



Apprenticeships Shared Partnership Scheme 2012/13



Introduction

Newcastle under Lyme Borough Council is committed to help support the worklessness agenda by increasing the number of employment opportunities for young local people to enable them to gain valuable work experience and a qualification as well as earning a wage within North Staffordshire.

A shared apprenticeship scheme is where more than one employer will work with the apprentice to ensure their work experience meets the framework requirements. This approach offers a wide range of relevant work experience and skills through sharing on the job experiences from different employers which should help improve their career prospects. The scheme will allow the trainee to benefit from the breadth and depth of work experience offered. It will also benefit existing employees by increasing their skills level through knowledge transfer.

The council believe a shared scheme working with our partners will help to pool together our resources and share the burden and responsibilities of training apprentices who may not have the time or resources to take an apprentice on for the duration of the programme. In this approach no single organisation bears the total costs of financing the apprenticeship as the only financial contribution is towards the apprentices wage (plus the management fee) whilst they are working at the partner organisation during a work placement.

How the scheme works

Potential career paths for apprentices are as follows:

- Customer Service
- Business Administration
- Finance
- Sports and Leisure
- Parks
- Grounds Maintenance
- Streetscene
- ICT
- Garage Workshop
- Warehousing/ Fork Lift

Due to the varying requirements of each partner organisation, individual consultation will be required to design a fit-for-purpose scheme which complements and adds value. The council will be happy to set up individual sessions to understand the individual partner needs and implementation challenges.

The council would administer and coordinate the shared scheme and employ the apprentices, working with appropriate partners to ensure the apprentices work experience meets the framework requirements. However, we understand that some hosting organisations may not be able to meet the full requirements of the framework and therefore we will need to be flexible by working with the other partners to ensure the needs are met.

The partner organisations would agree how many apprentices we would be able to employ. A programme would need to be agreed with the partners to host/rotate the apprentices for a set period of time giving the organisations the benefit of utilising the apprentice to greatest effect. This option takes contracted workflow and projects into account and minimises the risk of each partner by alleviating their requirement to commit for a full 12 month period.

The council will agree with partners an apprentice wage and terms to be applied over the duration of the apprenticeship which will be in line with the apprenticeship rate of pay currently set at £2.65 per hour for the

first year, rising to the national minimum wage if the apprentice is aged 19 or over and having completed 12 months service.

The apprentices will work 37 hours per week and will be entitled to 21 days annual leave plus statutory holidays (pro rata). The working pattern will be Monday to Friday with start/finish times to be agreed by the partner organisation. Lunch breaks are also to be agreed by the individual partners.

The duration of the placement will be agreed and will be no less than a 3 month period with each partner organisation.

Apprentices will be employed on a fixed term contract for a period of between one to two years depending on their career/ qualification choice.

The council would make the decision which training providers to work with for example Newcastle, Stoke or Reaseheath Colleges or use a combination of providers to ensure the trainees gain the most suitable training for their chosen subject area.

Benefits of a shared scheme

The benefits of the scheme:

- would increase collaborative and partnership working;
- give apprentices a more varied work experience;
- increase further career opportunities;
- increase the opportunity to gain permanent employment once completed the programme;
- ability to offer more apprenticeships;
- providing employment opportunities within the borough; and
- opportunity to develop and be part of a high profile shared apprenticeship scheme.

The partner agreement

The participating partners will be asked to sign a Partnership Shared Apprenticeship Agreement which will include the following:

- duration of the apprenticeship;
- the council's obligations;
- partner responsibilities;
- apprentice responsibilities;
- partners agree to provide practical on-the-job training;
- obligation to inform the council of any suitable permanent vacancies irrespective of whether or not the apprentice is currently working at the partner organisation;
- agree to allow the apprentice up to 1 days study leave per week as part of the 37 hours per week to attend college;
- agree to allow the apprentice to attend apprentice meetings and in-house training; and
- agree to be responsible for the health & safety and welfare of the apprentices.

What the council will offer as the employer

The council will offer the following services:

- a clear competency based recruitment process to employ the most suitable apprentices;
- prepare job descriptions and person specifications;
- advertise vacancies and manage the process;
- employment responsibility for the apprentices;

- designated point of contact; and
- provide a development plan as part of the apprentices training.

The apprentice will be placed on a 6 month probation period, at the end of this period; subject to satisfactory performance the apprentice's employment on the scheme will be confirmed.

Costs

The council will invoice the partner organisations for the duration of placements which will be made up of; the agreed weekly wage and a management fee of approximately 20%. The management fee covers administration, holiday pay and employer national insurance. The % will be approximately 30% where apprentices opt to join the Local Government Pension Scheme and employers pension contributions are then payable.

Job Vacancies

All apprentices taking part in the scheme are entitled to apply for any vacancies at the participating partner organisations. The partners agree to send the council all suitable vacancies to advertise internally.

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