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<b>Report To:</b>	<b>Regeneration Committee</b>	<b>Date:</b>	<b>12<sup>th</sup> May 2011</b>
<b>Report By:</b>	<b>Corporate Director - Regeneration &amp; Environment</b>	<b>Report No:</b>	<b>RC/11/05/01/SJ/SL</b>
<b>Contact Officer:</b>	<b>Stuart Jamieson</b>	<b>Contact No:</b>	<b>01475 712401</b>
<b>Subject:</b>	<b>Modern Apprenticeships – Additional Placements</b>		

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## **1.0 PURPOSE**

- 1.1 The purpose of this report is to update and seek authority from the Regeneration Committee on the opportunity to extend the current Inverclyde Council Modern Apprenticeship training programme.

## **2.0 SUMMARY**

- 2.1 Since 1998, Inverclyde Council has delivered a successful MA programme on an annual contract with Skills Development Scotland.
- 2.2 Inverclyde Council has recently received notification of award for the 2011-2012 programme, incorporating 12 new starts over and above the existing participants.
- 2.3 Skills Development Scotland have issued a tender notification offering the opportunity to increase the volume and value of contracts through recruiting additional MA's, the closing date for returned bids is Monday 18<sup>th</sup> April.
- 2.4 The Workforce Development Team Leader and the Training Programme Co-ordinator have identified that they could sustain and manage a further additional 12 MA placements in a range of occupational areas and the tender has been submitted on this basis.
- 2.5 The programme requires a wage to be paid however the tender proposal will not place any additional financial burden on Inverclyde Council as the team will target external organisations and companies to host the employees.
- 2.6 The Training Programme Co-ordinator will ensure that finance and performance targets are met, including appropriate skills and learning for all participants in compliance with Skills Development Scotland requirements.

## **3.0 RECOMMENDATIONS**

- 3.1 That the Regeneration Committee note the successful delivery of Inverclyde Council MA programme.
- 3.2 The Committee endorse the tender submission in potentially providing additional opportunities by seeking the support of external companies in providing placements and delegate authority to the Corporate Director – Regeneration and Environment to accept and manage the potential contract for additional MA places.

Aubrey Fawcett  
Corporate Director – Regeneration and Environment

## 4.0 BACKGROUND

- 4.1 Inverclyde Council has delivered a range of training programmes for young people since 1998, incorporating Modern Apprentice, Skillseekers and Get Ready for Work.
- 4.2 Inverclyde Council consistently outperforms other providers in completion rates and positive outcomes.
- 4.3 The Training Programme Co-ordinator has worked successfully with a number of Council Departments to secure placements for young people, a list of participating departments is included at appendix 1.
- 4.4 Skills Development Scotland is the agency responsible for managing the National Training Programmes. In March 2011, Skills Development Scotland issued a notice to tender on <http://www.publiccontractsscotland.gov.uk/>, inviting organisations to bid for additional MA opportunities.
- 4.5 There are a range of occupational opportunities available for the provision of additional MA's as listed at appendix 2.
- 4.6 The priority age group for participants is those aged 20-24 and unemployed.
- 4.7 If successful in securing additional placements, Inverclyde Council will work with appropriate local employers to identify and secure opportunities. The Training Programme Co-ordinator will manage all aspects of the individuals' training and offer advice to the employer on all aspects of recruitment and selection.

## 5.0 FINANCE

- 5.1 There are a range of contribution rates and these vary with the occupational area, as per appendix 2. Inverclyde Council will draw down this finance to fund appropriate training for the participants and ensure they complete the programme with the appropriate qualifications to equip them in the labour market.
- 5.2 Skills Development Scotland have also offered up to £2,000 for employers as part of a recruitment incentive package.
- 5.3 Financial Implications – One off Costs

Cost Centre	Budget Heading	Budget Year	Proposed Spend this Report	Virement From	Other Comments
n/a					

### Financial Implications – Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments

## 6.0 CONSULTATIONS

- 6.1 The MA Training Programme is embedded within the Local Authority and consultations include HR and all Departments.

2011/2012

RESIDUAL SKILLSEEKERS & MODERN APPRENTICES

Service	Level 2	Level 3	Occupational Area
Chief Executive's Office		1	Business Admin
Regeneration & Planning		1	Business Admin
Building Services Unit	1	3	Business Admin Apprentice Electrician (1) Apprentice Joiners (2 Adopt an Apprentice)
Finance		1	Trainee Accountant
HR		2	Business Admin
Education & Communities	1		Business Admin
Environmental Services	1	2	Business Admin Apprentice Motor Mechanic Apprentice Gardener/Arborist
Legal	1		Business Admin
Contact Centre		1	Business Admin - t/f to permanent post.
Community Health & Care Partnership: Inverclyde Centre	1		Business Admin
River Clyde Homes		6	Construction Apprentices; Plumbers/Joiners & Plasterers
Graham Construction		4	Construction; Apprentice Joiners
Inverclyde Leisure Trust	3		Sport & Leisure Skillseeker Trainees

<b>Continued/...</b>			
<b>Vacancies to fill from 2011/2012 Contract</b>			
<b>Agreed:-</b>			
<b>Education &amp; Communities; Psychological Services</b>	<b>1</b>		<b>Business Admin</b>
<b>Inverclyde Leisure Trust; Greenock Town Hall</b>	<b>1</b>		<b>Business Admin</b>
<b>Legal</b>	<b>1</b>		<b>Business Admin (replacement trainee)</b>
<b>Services to be sourced re balance of new SDS contract</b>			
	<b>1</b>	<b>2</b>	<b>Business Admin</b>
	<b>*3</b>	<b>*3</b>	<b>Customer Service</b>

\* Once SDS contract has been activated, virement can take place at a later date, if required.

**Training programme capacity: 40 + 1 Trainee Accountant**

Irene Black  
Regeneration & Planning Service  
5<sup>th</sup> April 2011  
2011/2012 SDS contract

**Modern Apprenticeship Contribution Table 2010-11 for 20+ Age Group**  
**Contribution Rates for those aged 20+ (2011-12)**

**APPENDIX 2**

<b>Sector</b>	<b>Supported MA Frameworks</b>	<b>MA Level 2</b>	<b>MA Level 3</b>
Automotive	Vehicle Maintenance and Repair	£1,550	£3,500
	Automotive Glazing (part of Glass Industry Occupations)	£1,550	
	Vehicle Fitting	£1,550	
	Vehicle Parts Operations		£2,500
	Management		£2,500
Construction	Construction	£1,550	£3,500
	Electrical		£3,500
	Plumbing		£3,500
	Gas	£1,550	£3,500
	Water Industries		£3,500
	Heating and Ventilation	£1,550	£3,500
	Extractive and Mineral Processing	£1,550	£3,500
	Management		£2,500
Creative Industries	Creative		£3,000
	IT Professional		£3,000
	Management		£2,500
Energy	Energy		£4,500
	Customer Service	£500	£1,000
	IT Professional		£3,000
	Management		£2,500
Engineering	Engineering		£4,500
	Landbased Service Engineering	£1,550	£3,500
	IT Professional		£3,000
	Management		£2,500
Financial Services	Providing Financial Services	£1,550	£2,500
	Retail Financial Services	£1,550	£2,500
	Customer Service	£500	£1,000
	IT Professional		£3,000
	Management		£2,500
Food and Drink	Food Manufacture	£1,550	£3,000
	Agriculture	£1,550	£3,000
	Aquaculture		£3,000
	Management		£2,500
	Customer Service (Spirit Industry)		£1,000
Hospitality and Tourism	Hospitality	£1,550	£3,000
	Management		£2,500
Life Sciences	Life Sciences	£1,550	£4,500
	IT Professional		£3,000
	Management		£2,500
Transport and Logistics	Driving Goods Vehicles		£3,000
	Storage and Warehousing	£1,000	£2,500
	Traffic Office		£2,500
	IT Professional		£3,000
	Management		£2,500