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# Young People's Education and Skills (YPES)

## Local Authority Apprenticeship Sub-Group

**Date** 17 March 2014      **Venue** London Councils

**Meeting Chair** Andy Scott, London Borough of Tower Hamlets

**Contact Officer:** Neeraj Sharma

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### Attendance:

#### Members:

Andy Scott	London Borough of Tower Hamlets	(Chair)
Rachel Dowse	Barking & Dagenham	
Susanna Tamimi	Brent	
Michael Pratt	Camden	
Nina Scuffil	Camden	
Jo Margrie	Hackney	
Stuart Woosnam	Havering FE College	
Nicky Freeling	Islington	
Amy Jeffrey	Lewisham	
Negat Lodhi	NAS	
Lorna Fraser	Southwark	
Aelwith Frayne	Tower Hamlets	

#### Officers

Jane Harrison	London Councils
Neeraj Sharma	London Councils

#### Apologies

Dianna Neal	London Councils
Laurie Pocock	Croydon Unison

### 1 Welcome Introductions and apologies

1.1 Andy Scott welcomed attendees to the sub-group. Apologies for absence were noted.

### 2 Notes of the last meeting and matters arising

2.1 The notes of the last meeting were agreed.

2.2 Members of the Local Authority Apprenticeship Sub-Group expressed an interest to be involved with Skills London 2015. It was requested that dates for the 2015 show were recirculated to enable boroughs officers to include it within their events calendar.

**Action point: London Councils to recirculate Skills London 2015 dates.**

### **3 Update from sub-group members including feedback from Apprenticeship week**

3.1 Andy Scott invited sub-group members to provide an update of their recent apprenticeship activities, particularly during National Apprenticeship Week that ran from 9 to 13 March. Key points mentioned:

- Camden Council held a celebratory event that Councillor Phil Jones, Cabinet Member for Regeneration, Transport & Planning, attended. Awards were given to apprentices and their supervisors. Additionally, the week was used as an opportunity to raise awareness of apprenticeship opportunities amongst young people – local colleges and Jobcentre Plus also shared information.
- Hackney secondary schools had worked with the Jobcentre Plus to host a range of events and disseminate information amongst young people.
- Islington Council held a range of events including an open evening that was attended by 83 young people. Information about apprenticeship opportunities were available including those within the health sector such as working for GPs, care homes and pharmacies.
- Barking and Dagenham council's apprenticeship team went into local secondary schools to inform students of apprenticeship opportunities. Although the approach was resource intensive, young people were very engaged.
- Ealing Council worked with Harrow to create more health apprenticeships. The councils also worked and supported the Jobcentre Plus to hold an event for all young people, not just those claiming benefits.
- Tower Hamlets Council held an employer led event at schools to enable teachers, parents and children learn more about apprenticeships. It focused on enabling individuals to understand how their current and developing skills-set could support them in the different career paths available.

### **4 Review of Apprenticeship Awards categories**

4.1 Jane Harrison talked to the paper circulated in advance of the meeting. It was explained that a working group met to discuss the existing award categories and judging process for the next London Borough Apprenticeship Awards. The working group proposed a number of recommendations for the Local Authority Apprenticeship Sub-group to consider:

- Refinements to the criteria for the all apprenticeship award categories.
- Introduction of a new award category 'Apprentice of the year' that would be drawn from the Best Contribution by a New Apprentice and Best Progression by an Apprentice (it will be chosen from the successfully shortlisted applicants of these categories).
- The judging of applications would be undertaken by an independent panel made up from the Apprenticeship Sub-Group Chair, an FE representative, a NAS representative, a GLA representative, an apprentice (possibly the best new apprentice from the previous year) and London Councils.

4.2 The Local Authority Apprenticeship Sub-Group approved the recommendations outlined in the paper but asked that consideration was given to the wording/criteria for Apprentice of the year award.

**Action point: London Councils to review wording for the *Apprenticeship of the Year* award.**

## **5 Future of apprenticeships in England**

5.1 Negat Lodhi delivered a presentation providing members of the sub-group with an update on the future of apprenticeships in England. The Department for Business, Innovation & Skills (BIS) was leading on the reforms. The aims were:

- To meet the needs of the future economy and businesses
- To ensure apprenticeships are more rigorous and responsive to the needs of employers following Richard Review
- So apprenticeships are viewed with the same esteem as University
- To build on existing strengths

5.2 The government had previously consulted on both the apprenticeship reforms and changes to the funding model. Whilst no funding model had been confirmed, the government was committed to employers contributing to the cost of apprenticeships – the funding ratio piloted through the trailblazers had been the Government pays £2 for every £1 the employer invests in their apprentice's training.

5.3 The sub-group supported the principle of improving the quality of apprenticeships and expressed the following views:

- It was correct there were incentives for employers to take on targeted groups such as 16 to 18 year olds. However, a multi payment system would increase the risk to employer as it would rely on them knowing and drawing down funding.
- Businesses were used to NVQ levels 1,2 and 3 as a standard form of qualification. It remained unclear how business would interpret and value the new standards.
- The reforms stated that Government funding will not contribute towards the cost of in-house training that employers offer to apprentices - this may deter a number of employers that provide apprentices with in-house training.
- London's apprenticeship market consists mainly of SMEs. The limited participation of SMEs in the development of the standards and piloting of the new funding approach remained a concern.

5.4 Sub-group members felt it was important to offer support and challenge to NAS to inform debates around the implementation of the reforms across London.

5.5 Negat Lodhi thanked members for their views and agreed to feed these back to colleagues.

**Action Point: London Councils to circulate Negat Lodhi's presentation and latest information on the apprenticeship funding reforms.**

**Action Point: Local Authority Apprenticeship Sub-Group members to seek feedback from local employers of their involvement and implications of the apprenticeship reforms.**

## **6 AOB**

- 6.1 Neeraj Sharma informed the sub-group that at the last Operational Sub-Group, the 14-19 lead from Hounslow had received a specification questionnaire by the SFA inviting bids for the Increasing Awareness of Young People in Schools to apprenticeship and traineeship offer. However, it was not clear whether each LA received this information.
- 6.2 Local Authority Apprenticeship Sub-Group members confirmed they too did not receive any information about this and requested London Councils' circulate the specification questionnaire.
- 6.3 Colleagues from Camden indicated they were keen to find training providers for their apprenticeships and requested colleagues get in touch with any organisations they were aware off.

**Action point: London Councils to circulate the SFA's Increasing Awareness of Young People in Schools to apprenticeship and traineeship offer specification questionnaire.**

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# Young People's Education and Skills Apprenticeship Sub-Group

## Terms of Reference

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### 1 Background

- 1.1 London Councils Young People's Education and Skills (YPES) operates on behalf of the 33 London local authorities to support 14 to 19 education and training across the capital. It is subject to London Councils governance.
- 1.2 YPES is part funded and works closely with the London Enterprise Panel (LEP). It brings together key stakeholders from across London to help deliver the region's priorities to influence and shape the learning provision on offer to young people.
- 1.3 The YPES Board delegates to the Operational Sub-Group (OSG), and/or officers such tasks and activities as it considers appropriate. The OSG takes responsibility for establishing sub-group(s) - permanent or otherwise - identified at any time according to specific needs, co-ordinates the work of the sub-groups as required and oversees work-strands as directed by the Board. It reports directly to the Board via the YPES Strategy Director.

### 2 Role of the Apprenticeship Sub-Group

- 2.1 The sub-group and relevant partners will support local authorities to develop apprenticeship opportunities.
- 2.2 The Apprenticeship Sub Group will achieve its prime objective by:
  - 2.2.1. Increasing the number of good quality apprenticeships created through boroughs' procurement processes.
  - 2.2.2. Increasing take up of apprenticeships, particularly by 16-18 year-olds.
  - 2.2.3. Maintaining an overview of, and seeking to address:
    - Skills gaps in borough workforces, particularly those which could be addressed by new apprenticeship frameworks and higher apprenticeship frameworks
    - The availability and effectiveness of pre-apprenticeship training and support, including Traineeships
  - 2.2.4. Maintaining an overview of, and seeking to influence government policy around apprenticeships as it affects London local government.

- 2.3 *Accountabilities:* Members agree to undertake specific tasks as and when required and will provide regular updates on their current work and priorities, both those that specifically relate to the priorities of the sub-group, and more generally relating to apprenticeships and skills and employment for young people.
- 2.4 The Apprenticeship Sub-Group remains accountable to all local authorities through the YPES Board.
- 2.5 *Identity and competence:* The Apprenticeship Sub-Group is empowered to advise and recommend to the OSG. The Apprenticeship Sub-Group is not a decision-making body in its own right and does not have a delegated budget other than project specific budgets agreed by the YPES Board.

### **3 Membership of the Apprenticeship Sub-Group**

- 3.1 The membership of the Apprenticeship Sub-Group will comprise:
- 3.1.1. Local authority Chair
  - 3.1.2. London Councils (YPES)
  - 3.1.3. London Councils (PAPA)
  - 3.1.4. Local authority representatives (maximum one per local authority)
  - 3.1.5. Skills Funding Agency
  - 3.1.6. UNISON
  - 3.1.7. Unionlearn
  - 3.1.8. London Work-Based Learning Alliance
  - 3.1.9. Further Education representative college
- 3.2 The Apprenticeship Sub-Group Chair may co-opt advisers permanently or to attend all or any part of any meeting or sequence of meetings. The OSG Chair, Apprenticeship Sub-Group Chair or YPES Board Chair may appoint observers to the Apprenticeship Sub-Group.
- 3.3 Substitutes are at the discretion of the Chair.
- 3.4 Members of the sub-group shall be published on the YPES website.

### **4 Key Responsibilities of Apprenticeship Sub-Group Members**

- 4.1 Members have a responsibility to provide guidance, advice and information germane to their areas of expertise and in a representative capacity as nominated members of the bodies noted at 3.1.
- 4.2 Members must declare any interest they have in any matter being discussed at any meeting of the Apprenticeship Sub-Group and shall comply with the direction of the Chair in that respect (such direction may be to withdraw from discussion or from the room whilst the discussion takes place or for the interest to be noted in the minutes). For the avoidance of doubt, the definitions of “interests” shall be as set out in the relevant London Councils corporate protocols and policies.

## **5 Frequency of Meetings and Secretariat Function.**

- 5.1 The Apprenticeship Sub-group will meet quarterly with interim communication and Chair's decisions made as necessary.
- 5.2 The minutes and papers from meetings will be published on the London Councils website.
- 5.3 The Secretariat Function for the group will be provided by the YPES Strategy Director within the resources agreed by London Councils Leaders' Committee.

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## **Appendix 1**

### **Extract from London Councils: Young People's Education and Skills Constitution**

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#### **1 Purpose**

- 1.1 The role of the London Councils Young People's Education and Skills Board is to provide pan-London leadership for 14 to 19 education and training provision in relation to the current and future needs of learners and employers, support local authorities in undertaking their statutory functions, and assist other stakeholders in planning, policy and provision.
- 1.2 The key tasks of the London Councils Young People's Education and Skills Board are to:
  - 1.2.1 develop the strategic vision of the market for 14 to 19 provision in London, influencing and shaping sufficient diversity and specialism to promote full participation;
  - 1.2.2 lobby for the best resources for London's young learners;
  - 1.2.3 in partnership with the LEP:
    - 1.2.3.1 develop a clear picture of the changing jobs landscape and skills needs in London to help shape the development of provision;
    - 1.2.3.2 support stakeholders with the provision of high-quality impartial information for all London's young people;
    - 1.2.3.3 alert London providers to known regionally unmet needs and gaps in the market;
  - 1.2.4 contribute to the production and analysis of data, including demographic data, to inform planning at a provider level;
  - 1.2.5 promote consistent scrutiny of 16 to 18 provision, challenging poor quality and championing excellence across the capital;
  - 1.2.6 support local authorities and providers to operate in the collective interest of London, particularly in addressing the needs of vulnerable learners;
  - 1.2.7 co-ordinate the development of specialist education and training across London – including both provision for learners with learning difficulties and disabilities and specialist vocational provision; and
  - 1.2.8 undertake any other tasks as directed by Leaders' Committee.
- 1.3 In pursuing these ambitions it is recognised that there may be the need to undertake specific commissioning activities at a regional level on behalf of local authorities, based on clear business cases.

# Young People's Education and Skills

## Local Authority Apprenticeship Sub-group

**Analysis of London Borough Apprenticeship data 2014-15**

Item no: 7

**Report by:** Jane Harrison

**Job title:** Principal Policy & Project Officer:  
Economy, Culture and Tourism

**Date:** 17 March 2015

**Contact:** Jane Harrison

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**Summary:**

The 2014-15 collection of apprenticeship data is nearly complete. The emerging trends show there is likely to be a small decrease in apprentices directly recruited by boroughs and in their supply chains compared to last year. The number of apprentices recruited via Apprenticeship Training Agencies has increased slightly.

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**Recommendations**

1. That the group notes the emerging trends outlined in the analysis.
  2. That the group agrees how the data should be used.
  3. That the group considers what, if any, actions should be taken as a result of this year's data.
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## 1. Background

1.1 Every year London Councils collects data from all London boroughs which show:

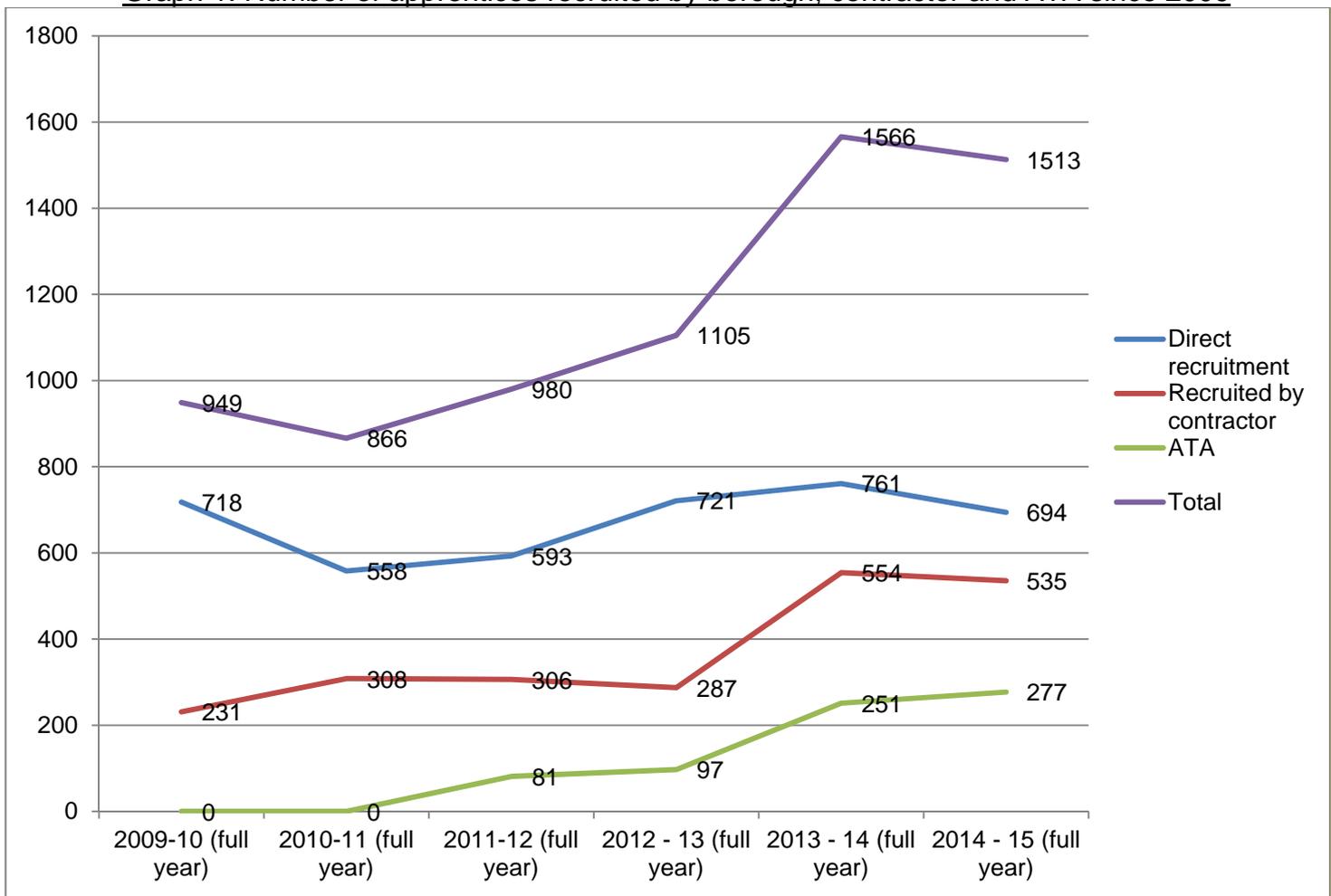
- The number of apprentices directly recruited by boroughs. Including information on age, level and the number that were previously NEET.
- The number of apprentices recruited by contractors that delivers services on behalf of a boroughs. Including information on age, level and the number that were previously NEET.
- The number of apprentices placed with ATAs where boroughs pay the salary and provide the placements for full apprenticeships.

1.2 This year's data collection started in March 2015. All but two boroughs have responded. It is hoped that a full set of data will be available for the next sub-group meeting.

## 2. Emerging Trends.

2.1 The data shows that the **total number apprentices** recruited directly by a borough and by their contractors in 2014/15 have dropped slightly since last year (however two boroughs are still to report). The number of apprentices recruited via an ATA has increased slightly. It is likely that a number of boroughs under report on the number of apprentices that have been recruited via their contractors and therefore the true number may be higher.

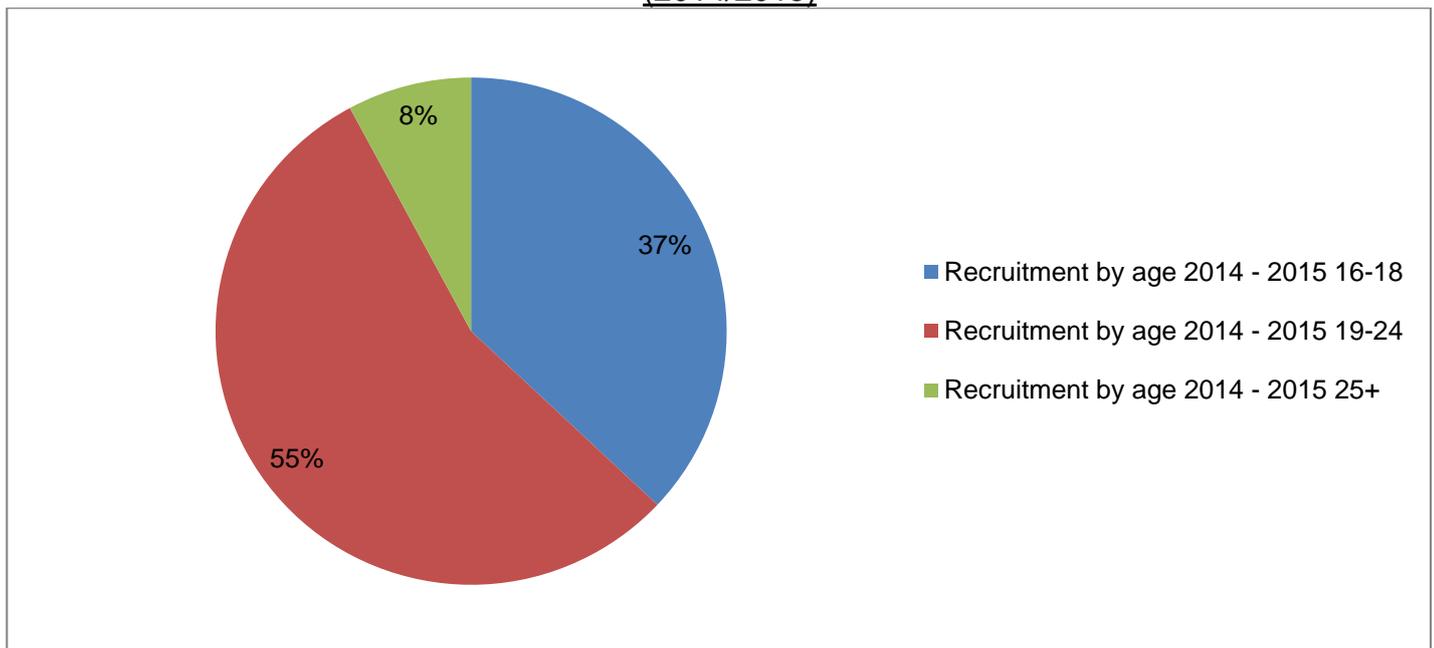
Graph 1: Number of apprentices recruited by borough, contractor and ATA since 2009



2.2 There is variation in the **number of apprentices recruited by each borough**. Please see the tabled document for a breakdown of apprentice numbers in each borough since 2009. Variation in the numbers of apprentices recruited by borough can be due to different factors including maturity of the apprenticeship programme, demand for apprenticeships, ability to recruit appropriate apprentices and the number of opportunities in a locality (for example boroughs with high levels of development and construction are likely to see more apprentices recruited via their contractors).

2.3 Not all the boroughs were able to provide **a breakdown of the age of the apprentices recruited**. However the data provided shows that 92 per cent of the apprentices recruited were 24 and under (with 37 per cent 16 – 18). This differs to the general profile of apprenticeship starts which shows that numbers in the higher age brackets have risen significantly and over-25s now make up 37 per cent of all starts<sup>1</sup>. This demonstrates that local authorities in London are providing more opportunities for younger people than business more widely.

Graph 2: Age of apprentices recruited by boroughs, their contractors and ATAs (2014/2015)



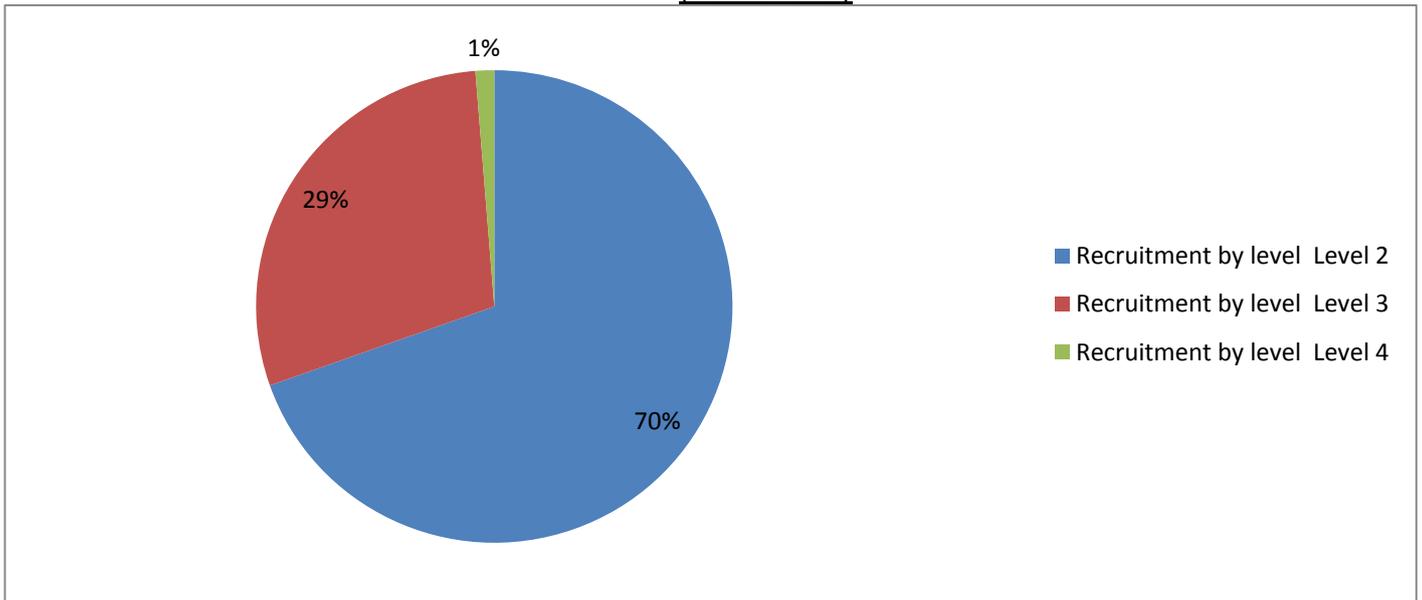
2.4 There was incomplete data on **recruitment by level**. However, from the data collected the trends show that 70 per cent of apprentices were recruited at level 2 and 29 per cent at level 3. Only 1 per cent of apprentices were recruited at level 4. London recruits at a similar level to the rest of the country and other businesses where:

- Level 2s make up 65 per cent of provision,
- Level 3s make up 33 per cent
- Level 4s make up 2 per cent.

On a national scale the proportion of Level 3s has increased significantly since 2010. The proportion of Level 4s have also increased in the last 4 years.

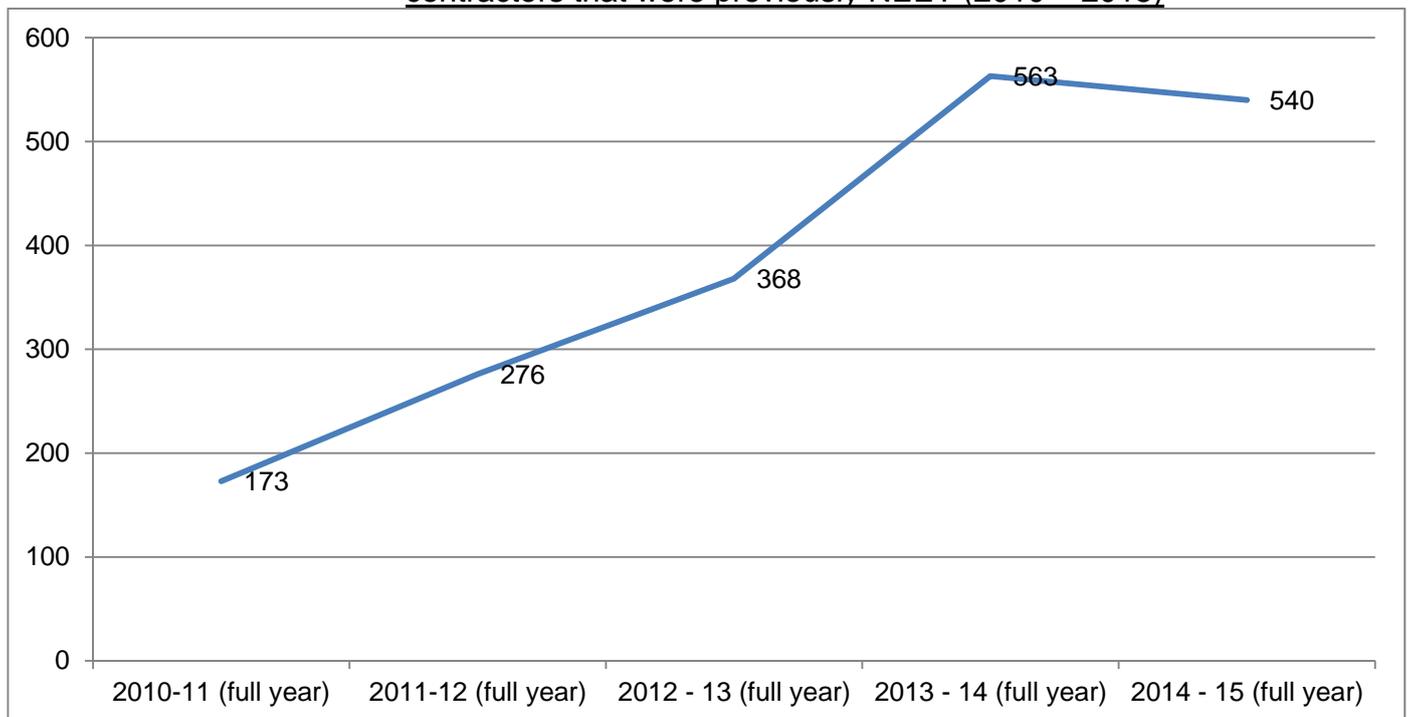
<sup>1</sup> [http://www.ippr.org/assets/media/publications/pdf/learner-drivers-apprenticeships\\_June2015.pdf?noredirect=1](http://www.ippr.org/assets/media/publications/pdf/learner-drivers-apprenticeships_June2015.pdf?noredirect=1)

Graph 3: Level of apprentices recruited by boroughs, their contractors and ATAs (2014/2015)

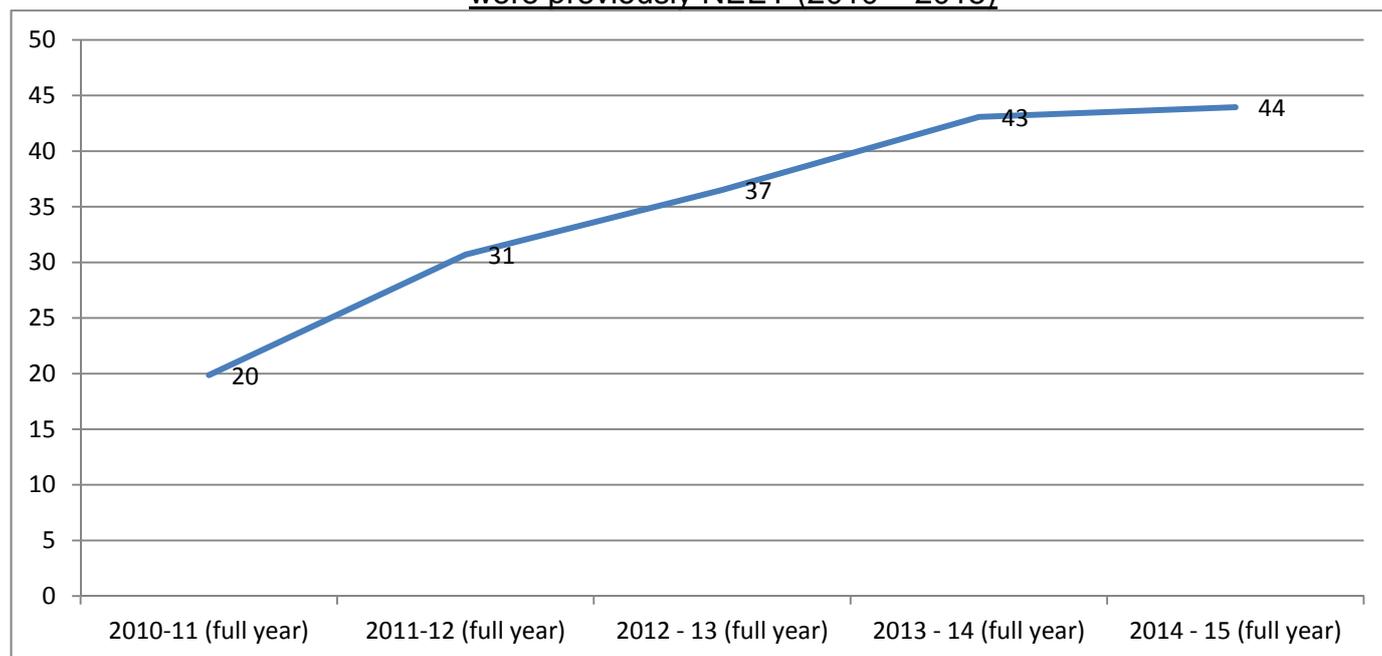


2.5 Comparing a trend over time in relation to **the number of apprentices that were previously NEET** is difficult as data from 2010 - 11 to 2012 - 13 does not include apprentices recruited via an ATA. However even if just taking into account the number recruited directly by boroughs and their contractors London has seen a large increase both in terms of the proportion of apprentices recruited that were previously NEET and in terms of the number of apprentices in the last two years. However there does appear to be a slight drop in numbers this year.

Graph 4: Number of apprentices recruited directly by boroughs and by their contractors that were previously NEET (2010 – 2015)



Graph 5: Proportion (%) of apprentices recruited by boroughs and their contractors that were previously NEET (2010 – 2015)



### 3. Next steps for the data

3.1 It is intended that the data will be used in the following ways:

- In a letter from Tim Shields (Chief Executive at Hackney, and CELC member for Regeneration) to other Chief Executives to update on trends in apprenticeships across London.
- As part of Cllr. Peter John's opening address at the London Borough Apprenticeship Awards.
- On London Councils' apprenticeship web pages.
- As part of the London Councils apprenticeship film.

It would be helpful if the group could consider any other ways they would like the data to be used/ promoted.

3.2 The data demonstrates a number of emerging trends which may require activities/ interventions. Some suggestions are below:

- Support to boroughs to better record contractor outcomes. Anecdotal feedback suggests some boroughs do not fully record this number and there may be many more apprenticeship opportunities generated via this route that we are not aware of. Support could come in the form of best practice from those boroughs that have a good track record of recording contractor vacancies. However London Councils has previously looked at this and funded a pilot in Lewisham. It may be that the main issue is resourcing.
- A new apprenticeship target to try and keep numbers increasing. This year has seen a slight drop in apprenticeship numbers. Would a raising awareness politically, peer to peer learning, events, or other publications help boroughs to keep increasing their numbers?
- Are we recording the right data – is there anything else boroughs would like to see reported on (bearing in mind we want this data collection to remain light touch)?

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