

MERSEYSIDE FIRE AND RESCUE AUTHORITY			
MEETING OF THE:	POLICY AND RESOURCES		
DATE:	30/07/2020	REPORT NO:	CFO/040/20
PRESENTING OFFICER	DEPUTY CHIEF FIRE OFFICER		
RESPONSIBLE OFFICER:	NICK MERNOCK	REPORT AUTHOR:	JOHN PRICE
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TITLE OF REPORT:	UPDATE TO DELIVERY OF APPRENTICESHIPS		
APPENDICES:	APPENDIX A:	CFO/062/18 DEV. OF APPRENTICESHIPS	

Purpose of Report

1. To inform Members of the progress made following the approval of the Development of Apprenticeships as an employer provider.

Recommendation

2. That Members;
 - a. Note the current position of the Service on the delivery of apprenticeships.
 - b. Approve the adjustment of budgets for apprenticeship delivery to the relevant departments to reflect costs incurred.

Introduction and Background

3. The Service has been involved with the delivery of apprenticeships since 2015, with the delivery of the Community Safety Advisor apprenticeship as a subcontracted provider through a local college. Having identified the clear benefits from employing apprentices and having the responsibility to ensure that the content of training was of high quality, the Service looked to introduce apprenticeship opportunities within various areas of the organisation.
4. This has resulted in a range of apprenticeships being undertaken in areas such as Facilities Management, Catering, Computer Aided Design, Business Administration, Engineering and Vehicle Maintenance.
5. With the publication of the Operational Firefighter Apprenticeship Standard the Service considered how this, and other new apprenticeships could be delivered most effectively. As reported previously the attainment of Apprentice Employer Provider status allows the Service to administer these programmes on behalf of our employees.

6. Following the approval of the Authority the Service has progressed through the application process and is now listed on the Register of Approved Training Providers, as an Employer Provider.
7. By way of example new Firefighter recruits are now enrolled onto the Operational Firefighter Standard Apprenticeship, a 24-month development programme delivered through the recruit course at the Training & Development Academy and whilst in development on stations.
8. Three cohorts of Development Firefighters have been enrolled to date, resulting in 59 learners currently progressing through the development programme.
9. As an Employer Provider, the Authority can claim the cost of delivering the Apprenticeship (currently upto £12,000 per learner over 24 months) through our Digital Apprenticeship Service (Levy) account.
10. As a Levy paying employer, we pay approximately £170,000 per annum into our Levy account. Once exhausted, 95% of delivery costs are paid by Government.
11. It is estimated that for the first 5 cohorts of FF Apprenticeship learners, the Authority will have claimed in excess of £1,000,000 in delivery funding.
12. For 2020 and 2021, should the Authority continue to recruit at the same pace, the funded cost of delivering Firefighter Apprenticeships has been estimated as below. Costs are approximate due to the variances for each individual learner.
13. The significant expenditure for apprentice training is mostly offset by the levy but there are additional costs which ensure our firefighters are trained effectively which are not considered to be eligible from the levy payment, but they can be contained within the existing training budget.

Year	Projected levy used	Levy payment	In Year Balance
2019-2020	£81,400	168,180	-£86,780
2020-2021	£371,900	168,180	£203,270
2021-2022	£590,500	168,180	£422,320
Balance	£1,043,800	£504,540	£539,260

14. Funding claimed will be directly related to the eligible costs (as determined by ESFA Funding Rules) of apprenticeship delivery. Effective use of the levy funds allows for the current funding to be reinvested in training the existing workforce. It will also for funds to be set aside for to accommodate for any future changes to apprenticeship funding rules and programme delivery.

15. It is requested that funds received for apprenticeship training are vired to the appropriate departments involved in resourcing its delivery. These are currently Operational Preparedness, People & Organisational Development and Operational Response.
16. The below provides an overview of costs for delivery of Apprenticeship delivery. “New costs” represent costs incurred for the delivery of the apprenticeship that the Service will not have otherwise incurred. “Existing Costs” relates to pre-existing costs in resourcing the development of Firefighters.

Department	Cost Detail	New or Existing Cost
People & Organisational Development	Quality Assurance of Delivery	New Cost
	Employee / Learner Support	New Cost
	Learner Management Software (Portfolio)	Existing Cost
	Learner Management Software (Funding)	New Cost
	Learner Materials	New/Existing Cost
	Management & Administration	New Cost
Operational Preparedness	Apprenticeship Training Delivery (Recruit Course)	Existing Cost
	Apprenticeship Training Delivery (On Station)	Existing Cost
	Learner Materials	New/Existing Cost
	Employee / Learner Support	New Cost
Operational Response	Apprenticeship Training Delivery (On Station)	Existing Cost

Equality and Diversity Implications

17. The Firefighter Recruitment process has a Positive Action Strategy which encourages applications from under-represented groups. Our workforce plans highlight the need to recruit firefighters in line with our retirement profile. This broadly means that 50% of our firefighters in ten years will be new. This will have a significant impact on the age profile, culture and development of our teams.
18. As an Employer Provider the Service is required to have safeguarding strategies in place and give consideration to the prevent duty. They should also have equality and diversity policies in place and have clearly defined procedures for tackling bullying and discrimination. The Service utilises pre-existing policies and procedures to satisfy this requirement.

Staff Implications

19. As an Employer Provider delivering an apprenticeship programme, the Service is required to have staff in place who have the expertise/experience of the organisation as well as occupational knowledge/experience of the subject matter they are delivering and assessing.

Legal Implications

20. The Enterprise Act 2016 establishes the intent to protect and strengthen the apprenticeship brand, introduce targets for apprenticeships in public sector

bodies in England and establish an Institute for Apprenticeships- an independent employer led body that ensures apprenticeships meet the needs of business.

21. All apprentices/staff are fully inducted to ensure compliance with all legislation including health and safety, data protection and equality legislation.
22. The Authority remains compliant with the learning provider agreement when delivering this programme as an employer provider

Financial Implications & Value for Money

23. The levy goes to H.M.R.C. as part of a monthly PAYE return. As an Employer Provider the Service is effectively paying itself to deliver the training to our own staff. Funding is removed from the levy account and paid into the Service accounts on a monthly basis.

Risk Management, Health & Safety, and Environmental Implications

24. ESFA funding compliance is key. Through collaboration with Finance, People & Organisational Development and Operational Preparedness teams we will ensure funding claimed is directly related to apprenticeship delivery and compliant to published Funding Rules.

Contribution to Our Mission: *Safer Stronger Communities – Safe Effective Firefighters*

25. By re-investing the funds received for the delivery of Apprenticeship training, the Service can ensure appropriate resources are committed to maintained high quality Firefighter training. Having a direct impact on how we develop our staff and our ability for our people to be the best they can be.

BACKGROUND PAPERS

CFO/062/18 Development of Apprenticeships

GLOSSARY OF TERMS

ESFA Education & Skills Funding Agency is the single agency accountable for the funding education and skills for children, young people and adults.