

1. Return Section 1 – Data Publication – 1 April 2018 – 31 March 2019

The Data Publication includes several figures which will enable the Government and the public to understand each body's headcount and the number of apprentices they employ, and then use that information to assess the progress a body has made towards meeting the target. The figures outlined in Section 1 will be published as outlined at paragraph 3.

Figure A: The number of employees whose employment in England by the body began in the reporting period in question.

83

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.

- This includes employees who were already working for the body before beginning the apprenticeship, as well as new apprentices hires.

8

Figure C: The number of employees employed in England that the body has at the end of that period.

518

Figure D: The number of apprentices who work for the body at the end of that period.

11

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:

Figure E: Figure B expressed as a percentage of figure A.

9.64%

Figure F: Figure D expressed as a percentage of figure C.

2.12%

If the public body is in their first reporting period they must also provide:

Figure G: The number of apprentices who worked for the body immediately before that period.

6

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.

Figure H: Headcount on the day before the first day of each reporting period in the target period

518

Figure I: Figure B expressed as a percentage of figure H.
1.54%

2. 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:

QUANTITATIVE
Headcount on the day before the first day of each reporting period in the target period; and
518
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).
1.54%
QUALITATIVE
Action that the body has taken to meet their apprenticeship target (i.e. how it has "had regard")
<ul style="list-style-type: none">• The number of new recruits to apprenticeship posts has increased since the last reporting period.• The majority of enrolled apprentices have been recruited from existing staff. This has been possible due to the range of standards increasing.
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.
<ul style="list-style-type: none">• The main challenges have been around waiting for new standards to be developed e.g. Planning.• Additionally, a lack of training providers for standards developed e.g. Pest Control Operative, has impacted upon the opportunities to undertake apprenticeship training
Information about action the body proposes to take to meet their future apprenticeship targets: and
<ul style="list-style-type: none">• We have a number of new apprenticeship starts already planned for 2019/20, with a mix of external and internal individuals being placed on the scheme. We hope to be able to meet our annual target for starts next year.
If the body considers that a future target is not likely to be met, an explanation of why that is so.
<ul style="list-style-type: none">• It is anticipated that the future target will be met.