

Appendix 3
Apprenticeship Action Plan

Action	Detail	By When	Status
Review Existing use of Apprenticeships	A short external review is underway to consider the current apprenticeship offer, areas for improvement and utilisation of the levy.	April 2021	In progress
Integration of Workforce Planning and Apprenticeships	Develop a workforce planning framework and toolkit embedding apprenticeships within it.	May 2021	In progress
	Develop local authority career pathways (not just within specific career disciplines) to build on broad-based entry-level positions e.g. customer service.	May 2021	In progress
	Make full use of staff data and reporting to target under -represented groups within our workforce.	June 2021	
	Ensure that when staffing structures are redesigned, apprenticeship roles and career pathways are considered.	May 2021	
	Consider all vacancies and where appropriate convert the post to an apprenticeship training post or include the apprenticeship standard as a CPD requirement within first 6 months of starting the role	March 2021	
	Identify hard to recruit or retain posts and develop schemes to grow our own talent pipeline e.g. social work roles.	May 2021	
	Develop an in-house apprenticeship network group to provide support for those undertaking apprenticeships with the potential to develop Action Learning Sets.	June 2021	
	A pilot of some in-house Maths and English tuition is underway with a provider to support those who do not hold a L2 in Maths and/or English or to refresh skills	March 2021	In progress

	<p>for those employees wishing to access an apprenticeship. *Note, the requirement to achieve a L2 in Maths and English whilst on programme or hold these qualifications to access an apprenticeship programme is often a blocker*</p> <p>Whilst not the intention at the outset of this pilot, we are able to align this to support those parents with home schooling who may have struggled with supporting their children during lockdown.</p>		
Communication and Engagement	Develop a full apprenticeship engagement plan, engaging with internal and external stakeholders.	May 2021	
	Engage with our current apprentices to explore why they applied to OCC and how we can encourage more applicants from the 18-24 age group. (Links with the EDI Action plan)	April 2021	
External Opportunities and Partnerships	Investigate the possibility of delivering our own training for Fire Fighter apprenticeships (starting with retained Fire Fighters) working as a sub-contractor to a registered OFSTED provider	June 2021	In progress
	Explore opportunities to use external placement organisations to encourage young people experiencing barriers to employment to apply for apprenticeship posts (e.g. care leavers and young people with disabilities).	June 2021	In progress