

SERVICE UPDATE

<u>Name of Service:</u>	People and Organisation, Resources
<u>Date:</u>	12 November 2019
<u>Title of Update:</u>	Progress Update on Developing the Young Workforce including apprenticeships
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UPDATE:

At the meeting of the Audit Risk and Scrutiny Committee on 26 June 2019, Members requested information regarding the council's apprenticeship programme including numbers and gender breakdown.

As part of the Council's commitment to the Developing the Young Workforce agenda and our preparation for assessment for the Employer Accreditation Investors in Young People (IYYP) – Silver level in March 2020, an action plan has been developed which includes a range of initiatives as follows:

Apprenticeship Programme

An Apprenticeship programme has been developed which includes Foundation, Modern and Graduate apprenticeships across a range of job roles and areas. It is intended that as we develop our apprenticeship offering, this will provide career pathways and succession planning opportunities to our existing workforce whilst at the same time, providing talent pipelines for our workforce of the future.

Foundation Apprenticeships (FAs)

FAs are opportunities for secondary school pupils in S5 and S6 to gain work experience and access work-based learning whilst still at school.

From September 2019, for the first time, we are supporting 32 pupils from Aberdeen City Schools to undertake placements as part of their Foundation Apprenticeship in areas across the council including Early Years, Social Care, Digital and IT, Accountancy, People & Organisation and External Communications. This is one day per week as part of their S5/S6 timetable and each FA has a mentor to supervise their placement and provide support and guidance throughout. As part of the programme, FAs will be invited to a series of events and workshops facilitated by the People & Organisation team to discuss the range of jobs and careers available within the council, focusing

on our areas of growth and demand; pathways into these roles, as well as cv / application skills and interview skills and preparation for work.

Modern Apprenticeships (MAs)

MAs offer young people aged 16-24 an opportunity to undertake an apprenticeship which combines learning with on the job experience, whilst earning a salary.

For many years, we have run a very successful Modern Apprenticeship programme within Building Services for craft roles (joiner, plumber, electrician, blacksmith, lift engineer). These are four-year programmes.

This year, for the first time, we have developed an additional corporate programme to expand the offering of MAs beyond craft roles. This involved running a very successful external recruitment campaign, including drop in sessions at the central library, which resulted in over 100 applications to target young people aged 16-24 (the age range eligible for funding as part of the Scottish Government programme).

The campaign has resulted in offers being made to 18 candidates to undertake 12-month Modern Apprenticeships in a range of areas across the organisation including Early Years, Social Care, Housing, Customer Service and Business Admin.

Graduate Apprenticeships (GAs)

Graduate Apprenticeships provide an opportunity for individuals to undertake a paid role within an organisation, whilst at the same time, undertaking a recognised under-graduate degree with a university.

Rather than specifically as a young workforce initiative, we have offered GA opportunities within specific clusters to existing employees, or across the organisation, targeting employees who are seeking an opportunity to gain a degree to support their development and career progression.

In September 2018, for the first time we supported 4 graduate apprenticeships and partnered with RGU as follows:

- 3 x BSc (Hons) IT Management for Business
- 1 x BA (Hons) Business Management

From September 2019, we are supporting a further 11 graduate apprenticeships all partnered with RGU as follows:

- 3 x BA (Hons) Accountancy
- 2 x BA (Hons) Business Management
- 1 x BSc (Hons) Construction: Built Environment
- 1 x BSc (Hons) Data Science
- 2 x BSc (Hons) IT Management for Business

2 x BEng (Hons) Civil Engineering (partnering with University of Dundee)

It has recently been confirmed by the Robert Gordon University that the Council is currently the **largest employer** of Graduate Apprenticeships in the region for academic year 2019 /20.

A question was asked at Committee about the numbers of apprenticeships in place and the gender breakdown of apprentices. This is set out at Appendix 1.

Career Ready Programme

The Career Ready Programme links school pupils in S5 and S6 with employers to develop their understanding of careers and the right attitudes and professional skills needed to gain employment. The programme also provides an opportunity for employees to develop mentoring skills and support young people into positive destinations.

Aberdeen City Council continues to support the Career Ready Programme. In 2018, 13 Aberdeen City Council employees took on the role of Mentor and were matched with an S5 student from a local secondary school. Their role is to mentor and support their student throughout their S5 year and to develop a four-week internship for their student in July 19. Each mentor will continue their mentoring relationships throughout the students S6 year and beyond.

The 2019 Career Ready intake has gone from strength to strength with a further 16 Aberdeen City Council employees taking on the role of Mentor. They have now been matched with students and are about to commence their mentoring journey.

A Mentoring network for Council Mentors is about to be established so that experienced Mentors and new Mentors can meet together to share experience.

The programme provides a great opportunity to promote the Council as an employer of choice with the wide range of jobs and career opportunities available as well as the range of pathways available to young people to access these opportunities. In particular, focus will be placed on growth areas and areas of sustained demand such as early years, teaching and social care, for example.

Young Employee Network

We have established a Young Employee Network, facilitated by colleagues within People & Organisation and with representation from employees aged 16-24, across the organisation.

The purpose of the network is to gather views from young employees on their employment experience, and to involve them in the development of key initiatives across the organisation.

The network has just been established and we continue to promote the opportunity to our younger workforce to join and become involved.

Guaranteed Interview Scheme

The Council has offered a guaranteed interview scheme under the Disability Confident Scheme for over 20 years to those candidates that consider themselves to have a disability under the Equality Act.

In September 2019, the scheme has been expanded to allow for proactive and positive action for other disadvantaged or under-represented groups. This includes:

- Young People aged 16-24 applying for apprenticeships (not including craft apprenticeships) resident within the Aberdeen City boundary or having attended a secondary school within Aberdeen City.
- As part of our Corporate Parenting commitments - Looked after young people, those that are in continuing care or are a care leaver up to age 26 applying for apprenticeships (including craft apprenticeships)
- “New Scots” aged 16-25 applying for apprenticeships (including craft apprenticeships). For the purposes of this proposal, only those eligible to work e.g. those with refugee status or who have approval from the Home Office to work in the UK (either in all roles, or in shortage occupations), will be able to apply for jobs via the guaranteed interview scheme (dependent on their rights and the role they are applying for).
- Young people who have undertaken a foundation apprenticeship placement with the Council, up to a maximum of two years ago, applying for modern apprenticeships (including craft apprenticeships for those who undertook relevant placements)

These applicants will be required to meet the minimum job requirements for the specific role, in the same manner that applicants with a disability are when applying for roles under the existing guaranteed interview scheme.

Internships - Care Experienced Young People

Work is progressing with a short-term project group from Integrated Children and Family Services, City Growth and People & Organisation to develop an Internship programme designed to provide opportunities for Care Experienced Young People. This aligns with the Local Outcome Improvement Plan’s commitments as corporate parents as set out in the Prosperous People section.

On completion of the internship, candidates will be able to consider a range of pathways including support to apply for Apprenticeships or entry level council vacancies.

Links to Schools, Colleges and Universities

The Council has signed up to the DYW North East Flagship Partnership with Harlaw Academy and have agreed a programme of activity to involve Harlaw pupils from Harlaw in employment and careers related events and opportunities to continue to develop links with the Council.

We regularly attend and participate in jobs and career related events at schools across the city, colleges and universities.

Mentoring Support to Managers

There are a number of managers across the organisation mentoring young people in some capacity, whether that is as part of the Career Ready Programme or via a Foundation or Modern Apprenticeships. We are developing support for managers to undertake these roles in the form of training, guidance and a network to share best practice.

**Apprenticeships 2019
(Numbers and by gender)**

Foundation Apprenticeships

Total placements for Foundation Apprenticeship students for 2019/20 – **32**
(24 Female, 8 Male)

Modern Apprenticeships (Craft roles)

Total Modern Apprenticeships (Craft roles) - **54**
(3 female and 51 male)

Modern Apprenticeships (Corporate)

Total Modern Apprenticeships (excluding craft roles) 2019 to date – **18**
(15 female, 3 male)

Graduate Apprenticeships

Total Graduate Apprenticeships – **15**
(7 female and 8 male)