

## **Central Durham Crematorium Joint Committee**

### **Business Administration Apprentice**

#### **Introduction**

This briefing paper has been developed for the Committee to consider the employment of a Business Administration Apprentice.

Apprenticeships have received increased attention in recent times against a backdrop of rising youth unemployment and increases in university tuition fees. Apprenticeships allow access to professions by offering a direct and affordable route into skilled jobs and careers and as an alternative to a university education. They are also an effective way for employers to develop their own talent, with the current and future skills needs of their organisation in mind.

Apprenticeships offer work-based training programmes designed and developed around the needs of employers, whilst providing individuals with a nationally recognised accredited qualification.

An apprenticeship must last for at least 12 months and the apprentice is issued with a fixed term contract together with an Apprenticeship Agreement.

#### **Financial Contribution**

The National Minimum Wage for an apprentice in the first year of an apprenticeship is £98.05 per week (based on 37 hours), however the Council has locally set rates of £110 for apprentices studying towards a Level 2 qualification (intermediate apprenticeship) and £120 for a Level 3 qualification (advanced level apprenticeship).

For the second year of an apprenticeship an apprentice who is 19 years plus must receive the national minimum wage for their age for the remainder of the apprenticeship, £184.26 per week for 19 years plus or £229.03 for 21 years plus per week.

Whilst there are no funding streams available to the Council to subsidise the wages for apprentices the training provider receives governments funding to provide the formal training element of the apprenticeship. The training for 16-18 year olds is fully funded however depending on funding streams available at a given time the employer may have to make a contribution to the training for apprentices who are 19 years and over.

#### **Apprenticeship Framework**

The training element of the apprenticeship will consist of Business and Administration Level 2 and Business and Administration Level 3 and will be delivered by the Council's Adult Learning and Skills Service (ALSS).

Apprenticeship frameworks also include functional skills in Maths and English.

#### **Recruitment and Selection**

A job description for the Business Administration Apprentice is attached as Appendix 3a.

An apprenticeship is advertised through the North East Jobs Portal and on the National Apprenticeship Service web-site. A clerical aptitude test can be arranged for 'sifting' if a large number of applicants are received.

## **Conclusion**

The use of, and investment in apprenticeship programmes have many benefits, they tackle local unemployment and skills issues, support workforce planning, demonstrate commitment to developing the local workforce and address social agendas i.e. NEET (not in employment, education or training).

## **Recommendations**

That a Business Administration Apprentice is employed by the Central Durham Crematorium Joint Committee on a two year fixed term contract.

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