Feedback from MAs has been excellent. The mentor course and approach has generated a lot of interest from public sector partners across Scotland, some of whom have travelled north to attend the course.
- 3.3 The Council now have 96 MAs in employment under the MA Programme. MAs have been recruited to study under a number of frameworks including, Business Administration, and Civil engineering, Renewables, Early Years provision, Project management, housing, and are located across the Highland area. The variance from the 109 starts is due to: 3 people successfully completing their apprenticeship: 7 leaving the council prior to completion and 3 personnel who recently dropped out of an upskilling initiative.
- 3.5 Since February 2018 the MA Programme has secured an additional £32K in levy funding for internal training and assessment of MAs, bringing the total to £250k including external provision. An additional £15k Flexible Workforce Development Fund to spend on training and development of the workforce has also been secured.
- 3.6 The team are fully engaged with UHI and Inverness College and are working on initiatives to generate a Northern Graduate Fair and greater employer engagement. Locally sourced training provision has proven to be very popular with managers but where courses are only available in the central belt apprentices attend those establishments on either block or day release. While this does present challenges it offers fantastic opportunities for staff and real gain on investment for the organisation, helping to sustain workforce development.

4. Current Activities

- 4.1 Excellent engagement is ongoing between the Learning & Development team and recruiting service managers. As reported previously progress has been ad hoc and driven by the enthusiasm of early adopters, but there has been a noticeable change in the number of enquiries driven by workforce planning discussions. The team have been working closely with colleagues in the OD team to provide workforce analysis. This data will be issued to Directors and HofS shortly in the form of reports to help identify WF pinch points and possible MA solutions. In order to develop at a strategic level the identification of MA opportunities must be integrated into the Service workforce planning activities. The team will continue work with Service Senior Management Teams and HR Business to support this.
- 4.2 The team have developed a sustainable model for mentoring including a programme of training and support for mentors to date the programme has trained 19 mentors. Additionally, there are now over 12 in-house SVQ assessors associated with the MA programme training delivery.
- 4.3 Developing our young workforce is an important function of the MA Programme. Work continues in this area with the team engaging with schools across the Highlands, through a visit programme, DYW events and working with partners in HLH through their employability award.
- 4.4 The MA team have been working with colleagues in D&I and C&L to examine and improve pathways for 16+ Care Experienced Young People (CEYP). Close links with the YT and employability teams are established and the work to date has resulted in the development of a new website specifically aimed at CEYP. Additionally, links with Youth Trainee, Family Firm and Transitions are well established and the team is working closely to explore options in supporting CEYP into Modern Apprenticeships.
- 4.5 The future provision of high quality learning by FE colleges and Universities is key to the development of the future workforce. The team continue to work with the Scottish Government and through the SDS Public Sector Network to influence the development of new courses that meet our workforce future skills needs.

5. Future Opportunities

- 5.1 Exciting opportunities for future MAs in all areas are emerging through initial workforce planning initiatives and work continues with Early Years provision. In support of this work the Learning & Development team contribute to the Highland Childcare Workforce Group and ELC Workforce Media sub group.
- 5.2 The team are keen to work with the NHS and a number of discussions have indicated that some partnerships working should be possible. The HC MA team are hosting their NHS L&D counterparts for a day in November to provide insight into the mechanisms and processes of running an MA programme.

6. Implications

- 6.1
- i. Resource – there are no implications
 - ii. Legal – there are no implications
 - iii. Community Impact – Rural, Poverty and Equalities Impact Screening have been prepared and reported to Corporate Resources Committee on 30 August 2017
 - iv. Sustainability/Climate Change – there are no implications
 - v. Risks – there is a risk to the Highland Council’s ability to meet strategic objectives if action to not taken to build and develop the future workforce. Recruitment controls understandably carry risk to the programme but early discussion around potential MA posts can alleviate. Recent trends have seen a slowing of recruitment - understandably linked to recruitment controls. The team continue to work on workforce (WF) planning initiatives and directly with managers to assist with medium to long term WF objectives and succession planning.
 - vi. Gaelic- The MA Programme will support and promote the use of Gaelic language in Council business

Designation: Depute Chief Executive / Director of Corporate Development

Date: 30 Oct 2018

Author: J Murdo MacDonald, HR Manager & Paul Whitham, Senior Learning & Development Adviser

A. Apprentices in employment at 30 October 2018

Owning Service	Occupation	Location
CR	MA Business Admin	Dingwall
CR	MA Business Admin	Dingwall
CR	MA Business Admin	Fort William
D&I	MA Business Admin	Inverness
CR	MA Business Admin	Inverness
CR	MA Business Admin	Inverness
CR	MA Business Admin	Inverness
CR	MA Business Admin	Fort William
CR	MA Business Admin	Inverness
CR	MA Business Admin	Inverness
CR	MA Business Admin	Fort William
CR	MA Business Admin	Inverness
D&I	MA Business Admin	Inverness
C&L	Early Years Practitioner	Fort William
C&L	Early Years Practitioner	Fort William
C&L	Early Years Practitioner	Inverness
CS	Housing	Inverness
CS	Housing	Inverness
D&I	GA Civil Engineering	Golspie
D&I	GA Civil Engineering	Golspie
D&I	GA Civil Engineering	Inverness
D&I	GA Civil Engineering	Inverness
D&I	GA Renewable Engineer	Inverness
D&I	GA Renewable Engineer	Inverness
D&I	MA Civil Engineering	Inverness
D&I	MA Civil Engineering	Inverness
D&I	GA Buildings Standards	Inverness
CS	MA Civil Eng (Roads)	Golspie
D&I	MA QS Technician	Inverness
D&I	MA Project Manager	Inverness
D&I	MA Project Coordinator	Inverness
CR	MA ICT	Inverness
CR	MA ICT	Inverness
CR	MA ICT	Inverness
CR	MA ICT	Inverness
CS	MA Painter & Decorator	Inverness
CS	MA Painter & Decorator	Fort William
CS	MA Carpenter & Joiner	Inverness
CS	MA Carpenter & Joiner	Inverness

CS	MA Carpenter & Joiner	Inverness
CS	MA Carpenter & Joiner	Dornoch
CS	MA Carpenter & Joiner	Dornoch
CS	MA Carpenter & Joiner	Wick
CS	MA Carpenter & Joiner	Wick
CS	MA Carpenter & Joiner	Alness
CS	MA Carpenter & Joiner	Alness
CS	MA Carpenter & Joiner	Fort William
CS	MA Carpenter & Joiner	Lochaber
CS	MA Carpenter & Joiner	Thurso
CS	MA Carpenter & Joiner	Wick
CS	MA Carpenter & Joiner	Lochaber
CS	MA Carpenter & Joiner	Inverness
CS	MA Electrician	Inverness
CS	MA Electrician	Inverness
CS	MA Electrician	Inverness
CS	MA Electrician	Fort William
CS	MA Electrician	Alness
CS	MA Electrician	Alness
CS	MA Electrician	Golspie
CS	MA Plumber	Thurso
CS	MA Plumber	Fort William
CS	MA Plumber	Inverness
CS	MA Plumber	Inverness
CS	MA Plumber	Dornoch
CS	MA Plumber	Wick
CS	MA Mechanic	Wick
CS	MA Mechanic	Fort William
CS	MA Mechanic	Fort William
CS	MA Mechanic	Dingwall
CS	MA Mechanic	Portree
CS	MA Mechanic	Thurso
CS	MA Mechanic	Inverness
CS	MA Mechanic	Inverness
CS	MA Roads Tech	Inverness
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B. Apprenticeship opportunities being actively pursued for recruitment before 31 March 2019

CR	IT Support Officer	1
D&I	Engineer M&E (GA)	2
D&I	Architectural Tech	1
D&I	Project Manager	1
D&I	Catering	?
D&I	Facilities	?
CS	Housing Policy & Support	2
CR	Business Admin	2
All	Upskilling Various	

C. Apprenticeship opportunities available to Services from 1 Feb 2019.

Various	Management	5
Various	IT, Other	20
Various	Business & Related	30
C&L	EYP	30
Various	A/R	A/R 80 frameworks available