
From:
Sent: 10 September 2020 09:57
To:
Subject: FOI 101375 - Highways England apprenticeships and employment terms and conditions follow up questions to FOI 101246
Attachments: Degree Apprentice - 22343A.PDF
Categories: Update Tracker

Dear

I am writing to confirm that we have now completed our search for the information which you requested on 15 August 2020.

A copy of the information is below/attached.

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1) Are the 18 project management apprentices on a degree apprenticeship?

Our project management apprentices are enrolled on the level 4 Associate Project Manager apprenticeship.

2) If Highways England doesn't currently have any Civil Engineering degree apprentices, why then does Highways England's website state that they do offer Civil Engineering degree apprenticeships?

We offer Civil Engineering Technician apprenticeships – our website doesn't specify that they are degree apprenticeships. <https://careers.highwaysengland.co.uk/graduates-and-apprenticeships/apprenticeships/>

4) Could you please find out if Highways England intends to hire any Civil Engineering degree apprentices in 2020 or 2021? And how many?

We have two Civil Engineering Technician apprentices starting in September 2020 and are currently working with the business to determine how many roles we will offer in 2021.

(For Question 4, I understand that it depends on business needs, but would you mind asking the hiring manager for that team. Many thanks).

5) What month do apprentices usually start? (level 3 and 6)

Apprentices start with us in September each year.

6) When a degree apprentice completes their apprenticeship, are they offered a promotion or new job role? (please state the most common promotion type, or what job role degree apprentice are given when they have completed their degree with Highways England)

This is determined on an individual basis taking into account the apprenticeship route, level and career aspirations of the individual. Once our apprentices have successfully completed their programme they will work with their business area and the HR team to attempt to find them a suitable permanent role.

7) Could you please email me a copy of the individual job description for the degree apprenticeships Highways England offers (future and past)

Please see attached.

8) If one were to email over one's CV, would Highways England consider that person for an apprenticeship? Or retain that CV if they think that person would be suitable for an apprenticeship Highways England offers?

We don't accept speculative applications. If someone has applied for an apprenticeship position and hasn't been successful but scored very highly then we put them in reserve. Should another like for like post arise we could consider this person for it.

9) How does Highways England shortlist the applications for an apprenticeship? (e.g. the person's experience, qualifications...)

We shortlist against the qualifications and requirements of the programme. Depending on the level of the apprenticeship that will include GCSE and A Levels results, as well as their ability to demonstrate a passion in the subject matter/area of business. They are also scored against the 5 Highways England values.

10) What is the retention rate for Level 3 and degree apprentices? (for 2017/18, 2018/19 and 2019/20) (please state the total number of apprentices for each year, including those who no longer work for Highways England)

I can confirm under Section 1(1)(a) of the Freedom of Information Act 2000 that Highways England does not hold this information, this is because we don't break down our data according to apprenticeship level so we cannot report on this.

11) Does Highways England head-hunt for apprentices?

No, we don't head-hunt for apprentices.

If you are unhappy with the way we have handled your request you may ask for an internal review. Our internal review process is available at:

<https://www.gov.uk/government/organisations/highways-england/about/complaints-procedure>

If you require a print copy, please phone the Information Line on 0300 123 5000; or e-mail info@highwaysengland.co.uk. You should contact me if you wish to complain.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

If you have any queries about this letter, please contact me. Please remember to quote reference number **FOI 101375** in any future communications.

Yours sincerely,

Senior Talent Advisor
Human Resources

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