

Resident Impact Assessment

Islington Council Apprenticeship Programme

Service Area: Resources

1. What are the intended outcomes of this function?

As part of its manifesto pledge and in response to the Government's reforms, the Council is revising its approach to apprenticeships for new and existing employees.

The intended outcomes of the new apprenticeship programme are:

- i. Ensure value for money when spending levy funds, including minimising loss through expiry;
- ii. Support Islington residents into employment while also working towards a professional qualification;
- iii. Provide opportunities to address skills shortages and future skills needs and enable existing staff to develop skills and receive a formal qualification relevant to their career.

i. Ensure value for money when spending levy funds, including minimising loss through expiry.

Under the new arrangements, the Council will be implementing a new commercial strategy for the procurement of training providers. The proposed framework will enable the Council to identify a range of training providers with a focus on the quality of training. The new arrangements, which place the contract control firmly with the Council, will allow it to exercise rigorous contract management to ensure a continuous high quality provision.

The Council will need to balance the time pressure of spending the levy funds within 24 months with ensuring that the funds are spent in the most efficient and effective way. The Apprenticeship Team will be working to identify roles appropriate for apprentices and the corresponding apprenticeship training, with the overarching objective of building a talented, professional and skilled workforce across the Council as well as utilising this funding to support Islington residents into careers in a range of industries at a range of levels.

ii. Support Islington residents into employment while also working towards a professional qualification

The apprenticeship programme will contribute significantly to the Council's pledge to help Islington residents find the right job, as identified by the Employment Commission.

In particular, the programme will seek to support the goal of creating change for the next generation. Apprenticeships provide an excellent opportunity for young people to make a start on a promising long-term career. Apprenticeships provide an opportunity to gain valuable work experience with protected time to study for a professional qualification, while earning a London Living Wage. The Council will also be working with local authority maintained schools in the borough to support them to deliver their own apprenticeship programme, as well as providing high quality careers advice around the opportunities apprenticeships provide.

The newly expanded apprenticeship programme will also support the Council's commitment to provide employment support for those who need it the most including those who are long term unemployed. Apprenticeships, by their nature, provide excellent opportunities for those who have been out of work to re-enter the workplace and begin to build a portfolio of skills and experiences backed by a formal qualification. All apprentices will be paid a London Living Wage and training providers will be required to pay the London Living Wage (or Living Wage employers if outside of London) to any of their employees working on the Islington apprenticeship programme as well.

iii. Provide opportunities to address skills shortages and future skills needs and enable existing employees to develop skills and receive a formal qualification relevant to their career.

Islington Council will now be able to offer opportunities to existing employees to undertake apprenticeship courses. All training is funded by the levy; the range of courses available is extensive and continually expanding. Existing employees who undertake an apprenticeship course will benefit from learning new skills and gaining a professional qualification. Their teams, and the Council, will benefit from the learning and best practice they will put into practice in their role. Extending apprenticeships to existing employees enables Islington Council to match training to skills needs, taking into account future skills needed.

2. Resident Profile

		Borough profile	Islington Council profile	2016-17 apprenticeship profile
		Total: 206,285	4468	Total: 42
Gender	Female	51%	52%	38%
	Male	49%	48%	62%
Age	16-24	14%	3%	70%
	25+	69%	97%	30%
Disability	Disabled	16%	8%	17%
	Non-disabled	84%	32%	78%
	Not stated		60%	5%
Race	BME	52%	38%	40%
	White	48%	52%	60%
	Unknown		10%	0%

3. Equality impacts

The graph below demonstrates the trends in equality monitoring over the previous four completed intakes of apprentices. The number of BME apprentices has remained steady at around 20 per intake, although there has been a slight decrease to 17 in 2016-17. The 19-24 age range has consistently increased year on year, until 2016-17, when it dropped significantly corresponding with a significant increase in the over-25 age range. The number of 16-18 year olds participating in the apprenticeship programme has fluctuated significantly, with the raising of the school participation age a possible contributing factor. Over the last 5 years, the number of female apprentices has been, on average, 40% of the total in-take.



Nationally across all apprenticeships, women are significantly under-represented in areas such as engineering (25 men for every woman) and plumbing (74 men for every woman).¹ In Islington, women, on average, make up less than 40% of the apprenticeship intake.

In London in 2013, 40% of apprenticeship starts were BME, compared to 57.4% who were white.² While the number of BME apprentices at Islington Council has remained steady at around 20 per year, BME representation as a percentage has decreased from 54% to 40% as the total number of apprentices has increased.

The majority of Islington apprentices are under 25; however, the number of apprentices over 25 increased from a previous average of 4 to 13 in the 2016-17 intake; reflecting the council's commitment to supporting those who are long-term unemployed to gain work.

¹ Young Women's Trust, 'Making Apprenticeships Work for Young Women' (2016)

² BTEG, 'Apprentices and Ethnic Minorities' (2014)

For the first annual cycle of intakes in the new apprenticeship programme, the Council expects to see, as a minimum, a continuation of the trends represented above. However, the focus will be on increasing apprenticeship promotion in the following key areas:

- Female residents
- BME residents
- Residents with a disability
- 16-18 year olds
- Care leavers

For detail on how the Council will address the issues identified above, please see **Section 5**.

4. Safeguarding and Human Rights impacts

Potential safeguarding issues may arise in two areas:

- i. Employment of 16-18 year olds;
- ii. Apprentices working with children or vulnerable adults in their role

i. Employment of 16-18 year olds

All managers of apprentices will undergo specific 'managing an apprentice' training to help prepare them for the additional needs an apprentice may have in their role and to make them aware of training requirements. Safeguarding will be covered in this training. Additional financial support from the Government will be given to those managing apprentices who are 16-18 year olds, 16-24 year olds with an Education, Health and Care Plan from the local authority, and 16-24 year olds who have been in the care of the local authority. This financial support is to be used towards support the apprentices development needs.

ii. Apprentices working with children or vulnerable adults in their role

All apprentices who will be working in roles where there is a safeguarding element required will undergo an enhanced DBS check before they take up their role. Apprentices in these roles will be supported and supervised by both their managers and their training providers. Safeguarding will be included as part of their training courses.

No human rights impacts are expected.

5. Action

The new apprenticeship programme will endeavour to minimise any negative impact on equality of opportunity for people with protected characteristics in Islington. It is the intention of the programme positively to encourage and facilitate residents and Council employees to develop their careers and achieve their potential. As the programme develops, the Council will continue to focus on how to ensure people with protected characteristics are represented, at both the application and selection stage and in sustaining apprenticeships.

Action	Responsible person or team	Deadline
<p>Age</p> <p>Apprenticeships are open to all adults of working age. In promoting both the external recruitment and internal programme, the Council will emphasise that applications are welcome from all people of working age, with the aim of dispelling any misconceptions around apprenticeships, such as age restrictions and promoting parity of esteem with other routes into employment.</p>	Apprenticeship Team	On-going promotion of internal apprenticeship scheme
<p>Recruitment</p> <p>To ensure fair and equal opportunities are afforded to all applicants, the programme will be run in compliance with the Council's existing recruitment and selection policies and best practice.</p> <p>In promoting the apprenticeship programme across the borough, the Council will make use of its existing communication networks, in particular those of the iWork team, to ensure we reach residents facing particular barriers into employment. In order to support applicants, the Council will run application workshops, where residents can attend and receive advice from the recruitment and iWork teams.</p> <p>At the application stage, candidates are assessed on their attitude towards equality and diversity in the workplace. All successful applicants will be expected to adhere to the Council's 'Dignity for All' policy.</p>	Apprenticeship Team, Recruitment Team, iWork Team	Recruitment phase (twice yearly)
<p>Women</p> <p>As a London Living Wage employer, all new recruits across all pathways will be paid the LLW, providing equal pay across career paths. Apprentices will have access to a mentor to support their development and progression. In addition apprentices will have access to attend staff forums to provide support to women in male dominated services.</p> <p>Additional promotional activities will be made to increase the number of applications from women for all apprenticeship roles and activities undertaken to encourage the uptake of female participants in council apprenticeships in trades, engineering, mechanics and surveying.</p>	Apprenticeship Team	On-going throughout apprenticeship programme and life of training contracts

<p>Care Leavers</p> <p>In recognition of the potential additional personal development and learning needs, the ESFA has introduced incentive payments for employing apprentices from the following categories:</p> <ul style="list-style-type: none"> • 16-18 year olds • 16-24 year olds with an Education, Health and Care Plan from the local authority • 16-24 year olds who have been in the care of the local authority <p>The money received through the incentives scheme will be used by the Council to support additional development of apprentices outside of their course specific training. The aim will be to better equip them with the skills necessary to advance their career beyond the apprenticeship.</p> <p>Work with care leavers will be conducted in co-ordination with Independent Futures, the service provided to young people who have been looked after by Islington. Independent Futures provide employability support, as well as information, advice and guidance to care leavers transitioning to living independently. The iWork team provide application support workshops, 1 to 1 support and interview practice.</p> <p>Islington Council will explore introducing a guaranteed interview scheme for Islington Care Leavers who meet the shortlisting criteria for an apprenticeship.</p>	<p>Apprenticeship Team</p>	<p>Recruitment phase (twice yearly) and development programme (annual)</p>
<p>Disability</p> <p>The iWork team have longstanding practices for supporting applicants with disabilities in applying for apprenticeship roles. The apprenticeship team will be working with iWork to support applicants on a client-centred basis according to individual needs. This includes working with partners in the community, such as the Islington Autism Project, Scope and the Community Access Project.</p> <p>The Council's Sign Language Interpreting Service provides BSL interpreters and other support to deaf or hearing impaired residents applying to Council roles. They host a weekly surgery for deaf residents, including job seekers, and have recently established a Facebook page through which they are able to disseminate information to their network. The apprenticeship team will be working with the SLIS to promote the job adverts and support applicants.</p>	<p>Apprenticeship Team, iWork Team</p>	<p>On-going throughout apprenticeship programme and life of training contracts</p>

<p>Apprentices will have access to the disability staff forum. The forum provides a peer support network and a further opportunity for their voice to be heard within the council.</p>		
<p>BME In recognition that the real percentage of BME apprentices has decreased as the programme has expanded, the apprenticeship team will focus on how to ensure continued high levels of BME applicants. In particular, in conjunction with iWork, they will focus on promoting the scheme within schools to BME students and using existing networks to promote the opportunities within the wider community.</p> <p>Apprentices will have access to the BME staff forum. The forum provides a peer support network and a further opportunity for their voice to be heard within the council.</p>	<p>Apprenticeship Team, iWork Team</p>	<p>On-going throughout apprenticeship programme and life of training contracts</p>

Please send the completed RIA to equalites@islington.gov.uk and also make it publicly available online along with the relevant policy or service change.

This Resident Impact Assessment has been completed in accordance with the guidance and using appropriate evidence.

Staff member completing this form:

Signed: Anya Clarkson

Date: 05/05/2017

Head of Service or higher:

Signed: Liz Haynes

Date: 28/06/2017