**Public Sector Apprentice Target**

**Data Publication 2017/18**

**Return Section 1 - Data Publication**

The Data Publication includes several figures which will enable the Government, the public, and wider stakeholders to understand each body’s headcount and the number of apprentices they employ, and then use that information to assess the progress a body has made towards meeting the target.

The information required is:

**Figure A:** The number of employees whose employment in England by the body began in the reporting period in question. i.e. new starters during 1st April 2017 – 31st March 2018.

**Response:- 234 (including Schools and TEDC).**

**Figure B:** The number of apprentices who began to work for the body in that period and whose apprenticeship agreements also began in that period.

**Response:-** **29 (including Schools and TEDC) 5% of new starters in this period were apprentices.**

(This includes employees who were already working for the body before beginning their apprenticeship, as well as new apprentice hires).

**Figure C:** the number of employees employed in England that the body has at the end of that period.

**Response:-** **1,504 (headcount) 1,114 (FTE)**

**Figure D:** the number of apprentices who work for the body at the end of that period.

Public bodies are also required to provide two percentages in order to give context to the other figures. These percentages do not reflect the progress a public body has made towards the target:

**Response:-** **29**

**Figure E:** Figure B expressed as a percentage of figure A

**Response:- 12.39%**

**Figure F:** Figure D expressed as a percentage of figure C

**Response:-** **1.9%**

If the public body is in their first reporting period they must also provide:

**Figure G:** The number of apprentices who worked for the body immediately before that period.

**Response:-** **17**

In addition, the Apprenticeship Activity Return (Return Section 2) requires public bodies to send the following figures, which will help identify their progress towards meeting the target, to the Department for Education. Public bodies could also consider providing these figures in the Data Publication:

**Figure H:** Headcount on the day before the first day of each reporting period in the target period;

**Response:-** **1,516**

**Figure I:** Figure B expressed as a percentage of figure H

**Response:-** **1.9%**

**Return Section 2 - Apprenticeship Activity Return**

The Apprenticeship Activity Return includes both information on a body’s progress against the target and information to assess actions taken towards, and challenges faced in, meeting the targets.

The return includes quantitative and qualitative elements:

**Quantitative Analysis**

• Headcount on the day before the first day of each reporting period in the target period

**Response:-** **1516**

• **Figure B** in Return Section 1 **29** (i.e. the number of apprentices who began to work for the body in the reporting period in question and whose apprenticeship agreements also began in that period), expressed as a percentage of headcount on the day before the first day of the reporting period in question.

**Response:- 1.9%**

This will enable the Government to assess the progress a body has made towards meeting the target.

**Qualitative Analysis**

• Action that the body has taken to meet their apprenticeship target (i.e. how it has ‘had regard’);

• If their target has not been met then specific further evidence may be required. This may include an explanation of why the target was not met, actions the body has taken to overcome the challenges it has faced and/or mitigating factors which demonstrate the body’s commitment to apprenticeships;

• Information about action the body proposes to take to meet their future apprenticeship targets; and

• If the body considers that a future target is not likely to be met, an explanation of why that is so.

In calculating their headcount public bodies should include the following staff, as at 31 March in each year they are in scope:

• those members of staff on the body’s payroll, including apprentices, on whose behalf the public body makes National Insurance Contributions. This will include:

* permanent members of staff;
* members of staff who have a fixed-term contract;
* those who work full-time as well as those who work part-time;
* other members of staff who are not described above who have a fixed-term contract;
* staff who are on maternity, paternity or adoption leave;
* staff who are on sick-leave or any other type of extended paid leave;
* apprentices employed by the public body through an Apprenticeship Training Agency (ATA); or
* employees on secondment or loan only if your organisation is paying for the majority (more than 50 per cent) or all of their wages.

They should not include:

* those who are employed through employment agencies;
* those who are working on a zero-hour contract;
* bank staff;
* employees in sub-contracted organisations who are not paid directly from the payroll; or
* those on career breaks.

**Response:-**

Torbay Council has had an Apprentice Strategy in place since 2014 and targets have been set to increase apprentice recruitment year-on-year. This is evidence of the Council’s commitment to the employment and development of new apprentices and this strategy has been successful in employing and training a total of 28 new apprentices between 2014 – 2017.

During 2017/18 the Council had to cut-back on its original target of 14 new apprentices due to budget pressures. Despite this, the Council was still able to employ 9 new apprentices during 2017/18 within a range of disciplines, from business administration to technical and professional roles, such as Human Resources, Accountancy and Civil Engineering. The levy was also used to fund 20 existing employees to undertake apprenticeships from within the Council and our Schools.

In terms of our actions in meeting our target of 2.3% (34 employees at the start of the reporting period, 1st March 2017), Torbay Council undertook an engagement exercise with local providers during November 2016 to understand the impact of the levy and how it could be planned for. From this we were able to understand more about the courses on offer and those in development in order to plan our spend more effectively.

In terms of our community and voluntary-controlled Schools, the uptake of apprenticeships has been varied. To date, the apprentice levy has been used mainly to fund Supporting Teaching and Learning apprenticeships and Business Administration. The lack of appropriate teaching standards being in place during the first year of the levy has had an impact on this, such as teaching and school business manager apprenticeships although it is anticipated that the new teaching apprenticeship introduced this year will help to encourage more Schools to use their levy. Currently within our community and voluntary-controlled Schools there are 2 apprentices, which represents 0.44% of the Schools workforce.

It would be helpful in future returns to be able to report Schools’ progress in meeting the target separately as their workforce and overall requirements are different from the Local Authority’s. It is difficult therefore to accurately represent Schools’ progress if reported as a whole figure for the Local Authority.

The Council is currently 0.4% away from meeting it’s target, however, it is anticipated that uptake will increase from existing staff over the next year, particularly in regards to the Operations/Departmental Manager and Team Leader/Supervisor apprenticeships. Compared to the Sept/Oct enrolment period in 2017/18 the number of existing staff to enrol for these apprenticeships this year has increased by 33% and it is anticipated that more will enrol during the year. This increase has been down to engagement activities prior to the courses starting with the local training provider and the embedding of apprenticeships within our learning and development activities as staff now regard this as a clear route to development.

With the requirement to comply with the Public Contracts Regulations 2015 when putting apprenticeship training arrangements in place procurement has also been a factor affecting our progress in meeting the target. Since November 2017 we have been working with neighbouring authorities to consider our options as a group in regard to procuring training and end point assessment providers. We have explored many options, such as existing frameworks and undertaking our own procurement exercise as a collective. A suitable option has been identified although further work is currently being undertaken by each authority for final approval before any agreement is made. This process has had a bearing on the scope of what we have been able to achieve since the levy was introduced and has limited the range of courses available to us, as we have had to procure each course on an individual basis and have been restricted to the types of training available within the local area. Once a suitable process is in place it is expected that wider links can be formed with training providers across the region which will open-up our options in regard to the courses on offer which will better meet our needs. By working jointly with other authorities it will also increase the opportunity for more specialist training, which may not otherwise be available locally, to be provided to the group at a local venue.

The Council’s levy is currently administered by Human Resources, a total of 1.8 FTE staff work on this as part of their working time. To ensure that we meet our target a dedicated resource would be required to fully plan and undertake regular recruitment and workforce planning to further embed apprenticeships and career progression. Use of the levy to fund this area of activity would enable the Council to fully meet its target and improve on this going forward.

The number of apprenticeships during 2018/19 has increased steadily since 2017/18, from 17 to 29 staff who have enrolled for apprenticeships (including existing staff). If this increase in apprenticeships is sustained year-on-year and headcount figures remain stable, it is anticipated that the Council could meet and exceed its target by 2019/2020. If the reporting figures were based on current FTE as opposed to headcount the Council would already have exceeded this, i.e. a calculation based on a 1,114 FTE would result in a figure of 2.6%. It should be noted that the Council’s workforce is pre-dominantly part-time and so an FTE figure would provide a more accurate representation of the workforce.