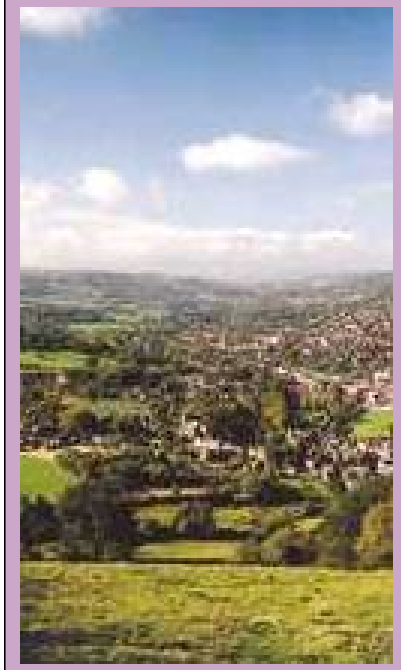
Derbyshire
County Council

Derbyshire County Council's Approach To Apprenticeships



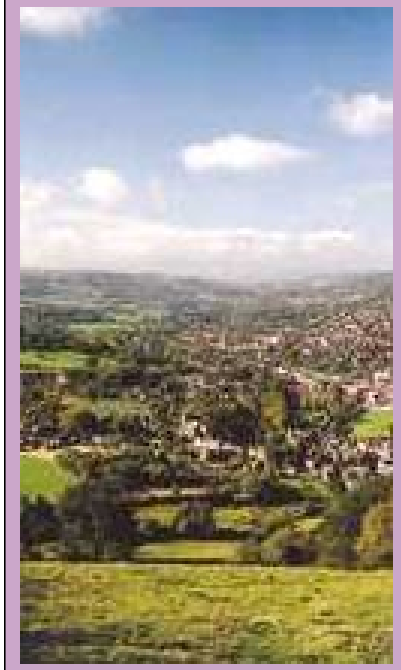
Cllr Kevin Parkinson

Cabinet Member
Economic Regeneration
Derbyshire County Council

29th May 2012

DERBYSHIRE County Council
Improving life for local people

Derbyshire
County Council



Derbyshire's Context

- In March 2012 there were 5,880 people in Derbyshire aged under 25 who were claiming job seekers allowance. This represents 33.8% of all unemployed people in the county, which is well above the national average of 29.90%.
- In March 2012 the unemployment rate for under 25 year olds in Derbyshire was 7.6% which is higher than the regional, 6.7% and national, 6.5% averages.
- In the three months to January 2012, the percentage of 16-18 year olds not in education, employment or training (NEET) was at 6.7%, compared to the national average of 5.8%.

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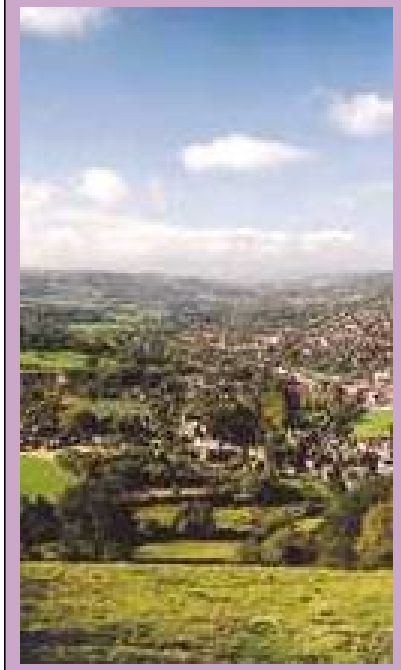

Derbyshire's Context

Derbyshire County Council regularly receives anecdotal evidence from employers telling us that some young people:

1. Lack basic employability skills.

2. Lack the right attitude and approach to work.

Independent research and our own experience of recruiting apprentices confirms this.

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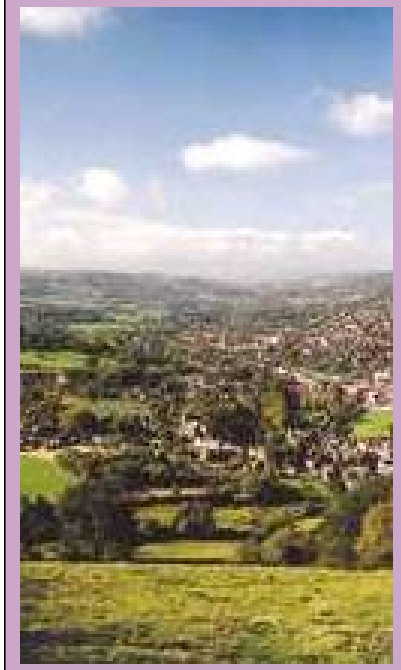

Derbyshire's Approach

- Increase the Council's own apprenticeship opportunities to 500 over a four year period.
- Deliver an Apprentice Grant for Employers (AGE) Related Grant Scheme for SME's.

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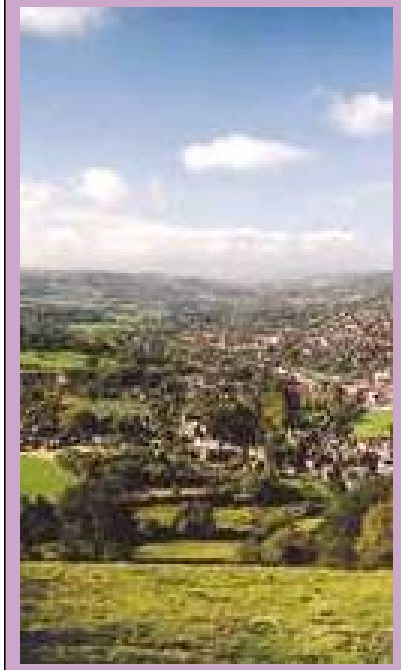
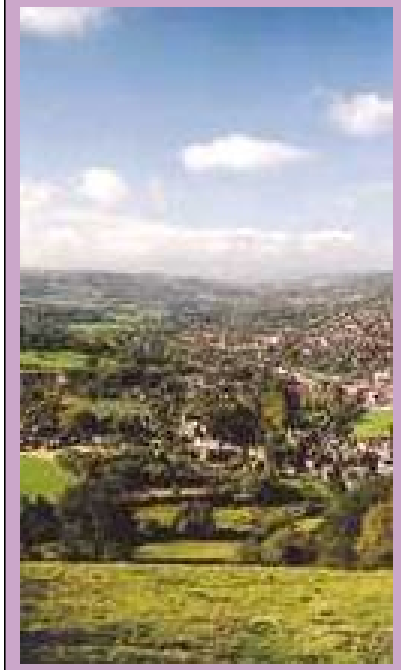


Derbyshire County Council's

Internal Apprenticeship Scheme

Derbyshire
County Council

Derbyshire County Councils Internal Apprenticeship Scheme.



Key Aims:

- Create 500 apprenticeship opportunities over the next four years.
- Ensure all Council departments are engaged to ensure a breadth of opportunities across all council service areas.
- Engage with hard to reach groups
- Develop a skills legacy, and work appetite amongst the Young People of Derbyshire.

Derbyshire
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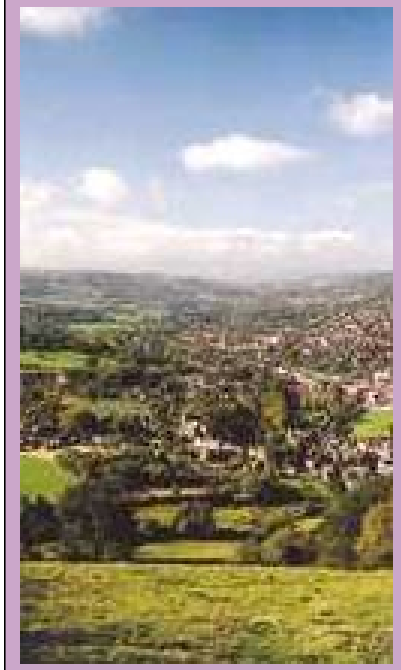
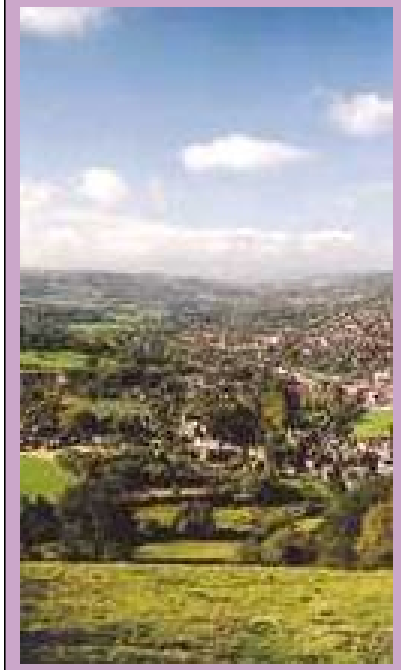


Derbyshire County Councils Internal Apprenticeship Scheme.

Apprenticeship Training Agency Delivery Model

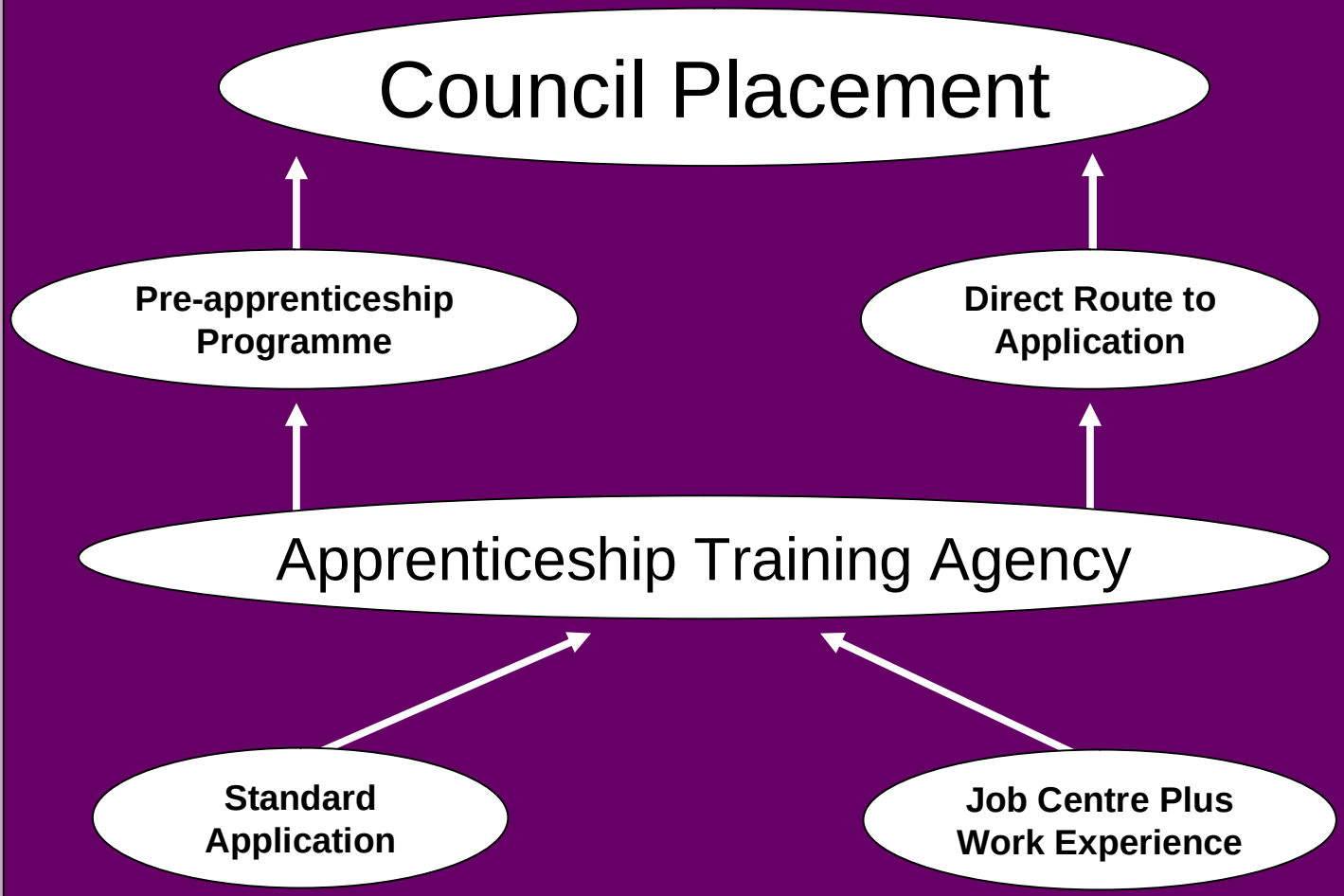
The council agreed in January 2012 to work in partnership with Learning Unlimited (part of the Chesterfield College Group) to deliver this scheme through an Apprenticeship Training Agency (ATA) model.

Derbyshire County Council



Derbyshire County Councils Internal Apprenticeship Scheme.

The route to our placements



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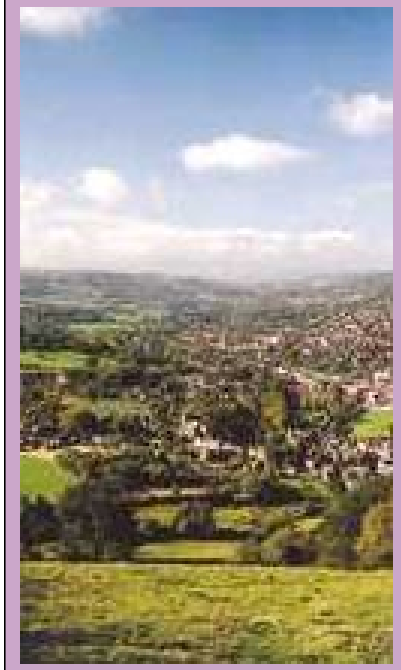

Derbyshire County Councils Internal Apprenticeship Scheme.

The Story so far…

- First intake begins mid June 2012.
- Up to 54 placements available across 4 job roles / frameworks.
- Flexible delivery models.
- Second intake September 2012.

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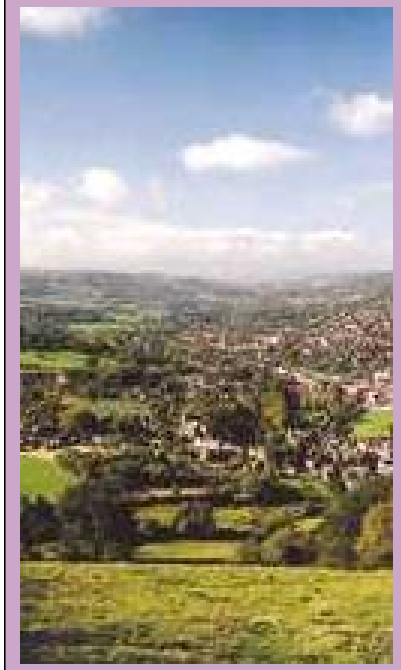
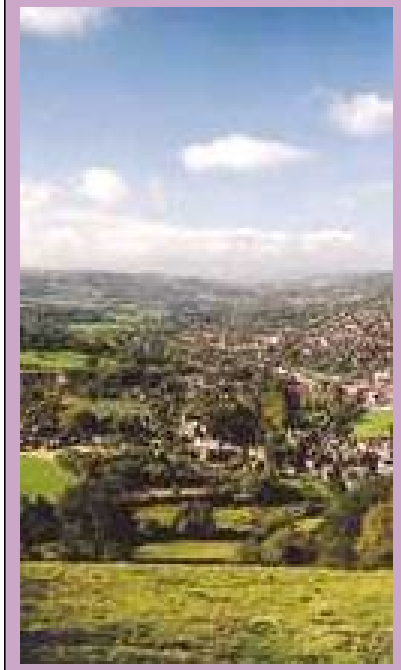


AGE Related Grant Scheme for SME's.

Derbyshire County Council



AGE Related Grant Scheme for SME's.

About the Grant:

- The scheme will provide a total of 200 grants of £2500.
- The scheme was developed in conjunction with the National Apprenticeship Service (NAS).
- The grant is available from 1st January 2012 until the 30th June 2012.
- The grant is to support Derbyshire's small businesses and 16 and 17 year olds not in education, employment or training (NEET).
- The Grant is being administered by Learning Unlimited (part of the Chesterfield College Group).

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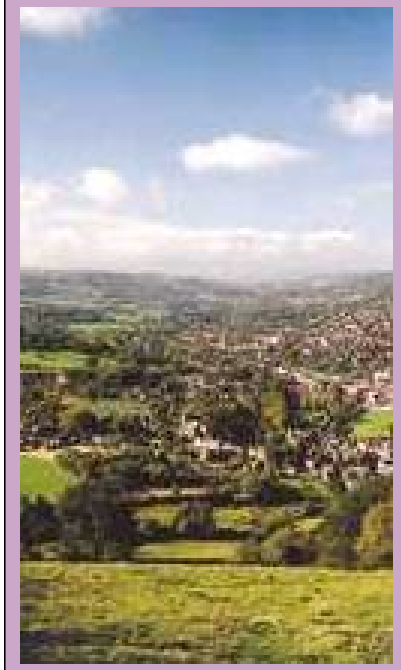

AGE Related Apprenticeship Grant Scheme for SME's.

Key Performance Indicators:

- 200 grants awarded.
- 180 apprenticeships completed.
- A minimum of 15 grants awarded to each of Derbyshire's eight second tier administrative areas.

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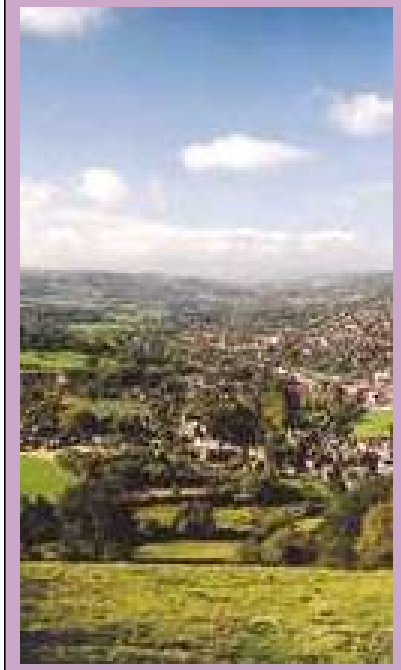
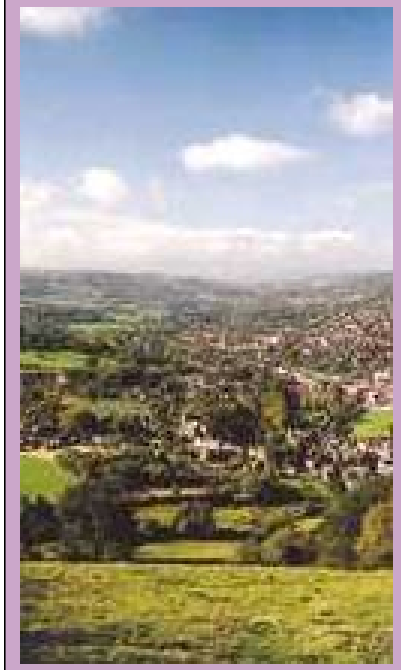


AGE Related Apprenticeship Grant Scheme for SME's.

Grant Payments:

- £750 when the apprentice has been employed for 6 weeks.
- £1050 when the apprentice has completed 26 weeks of employment.
- £700 paid when the apprentice completes all elements of the apprenticeship framework.

Derbyshire County Council



The Process Map

Step 1

The learning provider completes a claim form with details of each employer vacancy. Details must be completed in full namely, employer name, contact name, full address and telephone number, URN Number along with vacancy details. A separate claim form should be used for each vacancy and returned to the Grant Administrator via email to age16and17@chesterfield.ac.uk

Step 2

The Grant Administrator will check eligibility with the employer. Once eligibility is confirmed, the Grant Administrator will return the claim form to the learning provider with an authorisation code.

Any ineligible claims will be marked as such with a reason for the claim being unsuccessful.

Step 3

Once the authorisation code is received, the learning provider should complete the employer agreement, state aid form health and safety pre-vet and BACS form and return these documents to the Grant Administrator along with a copy of the the company's employer liability insurance certificate.

Step 4

The learning provider and employer now have 21 working days from receipt of an authorisation code to find a suitable candidate for the vacancy. Exceptions will be looked at on a case by case basis.

Step 5

Once a candidate is accepted by the employer and a contract of employment drawn up, a completed ILR and ILP should be returned to the Grant Administrator along with an updated claim form containing the apprentice name, address, date of birth, start date, framework and ILR Number.

Step 6

When the apprentice has completed 6 weeks of employment, the employer can make a claim for the first stage payment of £750. To make this claim, a completed 6 week declaration should be returned to the Grant Administrator. This must be an original copy. Payment will be made directly to the employer within 15 days of receipt of this declaration on either the 1st or the 15th of each calendar month by BACS transfer. Before this payment can be made, all completed documentation must have been received by the Grant Administrator. If this is not the case, payment will be withheld until this has been rectified.

Step 7

When the apprentice has completed 26 weeks of employment, the employer can make a claim for the second stage payment of £1,050. To make this claim, a completed 26 week declaration should be returned to the Grant Administrator. This must be an original copy. Payment will be made directly to the employer within 15 days of receipt of this declaration on either the 1st or the 15th of each calendar month by BACS transfer.

Step 8

When the apprentice has completed all elements of their Apprenticeship, the employer can make a claim for the final stage payment of £700. To make this claim, a declaration of completion should be returned to the Grant Administrator along with a signed framework achievement from the learning provider. The declaration of completion should be an original copy. Payment will be made directly to the employer within 15 days of receipt of these documents on either the 1st or the 15th of each calendar month by BACS.

Additional points

- If the apprentice leaves or is dismissed before they have completed six weeks of employment, the employer will not receive the first stage payment unless they re-recruit an eligible apprentice within four weeks.
- If the apprentice leaves between week seven and week 26 inclusive, the employer will not receive the second stage payment unless they re-recruit and eligible apprentice within four weeks.
- If the apprentice leaves or is dismissed between week 27 and completion of their Apprenticeship, the employer will not receive the final stage payment unless they re-recruit an eligible apprentice within four weeks.
- Both the employer and the learning provider must inform the Grant Administrator within one week of an apprentice leaving or being dismissed.
- If another eligible apprentice is recruited, the onus is on the learning provider to return all required documentation to the Grant Administrator as in Step 5.
- There is an expectation that the learning provider and the employer fully support the apprentice at all times and offer additional support if any problems arise to ensure the apprentice remains in employment.

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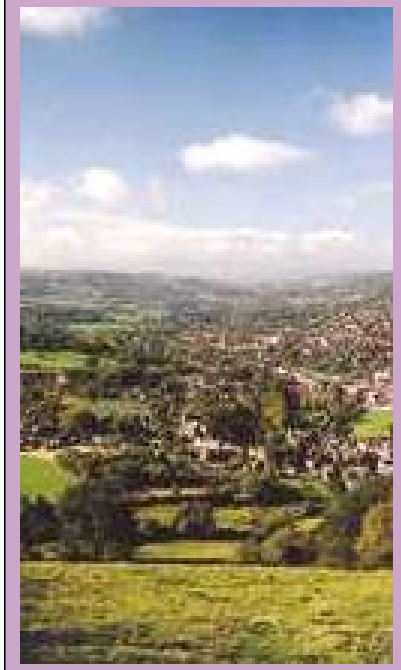
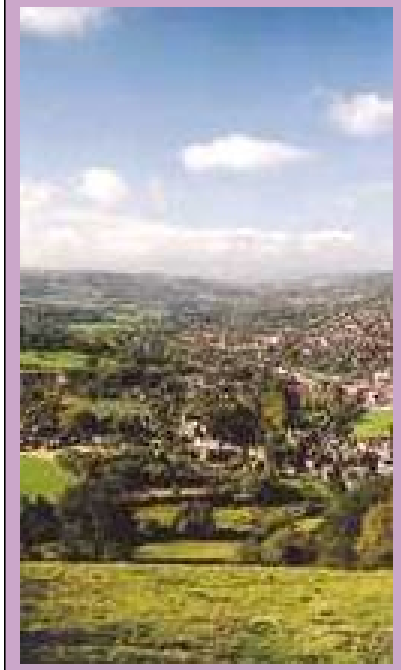


AGE Related Grant Scheme for SME's.

The Story so far…

- Extensively promoted the scheme to businesses.
- As of the 25th May 137 grants have been approved.
- We have listened to employers and responded with a flexible approach to meet their needs.

Derbyshire County Council



Revised Scheme Criteria

Learner Eligibility:

- The young person should be 16 or 17 at the start of the apprenticeship.
- The young person has to reside within the administrative borders of Derbyshire County Council.
- The young person must be NEET or not already on an apprenticeship programme.
- ~~The young person must not already hold a Level 2 qualification.~~

Employer Eligibility:

- The SME will be a small business employing up to 50 employees.
- The business premises or services delivered will be within the administrative borders of Derbyshire County Council (not Derby City).
- ~~The SME must not have employed an apprentice in the last 12 months.~~
- The SME must not have received state aid of more than €200,000 in the last 3 years or have received an AGE Grant through previous schemes.

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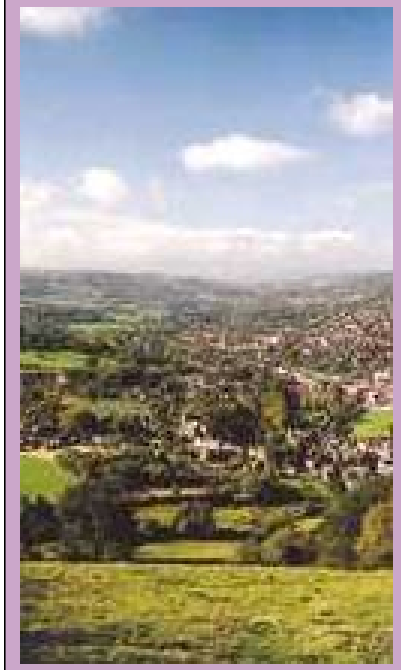

AGE Related Grant Scheme for SME's.

Case Study of Daniel Sentence, employed as an apprentice nursery assistant at Wood End Nursery.

WOOD END NURSERY'S STORY

WOOD End nursery in Repton took on 16-year-old Daniel Sentance as an apprentice nursery assistant.

Laura Boni, nursery manager, says: "Daniel has settled in very well and is an enthusiastic and motivated member of the team."

The nursery successfully applied for one of our £2,500 Apprenticeship Grants for Employers that goes towards costs such as training, relief cover and nursery resources.

Laura says: "It's really simple to get involved in apprenticeships. We get lots of help from the Apprenticeship Service as well as from Chesterfield College and our training provider too.

"I would definitely encourage other businesses to get involved. It's a cost effective method of employing staff and is a good way of seeing how a person fits into your business.

"It gives you and them a chance to see if they are cut out for this particular career path. They get lots of practical, hands-on experience and it's a good introduction into the world of work that has huge benefits for everyone involved."

NEW SKILLS: Daniel is gaining great experience as well as enjoying his work.

DANIEL'S STORY

DANIEL, 16, started his placement in February and is enjoying getting experience of the world of work as well as working towards his NVQ level 2 Childcare qualification.

He says: "I felt that being an apprentice would be better than staying at school as you get lots of hands-on experience.

"At first I thought I might only be given little jobs as I am an apprentice, but I don't. I get involved in everything – it is like having an actual job plus you get to work towards a qualification too.

"I really enjoy the work. I used to do lots of babysitting and looking after family members."

Daniel has a one-year apprenticeship with the nursery and hopes to be taken on as a full-time member of staff when his placement ends. Even if he doesn't get offered a full-time position, he feels that the apprenticeship will have given him a head start over other job seekers.

"During my year here I will have gained lots of hands-on opportunities and skills, got a qualification and really proven that I am cut out for a career in childcare."

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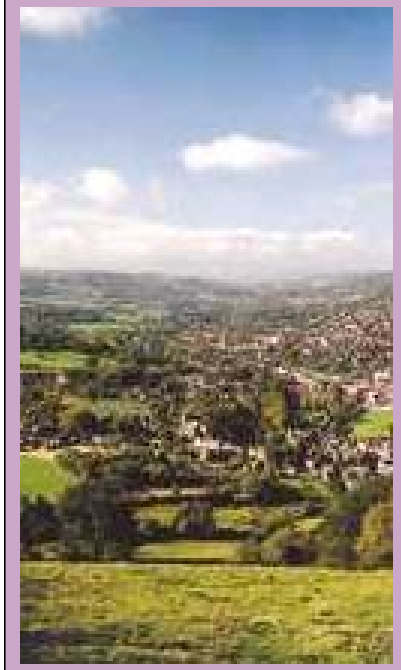

Our message

- Derbyshire County Council recognises the value of apprenticeships as a way of rebalancing the economy and returning to sustainable growth.
- Early intervention such as Work Experience and Pre-apprenticeship support is vital if Young People are to embrace and achieve sustainable progression.
- There is a need to be able to adopt a flexible and responsive approach when meeting the needs of businesses.
- Should more be done to recognise and reward those businesses who provide on-going quality apprenticeships and sustainable employment opportunities?

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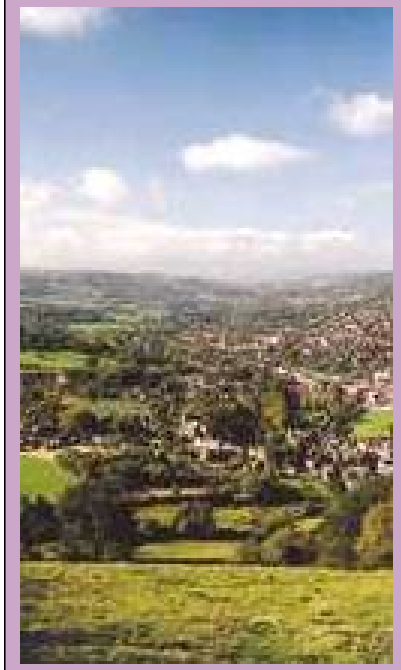

More Information

For further information on our schemes please contact:

Derbyshire County Council's Internal Apprenticeship Scheme
Steve Smith
Senior HR Consultant
Derbyshire County Council
Tel: 01629 536244
Email: steve.smith@derbyshire.gov.uk

AGE Related Grant Scheme for Small Businesses.
Andy Williams
Senior Economic Development Officer
Derbyshire County Council
Tel: 01629 538243
Email: andy.williams@derbyshire.gov.uk

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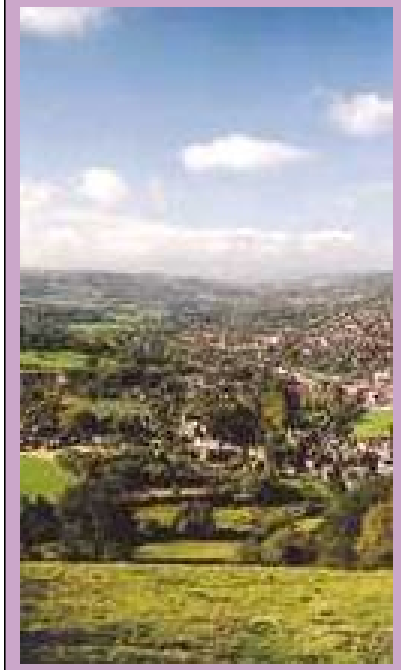

And Finally…

Any Questions?

Thank You