

PERFORMANCE ACTION PLAN TEMPLATE

Q4 (Year-end) 2013/14

INDICATOR OVERVIEW	
Indicator Title	Number of Apprentices Supported
Strategic Director Lead	Kevin Adderley
Departmental Lead	Alan Evans
Target	50

CURRENT SITUATION: Detail what the performance is for this measure and reason/s for non-compliance		
Performance this Period	36	+ / - Target : -28%
Non-compliance reason	The 2013/14 Apprenticeship Programme did not fully start until September 2013 because of a redesign to the programme; on reflection this left too short a time period to achieve all 50 apprenticeship starts.	

ACTIONS: This describes what's necessary or how to achieve a 'green' score. This way everyone is clear on what is required and when; knows the expected outcome and how to achieve it.	
What (is required)	The outstanding 14 apprenticeship places from 2013/14 have been allocated to the 2014/15 programme on top of the target for this year, anticipated to be 50. The 2014/15 process began on 1 st April 2014 and there have already been 28 expressions of interest forms submitted by businesses to take on apprenticeships.
How (will it be achieved)	The remaining budget for the 14 apprenticeship places has been rolled over into the budget for the 2014/15 programme.
Who (will be responsible)	Alan Evans – Strategic Lead Gareth Jones - Delivery Lead
When (will results be realised)	The authority cannot control when and if organisations will take on apprenticeships therefore in-year targets cannot be set and it may not be until the end of 2014/15 that results will be realised, however the situation will be monitored and reported on during 2014/15 whenever progress is made.