

**SCHEDULE 11**

**APPRENTICESHIP AND SKILLS REQUIREMENT**

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#### **1 General**

- 1.1 This Schedule 11 sets out the Apprenticeships and Skills Requirements which are applicable to the Services delivered under this Agreement.
- 1.2 The Government is committed to addressing skills issues and promoting training opportunities through procurement, to maximise the potential for improvements provided by its considerable spend.
- 1.3 In order to support and drive economic growth, the Government announced that it has prioritised the key policy agendas to be promoted through public procurement. Supporting apprenticeships, skills and the fight against youth unemployment is one of these 'Policy through Procurement' priorities on which Departments must now focus.
- 1.4 The Supplier acknowledges that the Authority is required to support the apprenticeships and skills aims and targets.
- 1.5 In delivering the Services, the Supplier shall and shall procure that its Sub-contractors assist and cooperate with the Authority by fully complying with the requirements of this Schedule 11.

#### **2 Compliance**

- 2.1 The Supplier shall and shall procure that its Sub-contractors take all reasonable steps to employ apprentices, and report to the Authority the numbers of apprentices employed and wider skills training provided, during delivery of the Services.
- 2.2 The Supplier shall and shall procure that its Sub-contractors take all reasonable steps to ensure that five percent (5%) of their employees (non-HCPs) are on a formal apprenticeship programme. This can include administration and support staff.
- 2.3 The Supplier shall and shall procure that its Sub-contractors make available to employees information about the Government's Apprenticeship Programme and wider skills opportunities.
- 2.4 The Supplier shall and shall procure that its Sub-contractors provide any appropriate further skills training opportunities for employees involved in delivery of this Agreement.
- 2.5 The Supplier will produce an Apprenticeships and Skills Report in accordance with Paragraph 3 of this Schedule 11.

#### **3 Monitoring and reporting**

- 3.1 The Supplier shall provide an Apprenticeships and Skills Report within three Months following the Effective Date and annually thereafter. The Apprenticeships and Skills Report must be specific to this Agreement and include details for all Sub-

contractors involved in delivery of this Agreement. The Supplier must obtain the required information from Sub-contractors and collate and submit an Apprenticeships and Skills Report that relates specifically to this Agreement.

3.2 The Apprenticeships and Skills Report will include:

- (a) the number of Staff during the reporting period involved in delivery of this Agreement, including administration and support staff;
- (b) the number of existing apprentices involved in delivery of this Agreement;
- (c) the number of new starts on apprenticeships initiated as a result of delivery of this Agreement;
- (d) if applicable, a robust explanation as to why it is not possible to meet the five percent (5%) target (it may be that use of apprentices is not possible or appropriate in delivery of the Services);
- (e) action being taken to improve the take up of apprenticeships. These could include issuing leaflets on apprenticeships to eligible existing staff, advertising apprenticeship vacancies with local Jobcentre Plus, schools and colleges, offering apprenticeships in administration/support roles or seeking advice from the National Apprenticeship Service; and
- (f) other training/skills development being undertaken by staff involved in delivery of this Agreement including:
  - (i) Work experience placements for 14 to 16 year olds;
  - (ii) Work experience/work trial placements for other ages;
  - (iii) Student sandwich/gap year placements;
  - (iv) Graduate placements;
  - (v) Vocational training;
  - (vi) Basic skills training; and
  - (vii) On site training provision/facilities.

3.3 The Supplier shall and shall procure that its Sub-contractors will ensure at all times that they comply with the requirements of the DPA in the collection and reporting of the information to the Authority.