

<b>MERSEYSIDE FIRE AND RESCUE AUTHORITY</b>			
<b>MEETING OF THE:</b>	<b>COMMUNITY SAFETY AND PROTECTION COMMITTEE</b>		
<b>DATE:</b>	<b>14 APRIL 2016</b>	<b>REPORT NO:</b>	<b>CFO/027/16</b>
<b>PRESENTING OFFICER</b>	<b>DCFO PHIL GARRIGAN</b>		
<b>RESPONSIBLE OFFICER:</b>	<b>JAMES BERRY/ LYNN HUGHES/ TEL: 47114781</b>	<b>REPORT AUTHOR:</b>	<b>JAMES BERRY/ LYNN HUGHES</b>
<b>OFFICERS CONSULTED:</b>	<b>DIVERSITY AND CONSULTATION MANAGER WENDY KENYON WM ERIC DANIELS</b>		
<b>TITLE OF REPORT:</b>	<b>APPRENTICE UPDATE</b>		

<b>APPENDICES:</b>	<b>N/A</b>
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### **Purpose of Report**

1. To inform Members of the progress of the apprentices within the organisation.

### **Recommendation**

2. That members continue to support recruitment utilising the Authority apprenticeships model which has been developed in line the values of the Authority and cognisant of the Government apprenticeship commitment.

### **Introduction and Background**

3. The recruitment of apprenticeships is high on the Government's agenda and is seen as one way of tackling unemployment amongst 16- 24 year olds. The benefits for employers include more motivated staff and loyalty levels with apprentices remaining within organisations longer than non-apprentices enabling organisations to harness fresh talent.
4. The government has set a target of 3 million apprentices over a 5 year period (May 2015).
5. From April 2017, the government is introducing an apprentice levy which means large employers will contribute to the training of apprentices. The government will also introduce targets for the public sector in terms of how many apprentices they employ.
6. In order for MFRA to meet the targets set by government Officers will embed the Community Safety Advisory apprenticeship role within the Prevention

function as well as utilising opportunities to introduce apprentices across the other parts of the organisation.

7. Apprentice roles have been created within catering and financial management following the success of the Community Safety Apprenticeship.
8. The provision of the apprenticeship has been underpinned by a comprehensive training programme which also serves to embed the organisational values within the role.
9. The Community Safety apprenticeship was developed internally as a partnership between People and Organisation Development (POD) and Prevention which entailed designing, delivering and assessing the Community Safety qualification.
10. The initial programme started in January 2015 and lasted for 12 months. Twelve apprentices were recruited after a robust recruitment and selection process and a programme of positive action.
11. The apprentices excelled in role receiving excellent feedback from internal staff, partners and members of the community. They were between the ages of 17-24 and came from a variety of backgrounds including A levels, Public Services courses, Princes Trust and jobs in the service sector and building.
12. In addition to the Community Safety qualification the apprentices have undertaken a variety of additional training and development. This includes:

Course Id	Course	Course Event Start Date	Course Event End Date
ARGUS	ARGUS Training	03/03/2015	03/03/2015
CONNECT5	Connect 5 training - Wellbeing	02/07/2015	02/07/2015
CW	Climbing Wall Training	25/06/2015	25/06/2015
DP	Data Protection	13/03/2015	13/03/2015
TB	Team building residential	3/4/2015	6/4/2015
E&D	Equality & Diversity Training	03/03/2016	03/03/2016
FAW	First Aid at Work Initial	22/01/2015	22/01/2015
HCT	Hate Crime Training	14/01/2015	14/01/2015
LDT	Learning Disability Training	22/04/2015	22/04/2015
MH	Manual Handling	15/01/2015	15/01/2015
MHFA	Mental Health First Aid Course	20/04/2015	21/04/2015
MI	Managing Information	14/10/2015	14/10/2015
RW	Report Writing	08/04/2015	08/04/2015
SAFE	Safety Advice Fire Education	28/09/2015	29/09/2015
SAT	Stroke Association Training	18/06/2015	18/06/2015

SMT	Substance Misuse Training	25/11/2015	25/11/2015
TM	Time Management	18/03/2015	18/03/2015
TT	Transgender Training	02/10/2015	02/10/2015

13. At the end of the twelve months all apprentices have gone into employment and training. Their destinations are as follows:

- Four have been successful in securing employment as community Safety Advocates (two positions being maternity cover).
- Two have gone into community work (one as a classroom assistant and one in home care).
- Two have continued to mentor the Princes Trust programme.
- One has gone to the Home Office having undertaken a competitive process.
- Three have got temporary positions whilst applying for jobs in the Fire Service.
- Eight have applied for the current Firefighter recruitment process.
- A further six Community Safety apprentices have been selected commencing their programme in February 2016.

14. The Community Safety apprentices have been great ambassadors for apprenticeships which has encouraged other department heads to recruit apprentices. These young people have also made a significant impact in their teams. We currently have the following apprenticeships:-

- A business apprentice in Finance who has gone on to a higher level apprenticeship within the organisation
- A catering apprentice at HQ who has progressed to the next level with the organisation
- A Computer aided design apprentice who is due to complete their apprenticeship in September 2016
- A Business apprentice on reception due to complete in November 2016
- An apprentice in Occupational Health who is due to complete in February 2017
- A recent advert has gone out for a Business Administration apprentice in Health and safety and People and Organisation Development.

15. Our apprenticeship programme has received positive feedback in external audits and the programme lead has been asked to be a City region ambassador for apprenticeships in recognition of our commitment to apprenticeships.

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16. The apprenticeships were advertised in an open and transparent way through the National Apprenticeship Service (NAS). Selection was undertaken on the basis of a competency framework as well as the service values. The process followed an open evening where prospective candidates could familiarise themselves with the requirements and expectations of the organisation and learn about the Prevention Directorate and role of a Prevention Advocate.
  17. Successful applicants were then invited to attend an assessment centre and interview. The scheme also raised and continues to raise awareness from underrepresented groups of the opportunity to consider working for the Fire and Rescue Authority as a career of choice offering a broad range of opportunities. This has been achieved through visiting schools, attending careers events and engaging with communities alongside our partners.
  18. Further positive action discussions will take place in advance of future recruitment of apprentices to increase where possible the number of applications from underrepresented groups. This may also help future recruitment of firefighters as Officers foresee the programme being a good gateway for progression..
  19. Officers will continue to monitor applications and the recruitment process to establish if any areas can be improved in support of Black and Minority Ethnic (BME) candidates.
  20. The breakdown for gender and ethnicity for the 2015 cohort was as follows:
    - Seven males and five females.
    - One male is a British born Muslim.
  21. This allowed MFRA to achieve its target for gender and ethnicity.

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### **Staff Implications**

22. The apprenticeship provides an opportunity to bring talent into the organisation and assess suitability as operational firefighters, Protection staff or other roles in the organisation.
23. Each apprentice has made a significant contribution to their team, having an uplifting effect on the rest of the workforce. This has been witnessed and documented not only through Prevention teams but also operational and non-operational personnel and partner agencies.
24. The apprentices took part in a wide range of activities and brought huge benefit to each department to which they were appointed.

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### **Legal Implications**

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25. Apprentices have been and will continue going forward to be fully inducted to ensure compliance with all legislation including data protection, health and safety, equality and other relevant legislation.

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

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26. Funding is drawn down from the delivery of the qualification. Where MFRA staff are delivering the qualification the Authority receives funding which contributes towards the apprenticeship costs. This will change with the introduction of the levy and we are waiting for further guidance on how this will impact on future funding.

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

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27. Risks have been mitigated through a number of procedures such as induction training, no lone working and direct supervision.
28. All work completed by apprentices is quality assured by the Line Manager or experienced colleague.

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

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29. The apprentices have contributed by making a positive difference to the community in the role of prevention.
30. By offering meaningful opportunities to young people the Service continues to support our communities.
31. The apprentices have contributed to making firefighters safe and effective through their important work of making vulnerable people safer in their home from risk of fire and signposting issues to operational personnel and partner agencies

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### **BACKGROUND PAPERS**

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### **GLOSSARY OF TERMS**

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