

Local Government Association

NEWSLETTER

Date: December 2023

Reminder: If you've not yet joined us on the KHUB you can sign up to our apprenticeships group [here](#).

Got an urgent question on apprenticeships? Email us on our 24/7 query line on info@spark.org.uk

Hi everyone,

Welcome to the latest LGA Apprenticeships Newsletter. All of us at the LGA wish you a very merry Christmas and a happy New Year.

Apprenticeship Support in the first quarter of 2024

As I've mentioned in some of my communications this year, I've had a few health issues over the last 12 months. I now have to go into hospital for an operation early in the New Year and I will need a period of time to recover afterwards. I am breaking up for Christmas this evening and I'm not likely to be back to work before early March.

In my absence, if you have any queries on apprenticeships please email BOTH workforce@local.gov.uk and info@spark.org.uk (which has now been restored to full working order) and LGA colleagues or Rebecca will try to help you until I'm back to work.

REMINDER: LGA 2023-24 Annual Apprenticeships Survey

We launched our annual apprenticeship survey for 2023-24 last month, and a big thank you to everyone who has responded to the survey or is in the process of doing so. Now in its sixth year, the survey is an important tool for us to collect key information about the performance of the sector on apprenticeships, as well as to identify challenges, successes and capture the sector's views on potential future policy changes.

To make things a little easier for councils, **we have decided to extend the deadline for submissions to 5pm on Friday 19 January 2024.**

Everyone who completed the survey last year will also have had another email from me with information and useful documents for the survey also sent this evening, but I've included the documents on this email to make sure they get through to everyone (a Word version of the survey to help with collating answers, as requested by several of you, and a copy of the list of councils and which types they are to make sure you fill in the correct version of the survey).

As we did last year, we will again be providing every council that participates with their own individual report covering key benchmarking data and a Maturity Model assessment to help you track your progress on apprenticeships and help with identifying future focuses and areas for improvement. We hope to make these reports available in late March or early April.

Last year 172 councils took part – a new record turnout – and we are hoping that councils will once again take part in big numbers, which helps us ensure that the survey data is robust and gives us a great baseline to work from in discussions with government about improvements we want to see to the system.

This year we are conducting the survey on MS Forms, so hopefully there won't be any issues with accessing it. This year respondents can edit their responses and also save them, so you should be

able to complete some of the survey and come back to it later if you are waiting on information to provide answers. Follow this link to understand how you can save and edit your responses:
<https://techcommunity.microsoft.com/t5/microsoft-forms-blog/you-can-now-save-and-edit-your-survey-responses/ba-p/3865033>

There are two versions of the survey this year – one for upper and single tier councils (Counties, London Boroughs, Mets and Unitaries) and one for District Councils. **Please ensure you complete the correct one!**

Both surveys contain the same key questions, but the one for Districts omits all the questions relating to maintained schools, as they are not responsible for them. You can find the links below:

Upper & Single Tier – <https://forms.office.com/e/f6XZmvz7Qr>

Districts - <https://forms.office.com/e/zHCnUrBsKs>

Apprenticeship Pathway Sessions (This Year’s Webinar Programme)

If you missed any of our sessions before Christmas, the slide packs and the recordings are now available to review and listen back to. Follow the links below to find them on the KHUB or go straight to the recording.

Webinar	Link to the Slides The link to the webcast recording is on the final ‘Resources’ Slide in each pack	Recording Link
Apprenticeships First	<p>Click HERE once logged into the K-Hub</p> <p>Or follow this pathway:</p> <ul style="list-style-type: none"> • Apprenticeship Group • Library (see the tab at the top of the Apprenticeships Group Page) • ‘01-LGA Support Offer, Mapping Tool and Webinars’ • ‘Webinars & Resources’ • ‘Apprenticeships First’ 	<p>https://attendee.gotowebinar.com/recording/839655684105034498</p>
Securing and improving manager buy-in	<p>Click HERE once logged into the K-Hub</p> <p>Or follow this pathway:</p> <ul style="list-style-type: none"> • Apprenticeship Group • Library (see the tab at the top of the Apprenticeships Group Page) • ‘01-LGA Support Offer, Mapping Tool and Webinars’ • ‘Webinars & Resources’ • ‘Line Manager Buy-in’ 	<p>https://attendee.gotowebinar.com/recording/132224405236161025</p>

Measuring apprenticeship impact on business objectives	<p>Click HERE once logged into the K-Hub</p> <p>Or follow this pathway:</p> <ul style="list-style-type: none"> • Apprenticeship Group • Library (see the tab at the top of the Apprenticeships Group Page) • '01-LGA Support Offer, Mapping Tool and Webinars' • 'Webinars & Resources' • 'Return on Investment' 	https://attendee.gotowebinar.com/recording/8037776781170448900
Putting in place an effective mentoring programme for apprentices	<p>Click HERE once logged into the K-Hub</p> <p>Or follow this pathway:</p> <ul style="list-style-type: none"> • Apprenticeship Group • Library (see the tab at the top of the Apprenticeships Group Page) • '01-LGA Support Offer, Mapping Tool and Webinars' • 'Webinars & Resources' • 'Mentoring' 	https://attendee.gotowebinar.com/recording/7886446597797516548

You can still sign up for our webinars after Christmas, starting with our first skills shortage area spotlight session in National Apprenticeship Week on 7 February 2024. Follow the links in the table below, and please do forward the links on to anyone in any of relevant departments in your council – we want these to be seen by as wide an audience as possible.

As usual, all webinars will be recorded and the recordings and slides from each session will usually be available the day after the session takes place.

Session	Date	Topic	Sign Up Link
Spotlight on: Environmental Health	Wednesday 7th February 1.30 - 3.30	This spotlight session provides a more in-depth review of apprenticeships for this occupation, hearing about challenges and successful practices from Councils who have	https://attendee.gototraining.com/r/7652280306780561664

		implemented this apprenticeship as part of their programme.	
Spotlight on: Legal Services	Wednesday 14th February 1.30 – 3.30	This spotlight session provides a more in-depth review of apprenticeships for this occupation, hearing about challenges and successful practices from Councils who have implemented this apprenticeship as part of their programme.	https://attendee.gototraining.com/r/7807764445738240772
Spotlight on: Civil Engineering	Wednesday 28th February 1.30 – 3.30	This spotlight session provides a more in-depth review of apprenticeships for this occupation, hearing about challenges and successful practices from Councils who have implemented this apprenticeship as part of their programme.	https://attendee.gototraining.com/r/3958378634290421248
Spotlight on: Accountancy and Finance	Thursday 7th March 1.30 - 3.30	This spotlight session provides a more in-depth review of apprenticeships for this occupational area, hearing about challenges and	https://attendee.gototraining.com/r/6618200615973621248

		<p>successful practices from Councils who have implemented apprenticeship here as part of their programme.</p>	
<p>Spotlight on: Building Control</p>	<p>Wednesday 13th March 1.30 - 3.30</p>	<p>This spotlight session provides a more in-depth review of apprenticeships for this occupation, hearing about challenges and successful practices from Councils who have implemented this apprenticeship as part of their programme.</p>	<p>https://attendee.gototraining.com/r/645688638266521344</p>
<p>Spotlight on: Digital and ICT</p>	<p>Wednesday 20th March 1.30 - 3.30</p>	<p>This spotlight session provides a more in-depth review of apprenticeships for these occupations, hearing about challenges and successful practices from Councils who have implemented these apprenticeships as part of their programme.</p>	<p>https://attendee.gototraining.com/r/5835026180090261248</p>

LGA Apprenticeships Mapping Tool

Just as a reminder, if you've not seen it, we updated our apprenticeships mapping tool again in December, available on the KHUB. Further updates to the tool will take place on or around the 1st of each month from through to April.

You can find the latest version of the mapping tool and the associated documents here on the KHUB:

<https://shorturl.at/xACY8>

Apprentice of the Year: Accessible to everyone

In our latest blog counting down to the launch of the 2024 Local Government Apprentice of the Year, Audrey Tonge, who has a visual impairment, talks about how the event was made accessible to her and made a positive impact on her professional and personal development -

<https://www.local.gov.uk/our-support/workforce-and-hr-support/early-careers-local-government/apprenticeship-support-2>

Apprentice of the Year: We need you! Become a Development Lead or join our Comms Panel for the Local Government Apprentice of the Year 2024 Event

We are calling for expressions of interest to support the **Local Government Apprentice of the Year event on 21 May 2024 (plus awards ceremony approx. 1 hour on 22 May 2024)** which is being jointly run as a national event. We are looking for volunteer 'Development Leads' to come and help support our apprentices, taking on a mentoring role, to help facilitate the day, while also assessing participants as they work through a series of scenarios in groups.

Can you help us? Do you have volunteers willing to be a Development lead, OR Communications professionals willing to be on our Comms Panel?

Development Leads

Please **see attached document** which details everything you need to know about being a Development Lead, and how to express an interest in supporting this event. While we'll welcome volunteers from any part of the country, this year, we are particularly keen to get more involvement from the midlands and northern regions as well as from underrepresented groups. If that sounds like you, please do get in touch on es@eelga.gov.uk for further information. We look forward to hearing from you by **Friday 12 January 2024**.

Involving your Comms colleagues

In addition to development leads, we are also looking for support from Communications colleagues. One of the activities is around a Communications Strategy so we are also looking to bring together a judging panel from your Communications colleagues – please can you speak to them and ask anyone interested in being involved in the Comms judging panel. **See attached info to share with any Comms professionals you think would be interested.**

Not sure what the Local Government Apprentice of the Year event is about?

Full information about the 2023 event [take a look at the website](#) - we will be publishing further details about the 2024 event when we launch the registration process during National Apprenticeship Week (w/c 5 February 2024), but for now you can 'register our interest' which adds you to a mailing list to be the first to know when bookings are opening to register apprentices to take part.

<https://www.local.gov.uk/our-support/workforce-and-hr-support/early-careers-local-government/AOTY>

We hope many of you will be interested in joining us again to support the apprenticeship talent we have in local government, and sending along an apprentice or more, to represent your council. Last year we

had over 130 apprentices take part and in 2024 we have capacity for even more than that, so please do get thinking about any apprentices you may wish to send along, and we will be back in touch to confirm when bookings open.