

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

AGENDA

Chair:	Andy Scott	Title:	Service Head for Economic Development London Borough of Tower Hamlets
Date:	8 December 2016	Time:	10.00 – 11.30
Venue:	London Councils, Meeting Room 1		
Officer:	Neeraj Sharma	Email:	Neeraj.sharma@londoncouncils.gov.uk

Item 1.	Welcome, introductions and apologies	Andy Scott
Item 2.	Notes of the last meeting and matters arising <i>(paper - for agreement)</i>	Andy Scott
Item 3.	Apprenticeship Levy <ul style="list-style-type: none"> – Recent announcements, proposed changes and feedback from Borough Survey – Borough implementation plans <ul style="list-style-type: none"> London Borough of Sutton Royal Borough of Greenwich City of Westminster – Round table discussion 	Jamie Saddler Joanne Cavey Bridget Arnold Claire Weeks All
Item 4.	Any Other Business	All

Date of Next Meeting: 23 March 2017, 10-11.30am, London Councils, meeting room 1

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Young People's Education and Skills (YPES)

Local Authority Apprenticeship Sub-Group

Date 15 September 2016 **Venue** London Councils

Meeting Chair Andy Scott, London Borough of Tower Hamlets

Contact Officer: Anna-Maria Volpicelli

Telephone: 020 7934 9779 **Email:** Anna-maria.volpicelli@londoncouncils.gov.uk

Attendance:

Members:

Andy Scott	London Borough of Tower Hamlets (Chair)
Jo Margrie	Hackney Learning Trust
Rachel Dowse	London Borough of Barking and Dagenham
Michael Pratt	London Borough of Camden
Vanita Nicholls	London Borough of Ealing
Hamish Mackay	London Borough of Islington
Andrew MacPhee	London Borough of Lambeth
Nicola Mayell	London Work Based Learning Alliance
Simon Steptoe	Unison
Queenie Osawaru	Royal Borough of Greenwich
Lesley Hollande	London Borough of Bromley
Alan Galloway	London Borough of Hillingdon
Susan Hickey	London Borough of Enfield
Beth Penwarden	London Borough of Southwark
Seun Rasheed	London Borough of Brent
Abudl Awwal	London Borough of Tower Hamlets
Charlotte Gibson	London Borough of Lewisham

In attendance:

Daniel Francies	Skills Funding Agency
James Spacey	Greater London Authority

Officers:

Dianna Neal	London Councils
Anna-Maria Volpicelli	London Councils
Selina Young	London Councils
Jamie Saddler	London Councils
	London Councils

Apologies

Jenny Dutton	London Borough of Tower Hamlets
Andres Ochoa-Mikan	London Borough of Wandsworth
Helga Senior	EPIC CIC – Tri Borough
Neeraj Sharma	London Councils
Steve Lee	Havering College
Cheryl Jones	London Borough of Bexley
Jo Clemente	London Borough of Enfield
Lorna Fraser	London Borough of Southwark
Ruth Turvey	London Borough of Hackney
Ray Ellul	London Borough of Newham
Bridget Arnold	Royal Borough of Greenwich
Claire Weeks	City of Westminster
Janet Willoughby	London Borough of Haringey

1 Welcome Introductions and apologies

- Andy Scott welcomed members to the meeting.

2 Notes of the last meeting and matters arising

- 2.1 The notes of the last meeting were agreed as an accurate record.

3 Apprenticeship Levy

- 3.1 Daniel Francies, Skills Funding Agency (SFA), presented to the group. Daniel advised that the National Apprenticeship Service (NAS) now sits with the Department for Education (DfE) and will be predominately external facing to employers and stakeholders. The next communication on Apprenticeships is expected to be in October.

- 3.2 Confirming that the Levy will have a big impact on local authorities, Daniel ran through the following key points:

- The Levy will come into effect on 6 April 2017 and applies to all employers in all sectors with a paybill of 3 million.
- Contributions will be collected directly by HMRC from April 2017.
- Each employer will have a digital account and will receive a 10% top up on their contributions.
- By committing to apprenticeship training with a provider via the digital account, the employer will be entering into a contract agreement with the provider and will be responsible for payment to them.
- The Department is proposing to hold back 20% of the total cost of an apprenticeship as an incentive for completion of apprenticeships.
- Employers can draw down their digital apprenticeship funds from May 2017. Any apprenticeship started prior to the 1st May will continue using the existing funding method.
- There will be a few years where current standards and frameworks will co-exist but there will eventually be 15 frameworks and standards all with a funding band.
- The government is proposing to increase the amount of funding for all STEM framework pathways. This is because employers of these apprentices are currently disproportionately likely to be paying extra costs to providers.
- Co-investment: employers who do not pay into the levy will be supported by government for 90% of the cost of training and assessment. This level of co-investment will also apply to a levy paying employer who has insufficient funds in their digital account to pay the cost of training and assessment.
- There will be extra support for employers taking on 16-18 yr olds, disadvantaged young people, those in need of additional learning support and those apprentices that require extra support to reach a minimum standard of maths and English.
- Employers will be able to use funds to cross train staff as long as the apprenticeship allows the individual to acquire substantive new skills and the content of the training is materially different to any prior training or previous apprenticeship (including those holding a degree) that the individual has previously undertaken.

- 3.3 Daniel went on to show screen shots of the current model of the Digital Portfolio. Andrew advised that he had registered to test the system and that anyone else who would like to take part should note that the deadline for registration was the following day

(Friday 16th September). It was agreed that Andrew would forward the link to Anna for circulation post meeting.

3.4 The Institute for Apprenticeships, which will be employer led, will take responsibility for new standards, advise on funding rates and determine quality parameters from April 2017 with the addition of technical education from April 2018. Daniel confirmed that a public sector representative has been invited to join but was unable to give further details at this time.

3.5 Thanking Daniel, Andy invited members to ask questions. Answers were as follows:

- When queried as to whether there would be area cost adjustments, Daniel was unable to comment on policy.
- In answer to a query on when the response to the public consultation on the public sector apprenticeship target could be expected, Daniel said there has been no definite indication but confirmed that a target of 2.3% is still on the table.
- Daniel confirmed that graduates will be eligible to undertake apprenticeships and that there is no age restriction.
- Daniel re-confirmed that any apprenticeship start prior to, or those being undertaken, as at 1st April 2017, would continue in the current funding system. If possible, any intended apprenticeships that are near enough to the 1st May 2017 should be delayed so they are administered/funded through the Digital Account methodology.

3.6 Finally, Daniel clarified the role of the [Apprenticeship Ambassador Network](#) (national and regional), which has a remit of promoting apprenticeships employer to employer and of the [Apprenticeship Delivery Board](#) which has the remit to increase the number of apprenticeship places that employers offer in both the public and private sectors.

Action:

- **Anna to circulate Daniel's presentation post meeting.**
- **Andrew/Anna to forward link to register as a test user on the Digital Portfolio.**

4 Sainsbury Review

4.1 Jamie Saddler, Principal Policy & Project Officer, London Councils advised that the Independent Panel on Technical Education, chaired by Lord Sainsbury, reported back in April outlining their proposals for improving the quality of technical education in England. In June the government agreed to accept all of their recommendations.

4.2 The key proposals include:

- A new common framework of 15 routes across all technical education.
- The Institute for Apprenticeships will have responsibility for technical education from April 2018.
- Employers will continue to lead on the design of standards and assessment plans.
- Only one approved tech level qualification will be put in place for each occupation or cluster of occupations within a route.
- Every college-based route will begin with a two-year programme that starts with a "common core", followed by specialisation and will be closely aligned with apprenticeships to make it possible to move from one to the other.
- Each 16-18 year old will be entitled to a quality work placement following the completion of a two-year college-based technical education programme.
- The government will consult over the introduction of a "transition year" of tailored support for individuals who are not ready to access a technical education.

- 4.3 The greater role for employers in developing standards and assessment plans across the new routes is welcome and echoes calls made by London Councils and the boroughs for greater employer involvement. However, the introduction of the 15 new routes will need to be monitored closely. The Association of Employment and Learning Providers (AELP) produced some analysis suggesting that 57% of jobs fall outside the scope of the recommendations. There is a clear need for this framework to be regularly reviewed to ensure it stays up-to-date with changing job roles and work practices.

5 Skills London 2016

- Selina Young, Communications, London Councils, updated members on proposed arrangements for [Skills London 2016](#), ExCel, 9-10 December. This year's attraction to London Councils stand will be an interactive game that will allow visitors to see the variety of apprenticeships available within their local authority. It is intended that the game will link directly to individual local authority websites.
- As in previous years, it is hoped to support the stand by a rotation of local authority colleagues and apprentices, the latter receiving a £20 gift card for their support. Any members wishing to participate at this year's event should contact Selina directly.
- The commissioning of a London Councils video promoting apprenticeships within local authorities and featuring local authority apprentices is in progress. The video will be played at Skills London and shared with boroughs for their own promotional use. London Councils will be asking boroughs to nominate apprentices to appear in the video, showing the full range of apprenticeships that London boroughs offer.

Action: members to email [Selina Young](#) if:

- a) they would like further information on becoming involved with Skills London 2016;
- b) they would like more information on participating in the filming of the promotional video.

6 AOB

- The final 2016 data spreadsheet along with the letter sent to Chief Executives was tabled at the meeting.
- A note of thanks was given to those members who had participated on the panel with regard to the Apprenticeship Awards 2016 judging. The awards ceremony is taking place on Friday 16th September, Tallow Chandlers Hall, EC4.
- Dianna has undertaken analysis of the responses to the pay scales survey but is awaiting clarification of a couple of queries before sharing this information with colleagues. The analysis has been more complex than initially hoped as there is a diversity of pay methodology across the boroughs. In order to have comparative data, all figures have been calculated back to an hourly rate.

Action: Comparative pay scale data to be circulated to members and respondents once finalised.

- In response to a question about experience of arranging employer events, it was found that several boroughs have run them and have mutually offered support.

Action: Anna to circulate the current membership list with contact details for members use.

- Andrew suggested looking to see if anyone has considered undertaking scoping exercises around joint procurement/costings. He has looked at this himself and would be happy to be engaged if anything is organised (providers will not be known until January 2017).

Action: Dianna to speak with London Councils procurement team and feedback.

- It was agreed that the next meeting should focus on how boroughs are preparing for the levy and that a couple of members to could present to the group for discussion afterwards.

Action: Anyone happy to share on the work they have so far undertaken with members to email [Anna-Maria/Dianna](#).

Date of next meeting: Thursday 8th December, 10am–11.30am, London Councils, SE1 0AL

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