

MERSEYSIDE FIRE & RESCUE AUTHORITY			
MEETING OF THE:	POLICY AND RESOURCES COMMITTEE		
DATE:	27 NOVEMBER 2014	REPORT NO:	CFO/112/14
PRESENTING OFFICER	DCFO GARRIGAN		
RESPONSIBLE OFFICER:	LYNN HUGHES	REPORT AUTHOR:	LYNN HUGHES
OFFICERS CONSULTED:	NICK MERNOCK, DEB APPLETON, MYLES PLATT		
TITLE OF REPORT:	INTRODUCTION OF APPRENTICESHIPS		
APPENDICES:	APPENDIX A:	APPRENTICESHIP JOURNEY	
	APPENDIX B:	APPRENTICESHIP PROGRESSION ROUTES	

### Purpose of Report

1. To request that Members approve the introduction of workplace apprenticeships within the Service.

### Recommendation

2. That Members Approve the introduction of 6 apprenticeships within the Prevention function.

### Introduction and Background

3. An apprenticeship is a job with an accompanying skills development programme designed by employers in the sector. It allows the apprentice to gain technical knowledge and real practical experience along with personal skills required for their immediate job and future career. This includes skills in Maths, English, ICT as well as thinking skills such as self-management and independent enquiry. A typical apprenticeship lasts approximately 12 months.
4. Apprenticeships are a high priority for the Government and are one of the ways of tackling unemployment amongst 16-24 year olds. There are significant benefits for employers and apprentices, including increased level of staff motivation and loyalty levels as well as the ability to harness talent.
5. An apprenticeship for the role of Community Safety Advisor enables the Service to provide a comprehensive training scheme which embeds organisation values. Appendix 1 outlines the apprenticeship framework and a detailed account of the apprenticeship journey. There are a number of progression routes following the conclusion of the Community safety Advisor apprenticeship including the potential to undertake further level 3 apprenticeships in Firefighting or Protection roles, employment as a

community Safety Advisor/Advocate or leaving the Service having gained valuable experience and a qualification. Appendix 2 outlines the progression routes. The apprenticeship would be facilitated through a local training provider who would draw down the funding for off the job training.

6. The Government have recently introduced traineeships as a pre apprenticeship for young people. They are designed to provide young people with employability skills prior to commencing an apprenticeship. They combine work experience with off the job training which are not paid. This gives the Service an opportunity to assist young people into employment whilst providing an opportunity for us to select the most suitable apprentice. This is an avenue the Service could explore if the Authority approves the introduction of apprenticeships and after they then become embedded across the Service.

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### **Equality and Diversity Implications**

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7. The apprenticeships would be advertised in an open and transparent way through the National Apprenticeship Service (NAS). They would be selected on the basis of a competency framework as well as the Authority's values. The scheme also raises awareness from underrepresented groups as a career of choice offering a broad range of opportunities.

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### **Staff Implications**

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8. Apprenticeships enable the Authority to build on the work undertaken thus far with young people through programmes such as Fire Cadets, Princes Trust, Work Experience and Beacon. Existing staff would be required to deliver some of the apprenticeship training as well as offer support and guidance. There is also a requirement to assess competence in the workplace. This would be achieved through a partnership between the host department and the People and Organisational Department.
9. The apprenticeship provides an opportunity to bring talent into the organisation and assess their suitability for other roles such as operational Firefighters and Protection staff. Appendix 2 lists progression routes.

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### **Legal Implications**

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10. Apprentices will be fully inducted to ensure compliance with all legislation including data protection, health and safety and equality legislation.
11. Apprentices would require vetting and DSB checks.

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### **Financial Implications & Value for Money**

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12. Apprenticeships would be employees of the organisation and must be paid at least the appropriate national minimum wage. It is recommended that they should be paid £140 per week taking into consideration the advice from NAS. With on costs and uniform it is expected that in total apprenticeships would

cost the Service £41,000. Depending on a range of factors the organisation is likely to draw down £24,000. The costs will be met from the current Prevention budget and will align to the 2020 vision for prevention.

- 13 Training costs are small and are covered in most instances depending on the age of the apprentice. Funding is drawn down from a Training provider who will deliver aspects of the training as well as ensure compliance with OFSTED criteria.

### **Risk Management, Health & Safety, and Environmental Implications**

- 14 Risks will be mitigated through a number of procedures such as induction training, lone working policies and direct supervision.

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

- 15 The apprentices will contribute by making a positive difference to the community in the roles of prevention. By offering meaningful opportunities to young people the service continues to support our communities.

### **BACKGROUND PAPERS**

**CFO/111/11** If this report follows on from another, list the previous report(s)

### **GLOSSARY OF TERMS**

<b>MFRA</b>	<b>M</b> erseyside <b>F</b> ire and <b>R</b> escue <b>A</b> uthority is the physical and legal entity. When writing reports MFRA is the “object”.
<b>MFRS</b>	<b>M</b> erseyside <b>F</b> ire and <b>R</b> escue <b>S</b> ervice is the service provided by MFRA. When writing reports MFRS is the “action”
<b>E.G.</b>	You are employed by the Authority (MFRA). The job you do forms part of the Service (MFRS) provided by the Authority (MFRA). If in doubt use MFRA.
<b>NAS</b>	National Apprenticeship Service