

Top 10 Actions to Achieve Maximum Apprenticeship Levy Spend

Discussion Draft 1, 20th February 2019

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| <p>1. Senior Leader Target Setting and Monitoring Break down levy data by service area - including contribution and spend to date. Share with ELM. Each Service Director to agree apprenticeship recruitment performance targets against workforce development plan that are monitored and reported back to ELM on a fortnightly basis. Introduce apprenticeship recruitment expectations through My Perform appraisal process.</p> |
| <p>2. Manager Training Develop a support and training programme and resources for potential managers of apprentices, so they can understand the benefits of apprenticeships and also provide effective support for all apprenticeships in their team</p> |
| <p>3. Reconfigure Learning and Development Programmes as Apprenticeships Explore options for reconfiguring planned L&D programmes that can be fully costed as apprenticeships</p> |
| <p>4. Apprenticeship Requests Develop and publish a BCC protocol and process for handling and approving apprenticeship requests</p> |
| <p>5. Job Application Process Develop and implement a new BCC application process so that ALL jobs being approved and advertised are apprenticeship positions by default – with an initial focus on hard to reach roles and skills gaps (based on NHS model)</p> |
| <p>6. HR Resourcing Develop clear written guidance for embedding apprenticeship promotion into the day to day work of the HR Resourcing Team – implement, monitor, review</p> |
| <p>7. Raise Apprenticeship Profile Maintain a high profile for apprenticeships in BCC through regular promotion and information across all communication channels</p> |
| <p>8. Apprenticeship Ambassadors All third tier managers to nominate at least one apprenticeship ambassador to help spread the work about apprenticeship opportunities and support others to get involved</p> |
| <p>9. Promotion of new apprenticeship job roles Promote apprenticeships on the BCC recruitment website</p> |
| <p>10. School Apprenticeships Share apprenticeship levy contributions and spend to date. Share with school leaders. Agree targets that are reported back on a regular basis through relevant communication channels.</p> |