

Report to the Executive



DATE	22 nd July 2008
PORTFOLIO	Leisure and Culture
REPORT AUTHOR	Paul Foster
TEL NO	(01282) 664429
EMAIL	pfoster@burnley.gov.uk

Introduction of Apprenticeship Scheme (Sport & Recreation)

PURPOSE

1. To inform Members about proposals to introduce an Apprenticeship Scheme in Sport and Recreation, to be operated by Leisure & Recreation Services.
2. To ask Members to accept the proposal and allow for up to eight new posts to be established.

RECOMMENDATION

3. That members accept the proposals and that the eight apprenticeship posts be established within Leisure and Recreation Service to commence in October 2008.

REASONS FOR RECOMMENDATION

4. The scheme will increase staffing levels within the leisure centres, allowing improvements to be made in the level of service offered to customers. There are both short and longer-term benefits to the organisation around recruitment, skills, training and career development.
5. The scheme offers the opportunity to work in partnership with Connexions, Burnley College and local schools and provide careers to young people, in line with Government proposals for increasing apprenticeships.

SUMMARY OF KEY POINTS

6. **Background Information**
Leisure & Recreation Services operate three leisure centres. In recent years it has become increasingly difficult to recruit good quality staff, particularly at school leaver age. It has been identified that the best long term approach to build a committed, well- trained work-force is to establish a training scheme, recruiting individuals who are interested in pursuing a career in sport and recreation.

7. Early discussions have been held with Blessed Trinity Sports College, Unity College, and Connexions to establish whether an apprenticeship scheme in Sport & Recreation would be feasible, and whether there would be demand for such a scheme. As a partner organisation on the SPAA Board, Burnley College was then approached with a view to being the training provider for the scheme.
8. The creation of an apprenticeship scheme is in line with Government proposals, through the Learning Skills Council (LSC), to increase provision of apprenticeships. The aim of the LSC is to increase the number of apprenticeship places available from 250,000 in 2007 to more than 400,000 by 2010. All parties consulted to date have been extremely positive about setting up an apprenticeship programme in Sport and Recreation, and are keen to partner the Council in delivering the scheme.
9. **Scheme Structure**

It is proposed to recruit eight apprentices in 2008. The new trainees will start work in September 2008 to coincide with the start of the new academic year. Recruitment and selection will be a joint process with Burnley College.

The apprenticeship scheme lasts two years. During that period, each apprentice will undertake an NVQ level 2 in Sport and Recreation via day release with Burnley College. They will also gain additional qualifications that will be delivered 'in house' by the Council's trainer assessors. These will include the National Pool Life Guard Award, and First Aid, both of which will be achieved in the first year. In year two, each trainee will have the option of taking either a coaching qualification or a technical qualification.

In addition to formal qualifications, the apprentices will benefit from a wide range of work-based training and experience opportunities through a programme that will ensure that they work in all areas of sports facility provision. This will include recreation work, reception, technical, health and fitness etc. A proposed training programme is shown in Appendix 1.
10. **Continued Employment**

There is no promise of continued employment once the apprenticeship scheme has been completed. Apprentices will, however be ideally placed if vacancies do arise, and it is envisaged that a large proportion of the Service's future employees will be graduates of the scheme.
11. **Future Schemes**

The scheme will be a rolling two year programme, therefore, assuming the pilot scheme is successful and future demand is sufficient, the next intake of trainees after this year will be September 2010, and so on. The aim is to establish the scheme as an example of good practice. It is hoped that the scheme can also eventually be extended to other service areas within the Council.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

12. It is proposed to pay apprentices £100.00 per week in year one, rising to £110 per week in year two. Taking into consideration the range of work-based experience, and nationally recognised industry qualifications that each young person will achieve on the scheme, we feel that the package is favourable compared to the Government requirement of £80.00 per week.
13. There are no direct additional costs as the rate of pay falls below the national insurance

threshold. All training costs are to be met from existing budgets.

14. The salary cost per apprentice is £5214, equating to a budget requirement of £41712. This will be met from existing casual staffing budgets.
15. The apprenticeship posts will not replace any existing posts
16. The introduction of apprentices will increase staffing levels, in effect creating a 'buffer', which will significantly reduce the need to call upon casual staff to cover holidays and sickness absence. Because of the increased staffing levels, overtime expenditure will also be significantly reduced.

Table 1: Cost of Apprenticeship Scheme

	<i>Wages</i>	<i>On costs</i>	<i>Training Costs</i>	<i>Total</i>
Year 1	41712	0	1700	43412
Year 2	45888	0	2400	48288

17. The costs associated with the Burnley College aspect of the scheme are funded through the Learning Skills Council

POLICY IMPLICATIONS

To create a younger and highly skilled workforce to meet the organisations future needs.

DETAILS OF CONSULTATION

18. Heather Brennan – People and Law
Mick Cartledge – Director of Community Services
Howard Hamilton-Smith – Accountancy Services
Peter Thorne - Unison

BACKGROUND PAPERS

- 19.

FURTHER INFORMATION

PLEASE CONTACT:

ALSO:

Paul Foster
Leisure Development Manager
Gerard Vinton
Head of Leisure and Recreation

[Appx 1](#)