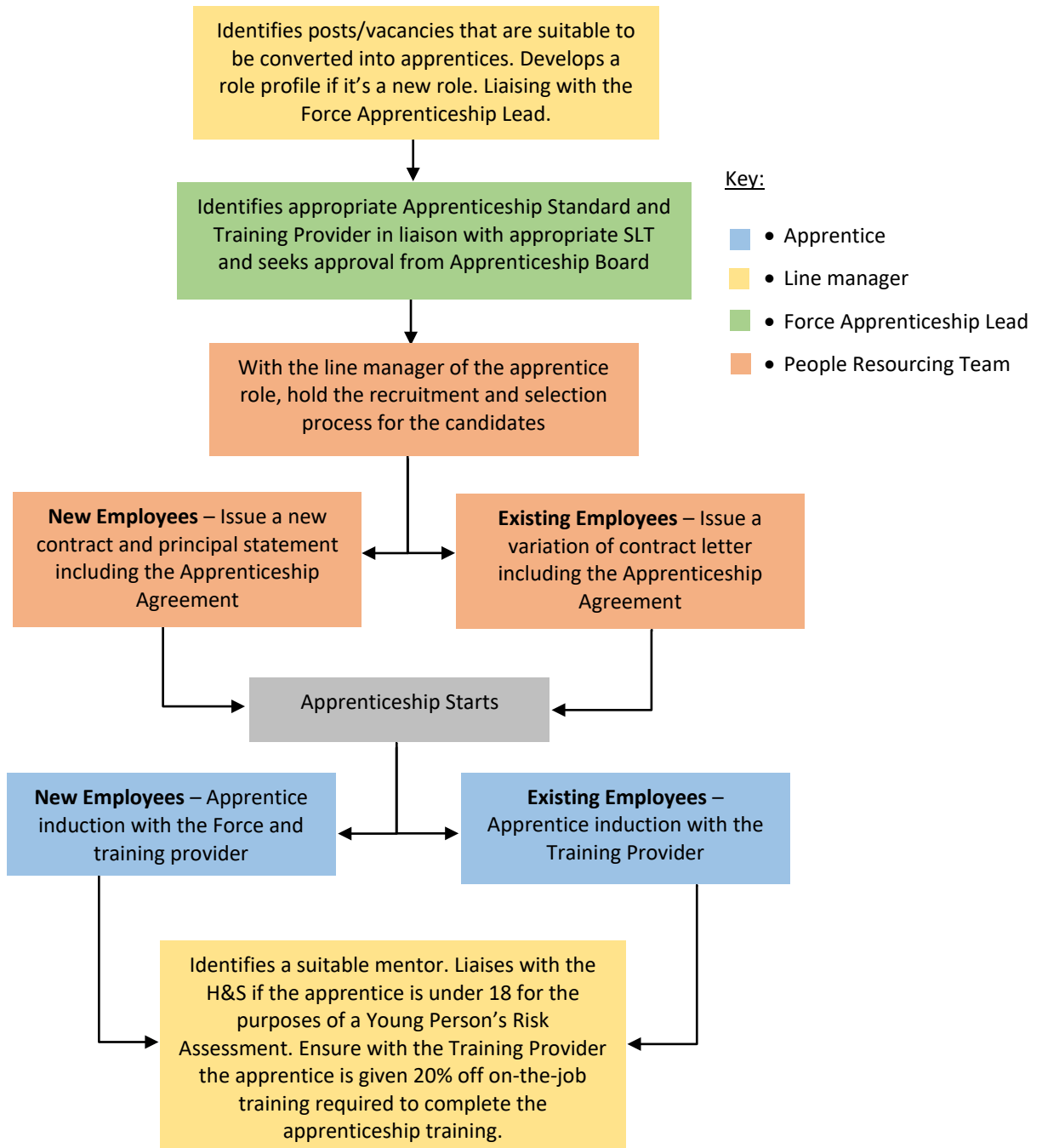


Apprenticeships

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Flowchart



Policy Statement

Summary

West Yorkshire Police (WYP) are committed to providing the best possible workforce by employing people with the right skills, knowledge and behaviours representative of the communities we serve. One of the approaches to achieving our strategic People aims is the effective use of apprenticeships.

Apprenticeships within WYP will help to:

- Upskill our existing workforce where appropriate.
- Attract and employ a diverse workforce.
- Enhance the reputation of West Yorkshire Police and make us an employer of choice.
- Recruit or retain individuals in difficult to fill roles.
- Ensure our people have the skills, knowledge and behaviours expected in their role.
- Reduce staff turnover.
- Assist with succession planning.

This policy outlines the parameters for a consistent approach to recruiting, employing, managing, supporting and developing apprentices, including when apprentices can apply for a different role within the Force and the expectations set for these individuals. Also, it provides guidance and support for line managers who have responsibilities for apprentices within their business area.

Scope

This policy applies to all police officers and police staff.

Principles

General

- Individuals applying for an apprenticeship position must do so by following the processes detailed within this policy.
- In normal circumstances apprenticeship training, other than the Police Constable Degree Apprenticeship, is not appropriate for police officer roles. The Chief Officer Team (COT) can make exceptions to this in certain circumstances, e.g. specialist or leadership and management apprenticeships.
- Apprentices employed under a temporary contract (Apprenticeship Contract), or existing employees undertaking apprenticeship training in their current substantive role, are **not** allowed to apply for a different role whilst in their apprenticeship period. The only exception to this is with the agreement of the People Director, in circumstances where the

apprenticeship could be completed in the new role, e.g. a management or leadership apprenticeship and the new role has similar responsibilities.

- Apprentices employed under a temporary contract must only be dismissed for competency reasons if it is determined that they are untrainable.
 - All reasonable efforts must be made to train and support the individual.
 - Normal capability processes will apply to police staff undertaking apprenticeship training.
 - Apprentices will have the same terms and conditions as other police staff members.
 - The Attendance Standard will apply during apprenticeship period.
 - Existing staff are required to have a rating of Exceptional Contributor/ Highest Potential, Consistent Performer/Emerging Talent, High Performer, Solid Performer, Core Performer, Strong Performer or Early Promise/High Potential (or equivalent) on their PDR to apply for apprenticeship training, unless agreed otherwise by the People Director. This will only occur in exceptional circumstances and where there is an organisational benefit.
 - Police Regulations will apply to police officer apprentices.
-

Recruitment

Principles

- Apprentices will be recruited with the support of the People Resourcing Team at WYP.
- Apprentice positions may be offered as fixed term contracts for the length of the educational qualification.
- An apprenticeship agreement will be put in place between the Force and the apprentice. This will comply with the requirements of the Apprenticeships, Skills, Children and Learning Act 2009.
- There can be no guarantee, however, of substantive employment at the end of an apprenticeship term with WYP, other than for those apprentices recruited into substantive roles.
- Apprentices are employees of WYP and will be paid in accordance with agreed existing terms and conditions. All other terms and conditions will apply.
- Existing staff who meet the apprenticeship criteria can undertake the apprenticeship programme to pursue further development. For these staff their terms and conditions remain unchanged.
- The minimum hours of employment should be at least 30 hours per week. By exception, where the Apprentice's circumstances or the nature of employment in a given sector makes this impossible, then an absolute minimum of 16 hours must be met. In such cases the duration of the Apprenticeship must be extended.
- All Apprenticeship Standards are linked to specific job roles or occupations. Training Providers will work closely with WYP managers to ensure that the Apprenticeship offered is the most appropriate for the individual's job role

with WYP, whilst reflecting our employer and learner needs. (See WYP Apprenticeship Frequently Asked Questions on the WYP intranet for details of available apprenticeship programmes.)

- The delivery model for Apprenticeships have been designed so that all Apprentices who do not have Level 2 in English and Maths are required to achieve this (this applies to all apprenticeships).
 - The duration of the Apprenticeship should reflect that set out by us in the relevant Apprenticeship Standard document as detailed on the Institute for Apprenticeships website and it must meet the minimum duration requirements.
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Competence and Performance

Police Staff

- An apprenticeship is a training programme and the apprentice is not normally expected to be fully competent until the completion of the apprenticeship period and undertaken the End Point Assessment.
 - The Probationary Procedure – Police Staff policy will apply to apprentices.
 - All apprentices will exhibit the expected attitude and behaviours required of all other staff members and these will be assessed against the Police Staff Code of Conduct.
 - The Capability Procedure will apply to police staff apprentices when they have completed their probationary period.
 - PDRs must be conducted for police staff apprentices following the successful completion of their probationary period where necessary.
 - Attendance issues will be addressed through the Attendance Management policy, the Unsatisfactory Attendance policy or the Medical Capability policy, as appropriate.
 - Conduct issues will be addressed through the Discipline – Police Staff policy, as appropriate.
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Police Officers

- Apprentice police officers will have a 3-year probationary period or any such longer period as determined by the Chief Constable or a delegate.
 - The provisions in the Police Officer Probationary Service Managing Performance policy will apply to apprentice police officers. However, the following additional provisions will apply:
 - The attitude and behaviour of all apprentice police officers will be assessed against the Police Officer Code of Ethics.
 - Attendance issues will be addressed through the Attendance Management policy, and the Police Officer Probationary Service Managing Performance policy as appropriate.
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Responsibilities

Apprentices

- Responsibilities** Apprentices are responsible for:
- Complying with the terms of their apprenticeship training with the Force and the Training Provider;
 - Following the instructions or guidance given to them by the line manager, asking for clarity if required, following the policies and procedures of WYP;
 - Complying with their job description and considering the health and safety of themselves and others whilst undertaking their role;
 - Delivering the highest quality work they are able to and working hard to fulfil the requirements to pass their assessments, assignments and qualification; and
 - Maintaining confidentiality and protecting the interests of WYP.
-

Line Managers

- Responsibilities** Line managers are responsible for:
- Providing a clear outline of the organisation's expectation;
 - Providing a good induction where necessary and a wider understanding of how they fit into the wider team;
 - Encouraging, coaching and mentoring apprentices;
 - Providing practical guidance on general responsibilities;
 - Overseeing the overall apprenticeship role and ensuring that the apprentice is adequately supported within the workplace. This responsibility will include induction, health & safety of the apprentice (ensuring a risk assessment is completed for apprentices aged 16-18), acting as key contact for the educational provider, regular 1:1s, assigning work, objective setting, and appraisal and developing the apprentice's skills and experience as required; and
 - Seeking advice from the WYP Apprenticeship Team at least 8 weeks prior to the end of the apprentice's fixed term contract, if applicable, to allow the Resourcing Team to advise accordingly.
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Training Providers

- Responsibilities** Training Providers are responsible for:
- Overseeing the academic/educational element of the Apprenticeship. This may be an independent training provider or a local college/university;

- Upon notification by WYP of the name of the independent End Point Assessment organisation assessor, contracting with the assessor for the delivery of the assessment;
 - Providing all information and support related to the compilation of apprenticeship programmes for which they have been contracted;
 - Giving regular formal feedback to WYP on an apprentice's performance and conduct;
 - Providing the necessary compliance information for monitoring by WYP;
 - Participating in the recruitment and selection of suitable apprentices based on the criteria set by the recruiting manager and the WYP's recruitment department;
 - Complying with contractual agreements entered into with the WYP; and
 - Liaising with and supporting managers when creating or reviewing apprenticeship profiles.
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Apprenticeship Team

- Responsibilities** The Apprenticeship Team are responsible for:
- Managing the Digital Apprenticeship Service (DAS) and Large Employer Levy Funds within the Education & Skills Funding Agency (ESFA) Funding Rules Guidance;
 - Assisting managers in the identification of posts suitable for conversions to an apprenticeship programme and also identifying any existing staff who would like to undertake an apprenticeship to develop a new set of skills and knowledge;
 - Working with both the manager and the training provider to identify apprenticeship standards and providing support in designing course programmes (where appropriate);
 - Identifying suitable training providers to deliver the academic qualification for the apprentice and developing service level agreements (where appropriate);
 - Identifying an independent End Point Assessment organisation, which will be responsible for ascertaining whether or not the apprentice can demonstrate the skills, knowledge and behaviours set out in the apprenticeship standard;
 - Liaising with the Education and Skills Funding Agency and the training providers to keep up to date with any key changes and updates to apprenticeships and providing managers with advice on the learning elements of apprenticeships (where appropriate);
 - Tracking, reporting and managing, with the training provider and line managers, compliance with the academic programmes of the apprentices. This includes support and guidance to managers when an apprentice may not be able to complete part of their academic or work-based components

due to exceptional circumstances e.g. sickness absence, bereavement, etc.; and

- Supporting managers in the performance management of apprentices. This includes formal meetings where an apprentice consistently fails to meet requirements set out in the competence criteria for the relevant apprenticeship framework.
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People Resourcing Team

- Responsibilities** The People Resourcing Team are responsible for:
- Supporting managers with the recruitment of candidates and providing advice and guidance;
 - Supporting managers with the appropriate advice for assessment of apprentices prior to appointment;
 - Issuing the Principal Statement and Apprenticeship Agreement; and
 - Liaising with the Apprenticeship Team to ensure the Commitment Statement is signed prior to the appointment of the apprentice.
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Health and Safety

- Responsibilities** The Health and Safety Team are responsible for:
- Ensuring the appropriate risk assessment is completed for apprentices aged 18 or under; and
 - Advising line managers of their responsibilities for managing young people, i.e. 16 – 18 year olds.
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All Employees of WYP

- Responsibilities** All employees of WYP are responsible for:
- Demonstrating and ensuring WYP values are being followed;
 - Ensuring the safety of all apprentices where necessary; and
 - Leading by example in the presence of apprentices.
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Apprenticeship Subcontracting Policy

- Information**
- See Apprenticeship Subcontracting Policy.
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Additional Information

Compliance

This policy complies with the following legislation, policy and guidance:

- The Apprenticeships, Skills, Children and Learning Act 2009
 - Data Protection Act 2018
 - The Education and Skills Funding Agency Funding Rules
 - The Employment Rights Act 1996
 - Health and Safety policy
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Further Information

Further guidance in relation to this policy can be sought from:

- The Apprenticeship Lead
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