

**Working together to create a borough of opportunity  
Predictive Equality Impact Assessment (PEIA) (V.5)  
FOR ALL COUNCIL DECISIONS ONLY**



**Title of report or proposal:**

**LBHF Business Administration Apprenticeship Pilot**

Describe in full the aims, objectives and purpose of the proposal, including desired outcomes:

Specifically the Apprenticeship scheme will:

- provide jobs and a clear routeway for residents in to sustained employment
- assist residents to secure the skills and work experience necessary to compete for work and sustained employment
- widen the employment access routes for residents aged 16-25, who are disaffected through lack of formal qualifications and work experience or who are vulnerable as these cohorts are under-represented in the workforce.
- set a positive example to other employers and businesses locally and share good practice and learning in order to maximise the availability of apprenticeship schemes across the borough
- proactively respond to the wider Government agenda to boost the number of apprenticeship places.

The scheme seeks to open up opportunities to young borough residents (16-25) who are disaffected, vulnerable or often overlooked because of a lack of formal qualifications, work experience, parental responsibility or disability. The scheme will therefore specifically seek to target and include lone parents; young people who are NEET (16 – 18 years and not in education, employment or training); leaving care or vulnerable.

This initiative will draw potential apprentices from a range of partner organisations including Connexions, Job Centre Plus, services working with disaffected young people and looked after children, HF Education Business Partnership, HAFAD, borough based secondary schools and colleges as well as employment support agencies and third sector organisations.

As the Work Matters programme seeks to better integrate existing and proposed employment support initiatives, the Apprenticeship scheme will recruit from projects developed by other organisations as well as Council led interventions such as the employment opportunities projects developed by Housing Options and Early Years teams.

Department:

Led by Regeneration but supported by all departments within the council

Officer Responsible: ***(to be completed by the report author)***

Amanda Jane McDonagh (Apprenticeship Development Officer) [amanda.mcdonagh@lbhf.gov.uk](mailto:amanda.mcdonagh@lbhf.gov.uk)

(Signature, Print Name, Contact Number and Email Address)

**Form and report MUST be checked and countersigned** by the Opportunities Officer (Organisational Development)

Opportunities Officer: ***(to be completed by the Opportunities Manager)***

Signed off by Khadijah Rafiq on **18/09/09** Email [PEIA@lbhf.gov.uk](mailto:PEIA@lbhf.gov.uk) Tel 020 8753 1874

PLEASE ANSWER THE FOLLOWING QUESTIONS:

### 1. Who are the main people that this decision will affect?

Unemployed residents aged 16-25 seeking experience and up to date skills  
NEET, care leavers, lone parents - residents who have demonstrated a commitment to gaining employment but require practical work experience to compliment training/qualifications  
Work Supervisors and teams supporting volunteers  
All departments within the council will be expected to support the scheme providing placements. Therefore, the Apprenticeship Scheme is expected to eventually have some impact on all teams within the council  
EBP mentors  
EHWLC – facilitators of college

### 2. Identify the risks that could prevent the planned outcomes

- Member level sponsorship
- Adequate funding for NVQ i.e. ratio of 16-19 and post 19
- Adequate funding for childcare costs of these exceed amount costed in
- buy-in across the Council (staff, senior management, Work Matters Board members, Borough Partnership and external partners)
- Good support from the business sector which will provide staff volunteers, who having received training, will act as mentors to the apprentices (BBC, Coca Cola, Disney already on board)
- Targeted publicity in order to attract under represented cohorts e.g. young people who are NEET; care leavers
- No. of Planned interventions and support to minimise drop out rates
- Agreeing a viable and sustainable business plan to continue the scheme beyond the pilot year and initial Area Based Grant (Local Area Agreement) funding
- Planned campaign to assist apprentices in securing permanent work or further training at the end of the programme
- Expansion of the scheme to Advanced Apprenticeships offering NVQ Level 3 and higher as well as expansion to Further business sectors e.g. health & social care, management, leisure.
- No of apprentices completing programme i.e. NVQ level 2 and employability
- Sufficient targeted publicity in order to attract under represented cohorts e.g. young people who are NEET; care leavers
- Working with applicants with criminal records
- Managing disclosure in the workplace (e.g. a mental health or substance misuse history)
- Confidentiality/Data Protection – apprentices working in
- Support and recognition for Apprenticeship Scheme from Union
- Clarification of roles and objectives to all stakeholders, particularly potential apprentices and work supervisors
- Importance of offering high quality training, supervision, support and mentoring
- Personalised learning and support plans to meet the needs of each apprentice
- Role of Apprenticeship Development Officer and Work Supervisors needs to be clearly defined to provide appropriate support throughout Apprenticeship programme (i.e. before, during and after)
- Produce a thorough scope of placement role, duties and resources to ensure realistic objectives are set
- Managing local environment/H&S issues
- Matching individual skills and abilities to appropriate placement requirements and support
- Access and communication to aid participants with physical/learning disabilities
- Strategy in place in the event that placement breaks down or ends suddenly to support Apprentice and Placement Provider
- Personalised learning and support plans to meet the needs of each apprenticeships
- Work Placement Providers have sufficient resources for participant to complete duties
- Managers providing sufficient supervision
- Managing sickness and attendance throughout placement
- Planned campaign to assist apprentices in securing permanent work or further training at the end of the programme
- Agreeing a viable and sustainable business plan to continue the scheme beyond the pilot and initial funding

### 3. Could the proposal have a positive impact on a) race b) disability c) gender d) sexual orientation e) age f) belief system groups? (Please provide evidence e.g. user feedback, complaints, monitoring?)

The scheme targets local residents and under represented groups are particularly welcome to apply for the scheme across a) b) c) d) e) f), so it is certain to have a positive impact.

4. Could the proposal have a differential negative impact on **a) race b) disability c) gender d) sexual orientation e) age f) belief system groups?** (Please provide evidence e.g. user feedback, complaints, monitoring,?)

No negative impact evident as recruitment plan both internally and externally focuses on diversity. Council as equal opportunities employer welcomes diversity within workforce.

5. Could the proposal have any differential impact (either positive, negative or neutral) on the health outcomes of the local population? Please provide details.

Offering apprenticeships within the council will have a direct positive impact on challenging health issues and by helping individuals into work with real prospects provides health benefits.

6. Can any differential negative impact of the decision be justified?

No

7. If you have undertaken any internal/ external research or consultation(s) please list these below:

**We have currently met with the following teams and organisations to discuss the aims, needs, benefits and support requirements of the scheme:**

**External**

- Ealing, Hammersmith & West London College
- Jobcentre Plus
- HF Education Business Partnership
  
- HAFAD
  
- employment support agencies
  
- third sector organisations

**Internal**

- Work Matters Project Board
- Apprenticeship Steering Group
- **Community Services;** H & F Advice, OT, Housing and Community Support, **Children's Services;** Children Youth & Community Commissioning, EBP & Children's Centres x 2 posts
  
- **CSD Quality Commissioning & Procurement, Resident Services;** Community Sports and Recycling,
- **Environment;** Highways and Public Protection and Safety.
- **Corporate & Finance Services;** HR and H & F Direct

8. Do you need to undertake any further consultation? If so, what and with whom?

Not at this stage but there are evaluative milestones that are embedded in project plan, quarterly and end of project evaluation timed to measure effectiveness of the apprenticeship pilot. Consulting apprentices and those highlighted in Section 7.

9. If any differential negative impact is predicted, what actions are you planning to implement which would help lessen any adverse impact? Please give details.

Not applicable

**PLEASE EMAIL COMPLETED FORM TO [PEIA@lbhf.gov.uk](mailto:PEIA@lbhf.gov.uk)**

**Contact: Equalities & Diversity Officer, 020 8753 1874  
London Borough of Hammersmith & Fulham**

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