



Reference: RFI 1709073

Request:

Please send me:

1. *Total number of apprentices employed by you?*

As of 26/9/17 we currently have 35 apprentices employed. There are an additional 4 apprentices due to start later in October 2017. The table below shows information for all 39.

- 2a. *List of job description(s) / job role(s) being carried out by apprentices*
- 2b. *The total number of apprentice(s) appointed in each role (listed in the answer to 2a)*
- 2c. *For newly recruited apprentices– what is the apprentice rate of pay (per hour) for each of the listed job descriptions/job roles?*

Job role	Number of apprentices
Business Administration	16
Classroom learning assistant	1
ICT Engineer	1
Park keepers	2
Motor vehicle fitters	2
Customer service operative	1
Sport and Leisure attendants	4
Building Technician	1
Property Maintenance operative	1
Solicitors	3
Warehousing operative	1
Environment and cleansing operatives	3
Commis chefs (catering)	3

All apprentices are paid £3.50 an hour in the first 12 months of their apprenticeship, regardless of age or job role. The wage rises in line with the NMW once apprentices are aged 19+ and in the second year of their apprenticeship.

3. *Are apprentices on the same terms and conditions as your permanent employees? Yes / No*
Yes
4. *Traineeships are positions offered by employers to those aged 16-24 who are considered 'not ready' to take up an apprenticeship or job. Such positions last between 16 weeks and 6 months. Does your organisation offer traineeships? Yes / No*

We have offered some traineeships in the past but not currently.

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4b. *If your organisation offers traineeships, do you pay them? Yes / No*

When offered, trainees were not paid

5. *What is the apprenticeship completion rate in your organisation in 2016/17?*

79%

6. *Do apprentices have a guarantee of a job at the end of the scheme? Yes/No*

No. However, apprentices are offered support with employability skills towards the end of their apprenticeship. An internal job matching process also takes place

7. *In order to meet the organisation's target for new apprenticeship starts for 2017/18, what proportion of new starts have come from: (a) Recruitment of new apprentices from external sources (including training providers); (b) Transfer of existing staff to the apprentice programme; (c) Other (Please specify)*

Proportion coming from external recruitment is 22.6% (19 posts)

Proportion coming from existing staff being identified for an apprenticeship programme is 77.3% (65 posts)

8. *In order to meet the organisation's target for new apprenticeship starts, have you reduced recruitment of staff who are not apprentices? Yes / No*

This part of the request is refused under s12(1) Freedom of Information Act 2000, since the cost of complying would exceed the appropriate limit set out in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004. The data is not held centrally as to how a vacancy is identified; each recruiting manager would need to be contacted to ascertain what rationale was used

9. *In order to meet the organisation's target for new apprenticeship starts, have you opted not to replace non-apprentice staff when they have left? Yes / No*

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