

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

#### Level: 4 Standards:

- Childrens, Young People, and Familieis Practitioner Residential Pathway Level: 4
- Regulatory Compliance Officer, Level: 4
- Associate Project Management, Level: 4
- Commercial Procurement and Supply, Level: 4
- Revenues and Welfare Benefits, Level: 4
- Digital Accessibility Specialist, Level: 4
- Data Analyst, Level: 4
- Senior Housing and Property Management, Level: 4
- Lead Practitioner in Adult Care, Level: 4
- Construction Site Supervisor, Level: 4
- Business Analyst, Level: 4

### Level: 5 Standards:

- Operations or Departmental Manager, Level: 5
- Children, Young People and Families Manager, Level: 5
- Rehabilitation Worker (Visual Impairment), Level: 5
- Coaching Professional, Level: 5
- Learning and Development Consultant Business Partner, Level: 5

## Level: 6 Standards:

- Social Worker (Degree Apprenticeship), Level: 6
- Civil Engineer (Degree Apprenticeship), Level: 6
- Digital and Technology Solutions Professional (Integrated Degree), Level: 6
- Chartered Legal Executive, Level: 6
- Occupational Therapist (Degree Apprenticeship), Level: 6

# Level: 7 Standards:

- Senior Leader, Level: 7
- Accountancy Taxation Professional, Level: 7
- Senior People Professional, Level: 7
- System Thinking Practitioner, Level: 7

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

- 2. For September 2021 July 2022:
  - 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

- 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

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

<sup>\*\*</sup>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\*\*