Shared Apprenticeship Scheme

The flexible way for employers to take on apprentices
Why has the CITB Shared Apprenticeship Scheme been established?

The introduction of the Public Services (Social Value) Act 2012 places a requirement on commissioners to consider early on, not only economic and environmental issues, but also the social benefit of their approaches to procurement.

Part of the requirements to secure new work will often include Apprenticeship recruitment as a requirement of the tendering process. Employers that support apprentices can generally expect to get more invitations to tender.

Benefits to the employer
The CITB Shared Apprenticeship Scheme allows employers to enjoy all the benefits of an apprentice, without the direct employment responsibility as this is taken up by the Shared Apprenticeship Scheme.

The scheme aims to provide a solution to employers involved in the procurement process so they can make a commitment to a young person, even though their contract on site may only be for a short period. Procurement is pooled within a region and the apprentice rotated from one contractor to another, until they have completed their full Apprenticeship framework at Level 2 or 3.

This means that employers can still play an important part in training as the scheme allows them to take on an apprentice, for as short a duration as three months, with no commitment to the apprentice at the end.

Benefits to the apprentice
The young person benefits by having the opportunity to complete a full Apprenticeship programme by working with a number of different employers and so gains the skill sets they require to become qualified. This way of training can give the apprentice a more diverse and wider experience of the industry and means they avoid being displaced when a project covers more than one region and they cannot move with it.

Guarantee
CITB’s Shared Apprenticeship Scheme works hard to ensure that, when the apprentice has finished working with an employer, another placement is found and, upon framework completion, they will be given help to secure permanent employment within their chosen trade.

An apprentice who completes the full three-year Apprenticeship will gain an NVQ Level 3 in their chosen trade. Currently, around 90% of apprentices who completed the three years have secured full time employment in their chosen trade.
The CITB Shared Apprenticeship Scheme

The CITB Shared Apprenticeship Scheme is a limited company by guarantee or a community interest company (not for profit). The Scheme takes responsibility for the employment of the young person, pays the apprentice’s wages and manages all the paperwork. It benefits by going through CITB’s Managing Agency (Ofsted Outstanding*) in the same way as a traditional Apprenticeship.

The constitution of the Shared Apprenticeship Scheme is made up of key regional stakeholders including local authorities, frameworks, housing associations and representatives from major contractors and the SME sector.

CITB is establishing a nationwide network of Shared Apprenticeship Schemes to support those involved in procurement. At present there are seven regional schemes in England, two in Wales and several under development in Scotland.

Flexible training and simplified financial arrangements

The Shared Apprenticeship Scheme manages the whole process by pooling all the opportunities within a region that have been driven through the procurement process. Young people are placed with various employers who are only charged for the time that the young person is placed with them. All of the apprentice’s employment liability sits within the Shared Apprenticeship Scheme, allowing the host contractor the ability to provide training opportunities on a short-term basis.

Skilling the industry

The construction industry continues to face many challenges and has made many changes, but the need for training its workforce remains the same. The industry will need in excess of 200,000 recruits to support a 6.2% increase in growth by 2019, according to recent research, so take the opportunity to respond to the rising need for skills and apprentices now.

The industry relies on a company to employ an apprentice for approximately two years to enable sufficient experience to be accumulated to achieve qualification to NVQ Level 2 and Level 3. The scheme provides a sustainable opportunity to support this and makes appropriate skills interventions at a local level using the procurement process that will deliver full-time employment opportunities to their local communities.

* England only
Catherine King started her career as an apprentice on the SAS and is now training to be an architect. Catherine completed three years as an apprentice with Calico Enterprise Ltd training to become a fully qualified painter and decorator. Catherine has now decided to embark on a new career and train to be an architect.

“The last three years have been fantastic and I’ve been fortunate to have had the support of Calico, Burnley College and CITB. During my time with Calico, I’ve worked on a number of prestigious new builds and, as a result of this wide experience, I realised how many more opportunities there are in the construction industry. I was one of the most experienced decorators on site and often involved in discussions with site managers, surveyors and designers. It broadened my horizons and I decided I wanted to train to become an architect.”

Stuart Graham, Head of Skills and Enterprise, Calico Enterprise Ltd
Operation of the Shared Apprenticeship Scheme

Each Shared Apprenticeship Scheme is established as a company limited by guarantee, or as a Charitable Incorporated Organisation. The guarantors will be the members of the appointed board with the membership consisting of in-scope construction companies. The company will exist solely to manage the objectives of the Shared Apprenticeship Scheme with any surpluses being reinvested into the company. The constitution of the scheme must include partners with direct control of regional construction contracts. Additional board members may be primary regional construction contractors and other regional bodies, with CITB as observers.

The Shared Apprenticeship Scheme is:

- An established legal entity, not for profit
- Its constitution includes:
  - Local Authority/Housing Associations/RSLs
  - Training Provider/Sector Skills Council
  - Lead client
  - Contractors/supply chain
- It uses procurement to deliver appropriate skills training
- It directly employs an apprentice and works with supply chain companies to identify placement opportunities
- Its partner employers are recharged for wage costs, only for the time the apprentice is on placement.

"CoTrain, as a Shared Apprenticeship Scheme, is valued as it addresses many of the issues faced by construction businesses. They want high calibre, reliable, proactive young people to be trained and supported to become tomorrow’s workforce and prospective leaders. CoTrain provides construction clients and companies with a collaborative solution that takes away much of the hassle and risk for one company taking on a full-time apprentice."

Derek Rees, Chief Executive of SECBE, Regional Director of Constructing Excellence London & South East, Director of CoTrain, a Shared Apprenticeship Scheme
Constitution and Operation

How the CITB Shared Apprenticeship Scheme will benefit you

LAs/HAs/Frameworks:
• Provides a single service for Apprenticeship recruitment that can be embedded into procurement policies
• Ensures that appropriate skills interventions are made in an area and do not lead to over-training
• Maximises employment outcomes through the use of ‘pooling’ opportunities
• Regional skills agenda met
• Single service provider
• CITB funding and support
• Sustainable recruitment as only appropriate skills interventions are made. Compliance with Social Value Act 2012.

Major employers:
• Single service provider that can be embedded into contracts with the supply chain
• Influence over outcomes from multiple projects
• Provides a one-stop approach offered to the supply chain.

SMEs:
• Participation in the scheme may increase chances of winning new contracts
• All employment liability of the apprentice is taken by the shared scheme
• The employer is only charged for the time the apprentice is placed.

The community:
• Supporting skills shortage
• Local employment for local young people.

The young person:
• A secure Apprenticeship
• Full range of occupations covered
• Broad range of experience
• All college fees paid
• CITB Apprenticeship Officer support
• Regular reviews
• Training managed though an Ofsted Outstanding* provider
• Over 90% go on to permanent employment.

* England only
Why using the CITB Shared Apprenticeship Scheme makes good business sense

- Funding: £10,250 over 3 years per candidate (paid monthly)
- £6,000 for Level 2 (over 24 months – £250/month)
- £4,250 for Level 3 (over 12 months – £354/month)
- Support for travel and lodgings
- Dedicated Management and FT SAS Coordinator
- Involvement of local partners e.g. local FE Colleges, NAS
- Access to area field staff
- Scheme marketing support
- Only appropriate skills interventions are made and, even if no placement, the apprentice is still employed
- Success rates (frameworks, conversions to higher qualifications) diversity and ‘into employment’ outcomes.

† Conditions apply. Payable to the Shared Apprenticeship Scheme.

It has helped ease the burden of recruitment. I am pleased with the calibre of apprentices and the current ones are performing quite well.

The scheme helps to recruit the right talent at the right time and, as we cover a big area, it has helped to plug the skill gaps. I would definitely consider taking some of the apprentices on as full time employees when they finish their Apprenticeships.

Howard Parson, Operations Manager for L & W Wilson which has 125 employees, with six apprentices currently provided by scheme.
Existing schemes and their CITB co-ordinators’ details

Further schemes are under development across England, Scotland and Wales to provide industry with complete geographic coverage.

Constructing the Future (North West)
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Case study

Lovell is a national affordable housing developer and housing regeneration company. Regional training advisor Chris Humphreys, who covers the North West and North Wales region, speaks about the Shared Apprenticeship Scheme.

“Lovell is committed to the training and development of its workforce and this scheme is part of our Apprenticeship offering. This scheme truly benefits the employer, the subcontractor and the apprentice.

“The beauty of the process is that it’s so user friendly. The designated Apprenticeship Officer answers the brief and finds and recruits the appropriate apprentice according to the skills and demographic requirements of the job.

“It has proven very useful in helping us find the best teams to deliver the labour for smaller projects, which may typically last 12-15 months, although we also use it on bigger schemes. The apprentices get valuable experience and may go on to get further work with one of our subcontractors, and in some cases it leads to full-time permanent employment.

“It’s a good opportunity for the apprentices to build up contacts in the business and for the industry to talent spot great apprentices.

“By working closely with CITB, we can ensure that the training delivered through the Shared Apprenticeship Scheme complements the work we do through our own apprentice training programme.

“Looking to the future, it’s important to bring the next generation into the industry. We see the scheme’s flexibility as a real advantage because it allows apprentices to be placed with a mix of contractors during their training, allowing them to build up a broad base of skills and experience, giving them a high-quality training experience and ensuring they have the skills they need to build successful careers.”

Currently we have 10 shared apprentices working with our site teams delivering major house-building projects in Blackpool and on Merseyside, giving young people the chance to gain nationally-recognised trade qualifications on construction schemes which are helping transform their communities.

Paul Woby, Lovell craft training supervisor
The CITB Shared Apprenticeship Scheme provides shorter-term placement opportunities for our business. We have developed schemes in partnership with CoTrain, Evolve and Trac and, during the last 18 months, 20 young people have been recruited to work on iESE placements. The CITB SAS provides a flexible, integrated and well managed construction Apprenticeship scheme that enables local authorities and their contractors to support training opportunities for young people that would otherwise be missed.

Les Howell iESE, Framework Manager

Funding and support

iESE is a public sector major works construction procurement framework serving London and the South East with multi-million pound annual projects.
CITB is registered as a charity in England and Wales (Reg No 264289) and in Scotland (Reg No SC044875).