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# Young People's Education and Skills (YPES)

## Apprenticeship Sub-Group

<b>Date</b>	14 March 2019	<b>Venue</b>	London Councils
<b>Meeting Chair</b>	Andy Scott, London Borough of Tower Hamlets		
<b>Contact Officer:</b>	Anna-Maria Volpicelli		
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### Attendance:

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#### Members

Alan Galloway	London Borough of Hillingdon
Alex Jacobs	London Borough of Hackney
Alexandra Kelly	Royal Borough of Kingston upon Thames & London Borough of Sutton
Alpa Ruparelia	City of Westminster
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
Christine Shobande	London Borough of Camden
Geeta Tailor	London Borough of Islington
Huma Hadi	London Borough of Lewisham
Ivan McDougall	City of London Corporation
Jack Biggs	London Borough of Hammersmith & Fulham
James Pierce	London Borough of Merton
Justine Guynan	London Borough of Newham/OneSource
Michael Pratt	London Borough of Camden
Michelle Fitzgerald	London Borough of Brent
Rachel Lyus	London Borough of Barking and Dagenham
Rashid Salik	London Borough of Tower Hamlets
Rosemarie Clarke	London Borough of Hounslow
Simon Friend	London Borough of Tower Hamlets
Susan Hickey	London Borough of Enfield
Victoria Isaacs	London Borough of Harrow

#### In attendance

Jamie Saddler	Local Government Association
Julie Nelson	Local Government Association
Megan Dunn	Greater London Authority
Simon Peek	Education & Skills Funding Agency
Steve Latus	Education & Skills Funding Agency

#### Officers

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

#### Apologies

Charlotte Gibson	London Borough of Lewisham
Cheryl Jones	London Borough of Bexley
Courtney Richards	London Borough of Lewisham
Dianna Neal	London Councils

Esmay Bear	London Borough of Hackney
Fenella Beckman	London Borough of Lewisham
Jamel Alleyne	London Borough of Barnet
Karen Taylor	London Borough of Enfield
Katherine Owen	Onesource/London Borough of Havering
Kwabena Kimathi	London Borough of Croydon
Lorna Fraser	London Borough of Southwark
Mary Roche	London Borough of Southwark
Melody Thornton	London Borough of Waltham Forest
Molly Elliston	London Borough of Merton
Nicky Newman	London Borough of Brent
Stewart Aldersley	London Borough of Newham/OneSource
Vanita Nicholls	London Borough of Ealing

## **1 Welcome Introductions and apologies**

- 1.1 Andy Scott welcomed members to the meeting and round table introductions were made.

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

- 2.1 The minutes of the last meeting were agreed. Action 5.5 was discussed but as there had been no activity to feedback to the meeting, it had been closed.

## **3 Skills for Londoners Action Plan**

- 3.1 Simon Peek, Education and Skills Funding Agency (ESFA) and Megan Dunn, Greater London Authority (GLA) presented on the Mayor's '[Skills for Londoners](#)' action plan. It aims to promote the development and take up of relevant and high-quality apprenticeships to meet needs of employers and support social mobility.
- 3.2 They went on to say;
- The '5 Cities Project' (London, Greater Manchester, Bristol, Birmingham and Leicester), launched by DfE, will see the National Apprenticeship Service (NAS) work with Mayor's offices and other local partners/stakeholders. They are aiming to increase apprenticeships, increase take up among under-represented groups and support employers to utilise their levy funds (from April 2019 employers will be able to transfer 25% of their levy funds). They aim to work with non-levy paying businesses to understand barriers and support greater delivery of apprenticeships in SMEs.
  - Research will be undertaken to map apprenticeship provision and explore barriers to delivery. Analysis will be completed on a regional basis.
  - Two employer engagement pilots will go out to tender around June 2019. NAS has developed a London progression engagement plan in collaboration with the GLA to avoid duplication. It will initially focus on retail, hospitality and construction sectors.
  - Levy transfers can be a difficult process, so they will look at how Starbucks and businesses with a franchise model pool and transfer resources. They hope to bring large employers and SMEs together. Focus will be on quality and progression, best practice and giving employers a positive experience of apprenticeships.
- 3.3 Andy Scott (Chair) thanked Megan and Simon and asked members for any questions. It was asked that, with retail in decline; why are they focussing on this area? Megan said there may be new opportunities to look at what these employees will be doing in future how they use apprenticeships to adapt to the rapid changes in retail. As it sits closely with hospitality, they can also look at shared supply chains. This is a sector with a significant underspend in levy funds.
- Andy asked if they will be speaking to and engaging boroughs on pilots/tendering opportunities. Megan advised that the GLA are currently recruiting a business engagement team for communications.
  - The pilots will also have a focus on encouraging local recruitment of apprentices.
  - Simon agreed they need to know more about what boroughs are doing. They are currently working with London First and Ladder for London. Steve Latus (ESFA) agreed that there should be communication with ASG members/boroughs independently to ensure a joined up and co-ordinated approach. Andy and Spike proposed that it might be better to consider collaborative dialogue at a sub-regional level e.g. West London Alliance. Megan confirmed

that commissioned pilots can be bid for on a sub-regional or borough level but would not fund any existing work.

**Action:**

- **GLA/ESFA Action Plan presentation to be circulated post meeting.**
- **Information on bidding for pilots to be sent to London Councils from the GLA for circulation when available**

#### **4 National Apprenticeship Week (NAW) 4-8 March 2019**

- 4.1 Andy invited members to feedback on activities organised in their borough and thoughts on what made activity successful.
- 4.2 Members fed back on collaboration in their respective boroughs alongside DWP and other stakeholders which delivered co-ordinated and targeted/bespoke roadshows (eg. young mothers/fathers) including talks from apprentices and parents.
- 4.3 Internal communications were targeted at staff to encourage them to think about upskilling and encouraging managers to look at recruiting apprentices.

**Action: Members to forward a short report on their activities during NAW that can be shared with Jamie Saddler, Local Government Association (LGA) for showcasing.**

#### **5 Public Sector collaboration**

- 5.1 Spike van der Vliet-Firth, London Councils (LC), gave a verbal update on social worker apprenticeship procurement. This is moving very quickly, and twenty-six boroughs have inputted into the development of the specification.
- 5.2 The event with providers tested the reasoning and pulled together a high-level specification. Several providers are willing to work on delivery and Health Education England have committed to deliver a single pan-London procurement exercise on behalf of boroughs social worker and occupational therapist apprenticeships.
- 5.3 Numbers are still being finalised with further engagement to borough directors, but it is hoped to deliver a hundred and fifty apprenticeships in year 1 with October 2019 as the start date for the programme.
- 5.4 When asked when the Occupational Health programme would be ready, Spike advised he would clarify the timetable and respond to ASG members as soon as possible.
- 5.5 Spike asked for expressions of interest from members to sit on a task and finish group (TfG) to look at a Fire Inspector standard, Michael Pratt (Camden) and Simon Friend (Tower Hamlets) expressed interest. Other members advised that they would have to check in their boroughs. Susan Hickey (Enfield) and others said they would let Spike know. Spike sees a TfG as a single meeting with some follow up communication.
- 5.6 Spike also provided updates on the launch of a Youth Justice degree in London. This has the potential to be trailblazed into an apprenticeship. Spike will be speaking to the network for youth offending and community safety to understand the appetite for this route.

**Action:**

- **(5.4) Spike to update members on the timeline for occupational therapist.**
- **(5.5) Members wishing to participate on a Fire Inspector task and finish group to email [Spike](#).**
- **(5.6) Spike to email members with further information on Community Safety/ Youth Justice apprenticeship.**

#### **6 Apprenticeship annual data collection**

- 6.1 Spike spoke to the paper circulated in advance asking members to note London Councils' approach to the annual data collection of apprenticeship delivery in London boroughs. The aim is to ensure it remains a useful tool for boroughs whilst minimising the effort involved as boroughs are now also required to submit a separate data to government in September. The government collects 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.
- 6.2 The key points from the paper;

- ASG agreed in 2018 to combine London Councils' historic data collection with the new reporting requirement of government. It was recognised that there were multiple benefits for continuing to report on London Councils' long-standing apprenticeship data set and the benefit of this information for the group.
- In previous years, amendments to the report have been required following circulation to Leaders and Chief Executives. In order to avoid this, we are proposing to send out the final report to ASG members with a week to review the data. If, after that time, nothing has been heard, we will assume that colleagues are satisfied that the data contained in the report is accurate and it will be circulated.
- This year boroughs will be asked to report on which apprentices are new employees and which are existing staff. This will give a clearer indication on how the levy is being used.
- The Greater London Employment Forum (GLEF) has requested a report on local authority apprenticeship delivery which has a statutory dispatch date. In order to meet this deadline, we have included a proposed timeline encapsulating the whole process as outlined in paragraph 11 but the date for completed returns to London Councils will be Friday 26<sup>th</sup> April. The Heads of HR and GLEF networks will be utilised for getting consistent organisational headcounts.

6.3 Andy thanked Spike for the run through of the paper and asked members to comment. Spike was asked if this will include the public sector section 1 and he confirmed it would include some of the data but not the calculations involved. Members agreed that the final report can be shared with Jamie/LGA.

## 7 Updates

### Local Government Association (LGA)

- 7.1 Jamie Saddler gave a presentation on the LGA Apprenticeships Survey 2019, focussing on the results from London (which are only being shared in London). Jamie advised that he gave a webinar on the full national results and both this and the full slide pack are available on the [Knowledge Hub \(LGA K-hub\)](#).
- 7.2 Jamie told the meeting that;
- London is slightly lagging in starts compared to national results but is expected to deliver more starts than last year. There has been roughly a 21% increase in starts this year nationally as opposed to only a 10% increase in starts in London.
  - London local authorities are more likely to see their Levy funds expire by September 2019 than the sector as a whole.
- 7.3 Steve asked Jamie how he has reached targets and projections. Jamie advised that he used a QPQS calculation and worked on what has been reported to government. Around 2/3 of London Councils responded which sits proportionally with national returns.
- 7.4 The table showing national and London comparisons are a snapshot at the time of the survey so figures will have changed. Only one in ten councils appear to be on track to hit their target. There was some very positive feedback on apprenticeships with one council reporting significant savings by using the levy for traditionally high cost training but others pointing to the complexity of the system and the resources required to manage it.
- 7.5 Jamie added that delays to apprenticeship starts are being caused by the availability of standards and the time it takes for new ones to be approved, the Institute for Apprenticeships and Technical Education are trying to increase the speed of this process.
- 7.6 Jamie advised there will be an MHCLG event on the 2<sup>nd</sup> April focussing on apprenticeships within local government. They hope to include a question time like panel and would like a couple of apprentices who might be willing to participate. Andy suggested award winners from last year.

#### **Actions:**

- **AMV to circulate slides post meeting**
- **Members who would like a borough focussed report, please contact [Jamie](#).**
- **(7.1) Members wishing to access LGA resources on the Knowledge Hub (K-hub) to email [Jamie](#)**
- **(7.6) Members to contact [Jamie](#) should they wish to propose an apprentice to take part in a panel discussion at the MHCLG event in April.**

## Education Skills Funding Agency (ESFA)

- 7.7 Steve reported on the successes of National Apprenticeship Week (NAW). There were over 1200 hundred events, including fourteen ministerial visits. Interest has increased and there was good national media coverage.
- 7.8 Steve advised research has been commissioned to develop a new annual, nationally recognised, league table for large apprentice employers and the top fifty SMEs. This will recognise and promote outstanding employers, encourage employers to increase the quality of their offer and identify high performing employers to those seeking an apprenticeship. Information for the 'Top 100 2019' is due to be communicated and published in the next few months.
- 7.9 Steve went on to describe the work taking place to widen opportunities for those from BAME, SEN and disadvantaged backgrounds, which includes the 5 Cities project. From 1<sup>st</sup> April, public bodies in scope of the public sector target will be able to complete 18-19 reporting on the Apprenticeship Service. Reports can be submitted using the public sector apprenticeship reporting tool which is on your organisation's 'Manage Apprenticeships Account' and guidance can be found on Gov.UK.
- 7.10 The Chancellor announced £240 million has been made available to support the reduced rate of 5% from 1<sup>st</sup> April for non-levy paying employers and levy paying employers who use up all of their levy paying funds.
- 7.11 As part of T-Level delivery (from 2020), students will be required to undertake a 45 day placement with an employer. Steve asked members to think about whether their borough might be interested in offering industrial placements and advised that they can contact him, or their account manager, to discuss.

### **Actions:**

- **Members to contact Steve if they wish to discuss employer roadshows**
- **Anna-Maria to circulate Steve's notes post meeting**
- **(7.11) Steve to look at possibility of webinar for local authorities covering T-Levels industrial placements.**

## London Councils

- 7.12 Spike gave an update on the Local Industrial Strategy for London and that the GLA are collaborating with the GLA to develop the 'people' element of the strategy and the vision for future skills and employment provision in the capital. Drafting will be undertaken over March for publication in autumn 2019.
- 7.13 London Councils published the 'Better Ways to Work' report, which sets out how to tackle labour market disadvantage created by changes to the labour market and explores the barriers to work experienced by those with additional and multiple needs.
- 7.14 Spike updated the group on the Adult Education Budget being devolved to the Mayor of London. This goes live in August 2019. The SfL Framework (the GLAs approach to the Adult Education Budget) will be refreshed on an annual basis. The framework will be refreshed annually, meaning a consultation should be expected in the summer.

**Action (7.13) Spike agreed to circulate a link to the [Better Ways to Work: Tackling labour market disadvantage in London](#) report published by London Councils in January 2019**

## 8 Apprenticeship Awards 2019

- 8.1 Spike spoke to the paper circulated in advance of the meeting advising that London Councils will be seeking sponsorship for this event. There will be clearer guidance on the nomination process provided to boroughs. No new categories or format changes for the awards ceremony are proposed. The nomination process will be similar to 2018 with the packs being circulated to boroughs in May with a month to provide submissions. An internal panel (London Councils officers) will complete initial shortlisting. Shortlisted nominees are then assessed by a second panel consisting of London Council officers and invited external stakeholders/partners. The panels will sit in June and July respectively. The awards ceremony will take place in September with the date confirmed following a venue being secured.
- 8.2 Bridget Arnold (RB Greenwich) asked if there would be a school category. Spike advised that this was considered but created more work for a significantly time-consuming process. It is also



not clear whether this award would receive the same traction as others. Spike asked members to express any thoughts to him directly for consideration following the meeting. This will be revisited in 2020 as well.

**Action (8.2) Members to email Spike with thoughts and reasons for introducing a Schools category to the local authority apprenticeship awards categories for future awards.**

## **9 AOB**

- 9.1 Andy advised that Claire Watkins, Portsmouth City Council, would like to hear from any London Colleagues who have experience of delivering solicitor apprenticeships. Michelle Fitzgerald (Brent) and Steve (ESFA) said they would be happy to speak with her.
- 9.2 Bridget asked if there was awareness in the group on what will replace the level 2 business administration framework when this ceases to become available. There was no information readily available on this.
- 9.3 London Borough of Enfield are looking to deliver a Revenue and Benefits apprenticeship but only have one candidate. The provider would like at least six participants and Susan is asking for any colleagues that might also be interested, to contact her as soon as possible.
- 9.4 Members commented on the inaccuracy of some of the provider information on the Register of Approved Training Providers (RoATP). Steve advised that providers themselves are responsible for ensuring information held is accurate and up to date but will take these comments back to the ESFA.
- 9.5 Steve mentioned a 'Trip Advisor' rating system for providers and will send through information for onward circulation.

### **Action:**

- **(9.1) Anna to make e-introductions**
- **(9.3) Members to email Susan if they are interested/able in delivering a Revenue and Benefits apprenticeship.**
- **(9.5) Steve to forward details of provider rating system for onward circulation.**

**Date of next meeting: Thursday 6<sup>th</sup> June 2019, 10am – 11.30am, London Councils, SE1 0AL**



### Apprenticeship Sub-Group - actions and updates from 14.3.19

Date of meeting	Item	Action	Whom	Comment	Open/Closed
14.3.19	3	Presentation to be circulated post meeting	AMV	Circulated post meeting note 21.3.19	Closed
14.3.19	3	Information on bidding for pilots to be sent to London Councils for circulation when available	SL/MD	SL & Simon Peek (ESFA) advised that the GLA are expecting invitation to tender (prospectus) for the two funded pilots to be announced in early July	Open
14.3.19	4	Members to forward a short report on their activities during NAW that can be shared with Jamie Saddler, Local Government Association (LGA) for showcasing.	All	Actioned as received	Closed
14.3.19	5.4	SVF to update members on the timeline for occupational therapist	SVF	Email circulated 14.3.19	Closed
14.3.19	5.5	Members wishing to participate in a Fire Inspector TFG to email SVF	All	With only one expression of interest received, no further action will be taken	Closed
14.3.19	5.6	SVF to email members further information on Community Safety and Youth Justice apprenticeships	SVF	Email sent to Heads of Community Safety but no interest expressed	Closed
14.3.19	7 (LGA)	Circulate JS slides from LGA update	AMV	Circulated post meeting note 21.3.19	Closed
14.3.19	7 (LGA)	Members who would like a borough focussed report, please contact JS	All	No requests recorded but offer of borough focussed report remains open (May 2019)	Closed
14.3.19	7.1	Members wishing to access LGA resources on the Knowledge Hub (K-hub) to email JS	All	Direct requests received via K-hub	Closed
14.3.19	7.6	Members to contact JS if they would like to propose an apprentice to take part in MHCLG panel April 2019	All	JS confirmed members have been in contact and no further action required	Closed
14.3.19	7 (ESFA)	Members to contact SL if they wish to discuss employer roadshows	All	No correspondence received, no further action will be taken	Closed
14.3.19	7 (ESFA)	AMV to circulate SL notes post meeting	AMV	Circulated post meeting note 21.3.19	Closed
14.3.19	7.11	SL to look at providing webinar on T-Level placements	SL	Email update circulated 8.4.19	Closed
14.3.19	7.13	SVF to circulate link to London Councils Better Ways to Work report	SVF	Circulated post meeting note 21.3.19	Closed
14.3.19	8.2	Members to email SVF in support of introducing a Schools category in relation to Apprenticeship Awards	All	No expressions of support received and no further action will be taken	Closed
14.3.19	9.1	E-introduce Claire Watkins, Portsmouth City Council to SL and MF re: delivering solicitor apprenticeship	AMV	E-introduction made at 14.3.19	Closed
14.3.19	9.3	Members to email Susan Hickey, Enfield, if they would like to deliver a Revenue and Benefits apprenticeship	All	No expressions of interest received (Enfield have procured training with The Institute of Revenues Rating and Valuation (IRRV))	Closed
14.3.19	9.5	SL to forward details of provider rating system for providers to members	SL	Circulated post meeting note 21.3.19	Closed

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