

<b>Report on</b>	Apprenticeship Arrangements 2024: Update
<b>Date of Meeting</b>	Thursday 7 <sup>th</sup> November, 2024
<b>Reporting Officer</b>	Philip Moffett, Assistant Director: Org Development, Strategy & Performance
<b>Contact Officer</b>	Linda Carson, Org Development & Human Resources Manager Tanya Gwynne, People & Performance Officer Sinead McAleer, Corporate Learning & Development Manager

<b>Is this report restricted for confidential business?</b>  If 'Yes', confirm below the exempt information category relied upon	Yes	
	No	X

<b>1.0</b>	<b>Purpose of Report</b>
1.1	To update Members on activity undertaken on the recruitment of apprentices to a number of services and directorates across Council and support for same.
<b>2.0</b>	<b>Background</b>
2.1	As part of our workforce and succession planning arrangements the council has appointed a number of apprentices to a range our services, particularly in areas where the workforce data is providing an indication of need to ensure a seamless delivery of service into the future.
2.2	Organisational Development has been working with services on the identification and recruitment of a number of apprentices, and in the roll out of a mentoring programme for officers to engage in to support their apprentices in working for the Council. Following engagement with service level managers a number of apprentices were appointed to services earlier this year with many of them starting with Council in August/September.
<b>3.0</b>	<b>Main Report</b>
3.1	Following a recruitment campaign earlier this year the apprentices as listed below have been appointed to Council forming part of our workforce, adding value to their host service whilst they study and complete out their required studies.
3.2	Progression through their employment with Council and apprenticeship is subject to the normal probationary period, satisfaction of performance in the role and successful completion of studies.

Apprenticeship	Study	Duration	Completion Job Title
<b>Garage:</b> Heavy Vehicle Maintenance Technician	Level 2 Vehicle Mechanic (progress Level 3)	Sept 2024 – June 2028	Vehicle Maintenance Skilled Operative
<b>Environmental Services:</b> Grounds Operative Apprentice	Level 2 Apprenticeship Diploma in Horticulture (Parks, Gardens & Green Spaces)	Sept 2024 - June 2026	Grounds Operative
<b>Environmental Services:</b> Grounds Operative Apprentice	Level 2 Apprenticeship Diploma in Horticulture (Parks, Gardens & Green Spaces)	Sept 2024 - June 2026	Grounds Operative
<b>Health Leisure &amp; Wellbeing:</b> Apprentice Gardener	Level 2 Apprenticeship Diploma in Horticulture (Sports Turf Greenkeeper)	Sept 2024 – June 2026	Skilled Gardener
<b>Development:</b> Higher Level Digital Marketing Apprentice	BSc. (Hons.) in Marketing	5 years	Digital Marketing Assistant
<b>Org. Development:</b> Human Resources Apprentice	CIPD Level 3: Certificate in People Practice	Sept 2024 - July 2025	Human Resources Assistant

### 2.3

#### **Supporting Apprentices**

In the interest of maximising the opportunity and skills and knowledge our apprentices bring to the Council we have developed a package of support arrangements for:

- # apprentices
- # line managers and
- # mentors

<p>2.4</p>	<p>This support extends to:</p> <ul style="list-style-type: none"> <li>✓ Each apprentice being partnered with a mentor who's role it is to support them through their employment journey.</li> <li>✓ Mentors have been identified for all apprentices</li> <li>✓ Mentors have enrolled and participated in our classroom based and online mentoring training</li> <li>✓ Organisational Development Officers have compiled supporting materials for mentors to work through with their apprentice, and the support they should provide them</li> <li>✓ Quarterly check-in meetings have been diarised for apprentices to meet up with the People &amp; Performance Officer or Learning &amp; Development Manager to check in on their experience with the council. Similarly, ongoing support to the mentors.</li> </ul> <p><b><u>Student (undergraduate) Placement Programme</u></b></p> <p>Complementary to our apprenticeship arrangements is the student placement programme for those studying at an undergraduate level to which students are recruited to annually. Placements are for a period of up to 12 months and further information is available from <a href="#">student placements</a> on our web pages and from our <a href="#">student placement video</a>. Council is hosting nine placements throughout 2024-25 partnering with 3rd level institutions to support them in their role.</p> <p>Former placements have returned to the Council following the completion of their studies, successfully gaining employment in a number of roles across Council, contributing to our workforce and succession planning arrangements.</p>
<p><b>4.0</b></p>	<p><b>Other Considerations</b></p>
<p>4.1</p>	<p><b>Financial, Human Resources &amp; Risk Implications</b></p>
<p>4.2</p>	<p>Human: Managed as part of Council's People &amp; Performance Officer role</p>
<p>4.3</p>	<p>Financial: Employee costs of apprentices are met from within service salaries and wages budgetary arrangements.</p>
<p>4.4</p>	<p>Risk Management: Recruitment and development of apprentices is Council response to maintaining resilience across services</p>
<p><b>5.0</b></p>	<p><b>Screening &amp; Impact Assessments</b></p> <p>Equality &amp; Good Relations Implications: Not considered to be within the scope of the business of this paper.</p> <p>Rural Needs Implications: Not considered to be within the scope of the business of this paper</p>

<b>6.0</b>	<b>Recommendation(s)</b>
6.1	That Members give consideration to and comment as necessary on Council's arrangements on its apprenticeship arrangements in place
<b>7.0</b>	<b>Documents Attached &amp; References</b>
	None