

PUBLIC SECTOR APPRENTICESHIP TARGET REPORT

YEAR ENDING MARCH 2021



Introduction

The Public Sector Apprenticeship Target Regulations 2017 requires prescribed groups and public sector bodies with more than 250 staff in England to have a target to employ an average of at least 2.3% of their staff as new apprenticeship starts over the period from 1 April 2017 - 31 March 2021. Reports on progress towards this target must be provided annually to the Department for Education.

New apprenticeship starts means those who begin their apprenticeship in the 12 months between 1 April and 31 March in any reporting year.

The Data Publication Requirements are shown at Appendix 1.

Workforce planning

Due regard, in the context of the Regulations, means that in making workforce planning decisions, public bodies must demonstrate that they have actively considered apprenticeships, either for new recruits or as part of career development for existing staff.

All public sector bodies covered by these Regulations, where the target has not been met, are required to explain how they have sought to pay regard to the target and any factors which have hindered efforts to meet the target. Such explanations should be of sufficient detail to evidence:

- Active consideration of apprenticeships either for new recruits or existing staff as part of career development.
- Difficulties encountered and efforts to overcome challenges in employing apprentices.
- The proportion of apprentices who are on two-year programmes or longer.
- Recruitment plans.

The Apprenticeship Activity Return Requirements are shown at Appendix 2.

Employees in scope within the Regulations are shown at Appendix 3.

Publication

Returns must be accessible to the public and be published on The Two Counties Trust website. They must also be provided to the Department for Education through the Apprenticeship Service by 30th September each year.

Quantitative Data for the period 1 April 2020 - 31 March 2021

- A. The number of employees whose employment began in the period 1 April 2020 - 31 March 2021: 142
- B. The number of new apprentices whose apprenticeships also began in the period. This includes any employees who were already working for the organisation before beginning their apprenticeship as well as new hires: 7
- C. The number of employees at the end of the reporting period: 1,332
- D. The number of apprentices at the end of the reporting period: 13
- E. Figure B as a percentage of Figure A: 4.93%
- F. Figure D as a percentage of Figure C: 0.98%
- G. The number of apprentices who were employed immediately before 1 April 2018: NA
- H. Headcount on the 31 March before the relevant reporting period started: 1,272
- I. Figure B as a percentage of Figure H: 0.55%



Qualitative Data for the period 1 April 2020 – 31 March 2021

The actions which The Two Counties Trust has taken in order to meet the apprenticeship target includes:

- Recruitment of a number of school leavers into new apprenticeship positions within catering, administration, nursery nursing, IT and educational support.
- Promoting the apprenticeship to existing staff and senior leaders to support career development.
- Exploring the Teaching Apprenticeship as an alternative method for teaching staff to achieve qualified status with the first new starter commencing in September 2021.
- Expanding the number of training providers we work with to ensure that suitable apprenticeships are available for a wide variety of roles.
- Promoting the Apprenticeships available through the National College of Education to senior leaders as a route to achieve an MA in School Leadership and Management.
- Applying for the Kickstart programme with a view to transferring participants to an apprenticeship at the end of the placement.
- Maintaining the hourly rate of pay above national rates to encourage school leavers to consider an apprenticeship with our Trust.
- The Trust intends to continue with these activities in order to raise the profile of apprenticeships and the number of staff who are on programme.

Appendix 1

Data Publication Requirements

- Figure A: The number of employees whose employment began in the reporting period.
- Figure B: The number of new apprentices in the period whose apprenticeships also began in the period, including any employees who were already working for the organisation before beginning their apprenticeship as well as new hires.
- Figure C: The number of employees at the end of the period.
- Figure D: The number of apprentices at the end of the period.
- Figure E: Figure B as a percentage of Figure A.
- Figure F: Figure D as a percentage of Figure C.
- Figure G: The number of apprentices who were employed immediately before 1 April 2018 (one time data return).
- Figure H: Headcount on the 31 March before the relevant reporting period starts.
- Figure I: Figure B as a percentage of Figure H.



Appendix 2

Apprenticeship Activity Return

Quantitative information:

The headcount on the 31 March before the start of the reporting period.

Figure I (Figure B as a percentage of Figure H from the Data Publication.)

Qualitative information

The action taken to meet the apprenticeship target.

If the target has not been met, an explanation of why this is the case with the actions taken to overcome challenges and mitigating factors which demonstrate our commitment to apprenticeships.

Information about how the organisation proposes to meet their future apprenticeship targets.

If the target is unlikely to be met, an explanation of why this is the case.

Appendix 3

Employees in scope

The following classifications of employee are in scope within the Regulations:

- Employees, including apprentices, who are permanent, fixed term, full or part time.
- Employees on maternity, paternity or adoption leave.
- Employees on sick leave.
- Employees who are on any other type of extended paid leave.
- Secondees, if the employer is paying for 50% or more of the salary.

The following categories of staff are excluded from the reporting requirements of the Regulations:

- Those employed through agencies.
- Ad-hoc / zero hours contracts.
- Bank staff.
- Employees who are not paid through the payroll.
- Those on career breaks.
- Self-employed staff.

