**Appendix B**

Please complete in full and return to the Learning and Organisational Development team.

Email: apprenticeshipenquiries[@northumberland.gov.uk](mailto:LearningandOD@northumberland.gov.uk) .

**Section 1 – to be completed by the hiring manager**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Northumberland County Council Apprentice Request** | | | | | |
| Recruiting Managers email address: | [ryan.fitzpatrick@northumberland.gov.uk](mailto:ryan.fitzpatrick@northumberland.gov.uk) | Job title: | | | Information and Development Manager |
| Directorate: | Finance | Service & Department | | | Information services |
| Work/base address:  *(where apprentice will be based)* | County Hall, Morpeth | | | | |
| Immediate Line Manager/ Mentor of apprentice  *(if different from above)* | Nigel Jobson / Phil Donnelly | Telephone number: | | |  |
| How many hours on average will the apprentice work per week? | 37 | Department cost code:  *(for wages)* | | | 127200 |
| Can the team/service release the apprentice 2*0% of the apprentices working week to attend training?* | **Yes** |  | |  | *if no we are unable to provide an apprentice* |
| Has succession planning taken place? | **Yes**, date completed: Ongoing |  | |  |  |
| *Succession planning is ongoing and has been considered throughout the restructuring discussions.* | | | | |
| Permanent post identified at end of apprenticeship? | **Yes** |  | | | |
| *It is intended that a service restructure should provide the pathway for apprentices to move into after the apprenticeship finished* | | | | |
| Are you requesting wage support? *(If so, we will need to take this request for exec approval)* | ***(there must be a permeant role at the end of this apprenticeship for the successful individual) also)*** | | **No** | | |

**Section 2**

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| **Apprenticeship Training Details** | | | |
| Please outline the main duties you wish the apprentice to complete or attach a Job Description: | [3720 Software Development Technician Apprentice Level 3.pdf](https://northumberland365-my.sharepoint.com/:b:/g/personal/ryan_fitzpatrick_northumberland_gov_uk/Eb4WWeruwcxOjXMSU3N1jvUBH7qBNzZ0SBvecJ3Hdrjs1g?e=SCwwEd) | | |
| Apprenticeship pathway *(if known)*:  *(all apprenticeship standards can be found* [*here*](https://findapprenticeshiptraining.apprenticeships.education.gov.uk/courses?keyword=adult+social+care)*)* | Software Development Technician | Level: | 3 |
| Duration | 2 Years | | |

**Section 3 to be completed by the manager**

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| **Manager’s Reference** |
| Please outline how the intake of a new apprentice will benefit your team or department  *(e.g., aging workforce, staffing shortage)* |
| *The new apprentice will have a number of benefits for both our team and department.*  *We are currently having issues recruiting Software Developers at higher graded bands and are looking to invest in talent that we can develop and in the longer term help with these staffing shortages in this area.* |
| How does this apprentice request support the team/service objectives? |
| This request supports the service objective to develop talent in our Software Engineering community, build a pathway for people to progress and increase our internal capacity to deliver Digital Services. |
| Other comments |
|  |

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| **Authorisation Signatures** | | | | | |
| I confirm my support for this application and agree to release the applicant for 20% of their working week to attend training | | | | | |
| Recruiting managers name: | Ryan Fitzpatrick | Signature: |  | Date: | 17/06/22 |
| Service manager Name: |  | Signature: |  | Date: |  |

|  |  |
| --- | --- |
| ***Office use only***  *Learning and OD Signature:*  *Comments:* | |
| Approved: YES/ NO | Date: |