

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

AGENDA

Chair: Andy Scott **Title:** Divisional Director Growth and Economic Development, London Borough of Tower Hamlets

Date: 22 March 2018 **Time:** 10.00 – 11.30

Venue: London Councils, Meeting Room 5

Officer: Spike van der Vliet-Firth **Email:** Spike.vanderVliet-Firth@londoncouncils.gov.uk

Item 1.	Welcome, introductions and apologies	Andy Scott <i>Chair, Tower Hamlets</i>
Item 2.	Notes of the last meeting and matters arising <i>(paper - for agreement)</i>	Andy Scott <i>Chair, Tower Hamlets</i>
Item 3.	The Knowledge Academy – 20% off the Job Learning <i>(presentation – for information)</i>	Ben Drain <i>The Knowledge Academy</i>
Item 4.	Transport for London – social mobility <i>(presentation - Q&A)</i>	Anna Zaborska <i>Transport for London</i>
Item 5.	Annual Apprenticeship Data collection <i>(report – for agreement)</i>	Spike Van Der Vliet-Firth <i>London Councils</i>
Item 6.	Update from Local Government Association (LGA) <i>(presentation – for information)</i>	Jamie Saddler <i>Local Government Association</i>
Item 7.	Update from London Councils <i>(verbal update – for information)</i>	Spike Van Der Vliet-Firth <i>London Councils</i>
Item 8.	Terms of reference <i>(paper – for agreement)</i>	Dianna Neal <i>London Councils</i>
Item 9.	Raise and discuss items relating to Apprenticeship Levy	All
Item 10.	Any Other Business	All

Date of Next Meeting: 7 June 2018, 10-11.30am, London Councils, meeting room 5

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Young People's Education and Skills (YPES)

Local Authority Apprenticeship Sub-Group

Date 7 December 2017 **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)
Alan Galloway	London Borough of Hillingdon
Brianne Lindsay	London Borough of Bromley
Bridget Arnold	Royal Borough of Greenwich
Charlotte Gibson	London Borough of Lewisham
Cheryl Jones	London Borough of Bexley
Jenny Dutton	London Borough of Tower Hamlets
Joanne Cavey	London Borough of Sutton
Julie Cairns	London Borough of Barnet
Lorna Fraser	London Borough of Southwark
Margaret Higgins	London Borough of Lewisham
Michael Pratt	London Borough of Camden
Sally George	London Borough of Hounslow
Simon Steptoe	Unison
Tomi Moronkola	London Borough of Croydon
Varsha Mistry-Hand	London Borough of Havering

In attendance

Zeena Cala	London & South East National Apprenticeship Service (ESFA)
Vic Grimes	London Borough of Barking & Dagenham
Andrew Chaterjee	London & South East National Apprenticeship Service (ESFA)

Officers

Dianna Neal	London Councils
Spike van der Vliet-Firth	London Councils
Anna-Maria Volpicelli	London Councils

Apologies

Alex Jacobs	London Borough of Hackney
Eileen Gallagher	London Borough of Brent
Fabiola Palermo	Royal Borough of Kensington & Chelsea
Justine Guynan	London Borough of Newham/OneSource
Paul Tait	London Borough of Lambeth
Stewart Aldersley	London Borough of Newham/OneSource
Vanita Nicholls	London Borough of Ealing

1. Welcome, introductions and apologies

Apologies were noted and round table introductions made.

2. Notes of the last meeting and matters arising

Running through actions from the last meeting, it was noted under item 2, boroughs to send through examples of best practice of supply chain recruitment, was outstanding. Dianna said she will draw information from submissions to the Apprenticeship Awards but would still welcome contributions from members.

Under item 3. James Spacey of GLA was to share more information on benchmarking work with AoC which is outstanding.

Action 2.1: At request of Chair, Anna to follow up with James.

3. Update ESFA/National Apprenticeship Service

Andy introduced Zeena Cala, Head of Employer Relationships for London & South East, National Apprenticeship Service to members.

Zeena advised members that London has been chosen as one of five Diversity Hubs to expand BME apprenticeship uptake with a national target of a 20% increase by 2020. It is acknowledged that London performs above the national average in this area. Going forward, they will be identifying specific areas on which to concentrate.

Action 3.1: Zeena to circulate information on Diversity Hubs

Andrew Chatterjee, Local Authority Account Manager, London & South East National Apprenticeship Service, introduced himself and said he would like to ask whether boroughs are finding the targets set by central government challenging and whether anyone is near the 2.3% target. It was generally agreed that boroughs were having differing successes but that the drive should be for quality rather than a drive for hitting targets. Andrew said he was due to meet with DCLG and LGA colleagues and would like to be able to produce strong case evidence when proposing any changes to Apprenticeship Levy policy.

Schools round table with DfE, if there were three things you could change about the regulatory framework of the Apprenticeship Levy from a London view, what would they be?

Action 3.2: Members to forward [Anna](#) (up to) three priorities for change so she can collate and forward to Andrew. If members had already provided the LGA with this information, please can they forward onto London Councils for information.

Discussion moved on to the associated costs incurred with increasing numbers of apprentices employed, especially where there is a need to supply a wrap-around/mentoring service to those that are inexperienced in the workplace which was not covered by levy funding. Zeena advised that they understood the problem and would be looking at policy adjustments in order to improve the effectiveness of the levy. Andy advised Tower Hamlets have a fixed cost and in-house conversions/upscaling does not incur additional funding.

Other comments were made around slow Trailblazer and apprenticeship standard approval progress and that salary costs were not able to be drawn from the levy.

Action 3.3: Members to identify any desired standards that are 'stuck' (pinch points), especially those in hard to fill posts, and email them to [Anna](#).

Zeena said there needs to be better alignment between various groups including a link between [Skills for Londoners Taskforce - Advisory Group](#) and the Apprenticeship Sub-group.

Actions:

- 3.4 Anna to give Zeena contact details for Andy Scott**
- 3.5 Zeena to advise how diversity data/widening participation measures will be collected (to inform LC annual data collection)**
- 3.6 Officers of ASG to review the annual data collection to include a question on diversity (using information provided by Zeena as a starting point).**

For those boroughs that are both employer and training provider, there is a requirement to prepare for and undertake future OFSTED inspections. This was identified as something councils would like more guidance on ahead of the first employer-provider inspections. Zeena advised that there will be a series of OFSTED led master classes in February/March 2018.

Action 3.7: Zeena to forward details for OFSTED Inspection master classes to Anna in the new year for circulation to members.

4. Apprenticeship Pay Survey 2017-18

Dianna spoke to the paper circulated to members advising that for the purposes of this meeting, the returns had been anonymised and that a full version would be circulated to both members and respondents post meeting. She asked members to note the content and key points.

Zeena asked members if salary was a barrier and there was a mixed response. Some found there was no problem on recruiting at a LLW level whilst others found salaries had affected the amount of people applying. Councils paying apprentices LLW had found creating apprenticeships in the supply chain difficult, such as in Health and Construction, where workers are currently paid below LLW. Some members had found that retention had been impacted by progression pathways post-apprenticeship and seeking opportunities elsewhere upon completion. Some local authorities are also recruiting on borough 'centric', meaning they aim to recruit from within their own borough.

One member pointed out that since they had re-worded recruitment dialogue offering posts as 'a training opportunity' with 'this is an Apprenticeship' not so prominent, they have had a higher application rate. Zeena said she would take this away as it was interesting to note.

Action 4.1: Full report to be circulated to members/respondents and to include a sub-regional breakdown.

5. Update from Skills London 2017

Selina Dewis gave apologies to the meeting and a report is to be circulated post meeting.

Action 5.1: Circulate Skills London report in post meeting note.

6. Update from London Councils – Procurement

Jenny Dutton (LB Tower Hamlets) tabled a draft user guide entitled 'Apprenticeship Levy Training and Education'. The user guide has been pulled together by five boroughs and the aim is to launch it in 2018. Zeena advised that Crown Commercial Services would be able to support on procurement guidance and they are happy to speak to people on an individual basis.

Action 6.1: Zeena to send Crown Commercial Services contact details to Anna for circulation.

7. Raise and discuss items relating to Apprenticeship Levy

Members commented as follows:

- Procurement still a concern.
- Looked after children.
- Croydon had 25 apprenticeship starts and a lot of interest in 'upskilling' generated by alternative approach from inside the borough. Portal does not accept Contractors and therefore figures will not tally on it.
- Lewisham have had better engagement with existing staff taking up 'traineeships' but it is difficult for older members of staff to admit to skills gap.
- Alan Galloway said they were looking at a Level 3 package for senior staff.

It was commented that the functionality of the DAS should allow for a draw down of a suite of reports, Zeena advised she would send through an update.

Action 7.1: Zeena to send Anna an update on the DAS for circulation to members.

8. AOB

Zeena advised members that she will be organising a series of roadshows in the spring and would welcome suggestions from the group for topics/themes. Suggestions included sessions on:

- End Point Assessments
- 20% off-the-job training fulfilment
- Auditing

Zeena informed the group conversations on T-Levels, school engagement, employer networking were already in motion. Also planned were market engagement events on a sectoral basis.

Actions:

- 8.1** Members to email [Zeena](#) with any ideas or suggestions for roadshows.
- 8.2** Anna to organise a meeting for members to discuss market engagement in [National Apprenticeship Week](#) (5-9 March 2018 and to include Charlotte Gibson, Jenny Dutton, Bridget Arnold, Sally George, Varsha Mistry-Hand, Michael Pratt)
- 8.3** March Data Collection format for a template to be sent through by [Zeena](#).
- 8.4** Dianna to circulate LGA Procurement Guide to members
- 8.5** Item on market engagement to be on agenda for March meeting

Date of next meeting: 22nd March 2018

Apprenticeship Sub-Group - actions and updates					
Date of meeting	Item	Action	Whom	Comment	Open/Closed
7.12.17	N/A	Circulate draft notes of the meeting	AMV	Circulated post meeting email 15.1.18	Closed
7.12.17	N/A	Circulate notes from the ASG Procurement meeting 5.12.17	AMV	Circulated post meeting email 15.1.18	Closed
7.12.17	N/A	Circulate draft user guide from JD of Tower Hamlets	AMV	Circulated post meeting email 15.1.17	Closed
7.12.17	2.1	Follow up with JS, GLA, on benchmarking work with AoC (action from previous meeting)	AMV	Unable to identify this piece of work with either GLA or AoC	Closed
7.12.17	3.1	ZC, ESFA, to circulate information on Diversity Hubs	ZC/ESFA		Open
7.12.17	3.2	Members to forward AMV three priorities for change to forward to AC, ESFA	Members/AMV	Responses forwarded to AC/ZC, ESFA	Closed
7.12.17	3.3	Members to identify any desired standards that are 'stuck' especially those in hard to fill posts	AMV	List compiled by SVDVF and circulated for comment 06.2.18 - several comments received.	Closed
7.12.17	3.4	Contact details for AS to be shared with ZC, ESFA	AMV	Actioned 16.1.18	Closed
7.12.17	3.5	ZC to advise how diversity data/widening participation measures will be collected (to inform LC annual data collection)	ZC	No further action required	Closed
7.12.17	3.6	Members to review if annual data collection should include a question on diversity using information provided by ZC	Members	Item 5 of agenda 22.3.18	Closed
7.12.17	3.7	Forward details for OFSTED Inspection master classes for circulation to members	ZC/ESFA		Open
7.12.17	4.1	Full report to be circulated to members/respondents and to include a sub-regional breakdown	DN	Circulated in post meeting note 15.1.18	Closed
7.12.17	5.1	Circulate Skills London report in post meeting note	AMV	Circulated in post meeting note 15.1.18	Closed
7.12.17	6.1	ZC to send through Crown Commercial Services contact details for circulation to members	ZC/AMV	Information no longer required	Closed
7.12.17	7.1	Update on DAS for onward circulation to members	ZC/ESFA		Open
7.12.17	8.1	Members to email ZC with ideas/suggestions for roadshows	Members	No further action required	Closed
7.12.17	8.2	Organise meeting for members to discuss market engagement in National Apprenticeship Week (5-9 March 2018)	AMV	Meeting took place 26.1.18	Closed
7.12.17	8.3	ESFA data collection - format for template to be sent to London Councils	ZC	Information received and under item 5. of 22.3.18 meeting	Closed
7.12.17	8.4	Circulate LGA Procurement Guide to members	DN	Circulated 22.1.18	Closed
7.12.17	8.5	Item on market engagement to be on agenda for March meeting	SVDVF	Under item 6. of agenda for 22.3.18 meeting	Closed

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Young People's Education and Skills

Apprenticeship Sub-Group

Item 5. Integration of DfE reporting and London Councils data collection

Contact: Spike van der Vliet-Firth

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Introduction

1. This paper seeks agreement from the Apprenticeship Sub-Group (ASG) on how to submit reporting on apprenticeships to both government and London Councils in a consistent way. It presents two reporting options for members to consider and recommendations on the preferred course of action. This paper also ensures reporting is consistent across all boroughs, allowing for analysis and comparison.

Background

2. Every year London Councils collects data from all London boroughs on:
 - The number of apprentices directly recruited by boroughs;
 - The number of apprentices recruited by contractors that deliver services on behalf of a borough;
 - The number of apprentices placed with ATAs where boroughs pay the salary and provide the placements for but do not employ the apprentice.
 - In each case we also record information on the age, level and number of apprentices who were previously NEET.
3. With the introduction of the Apprenticeship Levy in April 2017, boroughs are now also required to submit a separate data set to government (Appendix 1). The government is collecting data from London boroughs on:
 - Achievement towards the government's 2.3% target;
 - Total organisational headcount;
 - Qualitative information on the challenges achieving the government target and information on the mitigating steps boroughs are taking.

Continuing London Council's data collection

4. Continuing to collect the London Councils data set (Appendix 2) in addition to the data requested by government has multiple benefits:

- It will allow London Councils to continue to track long-term progress against performance indicators from previous years;
 - It allows boroughs to have an understanding of the age of apprentices, the level at which they study, and whether they were previously not in education, employment or training (NEET) across London. This data is not provided to government but has been incredibly useful in the past to both London Councils and boroughs when benchmarking performance relevant to local targets and performance indicators. This data also helps highlight good practice to boroughs.
 - London Councils will be able to advise the group on London trends, and improve understanding on whether particular challenges are experienced elsewhere.
 - This will allow London Councils and boroughs to continue to track delivery of apprenticeships in their supply chain. Although not required by government, it is important to demonstrate the quantity of indirect opportunities created by London boroughs. This data also helps evidence to stakeholders the wider opportunities created by London boroughs in their communities and a commitment by boroughs to increase local opportunities from residents across the local economy.
- **Question: Do boroughs wish to continue collecting data on their supply chain for comparative reporting?**
- **Question: Would boroughs still benefit from comparative data on age, level of study and NEET status?**

Submitting data to the Department for Education

5. You are expected to publish **Section 1** (Appendix 1) in the public domain for the benefit of any interested stakeholders. The government is not prescriptive on where this is published, so long as it is easily accessible to the public. Data for Section 1 and 2 will still need to be sent to DfE directly through your Apprenticeship Service Account by 30 September 2018. Boroughs do not have to publish **Section 2** (Appendix 1).
6. London Councils will be requesting that Section 1 is also shared with London Councils in order to undertake comparative analysis. Boroughs **will not** be asked to provide London Councils with their response to Section 2.

Submission of data- options appraisal

7. There are two options on how to submit data to London Councils alongside the data set required by government.

Option 1

- London Councils will request a single data set by 30 April 2018. This will incorporate the data set required by government (Section 1) and the majority of data that has requested by London Councils in previous years;
- The question on apprenticeships delivered through ATAs will be removed, since changes to the training landscape brought about by the Apprenticeship Levy no longer make this relevant.
- Much of the data requested by London Councils can be captured at the same time as compiling a response to Figure B of the Section 1 response required by government. (i.e. when reporting on apprenticeship starts) London Councils would also ask boroughs to split new staff and existing staff and report that as well.
- To cover both data sets in a single document, you will be asked to complete Appendix 3.

Benefits

- Having completed data and a strong oversight of the apprenticeship levy impact will improve our ability to argue for changes to the levy that benefits boroughs. Submitting data by 30 April 2018 allows us to evidence arguments and influence stakeholders at a much earlier opportunity.
- Boroughs will be able to benchmark their performance against other boroughs at an earlier opportunity.
- This enables data to be collected and compared within a single timeframe, rather than having to potentially wait until September 2018 for a complete data set.

Costs

- Depending on how data is collected within boroughs, this makes completion of apprenticeship reporting more time intensive than if boroughs worked towards the government's September 2018 deadline.

Option 2

- London Councils will continue to request their annual data return as in previous years (Appendix 2).
- The question on apprenticeships delivered through ATAs will be removed, since changes to the training landscape brought about by the Apprenticeship Levy no longer makes this relevant or measurable.
- London Councils will request their annual data return is submitted by 30 April 2018, in line with the timelines set in previous years.
- We will request sight of Section 1 of your borough's data submission to government as and when it is submitted to government by the September 2018 deadline (Appendix 1).

Benefits

- This will provide boroughs more time to complete the data required by government.

Costs

- Completing the reports at different times is likely to be take more effort overall for members than Option 1;
- London Councils may be unable to produce a comparative analysis against the government's indicators until after September 2018. This would mean comparative analysis of government data sets for the 2017-18 financial year would not be completed until the second half of 2018-19.
- Later reporting may create missed opportunity for London Councils to evidence arguments on changes to the levy with governmental stakeholders.

- **Question: Is there any reason why members of the group would want to wait until September to complete this data return?**

Preference of London Councils

8. London Councils recommends **Option 1** after exploring the implications of both options for London boroughs.
9. In line with data collection in previous years, London Councils would prefer to receive borough apprenticeship data as soon as possible. Receiving data from boroughs at the earliest opportunity helps boroughs and London Councils to be responsive to current trends and issues.
10. Providing this data in April 2018 will also allow us to produce analysis a lot sooner, which will help members to engage senior stakeholders within boroughs and deliver on organisational targets.
11. Post-election, there appears to be significant interest amongst London and Manchester MPs to work on a joint approach to requesting changes to the levy and the wider skills system. Gearing up in June, having a full range of evidence from boroughs will allow us to work most effectively in lobbying on behalf of boroughs.

- **Question: Do boroughs agree that Option 1 and submitting data in April is the preferred option?**

Other decisions on data return

12. There are decisions the group needs to make regardless of which option for returning apprenticeship data is taken forward:

- The government's guidance on submitting data (available [here](#)¹) allows for apprenticeship starts in schools and other organisations using a council's payroll to be reported separately or integrated into a single figure alongside apprenticeship starts within the council. Whether reported together or separately, this needs to be consistent in order to create comparative reporting between boroughs.

➤ **Question: Do boroughs want to report apprenticeship starts linked to their payroll as a single figure or separately?**

¹https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/680544/Meeting_the_Public_Sector_Apprenticeship_Target.pdf

Appendix 1

Department for Education- Apprenticeship Levy Annual Data Collection		
The following is the complete data set required by government by 30 September 2018		
Section 1		
Figure A		The number of employees whose employment in England by the body began in the reporting period in question <i>(I.E total number of new starters from 01 April 2017- 31 March 2018)</i>
	Answer:	
Figure B		The number of apprentices who began to work for the body in that period and whose apprenticeship agreements also began in that period. <i>(This includes employees who were already working for the borough before beginning an apprenticeship, as well as new apprentice hires.)</i>
	Answer:	
Figure C		The number of employees employed in England that the body has at the end of that period. <i>(This is organisational headcount as of 31 March 2018)</i>
	Answer:	
Figure D		The number of apprentices who work for the body at the end of that period. <i>(This is apprentice headcount as of 31 March 2018)</i>
	Answer:	
Figure E		Figure B expressed as a percentage of figure A <i>(This is to determine what percentage of new starters in the last 12 months were apprentices)</i>
	Answer:	
Figure F		Figure D expressed as a percentage of figure C <i>(This will determine what percentage of your total headcount are apprentices)</i>
	Answer:	
Figure G		The number of apprentices who worked for the body immediately before that period. <i>(How many Apprentices did your borough have as of 31 March 2017?)</i>
	Answer:	
Figure H		Headcount on the day before the first day of each reporting period in the target period.

		(What was your total headcount as of 31 March 2017?)
	Answer:	
Figure I		Figure B expressed as a percentage of figure H <i>This will create a percentage of how many apprentice starts were achieved against your headcount at the start of the reporting period- giving you your performance against the 2.3% target)</i>
	Answer:	
Section 2		
Return 1		Headcount on the day before the first day of each reporting period in the target period <i>(This is identical to Figure H in section 1)</i>
	Answer:	
Return 2		The number of apprentices who began to work for the body in that period and whose apprenticeship agreements also began in that period, expressed as a percentage of headcount on the day before the first day of the reporting period in question. <i>(This is Figure I in section 1- this will determine your progress towards the 2.3% target)</i>
	Answer:	
Return 3		Action that the body has taken to meet their apprenticeship target
	Answer:	
Return 4		An explanation of why the target was not met, actions the body has taken to overcome the challenges it has faced and/or mitigating factors which demonstrate the body's commitment to apprenticeships <i>(This is if the target of 2.3% has not been achieved.)</i>
	Answer:	
Return 5		Information about action the body proposes to take to meet their future apprenticeship targets
	Answer:	

Return 6		If the body considers that a future target is not likely to be met, an explanation of why that is so
	Answer:	

Apprenticeship Starts 1 April 2016 - 31 March 2017				
London Councils Data Collection				
Please only include apprentices either employed directly by your borough, with a contractor that delivers services on your behalf, or placed with you by an ATA where you pay the salary and provide the placement for a full apprenticeship				
Please do not count apprentices working in schools				
Borough:		April 2016 - March 2017 DIRECTLY EMPLOYED	April 2016 - March 2017 EMPLOYED BY CONTRACTOR	April 2016 - March 2017 Working for the borough through an ATA
Starts	Number of apprenticeship starts between 1 April 2016 and 31 March 2017			
OF THESE STARTS:				
Ages	Number who are:			
	Aged between 16 and 18			
	Aged between 19 and 24			
	Are 25 years old and above			
NEET	Number who were previously not in education, employment or training			
Framework level	Numbers taking framework level:			
	Level 2			
	Level 3			
	Level 4			

LC and DfE Integrated Levy Annual Data Collection					
The following is a combination of the historic data collection by London Councils and the complete data set required by government by 30 September 2018					
Section 1					
Figure A		The number of employees whose employment in England by the body began in the reporting period in question <i>(I.E total number of new starters from 01 April 2017- 31 March 2018)</i>			
	Answer:				
Figure B		The number of apprentices who began to work for the body in that period and whose apprenticeship agreements also began in that period. <i>(This includes employees who were already working for the borough before beginning an apprenticeship, as well as new apprentice hires.)</i>			
	Answer:				
	For London Councils additional collection, please also include:				
	LC 1:		Apprentice starts through supply chain contractors:		
	LC 2:	Of these starts, the number who are/ were:	Aged between 16 and 18:		
			Aged between 19 and 24:		
			Are 25 years old and above:		
	LC 3:		Previously not in education, employment or training:		
LC 4:	Numbers taking framework level:	Level 2:			
		Level 3:			
		Level 4:			
Figure C		The number of employees employed in England that the body has at the end of that period. <i>(This is organisational headcount as of 31 March 2018)</i>			
	Answer:				
Figure D		The number of apprentices who work for the body at the end of that period. <i>(This is apprentice headcount as of 31 March 2018)</i>			
	Answer:				
Figure E		Figure B expressed as a percentage of figure A <i>(This is to determine what percentage of new starters in the last 12 months were apprentices)</i>			
	Answer:				
Figure F		Figure D expressed as a percentage of figure C <i>(This will determine what percentage of your total headcount are apprentices)</i>			

	Answer:	
Figure G		The number of apprentices who worked for the body immediately before that period. <i>(How many Apprentices did your borough have as of 31 March 2017?)</i>
	Answer:	
Figure H		Headcount on the day before the first day of each reporting period in the target period. <i>(What was your total headcount as of 31 March 2017?)</i>
	Answer:	
Figure I		Figure B expressed as a percentage of figure H <i>This will create a percentage of how many apprentice starts were achieved against your headcount at the start of the reporting period- giving you your performance against the 2.3% target)</i>
	Answer:	