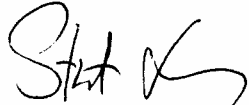




**Haringey** Council

Report for:	Corporate Committee	Item Number:	
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Title:	Workplace Learning/ Experience Policy
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Report Authorised by:	Stuart Young, Assistant Chief Executive	
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Lead Officer:	Steve Davies, Head of Human Resources
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Ward(s) affected: ALL	Report for Key/ Non Key Decisions: Non Key Decision
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**1. Describe the issue under consideration**

To ask the committee to agree a policy for handling workplace learning/ experience arrangements.

**2. Cabinet Member introduction**

Not applicable

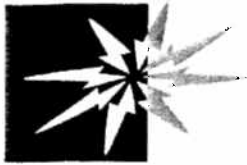
**3. Recommendations**

To agree the attached policy for workplace learning/ experience opportunities.

**4. Other options considered**

4.1 The attached policy outlines the different types of workplace learning/ experience opportunities and the appropriate pay and conditions that are applicable to the different arrangements.

4.2 Given that the council is a public body there is no scope to avoid statutory employment regulations including national minimum wage regulations in relation to pay and the working time regulations in relation to holiday entitlement.



## **Haringey** Council

Therefore we need to have a policy for pay and conditions for apprenticeships and internships. There is no alternative option.

### **5. Background information**

- 5.1 Youth unemployment is at record levels and in the borough it is at 11.7% compared to a London average of 8.1%. The council like many large employers have strived to provide a number of workplace learning/ experience opportunities for young people including work experience, apprenticeships and more recently internships. It is important that there is clarity over what these different arrangements are and what pay and conditions, if any, should apply to these different workers.
- 5.2 There are 3 different types of workplace learning/ experience arrangements that the council support. These are work experience, apprenticeships and internships.
- 5.3 Under the National Minimum Wage Act (NMW) 1998 someone should be classified as a 'worker' who has a contract of employment or other contract that requires the individual to carry out work or services for another party. It is important to understand that interns or apprentices cannot be classified as volunteers. Volunteering can take many forms by it does not usually involve full time or close to full time working or doing specific duties. And volunteers are under no obligation to perform work or carry out your instructions. Therefore interns and apprentices need to be classified as workers.
- 5.4 Under the NMW Act all 'workers' must be paid at least the minimum wage (currently £6.08 per hour for 21 and over years of age, £4.98 per hour for 18-20 yrs), unless they are:
  - People doing a government accredited apprenticeship or work based training
  - Students doing a first degree or teacher training who work as part of their course
  - Volunteer workers for a charity, voluntary organisation or statutory body
- 5.5 Work experience placements tend to last for a few weeks only and usually apply to Year 10 school students. Therefore no payment is necessary.
- 5.6 However, both apprenticeships and internships are more formalised arrangements and tend to last 6 – 12 months and involve undertaking a programme of work or project. Therefore given the council's London Living Wage policy it is proposed to pay these groups the London Living Wage rate (currently £8.30 per hour) for the hours that they work.
- 5.7 The attached policy outlines in more detail the different types of workplace learning/ experience opportunities that there are and the appropriate pay and conditions that are applicable to the different arrangements.



## **6. Comments of the Chief Finance Officer and financial implications**

6.1 The Chief Financial Officer is content that the policy is written in such a way as to ensure that the potential costs and other financial implications of any appointment will be addressed before any agreement to enter into any of these arrangements is made.

## **7. Head of Legal Services and legal implications**

7.1 Legal Services has been consulted on the content of this report. S112 of the Local Government Act 1972 provides that the Council may appoint staff on such reasonable terms and conditions of employment as the authority might determine. The provision for a policy for the recruitment of Apprentices and Interns and the application of the London Living Wage, holiday and sick pay to apply to Apprenticeships and Internships is a reasonable course of action within the council's aims and strategies.

## **8. Equalities and Community Cohesion Comments**

8.1 The current age profile in the council (at June 11) shows only 1.9% of staff are under 25 (down from 3.8% in 2009/10), this equates to only 72 staff from a total of 3,866. In the borough profile, 11% of residents are in the same age group.

8.2 During the same period, youth unemployment in the borough was 11.7% (higher than the London average rate of 8.1%) The council like many large employers have strived to provide a number of workplace learning/ experience opportunities for young people including work experience, apprenticeships and more recently internships.

8.3 Therefore it important for the council to have a policy on how these different workers should be treated in terms of their pay and conditions.

## **9. Use of Appendices**

**Appendix A – Workplace Learning/ Experience Policy**

## **10. Local Government (Access to Information) Act 1985**

No documents that require to be listed were used in the preparation of this report.

## Workplace Learning/ Experience Policy

### Introduction & Scope

Workplace learning/ experience opportunities provide young people with a means of gaining valuable skills and experience within a real workplace environment. As such they can act as a 'talent pipeline' into the workplace.

This policy outlines the types of workplace learning/ experience arrangements that the council support and pay and conditions that are applicable to these types of arrangements.

This policy does not address in detail the administrative or practical arrangements for setting up the different workplace learning/ experience options which will be determined on a case by case basis by HR with the appropriate service manager, however issues that need to be considered include whether there is a properly funded post in the structure, how long will the job be in place, what hours will the postholder work, what work will be undertaken including an outline programme, what will be the management and monitoring arrangements for this work.

Volunteers (where a worker is free to come and go and usually does not constitute full time work) are not covered within the scope of this policy.

### Types of Workplace learning/ experience opportunities

**Work Experience** – placements tend to last for a few weeks and primarily involve work shadowing and the completion of small tasks that do not form a core part of the council's work. These placements usually apply to Year 10 school students, but not always.

**Apprenticeships** - a formalised programme for young people linking practical work experience with a nationally recognised training qualification. Typically lasting up to 12 months working up to 4 full days a week with additional time off (usually 1 day a week) for training but the costs of training are partly supported by grants.

**Internships** – provide work experience opportunities for young people lasting a number of months, usually 6 – 12 months, work set hours and close to full time, complete specified work to goals/ deadlines, and make a valuable contribution to the organisation.

### What type of work is suitable

**Work Experience** – any basic level tasks in the workplace that expose the young person in a limited way to the types of work typical of the service within which they are working. Shadowing another officer in their day to day work is also a typical means of exposing young people to the type of work they may have to do in the workplace – this will tend to suit more physical/ practical outside visit types of work.

**Apprenticeships** – the national qualifications that support various workplace apprenticeships cover numerous types of jobs from accountancy and business administration to social care, gardening - and many more, but in terms of the types of roles that will be suitable to apprenticeships these will typically be entry level, lower graded roles within these types of professions.

**Internships** – these are suited to roles where a specific piece of work or project is required. Internships are typically offered to university graduates. Types of work that are suitable are often desk based research, supporting policy or professional type roles in formulating policy, organising meetings/ events, general research, etc.

### **Approval of these workplace learning/ experience opportunities**

Any proposed workplace learning/ experience opportunities need to be cleared and authorised by the Head of HR. The first consideration will be in relation to whether there is a properly funded post within the structure. Any posts must be contained within the budgetary provision for the service. Where different funding arrangements are required, e.g. for political groups these will be identified and detailed before authorisation. It is also important that workplace learning/ experience opportunities are not created at the expense of existing employees, and that apprenticeships are created with a view to providing a real opportunity for employment within the council at the end.

In addition to the above points the Head of HR will also have regard to a number of other practical issues being resolved with the service manager including how long will the job be in place, what hours will the postholder work, what work will be undertaken including an outline programme, what will be the management and monitoring arrangements for this work. The specific administrative arrangements are not dealt with in detail within this policy but will be considered on a case by case basis by HR with the appropriate service manager for the different workplace learning/ experience options.

### **Pay and conditions arrangements**

**Work experience** – given the nature and type of arrangement there is no expectation of payment or reimbursement needed. However, in certain cases e.g. if the student is older it may be reasonable to reimburse travelling expenses.

**Apprenticeships** – given the council's London Living Wage policy it is proposed to pay apprentices the London Living Wage rate (currently £8.30 per hour for workers aged 18 years or over, and £5.10 below this age) for hours worked, with no payment for any training hours. Entitlement to payment will apply to any apprenticeship lasting longer than 4 weeks. They will be entitled to holidays and sick pay on the same eligibility basis as other local government employees.

**Internships** – given the council's London Living Wage policy it is proposed to pay interns the London Living Wage rate (currently £8.30 per hour for workers aged 18 years or over) for hours worked. Entitlement to payment will apply to any internship lasting longer than 4 weeks. They will be entitled to holidays and sick pay on the same eligibility basis as other local government employees.

