

Schedule 10

Apprenticeships and Skills Requirements

1 General

- 1.1 Government is committed to addressing skills issues and promoting training opportunities through procurement, to maximise the potential for improvements provided by its considerable spend.
- 1.2 Supporting apprenticeships, skills and the fight against youth unemployment will support and drive economic growth.
- 1.3 The Contractor acknowledges that the Authority is required to support the apprenticeships and skills aims and targets.
- 1.4 In delivering the Services, the Contractor shall, and shall ensure that its Sub-contractors assist and cooperate with the Authority by fully complying with the requirements of this Schedule.

2 Compliance

During the delivery of the Services:

- 2.1 The Contractor shall and shall ensure 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.
- 2.2 The Contractor shall and shall ensure that its Sub-contractors shall take all reasonable steps to ensure that five percent (5%) of their employees are on a formal apprenticeship programme. This can include administration and support staff.
- 2.3 The Contractor shall and shall ensure that its Sub-contractors make available to employees information about the Government's Apprenticeship Programme and wider skills opportunities.
- 2.4 The Contractor shall and shall ensure that its Sub-contractors provide any appropriate further skills training opportunities for employees.

3 Monitoring and reporting

- 3.1 The Contractor shall provide an Apprenticeships and Skills Report within six (6) Months of the Commencement Date and annually thereafter. The Apprenticeships and Skills Report must be specific to the Contract and include details for all Sub-contractors. The Contractor must obtain the required information from Sub-contractors and collate and submit an Apprenticeships and Skills Report.

In the delivery of the Contract, the Apprenticeships and Skills Report will include:

- (a) the number of Staff during the reporting period, including administration and support staff;

- (b) the number of existing apprentices involved;
- (c) the number of new starts on apprenticeships initiated as a result of delivering the Contract;
- (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:
 - (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.

3.2 The Contractor shall, and shall ensure 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.