

Dear

Further to your recent Freedom of Information request below, I am writing to you to provide you with our response:

1. Total number of apprentices employed by you?

There are 92 apprentices employed by NCC and its maintained schools. This figure includes 17 existing apprentices that are employed directly with Futures Training Agency under previous arrangements.

2a. List of job description(s) / job role(s) being carried out by apprentices

*Business Support Apprentices – Business Support Assistants/Welfare Rights Officer
Teaching Assistant Apprentices – Teaching Assistants
Supporting Teaching and Learning in PE and School Support – Teaching Assistants
Infrastructure Technician Apprentice
Children’s and Young People’s Workforce/Early Years Educator Apprentice – School
Support
Facilities Services Apprentice – School caretaker
Assistant Accountant Apprentice – Finance Assistant
Team Leader/Supervisor – Business Support Officer/Senior Advisor
Associate Project Manager – Team Leader/Business Partner/Technical Support and Build
Officer
Chartered Manager Degree – Team Leader
Software Developer – Technical Support and Build Officer
Public Service Operational Delivery – Customer Service Assistant/Adviser
Professional Management Consultant – Business Partner
Customer Service – Customer Advisor
Youth Work Apprentice – Youth Worker
Health and Social Care – Community Care Officer
HR Consultant – School Business Manager
IT, Software Web & Telecoms – Business Support
Landscape Maintenance*

2b. The total number of apprentice(s) appointed in each role (listed in the answer to 2a)

There are:

*Business Support Apprentices – Business Support Assistants/Welfare Rights Officer - 32
Teaching Assistant Apprentices – Teaching Assistants - 27
Supporting Teaching and Learning in PE and School Support – Teaching Assistants - 4
Infrastructure Technician Apprentice - 1
Children’s and Young People’s Workforce/Early Years Educator Apprentice – School
Support - 1
Facilities Services Apprentice – School caretaker - 1
Assistant Accountant Apprentice – Finance Assistant - 1
Team Leader/Supervisor – Business Support Officer/Senior Advisor - 3
Associate Project Manager – Team Leader/Business Partner/Technical Support and Build
Officer - 2*

Chartered Manager Degree – Team Leader - 2
Software Developer – Technical Support and Build Officer/Software Designer - 3
Public Service Operational Delivery – Customer Service Assistant/Adviser - 2
Professional Management Consultant – Business Partner - 1
Customer Service – Customer Advisor - 3
Youth Work Apprentice – Youth Worker - 5
Health and Social Care – Community Care Officer - 1
HR Consultant – School Business Manager -1
IT, Software Web & Telecoms – Business Support - 1
Landscape Maintenance - 1

2c. For newly recruited apprentices– what is the apprentice rate of pay (per hour) for each of the listed job descriptions/job roles?

Individuals on Apprenticeship placements are paid at the National age related Minimum Wage. Existing employees undertaking an apprenticeship qualification are paid at their contractual grade and individuals appointed as apprentices into established posts are paid at the evaluated rate for the job.

3. Are apprentices on the same terms and conditions as your permanent employees?

Yes

4. Traineeships are positions offered by employers to those aged 16-24 who are considered 'not ready' to take up an apprenticeship or job. Such positions last between 16 weeks and 6 months. Does your organisation offer traineeships?

No

4b. If your organisation offers traineeships, do you pay them? Yes / No

Not applicable.

5. What is the apprenticeship completion rate in your organisation in 2016/17?

Apprentices were not directly employed by Nottinghamshire County Council until after the implementation of the Apprenticeship Levy in April 2017.

6. Do apprentices have a guarantee of a job at the end of the scheme?

Yes, if appointed against an established post or undertaking an in post apprenticeship.

7. In order to meet the organisation's target for new apprenticeship starts for 2017/18, what proportion of new starts have come from: (a) Recruitment of new apprentices from external sources (including training providers); (b) Transfer of existing staff to the apprentice programme; (c) Other (Please specify)

Recruitment of new apprentices: 48 (52%)

Existing staff: 27 (29%)

In addition to 2017/18 new starters we retain some apprentices employed by Futures: 17 (19%)

- 8. In order to meet the organisation's target for new apprenticeship starts, have you reduced recruitment of staff who are not apprentices?**

We are recruiting some apprenticeships against established posts.

- 9. In order to meet the organisation's target for new apprenticeship starts, have you opted not to replace non-apprentice staff when they have left?**

As above.

I hope the above is of use to you; however, if you wish to raise any concerns about the way your request was dealt with, then please write to the Team Manager, Complaints and Information, County Hall, West Bridgford, Nottingham, NG2 7QP or e-mail foi@nottscc.gov.uk quoting the reference number above.

Following this, if you remain dissatisfied, you can ask the Information Commissioner to review your request. However, the Information Commissioner cannot normally make a decision unless you have exhausted the procedure provided by the Council. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113 or 01625 54 57 45
www.ico.org.uk