



Department for Transport

To: Elliot Hope

[By email: request-289369-
3e4130a1@whatdotheyknow.com]

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24 SEPTEMBER 2015

Dear Elliot,

Freedom of Information Act Request - F0012758 – Fast Track Apprenticeship

I am writing in response to your information request dated 2nd September 2015 which is re-produced below for reference. This letter addresses your question.

‘Any questions refer to "Civil Service Fast Track Apprenticeship Scheme"
<https://www.gov.uk/civil-service-apprenticeships>

Any questions refer to the Fast Track level 4 scheme and not the operational delivery scheme.

Please provide any information the department holds on the following questions:

- 1. The pay scales for someone undertaking an Apprenticeship within your department.**
- 2. Apprentices in the department broken down by year from the scheme's creation.**
 - 2.1 How many will join in 2015 and in what month?**
- 3. Annual leave entitlements for an Apprentice within your department.**
- 4. Contracted hours per week.**
- 5. From the onset of the scheme how many Apprentices have been dismissed.**
- 6. From the onset of the scheme how many Apprentices have resigned.**
- 7. Please provide the roles that each apprentice has been assigned for example Work Coach, Personal Assistant to Senior Civil Servant etc'**

Your request has been considered under the Freedom of Information Act 2000.

The Department for Transport was formed in 2002 and currently consists of a Central Department and four executive agencies as follows:

Maritime & Coastguard Agency
Driver & Vehicle Licensing Agency

Driver & Vehicle Standards Agency
Vehicle Certification Agency

The Highways Agency became a Government owned company with effect from 1st April 2015 and was re-named Highways England.

This response covers the Central Department and our four current executive agencies.

I am writing to confirm that the Department has now completed its search for the information.

1. An apprentice under the Civil Service Fast Track scheme is paid at EO entry level. In this department the pay scale nationally (depending on the agency/department) starts from is £23,894 - £26,120 and again depending on the agency/department starts from £26,108 - £29,763 for London.
2. Apprentices in the department broken down by year from the scheme's creation is as follows:
Cohort 1 2013 – 0
Cohort 2 2014 – 1
- 2.1 In 2015, 3 new apprentices are expected to join the department. One started in September and the other 2 are expected by end of September/beginning of October.
3. Apprentices will be entitled to 25 days annual leave on entry in the department.
4. Apprentices are contracted to work 37 hours per week full time.
5. See below.
6. See below.
7. The following roles have been assigned to the apprentices:
HR Project Support
Assistant to Supplier Relationships Team
Commercial Apprentice x2

With regard to questions 5&6 the Department can neither confirm nor deny that it holds any information in reliance on the exemption at section 40(5)(b)(i) which covers third party personal information. Given the very small numbers involved if we did hold information relevant to these parts of your request it could be used, coupled with other information already in the public domain, or known to staff working in the Department to identify the reasons why an apprentice left. Apprentices have a reasonable expectation that information about why they may have left employment will not be placed into the public domain. This should not be taken to mean that the Department does or does not hold any recorded information for these two questions. The relevant text of the exemption from the FOI Act is attached at Annex A.

If you are unhappy with the way the Department has handled your request or with the decisions made in relation to your request you may complain within two calendar months of the date of this letter by writing to the Department's FOI Advice Team at:

Zone D/04
Ashdown House
Sedlescombe Road North
Hastings
East Sussex TN37 7GA
E-mail: FOI-Advice-Team-DFT@dft.gsi.gov.uk

Please send or copy any follow-up correspondence relating to this request to the FOI Advice Team to help ensure that it receives prompt attention. Please also remember to quote the reference number above in any future communications.

Please see attached details of DfT's complaints procedure and your right to complain to the Information Commissioner.

Yours sincerely,

A handwritten signature in blue ink on a light yellow background. The signature is cursive and appears to read 'Fernandes'.

Audrey Fernandes

Your right to complain to DfT and the Information Commissioner

You have the right to complain within two calendar months of the date of this letter about the way in which your request for information was handled and/or about the decision not to disclose all or part of the information requested. In addition a complaint can be made that DfT has not complied with its FOI publication scheme.

Your complaint will be acknowledged and you will be advised of a target date by which to expect a response. Initially your complaint will be re-considered by the official who dealt with your request for information. If, after careful consideration, that official decides that his/her decision was correct, your complaint will automatically be referred to a senior independent official who will conduct a further review. You will be advised of the outcome of your complaint and if a decision is taken to disclose information originally withheld this will be done as soon as possible.

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

Annex A

40 Personal information.

(5)The duty to confirm or deny—

(b)does not arise in relation to other information if or to the extent that —

(i)the giving to a member of the public of the confirmation or denial that would have to be given to comply with section 1(1)(a) would (apart from this Act) contravene any of the data protection principles or section 10 of the Data Protection Act 1998 or would do so if the exemptions in section 33A(1) of that Act were disregarded.