

## Update on Implementation of Approved Recommendations Arising From CYC Apprenticeships & Other Work Based Learning Opportunities Review

Approved Scrutiny Recommendation	Update on Implementation as of November 2011
<p>i. That Directorates be encouraged corporately to increase the number of apprenticeships they offer</p>	<p>Following the allocation of £115,000 in the council budget for the provision of apprentices, CMT met on 30<sup>th</sup> March 2011 to consider a report on options for spending this budget. One of the actions arising from this was that HR Business Partners would work with DMT's to identify where apprentices would be placed within their services.</p> <p>Discussions with DMT's took place in June 2011 and as a result 36 apprenticeship posts were identified and created across directorates.</p> <p>Resource was identified from within the Strategic Workforce Development Team to provide support to directorates and lead and coordinate the corporate ("automatic") apprentice scheme.</p>
<p>ii. That the proposed framework as detailed in Annex A of the final report, be adopted</p>	<p>The workforce development plan has been reviewed and a new strategy and action plan has been produced for 2011-2015. This maintains the focus on apprenticeships and increasing the number of young people in employment.</p> <p>During the recruitment campaign HR have been working in partnership with the pathway team and connexions, targeting recruitment for under 25's and BME groups and encouraging applications from care leavers. In addition to our own recruitment campaign on CYC's website and the press, letters have been sent out to all young people registered NEET, mobile texts sent to wider "targeted groups" aged between 16-18 and information has been sent to partners who may access hard to reach groups. Details have also been included in the 14-19 bulletin and schools have been encouraged to</p>

contact learners and parents. HR also did a leaflet drop on George Hudson Street highlighting the scheme, targeting the Chinese community

The corporate apprenticeship steering group was formed consisting of both internal & external representatives including the National Apprenticeship Service, York Training Centre, Connexions and 14-19 team. This group meets on a fortnightly basis to monitor progress of the scheme and discuss initiatives.

HR took a pro-active role to ensure that all recruiting managers were clear on the priorities and their role within the scheme, particularly in regard to the benefits of apprenticeships in terms of delivering skills designed around business need. This involved meeting with individual managers to discuss the apprenticeship scheme in terms of contracts of employment, pay, terms & conditions and overall management of apprentices.

Work is also underway to develop a mentoring programme to assist managers with the skills needed to manage apprentices both now and for the future.

HR co-ordinated and provided a recruitment framework in partnership with the National Apprenticeship Service to launch the corporate recruitment campaign on 28<sup>th</sup> July 2011. This also formed part of the York Apprenticeship Challenge campaign which aimed to create a 100 apprenticeships in 100 days, a target which has been exceeded by 99.

HR facilitated the apprenticeship recruitment process consisting of various selection methods including interviews, assessment days, practical exercises and discussions with the relevant training providers such as York College. Advisers from Connexions have also been present on the recruitment days to talk to candidates about the options available to them.

	<p>Work is also underway to develop a corporate induction approach, which will include key skills networking days for all apprentices.</p>
<p>iii. That recruitment and training be identified in order to improve and maintain a more balanced workforce age profile across each Directorate.</p>	<p>To date, 22 apprentices (under the age of 25) have been appointed within CYC. For the remaining vacancies (13 business admin &amp; 1 procurement post) assessment days are scheduled for 9<sup>th</sup> and 24<sup>th</sup> November 2011 to appoint to the remaining positions.</p> <p>Reporting on the apprenticeship scheme will ultimately be monitored through the workforce strategy. Management Information is currently being held for the apprentices appointed through the corporate scheme to assist and improve reporting, particularly in terms of retention and progression.</p>
<p><b><u>Scrutiny Comments on Update Received November 2011</u></b></p>	