

**Meeting the Public Sector Apprenticeship Target  
1 April 2017 – 31 March 2018**

<b>Figure A: The number of employees whose employment in England by the body began in the reporting period in question.</b>
101
<b>Figure B: The number of apprentices who began to work for the body in that period and whose apprenticeship agreements also began in that period.</b>
<ul style="list-style-type: none"> <li>This includes employees who were already working for the body before beginning the apprenticeship, as well as new apprentices hires.</li> </ul>
3 (3 males)
<b>Figure C: The number of employees employed in England that the body has at the end of that period.</b>
519
<b>Figure D: The number of apprentices who work for the body at the end of that period.</b>
6 (5 male and 1 female)
Public bodies are also required to provide two percentages in order to give context to the other figures. These percentages do not reflect the progress a public body has made towards the target:
<b>Figure E: Figure B expressed as a percentage of figure A.</b>
2.97%
<b>Figure F: Figure D expressed as a percentage of figure C.</b>
1.16%
If the public body is in their first reporting period they must also provide:
<b>Figure G: The number of apprentices who worked for the body immediately before that period.</b>
3 (3 males)
In addition, the Apprenticeship Activity Return (Return Section 2) requires public bodies to send the following figures, which will help identify their progress towards meeting the target, to the Department for Education. Public bodies could also consider providing these figures in the Data Protection.
<b>Figure H: Headcount on the day before the first day of each reporting period in the target period</b>
514
<b>Figure I: Figure B expressed as a percentage of figure H.</b>
0.58%

1. Return Section 2 – Apprenticeship Activity Return

The Apprenticeship Activity Return includes both information on a body’s progress against the target and information to assess actions taken towards, and challenges faced in, meeting the targets.

The return includes quantitative and qualitative elements:

<b>QUANTITATIVE</b>
<b>Headcount on the day before the first day of each reporting period in the target period; and</b>
514
<b>Figure B in Return Section 1 (the number of apprentices who began to work for the body in the reporting period in question and whose apprenticeship agreements also began in that period), expressed as a percentage of headcount on the day before the first day of the reporting period in question. (This will enable the Government to assess the progress a body has made towards meeting the target).</b>
0.58%
<b>QUALITATIVE</b>
<b>Action that the body has taken to meet their apprenticeship target (i.e. how it has “had regard”)</b>
<ul style="list-style-type: none"> <li>Publicised the Apprenticeship team at Senior Management Level and through internal publications.</li> <li>Allocated an officer to promote and advise managers on the Apprenticeship Scheme.</li> <li>Put in place an Apprenticeship Policy and supporting toolkit for managers.</li> <li>Introduced discussions on apprentices during restructuring processes.</li> <li>Considered ways in which to allocate the levy to existing staff members as part of a longer term plan for the Apprenticeship scheme.</li> </ul>
<b>If the target has not been met then specific further evidence may be required. This may include an explanation of why the target was not met, actions the body has taken to overcome the challenges it has faced and/or mitigating factors which demonstrate the body’s commitment to apprenticeships.</b>
<ul style="list-style-type: none"> <li>Charnwood Borough Council is interested in developing apprenticeships but is awaiting the publication of new standards and training providers for a number of occupational areas including Planning and Pest Control.</li> <li>The Council is considering ways in which to develop existing staff members by utilising the levy funding. The requirement for 20% of time on off the job training is a significant barrier for some existing members of staff to be able to sign up for training</li> </ul>
<b>Information about action the body proposes to take to meet their future apprenticeship targets: and</b>
<ul style="list-style-type: none"> <li>The Council will proactively endeavour to work towards the target in future and is currently considering new apprenticeship opportunities, alongside degree and master’s degree training for existing staff members.</li> <li>The officer allocated to managing the Apprenticeship Scheme is currently in discussions with managers to develop apprentices in a wide range of service</li> </ul>

areas. This includes apprentices where new standards are under development.

**If the body considers that a future target is not likely to be met, an explanation of why that is so.**

- Whilst we expect the numbers of apprentices to increase, the opportunity for the Council to achieve the target level will continue to be restricted by the unavailability of developed standards in key areas.
- The high cost of accessing training through the apprenticeship levy route may also be a barrier to achieving the target in the future. For example, it is anticipated that the Town Planning Apprenticeship Degree will cost £27,000 through the levy. However, a higher level MSC in Planning over the same period of three years would only cost £6250 if accessed directly through the University outside of the levy.