

APPENDIX A

City & County of Swansea Apprenticeship and Work Opportunity Scheme

Key Actions to Initiate the Scheme based on Scheme Launch July 2017 after Cabinet decision

Awareness raising and promotion of the intended scheme throughout the Authority	<ul style="list-style-type: none"> • Audit of existing schemes within service areas. • Engage with service areas and gather information on their likely requirements • Gathering information from HR on policies and procedures. • Establish a network of contacts within service areas • Develop specific principle via corporate parenting and poverty fora 	<ul style="list-style-type: none"> • From July to September 2016
Resourcing	<ul style="list-style-type: none"> • Researching the range of funding opportunities available to support placements. 	<ul style="list-style-type: none"> • October 2016
Develop policy	<ul style="list-style-type: none"> • Agree the scope of beneficiaries • Name for the initiative • Engage with HR and legal regarding recruitment policies and candidate progression • Consult on draft policy, once developed 	<ul style="list-style-type: none"> • From October 2016 to January / February 2017
Develop processes for placing people	<ul style="list-style-type: none"> • Procedure for contacting service areas • Process for advertising opportunities (Inform Swansea) • Recruitment Procedure (in conjunction with HR) • Suite of documents for monitoring placements 	<ul style="list-style-type: none"> • From October 2016 to January / February 2017
Developing a Supply of Candidates	<ul style="list-style-type: none"> • Engage with college and other apprentice providers • Create links with Careers Wales • Introduce new initiative to BBM existing provider network • Create links with the Universities for internships and higher work placements. 	<ul style="list-style-type: none"> • From February 2017 onwards
Target Setting	<ul style="list-style-type: none"> • Agree a range of targets relevant to the scheme 	<ul style="list-style-type: none"> • After initial pilot year