

# 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:** 6 December 2018      **Time:** 10.00 – 12.00  
**Venue:** London Councils, Meeting Rooms 2&3  
**Officer:** Spike van der Vliet-Firth      **Email:** [Spike.vanderVliet-Firth@londoncouncils.gov.uk](mailto:Spike.vanderVliet-Firth@londoncouncils.gov.uk)

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| Item 1. | Welcome, introductions and apologies  | Andy Scott<br><i>Chair, Tower Hamlets</i>  |
| Item 2. | Notes of the last meeting and matters arising<br><i>(paper - for agreement)</i>   | Andy Scott<br><i>Chair, Tower Hamlets</i>  |
| Item 3. | Annual Pay-scales Survey 2018<br><i>(report – to be tabled, followed by discussion)</i>   | Spike van der Vliet-Firth<br><i>London Councils</i>  |
| Item 4. | Apprenticeships Standards<br><i>(presentation - for information, followed by discussion)</i>  | Spike van der Vliet-Firth<br><i>London Councils</i>  |
| Item 5. | Updates:<br><i>(verbal updates – for information)</i>   |  |
|         | <ul style="list-style-type: none"> <li>London Councils</li> <li>Local Government Association (LGA)</li> <li>Education &amp; Skills Funding Agency (ESFA)</li> </ul> | Spike van der Vliet-Firth<br><i>London Councils</i><br>Jamie Saddler<br><i>LGA</i><br>Steve Latus<br><i>ESFA</i> |
| Item 6. | Raise and discuss items relating to Apprenticeship Levy<br><i>(discussion item)</i>   | All  |
|         | <ul style="list-style-type: none"> <li>Apprentices travel costs for training</li> </ul>   |  |
| Item 7. | Any Other Business  | Andy Scott/All<br><i>London Councils</i>   |
|         | <ul style="list-style-type: none"> <li>Proposed schedule of meeting dates 2019-2020</li> </ul>  |  |
|         | <b>2019</b><br>Thursday 6 <sup>th</sup> June<br>Thursday 26 <sup>th</sup> September<br>Thursday 12 <sup>th</sup> December<br><b>2020</b><br>12 <sup>th</sup> March  |  |

**Date of Next Meeting: 14 March 2019, 10-12.00noon, London Councils, meeting rooms 2&3**

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### Apprenticeship Sub-Group - actions and updates from 27.9.18

Date of meeting	Item	Action	Whom	Comment	Open/Closed
27.9.18	3.6	Circulate details in relation to the Young Apprentice Ambassador Network to other ASG members	SL	Circulated post meeting note 5.10.18	Closed
27.9.18	4	Circulate presentation slides and re-circulate report in relation to annual data collection	SVF	Circulated post meeting note 5.10.18	Closed
27.9.18	5.3	Circulate speaking notes from ESFA update under item 5.3	SL	Circulated post meeting note 5.10.18	Closed
27.9.18	5.4	Answers to questions raised under this item to be given 6.12.18	SL	Circulated via email 5.10.18	Closed
27.9.18	7.2	Extend ASG meeting to 2 hours, facilites and adminisration to be updated accordingly	AMV/SVF	Additional room and extension to booking complete	Closed

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# Young People's Education and Skills (YPES)

## Local Authority Apprenticeship Sub-Group

<b>Date</b>	<b>27 September 2018</b>	<b>Venue</b>	<b>London Councils</b>
<b>Meeting Chair</b>	<b>Andy Scott, London Borough of Tower Hamlets</b>		
<b>Contact Officer:</b>	<b>Spike van der Vliet-Firth</b>		
<b>Telephone:</b>	<b>020 7934 9916</b>	<b>Email:</b>	<a href="mailto:Spike.vanderVliet-Firth@londoncouncils.gov.uk">Spike.vanderVliet-Firth@londoncouncils.gov.uk</a>

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### **Attendance:**

#### **Members**

Aisat Ahmed	London Borough of Lambeth
Alan Galloway	London Borough of Hillingdon
Alexandra Kelly	Royal Borough of Kingston upon Thames & London Borough of Sutton
Andy Scott	London Borough of Tower Hamlets <b>(Chair)</b>
Anthony Ristic	London Borough of Lambeth
Brianne Lindsay	London Borough of Bromley
Bridget Arnold	Royal Borough of Greenwich
Charlotte Gibson	London Borough of Lewisham
Cheryl Jones	London Borough of Bexley
Esmay Bear	London Borough of Hackney
Ivan McDougall	City of London Corporation
Jamel Alleyne	London Borough of Barnet
Jenny Dutton	London Borough of Tower Hamlets
Kate Ambrosi	London Borough of Croydon
Katherine Black	London Borough of Hounslow
Margaret Higgins	London Borough of Lewisham
Mary Roche	London Borough of Southwark
Melody Thornton	London Borough of Waltham Forest
Michael Pratt	London Borough of Camden
Michelle Fitzgerald	London Borough of Brent
Nicky Newman	London Borough of Brent
Rachel Lyus	London Borough of Barking and Dagenham
Sally George	London Borough of Hounslow
Sam Morris	London Borough of Enfield
Sarah Randall	London Borough of Croydon
Shahima Chowdhury	London Borough of Newham/Havering/OneSource
Sunita Ghuman	London Borough of Hammersmith & Fulham
Kate Ambrosi	London Borough of Croydon
Tracy Fergus	London Borough of Haringey
Vanita Nicholls	London Borough of Ealing
Victoria Isaacs	London Borough of Harrow
Vivienne Peters	London Borough of Redbridge

#### **In attendance**

Steve Latus	Education & Skills Funding Agency
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#### **Officers**

Dianna Neal	London Councils
Spike van der Vliet-Firth	London Councils

#### **Apologies**

Anna-Maria Volpicelli	London Councils
Claire Weeks	City of Westminster
Eileen Gallagher	City of Westminster

Fabiola Palermo  
Jamie Saddler  
Justine Guynan  
Karen Taylor  
Lorna Fraser  
Mark Hunte  
Stewart Aldersley  
Varsha Mistry-Hand

Royal Borough of Kensington & Chelsea  
Local Government Association  
London Borough of Newham/OneSource  
London Borough of Enfield  
London Borough of Southwark  
London Borough of Enfield  
London Borough of Newham/OneSource  
London Borough of Havering

## **1. Welcome, introductions and apologies**

- 1.1 Round table introductions made and apologies given.

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

- 2.1 Steve Latus queried two actions outstanding, both which relate to the ESFA. Update provided in Item 5. It was raised these were carry-overs from December 2017 which had now expired.
- 2.2 Andy Scott raised actions regarding to linking up group with Principal Social Workers and Mayor's Construction Academy Phase 2. Both feature in Item 5 update.

## **3. Feedback from Task and Finish Group**

- 3.1 Cheryl Jones (LB Bexley) and Jenny Dutton (LB Tower Hamlets) spoke about the findings on their task-and-finish group and their recommendations, summarised in the handout provided.
- 3.2 Andy stated that the findings mirrored what employers were saying in the Business 1000 Survey of employers. The following issues were raised:
- Attracting candidates. Apprentice job description, unique to the roll and future focused, has had positive impact. Schools were also becoming more interested in information regarding apprenticeships as they present a pathway to students. One borough operates a no obligation taster day for candidates.
  - Being overwhelmed with applications. Individual recruitment over cohort recruitment was seen to address this, though there are merits to both approaches. Cohorts can be tagged onto wider borough campaigns, which can enhance publicity.
  - Maximising retention. Jenny shared her experience of Tower Hamlets running an internal recruitment pool. Apprentices are interviewed for a place in the pool which managers use before external temp agency recruitment. This acts as a backstop and potential alternative route to continued employment in the borough. Apprentices often join teams that flex and contract annually this way e.g. Events. Steve Latus raised the potential of the Young Apprentice Ambassador Network for retention.

**Action: Steve to circulate details on the Young Apprentice Ambassador Network**

## **4. Annual Data Collection**

- 4.1 Spike (London Councils) presented an overview of findings from the data provided by boroughs on apprenticeship delivery. The contents of this presentation can be found in the analysis document previously circulated to boroughs.
- 4.2 When asked about NEET recruitment and a decline in numbers reported, Andy raised the requirement for this work in many boroughs, suggesting there should not have been

a significant drop off. Definition of NEETs is 16-24 and may account for drop off as boroughs employ older apprentices. Candidates are also coming through work programmes that would remove their NEET status. Borough education teams will have data for the group regarding NEETs in borough.

- 4.3 The issue of underreporting Supply Chain apprenticeships was raised. It was agreed there is work to do on the reporting, which involves extensive work with procurement processes. Borough spending power runs into £ billions, so it is likely there are many apprenticeships not being recorded. Large amounts of the reported numbers are from one borough.
- 4.4 The group was asked about low up-take of higher apprenticeships. Reasons cited included gaps in level 4 apprenticeship standards, provider availability and standard availability. Steve Latus said that the IFA were receptive to understanding and addressing critical standards that are delayed.
- 4.5 The group was asked about whether the right/most useful data was being collected and how the process can be made as easy as possible. Andy Scott suggested whether a snapshot from each borough should be captured in September regarding school leaver destinations. The group asked for a new staff vs. existing employees breakdown and it was agreed to be taken forward next year. Other additions were raised regarding unemployment when joining and apprenticeships created through external engagement with businesses. Dianna Neal raised the importance of keeping this process as straightforward as possible to maximise returns.

**Action: Spike to provide presentation slides to the group & recirculate report**

## **5. Updates**

### **London Councils**

- 5.1 Spike provided an update to the group on relevant activity since the last meeting:
- [The Skills for Londoners Framework was responded to by London Councils](#) and each Sub-Regional Partnership. The Framework outlines spending priorities for the devolved Adult Education Budget.
  - The Skills for Londoners Board overseeing devolution of the AEB met last week, which includes Borough leaders representing sub-regions and London Councils. Reforming and improving the levy in London was identified as a priority.
  - ASG members are encouraged to sign up for the [Social Care Apprenticeship Event](#) organised between London Councils and London ADASS on the 18<sup>th</sup> October. It is open to two attendees per borough - a Principal Social Worker and an Apprenticeship Lead.
  - London Councils is developing a joint lobbying position between business groups and London government around flexibilities on the apprenticeship levy.
- 5.2 Spike went on to raise a question to the group from Jamie Saddler (LGA), who sent his apologies. [Jamie](#) was interested to speak to boroughs who are undertaking levy transfer. It was noted that Bexley and Camden had undertaken or were about to undertake a transfer.

### **ESFA**

- 5.3 Steve Latus provided an introduction and updated the group on current activity:
- The Apprenticeship Delivery Board, with 15 members covering 15 employment routeways, has been asked by the Minister to create a growth plan for each sector.

- The ESFA roadshows are currently planned for 3<sup>rd</sup> and 18<sup>th</sup> October. Places are still available for the 18<sup>th</sup> October event and members were asked to contact Steve [directly](#).
- Working with London First to look at disengaged employers.
- The ESFA is looking to dedicate a resource to support the GLA's Apprenticeship Pilot Programmes.
- Registration for the ROATP will open again soon. There is appetite from employers to register as employer providers.
- Account Managers will broaden their outreach to include Traineeships, T-Levels and Industrial Placements.
- Through the Acceleration Programme direct engagement with schools is increasing.
- 30 organisations have undertaken a levy transfer so far.
- Please let Steve know ahead of future meetings what would be most useful to hear about from the ESFA.

5.4 Steve was asked about reporting on apprenticeships received by boroughs. For example, if a bank based in London creates 1000 apprenticeships based all around the country, how can the local authority find out about apprenticeship creation locally this way? Is there support for taking on apprentices with Learning Disabilities and are case studies available? Will there be a public sector representative on the Apprenticeship Delivery Board?

**Action: Steve to circulate speaking notes from the update**

**Action: Steve to gather answers to questions in 5.4 in between meetings**

## **6. Raise and discuss items relating to Apprenticeship Levy**

6.1 None raised.

## **7. Any Other Business**

7.1 Dianna briefly summarised the annual data collection on apprentice pay undertaken by the group. The focus will remain on new apprentices. Collection of the data will be undertaken during October. It was agreed to collate the data and present it in the same format as last year.

7.2 The group agreed to extend the ASG meeting to two hours. The additional time should be used primarily for networking and formal agendas should be for 1½ hours where possible.

**Action: Anna-Maria/ Spike to make arrangements for extending meeting**

**Date of next meeting: 6 December 2018, 10-11.30am, London Councils, Meeting rooms 2&3**