**Enfield Council Apprenticeship Policy**

The London Borough of Enfield has a strong history of supporting Apprentices into our workforce. We value the skills and diversity that they bring, from all parts of the Borough. We want to ensure that this continues to grow and increase the knowledge of our workforce, and how we deliver services to the local residents.

**This policy is only for Corporately employed Apprentices and should not be used for those employed by schools who have their own policies and procedures**

**Enfield Apprenticeship Aims**

* To recruit and train committed individuals who will deliver a high-quality service to Enfield residents
* To use apprenticeship standards to enable current staff to increase their knowledge and gain qualifications to deliver Enfield Councils objectives
* To create apprenticeships in roles that are hard to recruit to, creating a long-term pipeline of talent for Enfield.
* To promote apprenticeship vacancies to Enfield residents, especially under-represented groups including Special Educational Needs (SEN), Looked After Children (LAC), Black and Minority Ethnic (BME) as well as supporting existing programmes e.g. Woman in To Leadership
* To commission the highest quality apprenticeship providers taking into account individual learning styles where possible
* To support the progression of apprentices throughout the organisation

**What is an Apprenticeship?**

Apprenticeships combine practical training in a job with study to learn new skills. In Enfield Council, apprenticeships are viewed as learning roles that provide opportunities for residents and employees of all ages to experience on-the-job learning and gain a recognised qualification.

To undertake an apprenticeship, you must be employed by the Council, be studying for an approved apprenticeship qualification with training provided by an approved apprenticeship provider. You will be expected to have 20% off-the-job training for the duration of the apprenticeship in which to develop your abilities.

Apprenticeships are no longer just for lower level entry into the Council, there are a variety of levels which are shown below:

|  |  |  |
| --- | --- | --- |
| **Name of Apprenticeship** | **Level** | **Equivalent Educational Level** |
| Intermediate | 2 | GCSE |
| Advanced | 3 | A Level |
| Higher | 4, 5, 6 | Foundation degree and above |
| Degree | 6 & 7 | Bachelor’s or master’s degree |

**National Context**

The Government has committed to an additional 3 million apprenticeships starting in England by 2020 as a way of increasing vocational skills. Local Authorities must also ‘have regard’ to The Public Sector Apprenticeship Target Regulations 2017. This is aimed at the Council employing an average of at least 2.3% of their staff, as new apprentice starts over the period 01 April 2017 to 31 March 2021. ‘Having regard’ means that we should actively consider apprenticeships either for new recruits or as part of career development for existing staff.

**Schools**

*Community Schools*

Pay a levy contribution to the Digital Apprenticeship Service (DAS). Schools can access their funding via the DAS and the Council is responsible for managing payments to providers on behalf of the Schools.

*Foundation and voluntary aided schools*

As Foundation and voluntary aided schools employ their own staff, they will be responsible for paying the levy subject to payroll and NI rules.

*Academies*

Academy Trusts will be responsible for paying the levy where they are the employer responsible for paying Class 1 secondary NICs and the payroll is more than £3m per annum.

**This policy is only for Corporately employed Apprentices and should not be used for those employed by schools who have their own policies and procedures**

**Apprenticeship Standards**

Apprenticeship Framework (qualifications) are being phased out (last enrolment Aug 2020) and replaced by Apprenticeship Standards. These range from level 2 (GCSE A-C or 4-9) to level 7 (Master’s Degree).

Many Standards are now available, and some are in development. The website below provides information about the apprenticeship standards that are either available or in development.

<https://www.instituteforapprenticeships.org/apprenticeship-standards/>

To search for apprenticeship frameworks until August 2020 please look at:

<https://findapprenticeshiptraining.apprenticeships.education.gov.uk/>

**Levy Payments**

Payments are made monthly into the DAS and equate to 0.5% of the gross monthly pay bill. Therefore, as at October 2019, the Council pays approximately £500,000, £500,000 is paid by community schools and the Independence and Wellbeing Enfield (IWE) pay £30,000 annually.

Payment into the DAS will vary each month as the number of staff changes. Funds that are not used will be taken by Central Government, 24 months after they enter DAS. Government will use this money to support apprenticeships for non-levy paying organisations.

**Role of the Apprenticeship Team**

Apprentices:

The apprenticeship team will provide advice to new apprentices as to what to expect of their apprenticeship. They will provide additional support such as initial introduction meeting for those apprentices for whom this is their first job, care leavers, have special educational needs or have a particular identified need.

They will work with your line manager to ensure that you are appropriately supported.

New and current apprentices can contact the apprenticeships team if they have a specific issue or concern about their apprenticeship.

Managers:

The Apprenticeships Team provide information advice and guidance to line managers of apprentices in relation to running a successful apprenticeship placement. They will provide advice and guidance around the available apprenticeship standards, will support with the recruitment of suitable apprentices and will research the most appropriate training provider given the needs of the Council. If there are any concerns or issues with an apprentice, line managers should work with HR to resolve these but should inform the Apprenticeship Team in the event that the apprenticeship may cease.

Apprentices will be managed day to day by their line manager. The line manager will complete all usual management tasks including (but not exhaustive);

* Overseeing the day to day supervision of the apprentice
* Setting objectives and Supporting Development
* Reviewing performance
* Monitoring Conduct
* Agreeing Leave

The Apprenticeships Team will not provide HR support. This must be arranged through the corporate HR Function.

As the manager of the apprentice you will be required to ‘sign off’ work experience and agree with the training provider and the apprentice that they are ready to progress through the gateway to End Point Assessment.

It is also the manager’s responsibility to ensure that where required suitable ‘technical experts’ are identified, available and in agreement to assist with End Point Assessment. E.g. to sit on a professional discussion panel.

**Finding an Apprentice or an Apprenticeship**

**Apprenticeships – For newly created roles or vacancies**

**Recruitment and Selection**

The Apprenticeship Team are responsible for supporting the recruitment of apprentices where the post is new to the Council or a vacant role is being recruited. The steps below explain the process:

1. The Apprenticeship Placements Manager will meet with the hiring manager to discuss their workforce needs and determine if apprenticeships are a suitable option. They will explain the requirements of an apprenticeship and request that the manager completes the ‘[Recruit an Apprentice form](https://enfield365.sharepoint.com/:w:/r/sites/intranethr/Shared%20Documents/HR%20Business%20Support/Apprenticeships/Recruit%20Apprentice%20Request%20Form%20Oct%2020.dotx?d=w8e9cdeaf8f694308bec4c377345437c7&csf=1&web=1&e=rB7Wtz)’ prior to recruitment.
2. If an apprenticeship exceeds 24 months in duration (including the End Point Assessment) the Service Director will also need to sign the ‘[Recruit an Apprentice form](https://enfield365.sharepoint.com/:w:/r/sites/intranethr/Shared%20Documents/HR%20Business%20Support/Apprenticeships/Recruit%20Apprentice%20Request%20Form%20Oct%2020.dotx?d=w8e9cdeaf8f694308bec4c377345437c7&csf=1&web=1&e=rB7Wtz)’.
3. The Apprenticeship Team will work with the hiring manager to find an appropriate training provider for the apprenticeship, subject to Enfield procurement regulations and ESFA rules.
4. Where the role is for a higher level of apprentice eg Level 4 and above, the job may also need to be evaluated by HR prior to recruitment.
5. The hiring manager then needs to complete the recruitment paper work:
   1. Authority to recruit form
   2. Job description and person specification
   3. Job advert

Apprentices will not be recruited to posts unless all documentation has been fully completed.

1. The Apprenticeship Team will make the vacancy live on the council vacancy page, as well as promoting it through social media and external partners where possible.
2. Where there is a valid reason for an initial ring-fence for the advert, eg to under-represented groups, this will be for a maximum of two weeks. If after this time there are no suitable applications then the advert will be opened out to all groups.
3. Applicants will initially be shortlisted by the apprenticeship team in the case of group recruitment or the hiring manager in case of bespoke or ad-hoc recruitment. Those shortlisted will also be assessed as to their suitability for the apprenticeship training by the training provider.
4. The type and number of apprenticeship positions being recruited to will determine whether an interview or assessment day should be used to recruit an apprentice. The Apprenticeship Placements Manager would support in the organisation of this, and may also involve the apprenticeship training provider.
5. Corporate Recruitment Policy and Procedures will be followed, with the exception of references. It should be noted that the corporate policy on references will be followed, however where applicants are school, college or university leavers without previous employment experience, employer references will be replaced by learning establishment references. Any reference to ‘recruitment consultant’ in the corporate policy will be the Apprenticeship Placement Manager.
6. The apprenticeship team will organise for the necessary DBS checks to be completed as per the ATR.
7. Igrasp in line with corporate HR is the MIS system utilised for recruiting apprentices.
8. Offers of employment should not be issued until the provider has agreed the apprentice and the role being offered is suitable for the formal learning element of the apprenticeship.
9. If an applicant is a current employee of the council, consideration should be given to whether a secondment arrangement is practical.
10. Consideration needs to be given to applicants with a diagnosed learning disability or difficulty with regard to the levels of Maths and English as per the ESFA rules.
11. Shortlisting, pre-employment check, interviews etc will be agreed in collaboration with all parties (manager, apprenticeship team, training provider, DBS, references, health checks and applicants etc) in a timely manner to ensure confirmation of appointments are not delayed and that managers are clear on the timescales involved as this is dependent upon the number of vacancies and the number of applications. Typically for group recruitment this should be in the region of 3-4 months from the point of advertising to apprentices starting.

**Apprenticeships – For current employees within the Council**

**Recruitment and Selection**

The steps below explain the process:

1. The Apprenticeship Placements Manager will meet with the manager to discuss their workforce needs and there is a suitable apprenticeship standard for their member of staff. They will explain the requirements of an apprenticeship and the training. They will request that the manager completes the ‘[Upskilling Form - Apprenticeship](https://enfield365.sharepoint.com/:w:/r/sites/intranethr/Shared%20Documents/HR%20Business%20Support/Apprenticeships/Upskilling%20Apprenticeship%20Request%20Form%20Oct%2020.dotx?d=w9641900bb3d545dd92216b9f73281995&csf=1&web=1&e=j5nMOP)’ before proceeding further.
2. If an apprenticeship exceeds 24 months in duration (including the End Point Assessment) the Service Director will also need to sign the ‘[Upskilling Form - Apprenticeship](https://enfield365.sharepoint.com/:w:/r/sites/intranethr/Shared%20Documents/HR%20Business%20Support/Apprenticeships/Upskilling%20Apprenticeship%20Request%20Form%20Oct%2020.dotx?d=w9641900bb3d545dd92216b9f73281995&csf=1&web=1&e=j5nMOP)’.
3. The apprenticeship team will work with the manager to find an appropriate training provider for the apprenticeship, subject to Enfield procurement regulations and ESFA rules.
4. The manager and potential apprentice need to be aware that there are certain stipulations put forward by the Institute of Apprenticeships as to what pre-requisite qualifications are required for the training and also what prior qualifications may make the potential apprentice ineligible for the apprenticeship. In some instances, eligibility will only be fully known once the training provider has assessed a learner’s application in terms of accredited prior learning, literacy & numeracy levels.
5. It is a manager's/director's decision as to whether to allow an individual to access apprenticeships for upskilling staff, not that of the apprenticeship team. If permission is declined this should be clearly communicated to the individual along with an explanation by the manager/director.

**Apprenticeship Provider**

The Apprenticeship Team will use the Register of Approved Training Providers (RoATP) as well as council procurement rules, to identify providers for each apprentice. These are usually colleges or private companies.

If managers have a preferred provider, the Apprenticeship Team will check if they are on the RoATP and they pass the procurement standards.

Training providers have a key role to play in providing off-the-job training, assessing progress and supporting generally during an apprenticeship. They work very closely with the council to ensure that you receive an induction programme which will consist of:

1. A detailed training plan (including on-the-job training)
2. Regular progress reviews
3. Opportunities to put into practice off-the-job learning so that you can achieve your

qualifications/requirements of the apprenticeship

1. Mentoring and general support throughout your apprenticeship

**Age Range**

There is no upper age limit, however to be eligible to become an apprentice you must be over 16 years of age, living in England and not in full-time education.

**Different Needs**

Line managers and the Apprenticeship Team will support individuals based on their needs and experiences and should not make assumptions. For example, older apprentices may have previous work experience, but may not have ICT skills that a younger apprentice has. It is important that the apprentice’s experiences, skills, behaviours knowledge are explored and addressed during the recruitment, assessment, induction and appraisal periods.

**Enfield Residents**

The council wants a workforce that reflects its residents. A positive step taken by the Apprenticeship Team is to only recruit **Enfield residents** to apprenticeship vacancies at Levels 2 to 4, and where possible to higher level vacancies.

**Under-represented Groups**

Apprenticeships are development positions, offering formal qualifications as well as individually tailored support, guidance and development. They provide important opportunities for under-represented groups, as well as Care Leavers, people with special educational needs, people with mental health challenges and people who may have other challenging home circumstances.

We are an equal opportunities employer and will not discriminate against any person.

**Costs**

* Managers pay salary costs and on-costs for apprentices from service budgets.
* Managers pay any travel and parking required for the apprentice to get to the learning provider from service budgets.
* Apprenticeship standards (qualification), will be paid from the DAS. This will be set up and managed by the Apprenticeships Team.
* Memberships and accreditation fees (CIPFA, CIPD etc.) are not included in the Apprenticeship Standard and must be paid for by services.
* Additional non-mandatory exams that you require must be paid for be paid for by services (CIPFA, ILM).
* Other expenses such as books.

**Managing Apprentices**

All apprentices should be managed in line with normal corporate procedures.

The apprentice (with the support of their manager if necessary) should complete the ‘[Apprentice Detail Form](https://enfield365.sharepoint.com/:w:/r/sites/intranethr/_layouts/15/Doc.aspx?sourcedoc=%7BF35CFE41-C147-428E-81ED-C7AEA2D87E55%7D&file=Apprentice%20Details%20Form%20Oct%2019.dotx&action=default&mobileredirect=true)’ and return it to the Apprenticeship Team at the start of their employment.

**Role of the Line Manager**

All apprentices will have a line manager. They will complete all usual management tasks including:

* Agreeing leave
* Setting objectives
* Monitoring conduct
* Supporting development
* Overseeing the day-to-day supervision of apprentices in the team.
* Monitoring learning progress and off the job hours
* Attending regular tri-partite meetings with the learner and training provider
* Providing learning opportunities that enable the apprentice to complete the required knowledge, skills and behaviours of the apprenticeship standard.
* Monitor learners’ online e-learning portal at least once a month.

**It should be noted that line managers are still responsible for apprentices when they are on their training hours, and for monitoring the learners progress with the training provider. Responsibility is not relinquished to the Apprenticeship Team or training provider.**

**Induction**

Newly employed apprentices will receive a formal induction from their line manager who will follow the usual Council induction programme. A checklist and other documents can be found [here](https://enfield365.sharepoint.com/sites/intranethr/SitePages/inductionandassessment.aspx?web=1).

There will also be an introduction meeting with the Apprenticeship Placements Manager who will explain their role and the apprenticeship expectations.

**Induction and Assessment**

Probation is 20 weeks for all staff, including Apprentices, and could be extended to 24 weeks, further details can be found in the [Principles of Managing Induction and Assessment](https://enfield365.sharepoint.com/:w:/r/sites/intranethr/Shared%20Documents/HR%20Advisory/Induction%20and%20Assessment/Principles%20of%20Managing%20Induction%20and%20Assessment.doc?d=w5920d89c53314ca1b41f9ea8d01a7a0a&csf=1&e=OfjI0p).

**Remote Working**

Remote working arrangements should be mutually agreed between the line manager and the apprentice in the same way as any other member of staff. During the induction period it is encouraged that apprentices work at their place of work to ensure they are supported during the induction process with the correct levels of supervision.

Whilst managers are encouraged to consider requests for remote working there is no obligation to agree requests.

Please refer to the [Remote and Home Working Policy](https://enfield365.sharepoint.com/:w:/r/sites/intranethr/Shared%20Documents/HR%20Advisory/Flexible%20Working/Remote%20and%20Home%20Working%20Policy%202018.docx?d=w899d45aa078f49ed99eb9486d0b35d96&csf=1&e=1QSmjy).

**Monitoring Performance and Providing Feedback to the Apprentice**

For apprenticeships where the programme is upto 18 months, the manager should be meeting with the apprentice on a monthly basis and using the Apprentice Monthly Review form, found [here](https://enfield365.sharepoint.com/:w:/r/sites/intranethr/Shared%20Documents/HR%20Business%20Support/Apprenticeships/Apprentices%20Monthly%20Review%20Form.dotx?d=wa1c6ade4632f4b468bf219e2d862eafd&csf=1&e=uOogql). This can be used as a basis for dialogue, to ensure that there is clear and transparent feedback provided and to record progress. The manager should also keep track of learner progress via the training provider.

For apprenticeships over 18 months, after following any induction and probation period, the manager should use the usual Council Performance Assessment Review which can be found [here](https://enfield365.sharepoint.com/:w:/r/sites/intranethr/_layouts/15/Doc.aspx?sourcedoc=%7B5B7AFACF-A288-47F9-9382-77CD1A4D9396%7D&file=Performance%20%20Development%20Reviews%20-%20Principles.docx&action=default&mobileredirect=true).

Copies of any monthly reviews, PDRs and induction and assessment documents (Induction Checklist, assessment review forms) should be sent monthly to the apprenticeship team and to the apprentice.

These can be used as product evidence towards the apprenticeship standard and are therefore essential.

All reviews etc need to encompass the council’s key behaviours:



**Conduct, Discipline, Capability and Performance, Absence and Attendance**

Apprenticeships are development positions. To complete an apprenticeship successfully, apprentices are required to attend college/off-the-job training for 20% and the workplace to undertake their role for 80%. It is therefore important that the apprentice is achieving their training targets, attending their training and maintaining their work targets whilst demonstrating the correct behaviours.

Where issues arise regarding Conduct, Capability and Absence and Attendance the Councils Principles will apply. Where possible informal resolutions will be encouraged however, this is not always possible, and the line manager will be supported by HR.

It is recognised that Course Assessors may have to participate in meetings and/or provide evidence in relation to any concerns that they raise with the Apprenticeship Team about an Apprentice. Therefore, it may be that the course assessors also need to be involved in any conversations about any lack of progress that the apprentice is making or lack of attendance so that all parties know and have agreed the steps that will improve performance.

It could also be the case that it is the course assessors who raise concerns with the Apprenticeship Team. These will be provided to the Apprentices’ line manager and their HR support by the Apprenticeship Team and the Councils Principles will be applied.

**Conduct**

On commencing their apprenticeship, all apprentices are required to read and sign the Employee Code of Conduct.

If an apprentice fails to maintain and achieve the acceptable standards of conduct within the workplace and at college, the [Principles of Managing Misconduct](https://enfield365.sharepoint.com/:w:/r/sites/intranethr/Shared%20Documents/HR%20Advisory/Misconduct/Principles%20of%20Managing%20Misconduct.docx?d=wae06615f0a6c4a80a87111e00e8d0189&csf=1&e=C7M5mk) will be applied.

All HR policies can be found [here](https://enfield365.sharepoint.com/sites/intranethr/).

**Learning**

Learning should happen in all aspects of apprentice work, not just the 20% off the job training. Apprentices and line managers need to make sure the apprenticeship standard and specific units are being met at work. Apprentices should also record their 20% off the job training and provide this upon request for audit purposes. This is a mandatory requirement of any apprenticeship as set out by ESFA rules.

Apprentices also need to complete the following training as part of their induction period. Apprentice learning and development should also reflect apprentice career paths as well as opportunities to experience other aspects of council services. Each Apprentice should have a professional development plan.

The table below shows the mandatory training required as at Mar 2022 and is for guidance On the apprenticeship intranet page you can find suggested [additional learning](https://enfield365.sharepoint.com/:w:/r/sites/intranethr/_layouts/15/Doc.aspx?sourcedoc=%7BD757A003-1E96-4A4E-9BBD-98AE67C4E8F2%7D&file=Additional%20Learning%20Recommendations.docx&action=default&mobileredirect=true) under the learner/apprentice area. It is recommended that the mandatory training is undertaken in the first 4 weeks of an apprentice starting, and certainly before their assessment (probation) period is complete. We would suggest that you diary these with your learner.

Welcome to Enfield should be undertaken within the first two – three days of starting.

|  |  |  |  |
| --- | --- | --- | --- |
| **Mandatory Training** | GDPR | Induction Period | <https://enfield.learningpool.com/course/view.php?id=1293> |
|  | Health & Safety | Induction Period | <https://enfield.learningpool.com/course/index.php?categoryid=171> |
|  | Acceptable Use Policy | Induction Period | <https://enfield.learningpool.com/enrol/index.php?id=1144> |
|  | Freedom of Information | Induction Period | <https://enfield.learningpool.com/course/view.php?id=1190> |
|  | Cyber Security | Induction Period | <https://enfield.learningpool.com/course/view.php?id=1255> |
|  | Display Screen Equipment (DSE\_ | Induction Period | <https://enfield.learningpool.com/course/view.php?id=1921> |
|  | Fire Safety | Induction Period | <https://enfield.learningpool.com/course/view.php?id=1922> |
|  | Principles of Risk Assessment | Induction Period | <https://enfield.learningpool.com/course/view.php?id=1923> |
|  | Welcome to Enfield | Induction Period | <https://enfield.learningpool.com/course/view.php?id=904> |
|  | Equality & Diversity | Induction Period | <https://enfield.learningpool.com/course/view.php?id=845> |
|  | Modern Slavery & Human Trafficking | Induction Period | <https://enfield.learningpool.com/course/view.php?id=1057> |
|  | ACT Awareness – action Counters Terrorism | Induction Period | <https://enfield.learningpool.com/totara/program/view.php?id=31> |
|  | Culture Workshop | Induction Period | Commencing June 2022 face to face learning on i.learn. |
|  | My Best Self | Induction Period | <https://enfield.learningpool.com/course/view.php?id=1901>  Face to face is available only for non-digital staff (non- computer users) |
|  | Our Best Self | Before End Point Assessment. | January 2023 – Aug 2023 Virtual & Face to Face |
| If your apprenticeship requires it or you are front line facing | Prevent | Induction Period | <https://enfield.learningpool.com/course/view.php?id=1891> |
| Only if working with vulnerable adults or children | Safeguarding Adults Awareness | Induction Period | <https://enfield.learningpool.com/course/view.php?id=800> |
| Safeguarding Children | Induction Period | <https://enfield.learningpool.com/enrol/index.php?id=803> |

**Role of The Apprentice**

Apprenticeships are learning roles.

The apprentice should expect to undertake a meaningful worker role for the duration of their apprenticeship.

20% off the job hours do not necessarily mean away from the workplace.

Working from home is not a right even on your training day (even if this is done remotely). Any pandemic rules will be taken into consideration and on a case-by-case basis.

Will be treated the same as other employees unless specifically outlined in this policy

The apprentice is expected to attend sessions/workshops etc as specified by the training provider, line manager and apprenticeship team.

Training days are paid and therefore work submitted to the training provider should reflect the number of off the job hours allocated.

Appointments for non-work activities ie GP, Dentist etc should be avoided on training days where possible.

It is expected that work be submitted in accordance with deadlines and to the required standard. It is not unreasonable for a line manager to ask for evidence of your learning each week.

The apprentice must report absence on a training day as per any other working day and also advise the training provider.

That they may be required to shadow colleagues in other departments to enable them to meet the requirements of their apprenticeship.

Annual leave should be reported to the training provider where it affects a training day.

Will engage with the training provider to undertake the appropriate Maths and English requirements and completed by the end of the Induction and Assessment period.

Will record their off the job training hours each week.

To notify their line manager or the apprenticeship team of any concerns relating to their apprenticeship/training provider.

To notify the apprenticeship team if they are refused or denied their off the job hours.

**At the end of the Apprenticeship**

**Fixed Term Apprenticeship Roles**

**Access to Redeployment:**

Where an apprentice has been appointed to a fixed term apprenticeship role these are short-term learning contracts, set by the length of the qualification. Fixed term contracts are used for this form of apprenticeship employment, of a minimum of 13 months.

Prior to the end of the fixed term contract, the manager should provide the apprentice with a formal notice letter (template below), usually one month before the end of the contract. If a person has more than 4 years service then this notice will increase to one week for every year served to a maximum of 12 weeks. You will also need to complete the leaver documentation which can be found [here](https://enfield365.sharepoint.com/:w:/r/sites/intranethr/_layouts/15/Doc.aspx?sourcedoc=%7BBFDDEA51-578B-4E7D-BD3E-2E1E42A341F5%7D&file=Leaving%20The%20Council%20Procedure%20June%202020.docx&action=default&mobileredirect=true&DefaultItemOpen=1).

One of the core aims of the apprenticeship programme is to develop people to deliver high-quality services to Enfield residents. As apprentices are on learning contracts they are not automatically entitled to redeployment access. However, for those apprentices on fixed term contracts of 13 months or more, Enfield has decided that we will follow the redeployment policy for Category 2 such that a month before the end of their fixed term contract (or when they are served notice, whichever is sooner), or if they have reached and passed the gateway to End Point Assessment; the apprentice will then be allowed access to redeployment. For those with less than 24months service they will not be matched to job roles, but will be allowed to access the redeployment list.

Please contact HR for support with the notice letter and to ensure that appropriate redeployment access is granted.

Prior to the EPA, the manager may wish to contact the apprenticeship team to discuss whether there are progression routes within the team, what roles are available and any other options for their apprentice.

There are a number of iLearn courses available to staff including apprentices to support with career progression such as interview success. Please refer to iLearn for further details.

Line managers and the apprentice should discuss career options and progression as part of Apprentice Reviews during their apprenticeship. Apprentices will be encouraged to be aspirational, focussing on both short and longer-term career goals i.e. “what do I need to do to be a MM2 in 5 years?” This will inform any learning and development opportunities that support this career progression.

**Assess to Internal Vacancies prior to completing the EPA:**

Apprenticeships are learning contracts and the aim is to provide the apprentice with quality training and support. Therefore, they are only eligible to apply for internal vacancies prior to their access to redeployment (see above) after they have completed at least 9 months in their current apprenticeship programme; are not subject to any disciplinary/attendance procedures; are on target with their learning and **have permission to apply from the apprenticeship team**. It is expected that the apprentice will discuss with any recruiting manager the need to continue to complete their apprenticeship and seek their agreement. Part of the apprentice’s objectives during the assessment and induction period of the new post should take into account the learner’s attendance with the training provider and learning progress towards their apprenticeship. Beyond the Induction and Assessment period the manager should continue to monitor learner progress.

**Extensions:**

Extensions will only be given in exceptional circumstances and in line with the fixed term contract guidance. We expect staff to complete their apprenticeship in the duration decided at the outset of their programme.

Template Letter Ending Apprenticeship Contract

Dear \*\*\*\*\*\*\*,

**Re: End of Fixed-term Apprentice Contract**

We met on the \*\*\*\* to discuss the intention to end your Apprentice fixed-term contract on the \*\*\*\*\*, I explained the reasons for ending your contract on this date, which is as per the terms and conditions of your Apprenticeship Contract issued on the \*\*\*\*

Therefore, your last day of employment will be the \*\*\*\*\*\*\*\*. Please ensure that you have taken any outstanding leave due to you before your end date.

If you wish to discuss this further, please arrange a meeting with me.

You have the right to appeal against this decision. Should you wish to appeal, please write to \*\*\*\*\*\* (Acting / Director) of \*\*\*\*\*\* within 7 calendar days of receipt of this letter.

Below you will find information of further companies that offer help and support with your job search or future choices

**Youth Enfield:** Can support you with further career opportunities and can direct you to a range of positive programmes to get into employment for young people aged 16-19 and up to 25 for young people with learning difficulties or disabilities Further details can be found on their website: <https://new.enfield.gov.uk/youth/>

**National Apprenticeship Service:** NAS website offer online support to support CV’s and applications. The website also advertising all apprenticeship opportunities that are available locally and nationally. <https://www.apprenticeships.gov.uk/>

**JobsGoPublic:** Find public sector jobs in local government, charity, education, housing & more: <https://www.jobsgopublic.com/>

Finally, I wish you all the success in your future career and training goals and thank you for your time working in the London Borough of Enfield.

Yours sincerely

Name

\*\*\*\*\*\* Manager