

1. What apprenticeship qualifications and levels does your council offer to externally recruited apprentices and existing employees within your council or local authority maintained schools?

Wigan Council does not offer a particular set of apprenticeship standards to our Council, or School staff. When the apprenticeship team receive a recruitment, or upskilling request they typically arrange a consultation with the relevant manager(s) to explore the potential role, or opportunities which will be available to the apprentice, and look to align a suitable standard with the proposed Job Specification, or responsibilities.

In accordance with our internal records, the current standards are as follows:

Schools:

- Teaching Assistant, Level: 3
- Teacher, Level: 6
- Senior Leader, Level: 7
- Customer Services Practitioner, Level: 2
- Operations or Departmental Manager, Level: 5
- Sports Coach, Level: 4

These standards have been utilised by both externally hired apprentices and existing school staff.

Wigan Council:

Level: 2 Standards

- Adult Care Worker, Level: 2
- Property Maintenance Operative, Level: 2
- Carpentry and Joinery, Level: 2
- Horticulture and Landscape Operative, Level: 2
- Plasterer, Level: 2
- Customer Services Practitioner, Level: 2
- Golf Greenkeeper, Level: 2
- Urban Driver, Level: 2
- Production Chef, Level: 2
- Accounts or Finance Assistant, Level: 2
- Highways Maintenance Skilled Operative, Level: 2

Level: 3 Standards:

- Lead Adult Care Worker, Level: 3
- Construction Site Technician, Level: 3
- Business Administrator, Level: 3
- Installation Electrician / Maintenance Electrician, Level: 3
- Team Leader or Supervisor, Level: 3
- Data Technician, Level: 3
- Plumbing and Domestic Heating Technician, Level: 3
- Junior Content Producer, Level: 3
- Junior Energy Manager, Level: 3

3. For September 2022 – July 2023:

- a) What was the annual rate of pay for an: externally recruited apprentice working in the council, or a local authority maintained school? Please see:-

[Pay Policy Statement 2023 \(wigan.gov.uk\)](#)

- b) Did existing employees while doing an apprenticeship in the council or a local authority maintained school remain on the same pay as for their substantive post?

Yes

- c) What was the total number of apprentices that started as an: **Total 138 Apprentices**

1) Externally recruited apprentice to do an apprenticeship scheme in:

- I. the council – **47 apprentices**
- II. a local authority maintained school – **0 apprentices**

2) Existing employees that started an apprenticeship as part of their career progression in:

- I. the council – **86 apprentices**
- II. a local authority maintained school – **5 apprentices**

- d) What was the total number of apprenticeship starts broken down by age range:

- I. 18-24 - 36
- II. 25-34 - 52
- III. 35-44 - 28
- IV. 45-54 - 14
- V. 55-64 – 4

Please note: In total there are 138 Apprentices to report on between September 2022 and July 2023. In the above question, only 134 apprentices are accounted for, as the remaining 4 fall into the 16-17 age bracket

4. Does your council's official pay scale points include an apprenticeship pay band?

No

5. On what terms and conditions do you employ all apprentices? For example: National Joint Council (Green book), Scottish Joint Council, or other (please specify).

[NJC green book with the exception of the pay award](#)