

S3.02 Support people into work by continuing to fill current, and deliver new, apprenticeship and trainee opportunities within the Council



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The Council's Workforce Strategy sets out the ways the Council is 'striving to promote an inclusive and engaging workforce that reflects the great diversity of Cardiff communities', and we are mindful of the disadvantage and barriers to employment that residents in our communities may face.

To help promote the Council as Employer of Choice to attract talent from our communities, overcome barriers to employment, and increase employability outcomes, the **HR Corporate Apprentice & Trainee Scheme** Team are responsible for the management and delivery of:

The Corporate Apprentice & Trainee Scheme: Creating and funding 30 new apprentice and trainee roles each year, designed to help Cardiff residents overcome traditional barriers to employment, and providing advice to Directorates

The Council's Work Experience Scheme: sourcing placements across the Council to develop candidate employability skills, support transition to work, and attract future talent.

Employer Engagement activities: raising awareness of the variety of Council career pathways and entry routes, across our communities in local schools, colleges and universities to promote the Council as Employer of Choice.



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The Corporate Apprentice & Trainee Scheme

Funds the creation of 30 new Corporate Apprentice/Trainee roles each year at Real Living Wage
Open to Cardiff Residents to help overcome barriers to employment by:

Reducing Essential Criteria on Person Specifications on Corporate Apprentice & Trainee Scheme roles

Removing Work Experience as Essential Criteria on Person Specifications on all Corporate Apprentice & Trainee Scheme roles

Removing Qualifications as Essential Criteria from Corporate Trainee role Person Specifications

Reducing Qualifications as Essential Criteria from Corporate Apprentice Person Specifications

Providing on the Job Training for Apprentices and Trainees and ensuring provision of a named service mentor

Embedding a relevant Welsh Government Apprenticeship Framework qualification linked to career path for all Apprentice roles.

Paying at least the equivalent of the Real Living Wage for all apprentice and trainee roles, higher than the UK Government Apprentice Rate



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	New apprenticeship and trainee placements provided in the Council in year	Total number of apprenticeship and trainee placements within the Council in year
Outturn 20/21	27	119
Outturn 21/22	118	183
Outturn 22/23	65	173

* We are currently reviewing data to determine outturn for 23/24



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COUNCIL APPRENTICESHIP PATHWAYS

Examples

Health & Social Care

Digital Application Design

Marketing & Social Media

Software and Data Engineering

Business Data Analysis

**Business Administration and
Customer Services**

Horticulture

Teaching & Learning (in Schools),

Early Years Play and Youth Work



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Accountancy

Housing

Human Resources

Management & Project Management

Mechanical Engineering

**Environmental Management &
Sustainability**

**Auto Engineering, Electrical
Engineering & Fabrication (Welding)**

Plumbing, Carpentry & Plastering

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Supporting People into Work

The Corporate Apprentice & Trainee Scheme Team, delivered



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30 Corporate Scheme Funded Roles

15 x Corporate Apprentice roles	15 x Corporate Trainee roles
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Work Experience Placement Days 2023/4

Placement Days Sourced	314.5 days
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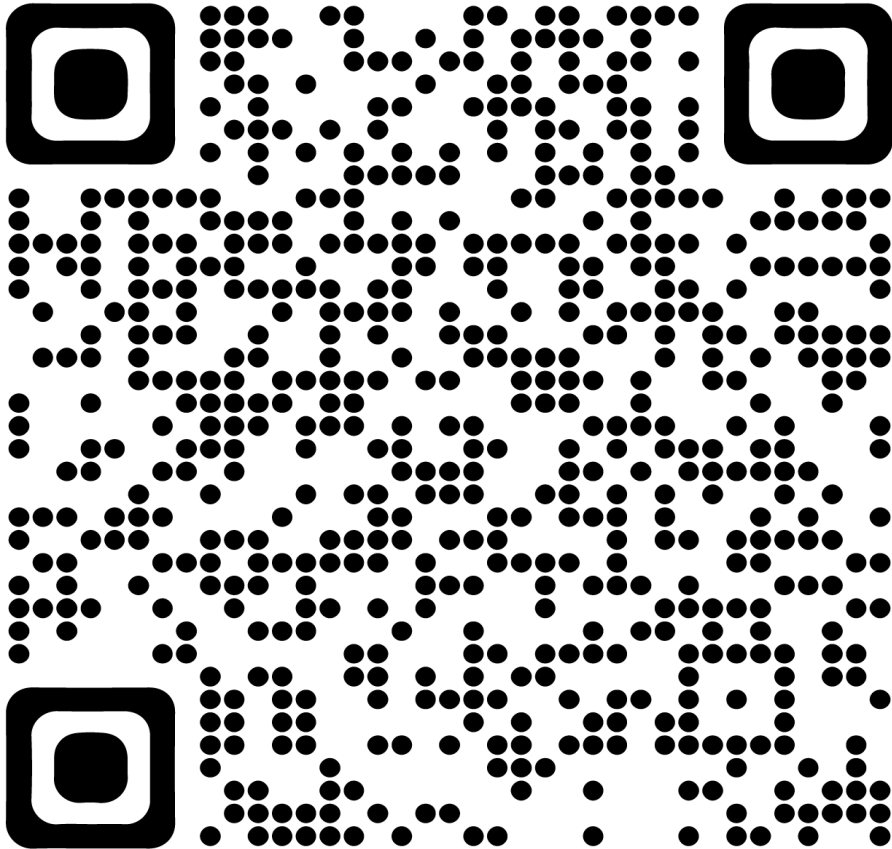
Community Engagement / Outreach Activities

2023/4	Events	Attendees Reached
Community Engagement Events*	19	9,375

Working in partnership with Careers Wales, local schools, colleges and universities, these events are designed to raise the aspirations of Young People by increasing careers awareness and employability skills.

Events include Choose Your Future Careers Wales Apprenticeship Fair, School and FE college careers fairs, holding mock interviews in schools, providing 'Local Government Careers at Cardiff' Talks, promoting the Corporate Apprentice & Trainee Scheme and Work Experience Schemes and signposting to additional Council support services e.g. Into Work Services.

Scan for our current Vacancies



or visit

www.jobscardiffcouncil.co.uk

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Cyngor
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Cardiff
Council
Careers



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- Delivering 700 local government services
- Serving 362,000 residents, 8 million visitors, and businesses across the city
- [Cardiff Council – Career site \(jobscardiffcouncil.co.uk\)](http://www.jobscardiffcouncil.co.uk)