

	<b>Action</b>	<b>Strategic aim(s)</b>	<b>Progress</b>
	<b>Quarter 1 Targets</b>		
1	Nominate an SMT Apprenticeship Champion.	Promote and embed apprenticeships	Agreed at SMT 10 June 2021 – Dawn Godfrey
	<b>Quarter 2 Targets</b>		
2	Undertake a 'lessons learned' process – why some apprentices have succeeded, why some have not? Incorporate a mid-year and end of year check-in session with apprentices, their manager, their tutor, and HR.	Promote and embed apprenticeships	
3	Develop a network group to promote apprenticeship opportunities to Rutland's Care Leavers, including representatives from Early Help and the Through Care team. Rutland care leavers to be guaranteed an interview for apprenticeship vacancies.	Grow the number of apprenticeships	
4	Create a portfolio of case studies from staff who have completed apprenticeships (in a range of subjects) at the Council. Promote to all staff via newsletters, presentation at All Staff Conversations, and local team meetings.	Promote and embed apprenticeships  Grow the number of apprenticeships	
5	Create an apprenticeship guide for all staff, explaining what apprenticeships are, and the benefit to individuals and teams.	Promote and embed apprenticeships  Grow the number of apprenticeships	
6	Make information available to all staff that outlines specific appropriate apprenticeship standards on offer. These will be programmes that develop core capabilities (such as customer service, leadership and	Grow the number of apprenticeships	

	management), and address our hard to recruit roles, specific professional skills gaps.	Develop skills and career pathways	
7	Managers to apply scrutiny of vacancies at the recruitment approval stage, to assess whether roles can be 'entry level' apprenticeship roles; or if more advanced, whether the postholder could complete an apprenticeship standard to grow / develop particular professional skills.	Grow the number of apprenticeships Develop skills and career pathways	
8	Create an Apprenticeship Peer Support Group, to enable apprentices to share learning and experiences amongst each other.	Promote and embed apprenticeships Develop skills and career pathways	
<b>Quarter 3 Targets</b>			
9	Work with local schools and colleges to promote apprenticeship opportunities at the Council.	Grow the number of apprenticeships	
10	Identify and train a small group of apprenticeship mentors, to be matched to apprentices when they join the Council.	Promote and embed apprenticeships	
11	Develop a manager support toolkit, outlining the skills, behaviour and key information needed to successfully manage an apprentice.	Promote and embed apprenticeships	
<b>Quarter 4 Targets</b>			
12	Apprentices to present to SMT / DMT at the end of their apprenticeship - to showcase the skills they have gained, and celebrate their success.	Promote and embed apprenticeships Grow the number of apprenticeships	