

**Action Plan for the delivery of the Work Experience and Apprenticeship Programme for Nottinghamshire County Council's Looked after Children and Care Leavers October 2018 – April 2021**

- Aims:**
- 1. To deliver on NCC's responsibilities as Corporate Parent**
  - 2. To increase the accessibility of Apprenticeships to Looked After Young People (LAYP) and Care Leavers (CL)**
  - 3. To increase the work readiness, career opportunities and socio-economic potential of LAYP and CL**
  - 4. To provide pathways into training, employment or further education for those most vulnerable of NEET (Not in Education, Employment or Training) status**

**1. To deliver on NCC's responsibilities as Corporate Parent**

<b>Actions</b>	<b>Responsibility</b>	<b>Timescale</b>	<b>Desired Outcome</b>	<b>Update/Progress</b>
Engage with managers across the authority to identify work experience and apprenticeship opportunities for NCC LAC/CL	Human Resources, Workforce and Organisational Development (HR,WOD) team NCC staff	November 2018 – onwards and continuing	Increased number of opportunities available for work experience and apprenticeships  Managers aware of the corporate parent commitment	
Prioritise the transfer of the Apprenticeship Levy to local businesses committed to employing Care Leavers in apprenticeships	HR,WOD team	April 2019	Increased capacity within local businesses to offer an apprenticeship	Consider the transfer of Levy funds to an Apprenticeship Training Agency for the facilitation of Care Leaver Apprenticeships across all professions
Identify funding for the employment costs for Care Leavers wanting to undertake Apprenticeships with the authority	HR,WOD team and CFS	April 2019	Employment costs for the increased numbers of Apprenticeships can be met from the centrally held budget	

## 2. To increase the accessibility of Apprenticeships to Looked After Young People (LAYP) and Care Leavers (CL)

Actions	Responsibility	Timescale	Desired Outcome	Update/Progress
<p>Improve the promotion and attraction of apprenticeships as career choices to LAYP and Care Leavers</p> <p>Production of promotional materials aimed at LAYP/CL</p>	HR,WOD team	<p>January 2019</p> <p>December 2019</p>	LAYP and CL are more aware of their options and are more likely to consider an apprenticeship as a route through their chosen career	
To identify LAYP/CL at application stage to prioritise shortlisting for apprenticeships	HR,WOD team Recruitment Team	September 2017	More LAYP/CL are shortlisted and identified without having to disclose this information at interview	<p>Already in place on supernumerary apprenticeship application form</p> <p>Ensuring Recruiting Managers are aware of LAC/CL applicants</p>
Work with CL Personal Advisors to identify individual career aspirations and potential apprenticeship opportunities	HR,WOD team CL Personal Advisors	January 2019	CL will be able to secure jobs/apprenticeships in their chosen profession	
<p>Develop an agreement with local Universities to offer Degree Level Apprenticeships to NCC Care Leavers</p> <p>(NTU, Nottingham University, Sheffield Hallam, Derby, Lincoln, Leicester)</p>	HR,WOD team Local Universities	January 2019 (ready for Autumn 2019 enrolment)	Where CL want to attend University, a degree level apprenticeship may offer an alternative route	

### 3. To increase the work readiness, career opportunities and socio-economic potential of LAYP and CL

Actions	Responsibility	Timescale	Desired Outcome	Update/Progress
Develop, implement and embed a diverse work experience programme that offers opportunities to LAYP	HR,WOD team Virtual Schools	July 2018	LAYP have increased awareness and understanding of the types of jobs offered by the council and are prepared to enter the work place	First cohort of Year 8 LAYP attending introduction day July 2018.  Second Cohort planned for July 2019  Year 9 work experience days being planned for summer term 2019
Provide additional support and development opportunities to increase retention rates in Apprenticeships and provide sustainable jobs for LAYP and CL.	HR,WOD team Personal Advisors Line Managers	September 2017 - onwards	More LAYP and CL successfully complete their apprenticeships  Line managers/members of the team are aware of support needs and can offer additional support  Coaching offer will be extended to all LAYP/CL undertaking apprenticeships within the Council	First cohort of LAYP/CL appointed September 2017  Second cohort of LAYP/CL appointed October 2018
Provide additional support for LAYP (aged 16 – 18) and CL aged 19 – 24 in line with Government funding criteria	HR,WOD team	October 2018 - onwards	The allocation of funds are readily available to support LAYP/CL in their apprenticeship and will support the successful completion of the apprenticeship	Funding rules changed August 2018 to provide additional funding for CL. October 2018 cohort will be the first to access this funding

Provide opportunities for LAYP and CL to access Apprenticeships in local businesses in order to develop skills in their chosen career path	HR,WOD team Personal Advisors Economic Development	April 2019	LAYP/CL will be able to secure apprenticeships in their chosen profession	
<b>4. To provide pathways into training, employment or further education for those most vulnerable of NEET status</b>				
<b>Actions</b>	<b>Responsibility</b>	<b>Timescale</b>	<b>Desired Outcome</b>	<b>Update/Progress</b>
Partner with a learning provider to design traineeships and work ready programmes for LAYP and CL who are not Apprenticeship ready	HR,WOD team Virtual School Local training providers	September 2017 - onwards	LAYP/CL less likely to end up NEET  Programmes designed to develop LAYP/CL skills, knowledge and behaviours needed for the workplace	First cohort were supported by Futures
Work with training providers to identify additional needs and offer appropriate support, that includes offering apprenticeships over a longer period of time and appropriate use of the additional funding available	HR,WOD team	October 2018 - onwards	Procurement activities reflect the needs of LAYP/CL and Apprenticeship contracts are set accordingly  More LAYP/CL are supported appropriately to successfully complete their apprenticeship	First procurement of training provider identifies the requirement to deliver apprenticeships to CL