



## Apprenticeships at Oxfordshire County Council

## Guidance for Schools recruiting Apprentices



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### 1. Introduction to Apprenticeships and apprentices

Oxfordshire County Council is committed to supporting and developing Apprenticeships in our schools workforce. Apprenticeships provide an opportunity to develop our workforce and provide employment and training opportunities for individuals in the wider community.

#### 1.1 Who can be an apprentice?

An apprentice is an individual who undertakes a formal, accredited training programme in a work based environment. The training programme must be recognised as an Apprenticeship Framework, and is delivered by a recognised training provider. The individual can be a new or existing employee and will meet the following eligibility criteria to qualify for funding:

- Over 16 years of age
- Has lived in UK/EU for past three years
- Is not in full time education
- Must have a contract of employment (term-time only is possible)
- Does not hold an existing graduate qualification

#### 1.2 What is an Apprenticeship?

An Apprenticeship has a framework of work-based learning and accredited training that includes the following components:

- A minimum of 16 hours per week paid employment
- A knowledge based element (completion of a technical certificate)
- A competency based element (completion of an NVQ)
- Key skills in communication and application of numbers (functional skills)
- A module on employment rights and responsibilities.

Note all these components are provided by the training provider. Intermediate Apprenticeships provide a Level 2 qualification equivalent to A\*-C at GCSE, or Advanced Apprenticeships provide a Level 3 qualification equivalent to 2 A-levels. It is also possible to develop Higher Apprenticeships (equivalent to a Level 4 qualification).

Most Apprenticeships are offered as 1 or 2 year contracts (depending on the needs of the service, and the type of Apprenticeship framework required). It is possible to develop longer term Apprenticeship schemes with progression from Level 2 to Level 3 (and even Level 4).

### 1.3 Support available from Workforce Initiatives team

The Workforce Initiatives team at Oxfordshire County Council can help managers in schools to source a training provider, recruit a suitable individual for the vacancy, and support both you and the apprentice throughout the apprenticeship.

The table below highlights the levels of current schemes and qualifications. New schemes for school-based roles can be developed quickly, with the full support of the Workforce Initiatives team.

<b>Scheme</b>	<b>Level of Qualification*</b>	<b>Qualification Components</b>
Business Administration	Level 2 or 3	NVQ in Business Administration
Social and Health Care	Level 2 or 3	NVQ in Social and Health Care
Civil Engineering	Level 3	BTEC in Civil Engineering
Outdoor Education	Level 2	NVQ in Active Leisure and Learning
ICT Professional	Level 2 or 3	NVQ in IT Practitioner
Creative Arts	Level 2	NVQ in Creative Arts
Finance	Level 2, 3 or 4	AAT
General Maintenance	Level 2	NVQ in Maintenance Operations
Customer Service	Level 2 or 3	NVQ in Customer Service
Workshop Mechanical Technician	Level 2	NVQ in Mechanical technician

\* Level 2 is equivalent to achieving GCSE (A-C); Level 3 is equivalent to A levels; Level 4 is equivalent to a Foundation Degree.

### 1.4 Apprenticeship Frameworks

An Apprenticeship framework is similar to a curriculum, and is developed by Sector Skills Councils. Sector Skills Councils are licensed by government to represent employers in developing National Occupational Standards and design and approve Apprenticeship Frameworks. There are more than 190 Apprenticeship frameworks, many of which are relevant for the school environment including

- Facilities Management
- Laboratory Technician
- Supporting Teaching and Learning in Schools
- Cleaning and Support Services
- Hospitality and Catering
- Horticulture

Apprenticeship frameworks are delivered by accredited training providers (such as local colleges or private sector training organisations).

## **1.5 What can Apprenticeships do for us?**

Since 2006 teams and services across the council have benefited greatly from employing apprentices. The following list highlights just some of the reasons why the Council supports the establishment of Apprenticeships in our schools workforce:

### **Workforce Planning**

Apprenticeships provide an opportunity to address workforce issues within teams and services. Apprenticeships have been introduced to encourage young people into posts where there is known to be an ageing workforce in that service area, for example in Civil Engineering.

Apprenticeships have also been introduced into areas where there are notable skills shortages, for example in Social and Health Care.

### **Opportunity to increase diversity and challenge sector stereotypes**

Through apprenticeships we can increase opportunities of employment and training to groups who are underrepresented and people who face barriers to employment. Apprenticeships are also an ideal model for challenging and addressing sector stereotypes, for example increasing the number of males working in Care and females in Civil Engineering.

### **Provision of entry routes into new careers**

Where there are noted 'gaps' for people to step into new careers apprenticeships provide that bridge. For example our apprenticeship in Outdoor Education allows our apprentices to gain experience and qualifications in an area that would normally require degree or teaching qualifications first.

### **Financial benefits**

There are clear financial benefits as investment in Apprenticeships has been proven to be repaid many times over. The cost of training is, in the main, covered by government subsidy through training providers. Most of our apprentices move into employment with us, reducing recruitment costs.

### **Opportunity to develop supervisory/ management/ mentoring skills**

Supporting an apprentice as their line manager or mentor provides an opportunity to develop supervisory and mentoring skills within the team. At Oxfordshire County Council we encourage managers to consider who could benefit from taking on this responsibility within the team.

## **2. Employment Terms and Conditions**

Green Book terms and conditions apply to apprentices. Our employment terms and conditions are based on guidance from the Local Government Employers (LGE).

### **2.1 What type of contracts are apprentices on?**

Apprenticeships are appointed to a fixed term contract that will cover the duration of their training and work placement. At Oxfordshire County Council these contracts vary in length depending upon service need, nature of work and level of qualification. It is possible to use term-time only contracts for Apprenticeships in schools. For example our Business Administration apprentices are usually offered one year contracts, whilst our Civil Engineering apprentices are on two year contracts as they are enrolled on a two year training programme at college.

To seek advice on length of contract, contact Phoebe Dawson, Workforce Initiatives Manager.

### **2.2 What are the minimum and maximum working hours for an apprentice?**

An apprentice must be offered a minimum of 16 hours of work per week to complete their Apprenticeship. The majority of the Council's apprentices are on full time contracts, 37 hours a week.

Time off for training, either for college day-release or for formal work based assessments is included in the apprentice's contract hours. It is expected that all apprentices will have to complete some of their study requirements, such as assignment work in their own time.

### **2.3 What do apprentices get paid?**

It is important to note that apprenticeship posts are entry level posts and therefore we are not looking for high level of skills and knowledge – these will be developed on the job and through training. The Council has established a special trainee grade for Intermediate (Level 2) apprenticeships. Advanced (Level 3) apprenticeships are job evaluated and salaries assigned accordingly.

	OCC Apprenticeship Level					
	Intermediate Apprentice (Level 2)			Advanced Apprentice (Level 3)		
<b>Qualification level on entry</b>	Level 1 = GCSE grades D-G			Level 2 = GCSE grades A* to C		
<b>Pay rate to apprentice during probation period (usually 6 months)</b>	Equivalent to National Minimum Wage for 16 yr olds (one year max)			Dependent on job evaluation: usually G1-3		
	<i>APPSTD</i> Age 16-18	<i>APPSTD</i> Age 19+	<i>APPST</i> D Age 21+	<i>Grade 1</i> SCP05	<i>Grade 2</i> SCP07	<i>Grade 3</i> SCP09
	£7,081	£7,081	£7,081	£12,312	£12,787	£13,589
<b>Pay rate to apprentice following completion of probation period, up to 12 months in employment</b>	£7,600	£7,600	£7,600	Normal progression through grade		
<b>Pay rate to apprentice after 12 months of employment (eg where extra time to finish qualification is required)</b>	£9,582	£9,582	£11,698	To be determined via job evaluation		
<b>Training cost<sup>1</sup></b>	<i>Nil</i>	<i>c.£300-£2,000 if apprentice is age 19+</i>		<i>Up to c.£2,000 if apprentice is age 19+</i>		
<b>Annual cost in year 1 including oncosts (20% for L2, 27.3% for L3) DOES NOT INCLUDE TRAINING</b>	£8,809			£15,673	£16,279	£17,299

<sup>1</sup> Employers must contribute to the training costs of apprentices aged 19+. Exact costs vary across different training providers and qualification types, figures are approximate.

## 2.4 Who pays the apprentice?

The salary of the apprentice is funded and paid by the school employing the apprentice. Some schemes, such as Social & Health Care, deploy apprentices on placements in schools. In these circumstances the school is charged for the apprentice's salary plus on-costs for the period of time that an apprentice is placed with them.

The cost of accredited training varies depending on the age of the apprentice, the qualification delivered and the training provider selected. For young people aged 16 to 18, the costs of training are usually funded by central government. For apprentices aged 19 or over, the employer will be asked to contribute to training costs (usually between £500 and £2,000 per year depending on age of apprentice and specific costs of the chosen framework). Any training costs that are not covered by central government are funded by the school that an apprentice is employed in.

## 2.5 Induction and Probation

Apprentices are subject to the same induction and probation processes as any other employee in your school. It is important to note that for most apprentices this is their first time in employment so a thorough induction programme is important.

Apprentice line managers are asked to identify a team member who can act as a mentor to the apprentice. A mentor is a more senior colleague, who can share their career-related experience with an apprentice, and provide regular guidance and encouragement to support their development.

More guidance about apprentice induction and the mentor's role is provided once an apprentice has been recruited.

## 2.6 Performance Management

Apprentices are subject to the same performance management measures as other employees. They undergo the same probation period and are required to take part in 1:1s with their manager/supervisor.

It is important to note that for a lot of apprentices their apprenticeship is their first full-time post in employment. Additional support and empathy for understanding this adjustment to work is sometimes required.

Apprentices should complete the normal appraisal process (or in the case of Health and Social Care have formal reviews at the end of their placements).

Raising Concerns at Work and Disciplinary procedures apply in the same way as with other employees.

Managers will need to record and monitor sickness in the same way as other employees.

## 2.7 Health and Safety

It is important to consider the health and safety requirements for the apprentice at the start of, and during, their employment with us. As you may be recruiting a young person aged under the age of 18, a special risk assessment should be completed that takes into account these responsibilities:

- to assess risks to all young people under 18 years of age, before they start work
- to ensure the risk assessment takes into account their psychological or physical immaturity, inexperience, and lack of awareness of existing or potential risks
- to introduce control measures to eliminate or minimise the risks, so far as is reasonably practicable

A risk assessment pro-forma is attached in Appendix 2, and should be signed and agreed by the Apprentice when they start work. You must take these specific factors into account:

- the fitting-out and layout of the workplace and the particular site where they will work;

- the nature of any physical, biological and chemical agents they will be exposed to, for how long and to what extent;
- what types of work equipment will be used and how this will be handled;
- how the work and processes involved are organised;
- the need to assess and provide health and safety training; and
- risks from the particular agents, processes and work.

The Health & Safety Executive provides useful additional information:

<http://www.hse.gov.uk/youngpeople/index.htm>

## 2.8 Child Protection

People under the age of 18 are legally classed as “vulnerable” and the Council should take this into account when recruiting them as apprentices. However this does not mean that every person coming into contact with the young person must have a CRB Disclosure.

A line manager or supervisor may require a CRB Disclosure in the following circumstances:

- Where the apprentice may be vulnerable (e.g. special needs, someone who has been in our looked after care)
- Where the apprentice is likely to be regularly alone with that adult as part of their work
- Where the placement has a residential component

Guidance will be provided by the Workforce Initiatives Manager.

## 3.0 Recruiting an Apprentice

See Appendix 1 for an overview of the process.

### 3.1 How do I establish a new apprentice post?

Contact Phoebe Dawson, Workforce Initiatives Manager to discuss the options and for advice on recruitment process and training options.

Once a job description has been finalised and a training provider sourced, the recruitment process is very similar to the standard process for other posts. A diagram describing the steps involved is included at the end of this document.

### 3.2 How are apprentices recruited?

Apprentice posts are advertised via our Jobs website, on the National Apprenticeship Service website, and through Connexions and Career Advisors in schools. The recruitment process is the same as with any post however there is often a need for an additional assessment stage if application numbers are high. For advice on assessment contact Phoebe Dawson, Workforce Initiatives Manager. The successful candidates from either the shortlisting and/or assessments will go through for interview.



Apprentice managers may find it useful to speak to a representative from the training provider prior to the interview in order to gain an understanding of the way the qualification is delivered, as candidates commonly ask questions about this at interview.

## 4.0 Training

The format of training varies, depending on the training provider's approach to delivering the Apprenticeship framework.

Apprentices spend no more than one day per week training, and often less, as their learning "on the job" is recognised as an important part of their development. They are given time off for their training as part of their contract though there is an expectation that some assignment work would be completed in their own time.

The NVQ element of all apprenticeship programmes requires collection of evidence. It is important that the manager/ supervisor understand what types of tasks/ work will help the apprentice in gathering this evidence. The manager may be asked to provide witness statements to support this.

## 5.0 Expectations of Managers and Apprentices

The following section outlines the expectations of managers and apprentices:

### Expectations of the Manager

- To provide an in depth induction to the apprentice
- To provide 1:1 monthly supervision in a confidential setting and record the discussion and outcomes.
- To complete initial risk assessment related to young person in the work place on or before the apprentices first day and carry out and record further risk assessments as required.
- Ensure the apprentice works to the Health and Safety of Young Persons Regulations 1997.
- Ensure the apprentice has appropriate protective clothing and equipment
- Conduct probation and review meetings
- To identify a mentor for the apprentice
- To monitor and record sickness and annual leave according to OCC policies
- To manage the performance of the apprentice
- To ensure that all staff in the team are aware of and understand the apprentice's role

#### *For Social and Health Care*

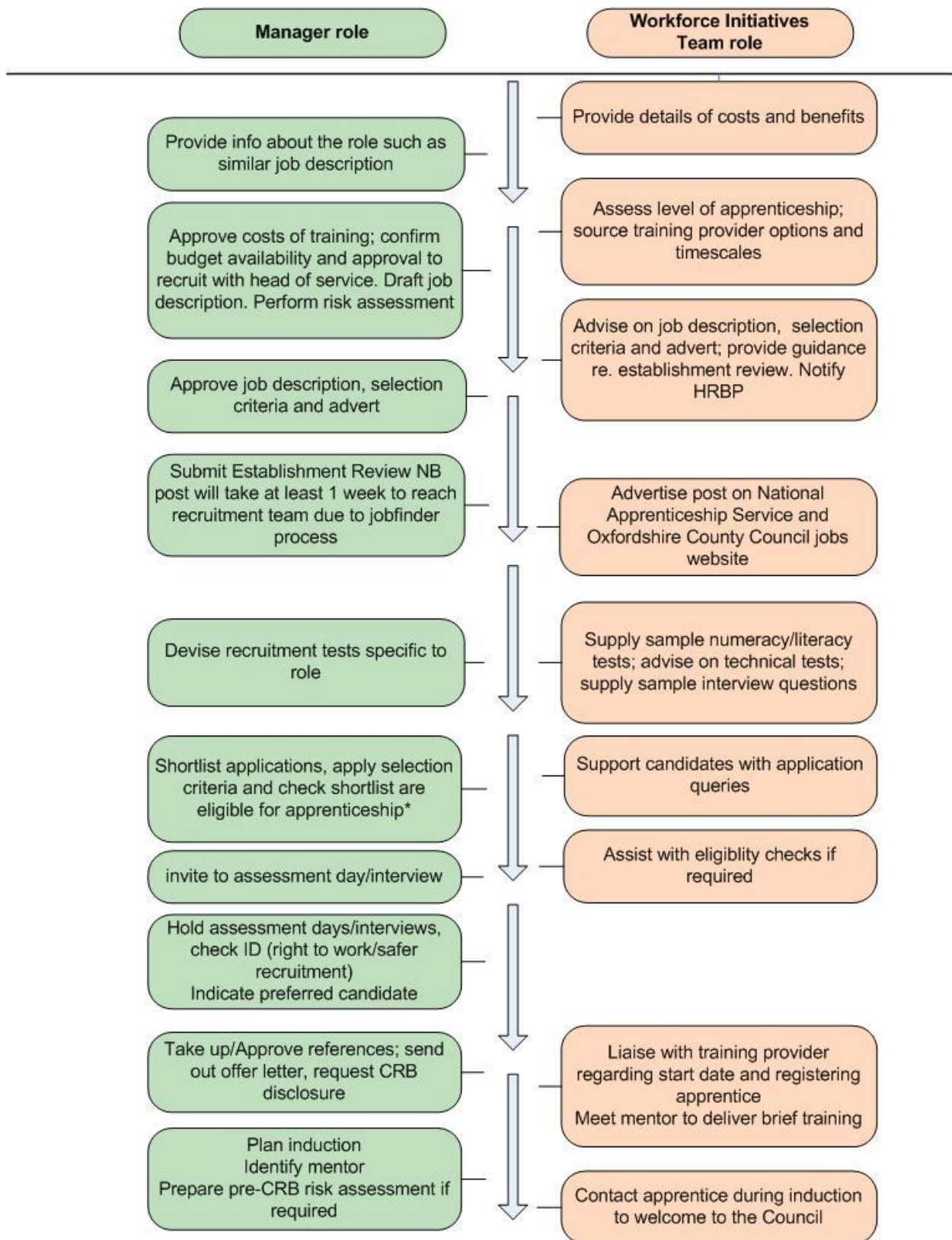
- To ensure the apprentice does not carry out any manual handling activity or personal care during the first 3 months of a placement and until training and risk assessments are completed. Medication and creams must not be administered.

### Expectations of the Apprentice

- To be punctual at all times
- To dress appropriately for work

- To take responsibility for personal safety, following all instructions and risk assessments
- To take direction from manager/ supervisor or other designated staff member
- To report sickness to manager/ supervisor in line with Council procedures
- To seek advice when unsure about carrying out a task you are unsure of/ haven't been trained to do or do not feel safe completing
- To behave in an appropriate way for the work place
- To complete the apprenticeship qualifications

## Appendix 1 Apprenticeship Recruitment Process for Schools



\* Due to funding restrictions, apprenticeships are not open to graduates or UK/European Economic Area nationals who have not been resident in the UK/EU for the last 3 years

**Appendix 2: Apprenticeship Risk Assessment Record**

<b>A. ACTIVITY/ PROCESS /OPERATION</b>	<b>Apprenticeship Risk Assessment for .....</b> As your recruit may be under the age of 18, please ensure the risk assessment takes into account their psychological or physical immaturity, inexperience, and lack of awareness of existing or potential risks	
<b>B. What are the Health &amp; Safety Hazards?<sup>1</sup></b>	<b>C. What risks do they pose and to whom?</b>	<b>D. What measures have been taken to reduce the risks?</b>
<b>Transport</b> (Getting to, from and during work etc.)		
<b>Activity(ies)</b> (List all activities taking place)		
<b>Environment</b> (Issue that will impact on activity, people, buildings etc)		
<b>Group or Individual Management</b> (Behaviour, special needs, medication management, 'free time' etc)		

<sup>1</sup>You must take the following into account:

- the fitting-out and layout of the workplace and the particular site where they will work;
- the nature of any physical, biological and chemical agents they will be exposed to, for how long and to what extent;
- what types of work equipment will be used and how this will be handled;
- how the work and processes involved are organised;
- the need to assess and provide health and safety training; and
- risks from the particular agents, processes and work.

<b>Other</b> (Are there any other Risks that need to be addressed?)					
<b>Outline below any emergency plan relating to your Risk Assessment above</b> (if applicable)					
<b>Have all the risks been reduced to an acceptable operational level?</b>			<b>Yes</b>		<b>No</b>
<b>Please list any Personal Protective Equipment required for this role:</b>					

<b>Name of supervisor completing assessment</b>		<b>Job Title</b>		<b>Date</b>	
Apprentice declaration: I agree that I have had the Health and Safety risks detailed in this form explained to me by my supervisor, and I understand I share responsibility for following the measures detailed in column D to reduce these risks.					
<b>Apprentice signature</b>		<b>Role</b>		<b>Date</b>	

