

**Memorandum for Education Committee**

**SUBJECT**

**Apprenticeship Policy**

Memorandum by Mrs Angela Benjamin - Assistant Director  
Lifelong Learning

**ADVICE SOUGHT**

1. **Members are asked for Members of the Education Committee are asked to:**
2. **Review the current Policy and framework with track changes and provide guidance to LLS as to whether the suggested changes are applicable and/or to advise if further amendments needs to be considered.**
3. **Provide guidance and suggest amendments/changes on the highlighted areas: ‘Section 6. Terms and Conditions for the Apprentice, 6.1 paragraph 4 Apprenticeship bonuses’ and ‘Section 7. Terms and Conditions for the Training Provider, 7.4 paragraph 3, Private sector incentive bonus. ‘**
4. **To give approval of the 2 year flexible programme for the Apprenticeship Scheme.**
5. **Provide guidance and suggest a suitable Probationary period see section 6, 6.3 when considering the apprenticeship duration.**
6. **Review the current apprentice allowances and agree the proposed allowances to reflect a fair scheme for all, taking into consideration the transport fees that work based apprentices incur as an expense in comparison to the Band 3A apprentices who currently receive the same allowance and do not have transport fees.**

**BACKGROUND &  
CONSIDERATIONS**

7. Following the evaluation and implementation of the Apprenticeship Scheme which was approved in 2016, the Lifelong Learning Sector (LLS) presented an amended policy to the Committee in July 2019 for their consideration however the Lifelong Learning Sector was tasked with making further changes.

Changes have since been made to the Apprenticeship Scheme Policy and its framework. The framework now better supports the Apprenticeship Scheme Policy and supports the training and up skilling of the workforce on St. Helena. It is anticipated that this revised policy will take effect from September 2020.

In preparation for this review the LLS has undertaken the following actions:

1. A review of the framework which presents available training programmes , which reflects the skills and competence qualifications, standards, employability skills and qualifications to be achieved for each band of the apprenticeship. It also brings into consideration the targeted skills shortage as per the Labour Market Strategy.

2. A review of the duration of the Apprenticeship programme which incorporates the possible opportunity for a 2 year scheme in collaboration with Corporate Human Resources workforce planning and the private sector.

3. A review of the apprentice allowances taking into consideration the existing anomalies in the allowance between Band 3As, school based apprentices in comparison to work based apprentices (Additional information is provided below.)

It is anticipated that with the approval of a flexible 2 year programme, an additional opportunity will be provided for students up to the age of 18 which will lower the numbers of young people that are ‘Not in Education, Employment, or Training’ (NEETS)

**FINANCIAL  
IMPLICATIONS**

8. The Apprenticeship Scheme does have financial implications associated with allowances, incentives, Service Provider fees, PPE and costs for training. This service of the Directorate sits in the non-core service area and as such budget allocations to this Cost Centre have had to be drastically reduced to meet the demands of meeting the budget ceiling. On average it costs about £6000 per year for 1 apprenticeship.

**ECONOMIC  
IMPLICATIONS**

9. The importance of a ‘paid’ Apprenticeship Scheme is seen by elected members as a key service that will support the Labour Market Strategy and also the SEDP contributing to the island’s economic development.

**CONSISTENCY  
WITH  
INVESTMENT  
POLICY  
PRINCIPLES**

10. n/a

**PUBLIC / SOCIAL  
IMPACT**

11. Not having an Apprenticeship Scheme would have a negative impact on the island school leaving community which in turn could result in a negative public perception and negative social impact as young men and women would not have the funds to support them in their quest for suitable employment.

**ENVIRONMENTAL  
IMPACT**

9. n/a

**PREVIOUS**

10. This policy follows the endorsement of the current

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**CONSULTATION / COMMITTEE INPUT** Apprenticeship Policy in November 2016.

**PUBLIC REACTION** 11. There was some adverse negative reaction when student allowances were stopped some years ago. To date the current paid Apprenticeship Scheme receives positive support from the Community and Elecetd members. If this reverts back to a non-paid scheme there will be negative public reaction.

**PUBLICITY** 12. This document will involve and be shared with key stakeholders as and when required. Updates will be made public via reports to Education Committee.

**SUPPORT TO STRATEGIC OBJECTIVES** 13. This paper supports the National Goal 2. ALTOGETHER BETTER FOR CHILDREN AND YOUNG PEOPLE and Policy Priority:

2.2.1 Address on-island skills gaps by attracting and retaining working age population, and improving adult literacy and numeracy levels, through relevant training and development programme.

**LINK TO SUSTAINABLE ECONOMIC DEVELOPMENT PLAN GOALS** 14. This paper is linked to the following SEDP Goal:  
6. Developing, Maintaining and Attracting a Skilled Workforce

**OPEN /CLOSED AGENDA ITEM** OPEN

**DATE OF MEMO** 15 July 2020

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