



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

NEATH PORT TALBOT COUNCIL

PERSONNEL COMMITTEE

24TH FEBRUARY 2020

REPORT OF THE HEAD OF HUMAN RESOURCES – S. REES

Matter for Information

Wards Affected:

All Wards

Report Title:

Apprentice and Work Experience Programmes within Neath Port Talbot Council

Purpose of the Report:

To provide Members with information about Apprentice and Work Experience Programmes.

Executive Summary

The report outlines for Members the activity that is taking place across the Council in support of our Apprentice and Work experience programmes, provided and facilitated by the Learning, Training and Development team.

Background:

The Welsh Government has set out a vision for addressing the needs of the Welsh economy by developing opportunities for young people and adults to engage in work experience or apprenticeship programmes. The Council's Workforce Plan 2018-2022 sets out the priority to "improve access, equality and

equity of opportunity, through supporting people into employment who are new to the workplace and focusing on progression in the workplace”.

Apprenticeships

Apprenticeships offer a work-based route for learners across a wide range of sectors and activities.

These can be accessed in two ways

- **Foundation Apprentice** - The Foundation Apprentice is usually not employed by the Local Authority; their pay is in line with National Living Wage provisions. There is a requirement to attend college usually one day per week (off the job training) whilst working towards a Level 2 qualification relevant to their job role. The duration of the Foundation Apprenticeship is between 12 – 18 months.
- **Modern Apprentice** - This apprenticeship is classed as employed by the Council and pay is line with the Council’s pay and grading system. They will also attend a college, usually one day per week, (off the job training) whilst working towards a Level 2/3 qualification relevant to their job role. The usual length of a Modern Apprenticeship is 2/3 years (although this may be longer for some trades, for example civil engineer).The funding for the qualifications is accessed via a Training Provider (e.g. Neath Port Talbot Colleges) and there is no financial cost to the Local Authority for the training.

Current Position

Since 2016 the Council has supported 55 apprentices:

Directorate	All Apprentice Placements since 2016	Now in permanent employment following completion of apprenticeship	Current Apprentices
Chief Executives	7	0	6 *
Social Services Health & Housing	11	5	6
Finance & Corporate	5	2	3
Environment	23	8	14 *
Education Leisure & Lifelong Learning	9	2	7
Total	55	17	36

The above table shows that out of a total of 55 Apprentices as follows:

- 17 secured permanent employment with the Council on completion of their apprenticeship.
- 36 continue to be supported to complete their programmes.
- 2 Modern Apprentices left the Council on completion of their Apprentice programme.

Traineeships

Traineeships are the start of an individual's learning journey. On completion of a traineeship, they can progress onto a Foundation apprenticeship, and then onto a Modern Apprentice programme. Traineeships are for individuals of 18 years old and under, and not in full time education.

The Council supports Traineeships as paid placements from external training agencies, for example, NPT College, Pathways or Peoples Plus.

To begin with, an individual will commence a placement over 3 days for a total of 21 hours. This will then increase to support the individual to achieve the relevant level 1 qualification over a period of 12 months.

Work Experience

The Council offers a range of work experiences for young people and adults. For example, young people who are still at school, or young adults, can access work experience via programmes such as the Duke of Edinburgh Award or Welsh Baccalaureate.

Since April 2019 the Council has hosted 36 work experience placements. 32 were pupils from local secondary schools. 20 came to the Council via the Duke of Edinburgh award programme and were hosted by the library service, and 12 were hosted work experience placements supported by the Environment and Social Services Directorates.

Channel to Work

This programme supports young people aged 14 to 25 who are living in foster care or care leavers, into gaining all skills necessary to lead an independent and

full life. It aims to help our young people to increase their soft skills such as confidence building and to raise aspirations for their future whilst undertaking work experience in a safe and supportive environment. Placements have been supported in Social Services Health and Housing, Chief Executives and Environment.

Funded programmes for employees

The Learning, Training and Development team access external funding streams to support the development of existing employees and to enable them to gain qualifications. Funding is available that enables employees to undertake qualification/s relevant to their role and responsibilities e.g Diploma and NVQ Qualifications from Levels 2 to 5.

Currently we have 60 employees that have accessed qualifications that are fully funded by Welsh Government via Neath College or other specialist training provider's e.g Talk Training.

Qualifications	NPT College	Talk Training	Number of staff
Business Administration	9	2	11
Management	2	21	23
Customer Services	1	0	1
Hospitality and Catering	13	0	13
Construction	4	0	4
Clinical Healthcare	1	0	1
Childcare Management	2	0	2
Accountancy	3	0	3
Project Management	0	2	2
Total	35	25	60

Forward work programme

The Learning, Training and Development Team will continue to support apprenticeship and work experience programmes in line with the commitment set out in the Council's Workforce Plan, supporting people into employment, supporting those who are new to the workplace, and focusing on developing existing staff.

Financial Impacts:

No implications

Valleys Communities Impacts:

No implications

Integrated Impact Assessment:

This matter is for information and monitoring purposes only and therefore does not require an IIA.

Workforce Impacts:

This report sets out actions that form part of the Council's approach to succession planning – developing both and current and the future workforce.

Legal Impacts:

No implications

Consultation:

There is no requirement for external consultation on this item.

Officer Contacts:

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