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Document Title	Staffing Report – Creation of Modern Apprentice post at Dunbar Grammar School

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SERVICE REVIEW REPORT

REPORT TO: Head of Council Resources

BY: Depute Chief Executive (Resources and People Services)

DATE:

SUBJECT: Staffing Report – Creation of Modern Apprentice post at Dunbar Grammar School

1 PURPOSE

- 1.1 To seek Head of Council Resources approval under delegated powers for establishment changes detailed in the body of the report in relation to costs associated with the creation of a Modern Apprenticeship post within Dunbar Grammar School.

2 RECOMMENDATIONS

- 2.1 To agree the creation of an 18 month Modern Apprentice (Business Administration) post at Dunbar Grammar School.
- 2.2 To note the partnership agreement with Limelight Careers in the provision of the SVQ training.

3 BACKGROUND

- 3.1 A key strand of Strategic Project 6 of the Council's Economic Development Strategy is focussing on apprenticeships and training opportunities for young people and allows the Council and community partners to develop and grow young talent within East Lothian.
- 3.2 When shortlisting we often find that relevant experience is difficult to achieve for young people. Often the entrance criteria for existing entry level posts in schools is beyond that of school leavers.
- 3.3 Dunbar Grammar School has identified an opportunity to create a business administration Modern Apprenticeship placement within the School. This placement would be an 18-month apprenticeship

opportunity. It is intended to target this placement at male and female school leavers 16-19 years of age and ring fenced to East Lothian's young people. We have identified a variety of tasks which would be appropriate for an MA which would allow the individual to fulfil the learning required to achieve SVQ Level 3 Business Administration qualification as well as enhancing their employability.

- 3.4 This would allow the School to develop an individual's skills to obtain and maintain employment, through education, training and confidence building. Moreover, this would promote the Council's commitment to enhancing the employability of our young people through skills, qualifications and experience required to enter the workforce.
- 3.5 The role of the Council and Dunbar Grammar School would be to recruit the apprentice, pay the apprentice's salary and appoint a workplace mentor. In addition, to ensure achievement of the SVQ qualification and a positive destination, we will heavily invest in the appropriate time commitment required to mentor the individual to nurture and develop skills sets, providing a rich mix of tasks.

The individual apprentice would also be required to commit fully to the Scheme.

- 3.6 The Council, through East Lothian Works, have introduced a new MA initiative to encourage and support Service Managers introduce and integrate Modern Apprenticeship opportunities into their teams. To that end a fixed sum of £2,000 will be paid into the Service budgets when a new MA takes up appointment. The rates paid to MAs have also been enhanced and the National Minimum Wage rates for Young Workers will apply throughout the 18 month placement.
- 3.7 Assuming no post is available at Dunbar Grammar School to achieve positive destination beyond the apprenticeship period, opportunities would be:-
- To join ELC Education supply list
 - Employment within East Lothian Council
 - Promote achievement of qualifications/experience to enhance employability opportunities within the wider market place including both agency work and more permanent employment
 - Possibility of advertising apprentice at end of MA to contractors with a view to offering them out on external work experience to enhance opportunities for employment.

- 3.8 We hope that if this is successful to move towards another MA at Dunbar Grammar School and encourage other Schools to give young people this opportunity.

- 3.9 This report has been passed to the relevant Trades Union under the terms of the Protocol for the Conduct of Service Reviews and Trade Unions are supportive of the proposals outlined.

4 POLICY IMPLICATIONS

- 4.1 None.

5 INTEGRATED IMPACT ASSESSMENT

- 5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

6 DISCLOSURE SCOTLAND – PROTECTION OF VULNERABLE GROUPS SCHEME

- 6.1 A PVG on-line assessment has been carried out and this post would be considered as regulated work with vulnerable children as specified in the Protection of Vulnerable Groups (Scotland) Act 2007.

7 RESOURCE IMPLICATIONS

- 7.1 Financial – The post of Modern Apprentice (Business Administration) at Dunbar Grammar School will be met from the Dunbar Grammar School DSM budget. The cost will be based on the National Minimum Wage Rates (currently £3.87 per hour for under 18s and £5.30 for 18-20 year olds). The post is part funded by the Council to the sum of £2,000. Oncosts and additional training will be met from the existing School budget.
- 7.2 Personnel - HR and Unison are supportive of the above proposals.

8 BACKGROUND PAPERS

- 8.1 Job Outline and Person Specification – Modern Apprentice

Author's Name	Michael Graven
DESIGNATION	School Business Manager
CONTACT INFO	01369863339 mgraven@dunbargrammar.elcschool.org.uk
DATE	28 June 2016

EAST LoTHIAN COUNCIL
Job Outline

Post Title:	Modern Apprentice – Business Administration (Level 3)
Service:	Resources and People Services
Location:	Dunbar Grammar School, Dunbar
Immediate Supervisor:	Business Support Administrator

Purpose of the Job

To undertake a Modern Apprenticeship Business Administration Level 3 and provide efficient and effective business support to the School.

- Produce letters, memos and other documents, some of which will be confidential.
- Answer office and general telephone line, for which training will be given.
- Operate computer based applications including word processing, spreadsheets, databases and e-mail and bespoke Council systems.
- Input and extract data to and from school databases and spreadsheets.
- Assist in the production of spreadsheets and templates.
- Carry out reception duties and provide customer service face to face, by telephone.
- Effective delivery of office services such as maintenance of office filing systems, faxing and photocopying.
- Keep school noticeboards and displays in good order and up to date.
- Undertake office mail duties.
- Undertake basic reprographic work.
- Arrange meetings including room bookings, refreshments, travel, and accommodation.
- Progress with vocational work to build qualification portfolio.

Employee Responsibility

No supervisory responsibility.

Relevant Qualifications

A minimum of SVQ1/Standard Grade General level English/Maths or National 4 English/Maths or Literacy/Numeracy or Intermediate 1 Communication/Numeracy and/or able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.

PVG Membership (Children) is an essential requirement of this post.

Skills/Experience Required

- Effective interpersonal and communication skills.
- Effective organisational and time management skills.
- Proficient IT and keyboard skills.
- Numeracy skills.
- Ability to work as part of a team and on own initiative.
- Ability to undertake multiple tasks and work to deadlines.

- Ability to follow training plans for vocational qualification portfolio building.

PERSON SPECIFICATION

Post Title	Modern Apprentice – Business Administration (Level 3)
Service Area	Resources and People Services
Workplace	Dunbar Grammar School
Immediate Supervisor	Business Support Administrator

Attributes	Essential	Desirable
Education & Training	<p>A minimum of SVQ1/Standard Grade General level English/Maths or National 4 English/Maths or Literacy/Numeracy or Intermediate 1 Communication/Numeracy and/or able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.</p> <p>PVG Membership (Children) is an essential requirement of this post.</p>	SVQ Level 2 Modern Apprenticeship in Administration or equivalent.
Previous Experience (Paid & Voluntary Work)		Previous experience of working in an office/school environment.
Knowledge/ Skills /Competencies	<p>Effective interpersonal and communication skills.</p> <p>Proficient IT and keyboard skills.</p> <p>Numeracy skills.</p> <p>Effective organisational and time management skills.</p> <p>Ability to follow training plans for vocational qualification portfolio building.</p>	Experience of Microsoft Office packages.
Personal Qualities	<p>Ability to work as part of a team and on own initiative.</p> <p>Ability to undertake multiple tasks and work to deadlines.</p> <p>Attention to detail.</p>	

	Ability to maintain confidentiality on all matters.	
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