

WELSH GOVERNMENT HR GUIDANCE AND PROCEDURES

Foundation Apprenticeship Scheme for 16 – 24 year olds

[The Policy](#) (*link to access*)

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Roles and Responsibilities

Line Managers are responsible for:

- Arranging the appropriate ICT, workstation and DSE assessment;
- Co-ordinating any reasonable adjustments required;
- Providing a supportive environment to allow the apprentice to develop their skills and confidence to meet Civil Service Competency Framework for Team Support grade, and to successfully complete the NQF qualification;
- Managing the apprentice;
- Setting objectives;
- Liaising with HR Business Partners if there are any complaints or problems (a copy of any documentation should also be sent to the Resourcing Team);
- Carrying out performance management discussions and ensuring that the apprentice's Individual Learning Plan agreed with the provider is considered in discussions;
- Ensuring that sufficient time and resources are available for the apprentice to fulfil their learning and assessment needs; and,
- Actively contributing to the regular review of the apprentice's progress with the learning provider.

HR Resourcing are responsible for:

- Providing support and guidance to line managers who are hosting an apprentice during their work programme;
- Liaising with apprentices and hosting line managers to check how the learning is going to ensure the quality of provision; and,
- Managing the learning contract with the provider, together with ensuring all aspects of the programme are delivered in compliance with the apprenticeship framework, the quality standards laid down by Estyn and all other requirements of the Welsh Government;

HR Business Partners are responsible for:

- Providing support and guidance to line managers who are hosting an apprentice during their work programme.

Apprentices are responsible for:

- Applying themselves to their learning and assessment by attending college regularly, as well as courses and other on or off job learning events, being prepared for assessment and actively participating in the planning and review of their apprenticeship programme;
- Taking responsibility for their learning and development;
- Ensuring their attendance, performance and conduct at work and college is to the standards expected ;
- Working to the standards required and in accordance with the Welsh Government's policies and procedures; and,
- Raising any concerns about their work or training with their line manager at the earliest opportunity.

1. Recruitment

- 1.1 We aim to recruit Foundation Apprentices annually subject to workforce planning and affordability. We advertise apprenticeship opportunities

on the Welsh Government website and other appropriate media. Applications are welcomed from anyone aged 16 – 24 years old with GCSE Grade C or above (or equivalent) in English and Mathematics. Posts are available across Wales for apprentices to undertake general administrative tasks together with specific duties relevant to the post.

- 1.2 Line managers will be invited to participate in the sifting and interviewing stages which will give an appreciation of the standard of candidates available. However, as not every line manager will be available to take part in the exercise, the matching of posts will be undertaken centrally and independently by the Resourcing and Solutions team, who will take into consideration the requirements of the role, the individual's skills, experience and location preferences.

2. Assessment

- 2.1 Candidates will complete an online application form and if they are shortlisted will be required to attend an assessment testing the Core Competencies – this maybe a panel interview or an assessment centre.
- 2.2 Successful applicants will be offered a 15 month Foundation Apprenticeship in Business and Administration – Level 2 and will be required to undertake numeracy and literacy assessments to assist in determining their competence levels in readiness for starting their vocational qualification.

3. Probation and Performance Management

- 3.1 The first six months of the Apprenticeship Agreement will be a probationary period during which time the line manager will monitor performance, attendance and conduct in accordance with the Probation Policy and accompanying guidance and Procedures. As part of this, the college will be providing the Welsh Government with a quarterly review of the apprentice's performance, attendance and conduct which will be discussed with the apprentice by the line manager, along with the work record.
- 3.2 If attendance, performance or conduct are a cause for concern at any stage, the line manager must follow the guidance and procedures that accompany the Probation Policy.
- 3.3 At the end of the probationary period, the apprentice's performance, attendance and conduct will be reviewed by the line manager and if they are found to be satisfactory, continuation of the apprenticeship will be confirmed in writing by the Corporate Shared Service Centre.

- 3.4 Once the apprenticeship is confirmed, performance will be managed using the performance management process.
- 3.5 If performance, attendance or conduct is not deemed to be satisfactory, either the contract will be terminated or at the Welsh Government's discretion, the probationary period may be extended for a further specified period and formally reviewed at the end of that period. Any decision to extend the probationary period will be made by the line manager in consultation with the Case Adviser and the HR Business Partner.

4. Work programme

- 4.1 As part of gaining practical skills and experience, the apprentice will be expected to undertake general administrative tasks together with specific duties relevant to the posts s/he is assigned to depending on business need. We aim to provide apprentices with experience of the tasks and competencies required of different types of roles. This means that they will work in at least two teams during their programme.
- 4.2 The HR Resourcing Team will design the apprenticeship work programme in consultation with the learning provider and representatives from business teams/ departments who have indicated that they wish to participate in the apprenticeship scheme.

5. Qualification

- 5.1 Apprentices will combine on-the-job training with off-the –job learning. They will undertake formal training for 1 day every fortnight in order to gain an NQF (National Qualification Framework, formerly known as NVQ) Level 2 qualification in Business Administration.
- 5.2 Throughout the apprenticeship, they will be continually assessed by the training provider and must produce knowledge evidence and performance evidence through tests, assessments and observations. Much of the evidence to support this qualification will be gained through the work programme.

6. Support

- 6.1 Apprentices and their managers will be supported by their respective HR Business Partner Teams. As they will be totally or relatively new to the world of work, apprentices will require a higher level of pastoral care initially from their line manager, together with ongoing support to

develop their confidence and skills. [REDACTED]

7. Terms and Conditions

- 7.1 Apprentices are paid a training salary of £12,000 per annum during the 15 month apprenticeship programme and are subject to an annual increment. They work a 37 hour week with 31 days annual leave plus Public Holidays and Privilege days.
- 7.2 The apprenticeship will come to an end upon reaching the end date as set out in the Apprenticeship Agreement. Apprentices cannot apply for internal vacancies during of their apprenticeship programme. Towards the end of the Apprenticeship, HR will determine whether application for permanency can be made and will notify all those concerned.
- 7.3 Apprentices are entitled to receive one month's notice and are required to give one month's notice if they wish to end their apprenticeship.
- 7.4 Apprentices are required to comply with Welsh Government policies and procedures.

8. Review

- 8.1 The policy and this guidance will be reviewed in 12 months time and thereafter every two years or sooner if a relevant change in legislation occurs.

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