

# Career Pathways Guidance

A Career Pathway is when an employee is supported to develop the specific skills, experience, and/or qualifications required in order to fulfil a role. All roles within the council have a set of skills, knowledge, experience and/or qualifications that are considered essential in order to fulfil a role. Where a manager is either experiencing recruitment difficulties due to the lack of candidates with all the essential criteria, or where a development opportunity is identified to 'grow our own', a Career Pathway can be utilised.

Traditional Apprenticeships within Denbighshire County Council are to be replaced by the Career Pathway, thus ensuring that we attract a higher calibre of candidates, invest in our workforce for the future, and utilise the Levy funds (or Apprenticeship tax) we are paying; the Levy/tax is paid by all employers with a wage bill of over £3m, and is 0.5% of the total wage bill.

There are 2 types of Career Pathway; those using a Learning Provider/College Framework (historically known as Apprenticeships), and those not using a Framework. A Framework differs to other training courses as they consist of 3 elements; and NVQ, a Technical Certificate, and Essential Skills, whereas other training courses are usually an NVQ only, or a Technical Certificate only.

## **Framework Career Pathways**

With the introduction of the Apprenticeship Levy, and our commitment to ensuring all Apprentices are integral to our business, managers are encouraged to use a Framework where possible. These provide both the qualification required for the role, and on-the-job experience and skills, providing a holistic learning experience. A Career Pathway can be built around the Framework modules and working experience to support the business e.g. progression from one grade to another is dependent on certain modules being completed, and certain tasks being undertaken in work. Managers may also require the employee to undertake traditional short courses e.g. undertaking a LANTRA short course as well as a Construction Framework in order to meet the needs of the end role, or undertaking a Telephone Skills training session whilst undertaking the Business Administration Framework.

## **Non-Framework Career Pathways**

Career Pathways which do not utilise a Framework follow the same process but do not require the Trainee to undertake a Framework qualification. There may be other courses required that are provided as a short course or training session, rather than a Framework, or they may need to build their experience and knowledge instead of qualifications.

For both Career Pathways, please follow the below flowchart. The employee will be slotted into the permanent end role once fully competent without the need to apply.

For any queries relating to Career Pathways, please contact HR on 01824 706200 for a discussion and support.

Career Path Identified

Learning Framework Identified? – HR to assist manager if required

HR to liaise with college and Manager to discuss framework suitability against proposed position

Career path developed but not linked to an official learning framework

Job Description identified and sourced for the end position. Develop the career path and job description for the entry level position (using advert template)

Career Path Vacancy Control Form (VCF) to be completed and authorised and sent into HR accompanied by the Job Descriptions for end and entry position and the career path

HR to locate end position on GLPC and evaluate entry level position and provide Job IDs and indicative grade to manager within 10 days of submission.

HR to process the documents as required and advertise the position as per instruction on the VCF and normal recruitment process to follow.

Manager and employee to include career path as an objective to be discussed and progressed in 1-2-1s and performance appraisals.

Career path progression identified as and when, and Career Path Progression form to be completed, authorised and sent to HR to be actioned