

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

AGENDA

Chair: Andy Scott **Title:** Head of Economic Development
London Borough of Tower Hamlets

Date: 27 September 2018 **Time:** 10.00 – 11.30

Venue: London Councils, Meeting Room 2

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

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| 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. | Feedback from Task and Finish Group – recruitment
<i>(verbal update followed by discussion)</i> | Cheryl Jones <i>Bexley</i> ,
Jenny Dutton <i>Tower Hamlets</i>
& Claire Weeks <i>Westminster</i> |
| Item 4. | Annual Data Collection
<i>(presentation - for information, followed by discussion)</i> | Spike van der Vliet-Firth
<i>London Councils</i> |
| Item 5. | Updates:
<i>(verbal updates – for information)</i> | |
| | <ul style="list-style-type: none"> London Councils Local Government Association (LGA) Education & Skills Funding Agency (ESFA) | Spike van der Vliet-Firth
<i>London Councils</i>
Jamie Saddler
<i>LGA</i>
Steve Latus
<i>ESFA</i> |
| Item 6. | Raise and discuss items relating to Apprenticeship Levy
<i>(discussion item)</i> | All |
| Item 7. | Any Other Business | Dianna Neal/All
<i>London Councils</i> |
| To include: | <ul style="list-style-type: none"> Annual pay-scales data collection Proposal for extension to meeting time & provision for post meeting networking | |

Date of Next Meeting: 6 December 2018, 10-11.30am, London Councils, meeting room 2

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Young People's Education and Skills (YPES)

Local Authority Apprenticeship Sub-Group

Date	07 June 2018	Venue	London Councils
Meeting Chair	Andy Scott, London Borough of Tower Hamlets		
Contact Officer:	Spike van der Vliet-Firth		
Telephone:	020 7934 9916	Email:	Spike.vanderVliet-Firth@londoncouncils.gov.uk

Attendance:

Members

Aisat Ahmed	London Borough of Lambeth
Alan Galloway	London Borough of Hillingdon
Andy Scott	London Borough of Tower Hamlets (Chair)
Barbara Hamilton	City of London
Beth Penwarden	London Borough of Southwark
Bridget Arnold	Royal Borough of Greenwich
Charlotte Gibson	London Borough of Lewisham
Cheryl Jones	London Borough of Bexley
Eileen Gallagher	Westminster City Council
Esmay Bear	London Borough of Hackney
Fabiola Palermo	Royal Borough of Kensington & Chelsea
Jamel Alleyne	London Borough of Barnet
Jenny Dutton	London Borough of Tower Hamlets
Joanne Cavey	London Borough of Sutton
Katharine Owen	London Borough of Havering/OneSource
Kwabena Kimathi	London Borough Of Haringey
Lorna Fraser	London Borough of Southwark
Michael Pratt	London Borough of Camden
Michelle Fitzgerald	London Borough of Brent
Shahima Chowdhury	London Borough of Newham
Simon Sloan	London Borough of Southwark
Simon Steptoe	Unison/Royal Borough of Greenwich
Steve Lee	Havering College/London Borough of Havering
Vanita Nicholls	London Borough of Ealing
Victoria Isaacs	London Borough of Harrow
Vivienne Peters	London Borough of Redbridge

In attendance

Jamie Saddler	Local Government Association
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Officers

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

Apologies

Brianne Lindsay	London Borough of Bromley
Fenella Beckman	London Borough of Lewisham
Ivan McDougall	City of London Corporation
Mark Hunte	London Borough of Enfield
Rashid Salik	London Borough of Tower Hamlets
Sally George	London Borough of Hounslow
Stewart Aldersley	London Borough of Newham/OneSource

1. Welcome, introductions and apologies

- 1.1 Round table introductions made

2. Notes of the last meeting and matters arising

- 2.1 Andy made a note of two actions outstanding, both which relate to the ESFA.
- 2.2 Jamie Saddler (LGA) requested an amendment to item 6 of the minutes for ASG on 22 March 2018. It will be made clear that the statistics on apprenticeship delivery were based on councils that had provided information to the LGA and not based on all councils.

Action: Update 22 March 2018 minutes as requested.

3. Terms of reference

- 3.1 Dianna introduced the updated Terms of Reference to the group and highlighted a single amendment as a result of feedback from the group. Item 2.3.2 in the updated terms of reference makes clear the group is concerned with increasing the uptake of apprenticeships across all age groups.
- 3.2 Andy queried when this would be reviewed. It was agreed this would be reviewed on an annual basis.

The terms of reference was approved by the group.

4. Working with local employers on apprenticeships

- 4.1 Following interest across the group, Michael Barret (Camden) and Simon Sloan (Southwark) presented verbal updates to the group on their engagement work with levy-paying employers.
- 4.2 Camden has a target of delivering 250 starts per year for residents through their services, based within the council and at the King's Cross Construction Centre. They provide advice on recruitment to local employers, and facilitate a hub that matches local businesses with local candidates. Camden screen candidates and provide employers with a shortlist, support smooth running of the apprenticeship, provide pastoral support, supervisor training and facilitate a network for employers. For candidates, Camden provide employability support and feedback at every stage of the recruitment process.
- 4.3 Camden's team consists of a partnership between HR and Economic Development teams. The team use business links to create opportunities such as Business Improvement Districts. A challenge for Camden is their large candidate pool, which now includes parents returning to work and working with candidates that would not have previously been eligible whilst maintaining service levels for younger candidates. Employer uncertainty remains a delivery challenge, as well as training providers seeking to compete with Camden's offer. Employers remain engaged with Camden for their links with local candidates and access to local schools.

- 4.4 The Camden team, through Section 106 requirements have secured apprenticeships in newly built shop and business spaces.
- 4.5 Southwark are on course to deliver their target of 2,000 apprenticeships created between 2014 and 2018. There has been significant learning around effective delivery models. Southwark now aim to deliver a further 2,500 apprenticeships by 2022. Southwark also provide a similar pre-employment support package to the one described by Camden. A 'Southwark Apprenticeship Standard' was developed which acts as a quality mark for employers. Conditions of the quality mark include paying the London Living Wage, providing effective mentoring and offering minimum contract lengths for secure employment. Sixteen employers received the quality mark this year, fifty employers in total.
- 4.6 Southwark also provide end-to end recruitment support for local employers, as well as policy and engagement events for business. A 'levy breakfast' successfully brought together local employers for networking and successfully encouraged employers not delivering on apprenticeships to be more proactive in their approach. Local employers also make use of the candidate pool from the Southwark Construction Academy. Southwark are currently looking to widen their focus to more sectors and share learning and will shortly begin consultation with employers in a variety of sectors.
- 4.7 Andy invited questions from the group.
- 4.8 There are similar delivery issues for both boroughs and businesses. Businesses also struggle with the availability of relevant standards, internal engagement and existing recruitment issues preventing growth in apprenticeships.
- 4.9 A question was asked on structure and team size. Camden's team are partially funded through S106.
- 4.10 The group had a small discussion around working between externally facing teams and internal HR. There was a range of approaches to linking up these functions in boroughs.
- 4.11 The group also discussed where data and insight facilities sit.
- 4.12 The group then discussed how boroughs are navigating the 10 per cent transfer of levy funds. It was raised that the limit on transferring funds to one employer would change soon but that the ESFA wanted to see if the process of transferring funds worked smoothly before this. Determining who funding is transferred to remains a challenge for boroughs. Questions may be raised as to why one employer was chosen over another. Some boroughs had explored transferring to an ATA, so the funds could then be used to provide apprenticeships across multiple employers. Boroughs were not sure if ATAs had to use the same procurement rules as the borough when procuring with the transferred funds.

Action: Spike to provide information on whether ATAs need to follow public sector procurement rules.

5. Updates

London Councils

- 5.1 Spike provided an update to the group on relevant activity since the last meeting. The GLA 'Skills for Londoners' Strategy was launched on 6th June 2018. A full copy of the strategy can be found [here](#).
- 5.2 The Mayor's Construction Academy programme was also launched. Stage 1 has been completed, with training providers awarded the Mayor's 'Quality Mark' for delivery. Boroughs will be able to bid for funding in Stages 2 & 3. Stage 2 invites bids to establish a hub to coordinate between training providers and employers. Stage 3 provides capital

funding for equipment and facilities to support the delivery of high-quality construction training. The expansion of the Careers Enterprise Adviser Network was also announced at the skills strategy launch.

- 5.3 The Skills for Londoners taskforce is being disbanded in line with the publication of the Skills Strategy. The new Skills for Londoners board will consist of Council Leaders from different sub-regions, employer representatives and provider representatives. This board will oversee implementation of the devolved Adult Education Budget and the Skills for Londoners Strategy. London Councils will continue to work with the GLA on the board composition.
- 5.4 The Skills for Londoners Framework is expected in early July. This will outline how the GLA intends to deliver the Devolved AEB and how outcome-based commissioning will be achieved. Members were made aware that the consultation window on this document is expected to be short.
- 5.5 The ESFA have appointed Steve Latus, who will attend all future ASG meetings.
- 5.6 The GLA are currently drawing up plans for their Apprenticeship Diversity Hub. Diversity Hub information from the ESFA was outstanding on the ASG list of actions since December 2017. As these plans are developed, London Councils will work closely with the GLA to understand any impact or opportunity.
- 5.7 The London 1000 Business Survey will be launched in July in partnership with the London Chamber of Commerce. It will have a skills and apprenticeship focus and will provide a picture of how some businesses are responding to the apprenticeship levy.
- 5.8 The Social Worker Apprenticeship Standard is expected to go live in January 2019. ADDASS (who represents Directors in Adult Social Care) and Skills for Care are currently working with Principal Social Workers to develop operational delivery plans for this standard. It is highly encouraged that the group touch base with their borough's Principal Social Worker to have early sight of any plans or aspirations.
- 5.9 London Councils is continuing to collate information from London boroughs on the number of apprenticeship opportunities created last year but still need information from 8 boroughs.

Action: Spike to link members of the group with their Principal Social Workers to ensure responses to the standard are joined up.

Action: Circulate the links to the procurement for the Mayor's Construction Academy Stage 2 programme and expansion of the Careers Enterprise Advisers network

Local Government Association

- 5.10 Jamie Saddler provided updates from the LGA. The Skills Minister, Anne Milton MP, is visiting the LGA on 7th June 2018. Any updates from discussions with the minister will be shared with the group. Damien Hinds MP is currently looking at undelivered promises from the Conservative manifesto, which includes free travel for all apprentices.
- 5.11 The LGA support offer to Councils has been launched with links to recorded media and other useful resources available online.
- 5.12 The LGA is lobbying to increase the 250 word limit for providing qualitative responses in the DfE annual data collection. Jamie invited members to contact him if they found this character limit did not allow them to respond effectively to the questions in the data set.
- 5.13 The undergraduate Teaching apprenticeship standard is currently in development. It was reported that the Department for Education had been resistant to the development of this

standard. In order to overcome this resistance, Jamie welcomed information from the group that demonstrated demand for this standard by schools.

- 5.14 The Institute for Apprenticeships are not enthusiastic about the development of a higher-level Teaching Assistant apprenticeship. This is due to the IFA's preference for one pathway per occupation. Schools recognise a difference in the role and responsibility of teaching assistants at different levels. The LGA are pushing back on the IFA's position.
- 5.15 There are delays to the delivery of the degree-level Planner standard. This was originally in line for delivery in September, but the end point assessment has been rejected by the IFA. An appeal has been raised. The standard is now likely to be available by January 2019 at the earliest.
- 5.16 Jamie also updated the group that the LGA guidance package for schools should be published in the next fortnight.

Action: Members to inform Jamie if they find the 250 word limit in the annual data collection problematic.

Action: Members to contact Jamie with information on demand for the teaching apprenticeship standard in development

6. Apprenticeship Awards and Market Engagement Event

- 6.1 Spike informed the group that the Apprenticeship Awards will be held on Friday 28 September from 14:00-17:00 at Saddlers Hall. The format of the event will be largely similar to previous years with awards, a panel discussion and networking. The categories for 2017 will be Best Progression, Best contribution by a new Apprentice, Best Manager or Mentor and Best work with Supply Chain and/or Local businesses to create apprenticeships. From these nominations, Apprentice of the Year will be awarded.
- 6.2 This year, 'Supply Chain Apprentice of the Year' will be introduced. 'Schools Apprentice of the Year' may be introduced in 2019. The group were supportive of the introduction of the Supply Chain category. Nominations would still be provided through the borough. One nomination per category, per borough will remain in place.
- 6.3 A point was raised that ASG members may not have intimate knowledge of who to nominate from the supply chain. It was recommended ASG members engage with the supply chain providers to gain nominations through them. This can also be delivered through suggestions by staff working in other areas of the Council.
- 6.4 A question was raised about assessing lower and higher level apprentices against each other. The impact, rather than the level the Apprentice is studying, will be the driving consideration in any award ceremony.
- 6.5 Spike asked the group if there was any appetite to facilitate a market engagement session with training providers on a particular occupation or sector. The group fed back that it would be better to work on an occupational level where staff shortages are most acute.
- 6.6 A member of the group raised the opportunity for joint marketing. Dianna informed the group of the promotional apprenticeship videos that London Councils had developed and annual involvement in the Skills London conference.

Action: Spike to share information on nominations to ASG members within the next two weeks.

Action: Spike to share apprenticeship marketing materials with the group.

Action: Establish a task and finish group to look at attracting candidates to apply for apprenticeship roles.

7. Raise and discuss items relating to Apprenticeship Levy

7.1 None raised

8. Any Other Business

8.1 There was no additional business raised by the group for discussion.

Date of next meeting: 27 September 2018, 10-11.30am, London Councils, Meeting room 2

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Apprenticeship Sub-Group - actions and updates from 7.6.18

Date of meeting	Item	Action	Whom	Comment	Open/Closed
7.12.17	3.7	Forward details for OFSTED Inspection master classes for circulation to members	ZC/ESFA	Time expired	Closed
7.12.17	7.1	Update on DAS for onward circulation to members	ZC/ESFA	Time expired	Closed
7.6.18	2.2	Amendment under item 6 of ASG notes from 22.3.18 relating to the statistics on apprenticeship delivery	SVF	Amended and uploaded to website 17.7.18	Closed
7.6.18	4.12	Clarify whether ATAs need to follow public sector procurement rules	SVF	Email sent 27.6.18 with advise from Apprenticeship Policy Implementation Team	Closed
7.6.18	5.2	Circulate links to the procurement for the Mayor's Construction Academy Stage 2 programme and expansion of the Careers Enterprise Advisers network	SVF	Circulated via post meeting note 12.6.18	Closed
7.6.18	5.8	The Social Worker Apprenticeship Standard - link members of the group to Principal Social Workers with regard to early planning and operational delivery (live January 2019)	SVF	Tristan Brice of London ADASS taking forward (notice in post meeting note of 12.6.18)	Closed
7.6.18	5.12	Members to email Jamie Saddler if they find the 250 word limit for providing qualitative responses in the DfE annua data collection restrictive	ASG	Members reminded of action via post meeting note 12.6.18	Closed
7.6.18	5.14	Members to advise Jamie Saddler if there is appetite for the development of a higher -level Teaching Assistant apprenticeship standard	ASG	Members reminded of action via post meeting note 12.6.18	Closed
7.6.18	6.1	Apprenticeship Awards 2018 - circulate information on the process and advise members when open	SVF	Notice circulated via email 25.6.18	Closed
7.6.18	6.6	Circulate link for apprenticeships promotional videos and marketing material on London Councils website	SVF	Circulated post meeting note 12.6.18	Closed
7.6.18	6	Establish a task and finish group to look at more effective ways of attracting candidates	SVF	TfG has been established with four volunteers from ASG membership - feedback at 27.9.18 meeting	Closed

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