

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

AGENDA

Chair: Rebecca Davey **Title:** Assistant Director – Employment, Business and Skills, London Borough of Waltham Forest

Date: 12 March 2020 **Time:** 10.00 – 11.30

Venue: London Councils, Meeting Rooms 2&3

Officer: Tim Gallagher **Email:** Tim.gallagher@londoncouncils.gov.uk

Item 1.	Welcome, introductions and apologies	Rebecca Davey <i>Chair</i>
Item 2.	Notes of the last meeting and matters arising (<i>paper - for agreement</i>)	Rebecca Davey <i>Chair</i>
Item 3.	Annual data collection 2020 (April) (to include diversity data)	Tim Gallagher <i>London Councils</i>
Item 4.	Review of Apprenticeship Awards categories	Tim Gallagher <i>London Councils</i>
Item 5.	Levy transfers: <ul style="list-style-type: none"> • London Progression Collaboration / IPPR • Examples from Manchester and West Midlands • Camden's experience 	Kashif Mirza <i>Greater London Authority (GLA)</i> Jamie Saddler <i>Local Government Association (LGA)</i> Michael Marshall <i>London Borough of Camden</i>
Item 6.	Updates: <ul style="list-style-type: none"> • Local Government Association (LGA) • Education and Skills Funding Agency (ESFA) • London Councils • ASG members 	Jamie Saddler <i>Local Government Association (LGA)</i> Steve Latus/Andy Lunn <i>Education & Skills Funding Agency (ESFA)</i> Tim Gallagher <i>London Councils</i> All
Item 7.	AOB, close and next meeting	Rebecca Davey <i>Chair</i>

***The room is free for 30 minutes from close of the meeting for
cross borough networking and discussions***

Date of Next Meeting: 25 June 2020, 10-11.30, London Councils, meeting rooms 2&3

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Apprenticeship Sub-Group - actions and updates from 09.01.20

Date of meeting	Item	Action	Whom	Comment	Open/Closed
26.9.19	6	ESFA: Confirm whether CSCS card costs are covered in the construction T-level	AL/SL	ESFA unable to confirm CSCS card necessary for construction T-level but if so, the training provider would be expected to cover the cost	Closed
09.01.20	3.4	ASG members to email Tim Gallagher listing other gaps in apprenticeship standards	All		Open
09.01.20	5.4	ASG members to email Tim Gallagher if they would be interested in taking part in a devolution working group	All		Open
09.01.20	5.6	London Councils to ascertain interest in an 'exchange programme' for care leavers	TG/All	TG will meet with members wishing to discuss post meeting of 12.3.20	Closed
09.01.20	5.7	London Councils to speak with London ADASS and LGA about social worker apprenticeships at levels 3 and 4	TG	Verbal update under item 5, 12.3.20	Closed
09.01.20	6.1	A review of Apprenticeship Awards 2020 categories to be on the agenda of next scheduled meeting	DN	On agenda for 12.3.20	Closed

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Young People's Education and Skills (YPES)

Apprenticeship Sub-Group

Date	9 January 2020	Venue	London Councils
Meeting Chair	Dianna Neal, London Councils		
Contact Officer:	Anna-Maria Volpicelli		
Telephone:	020 7934 9779	Email:	Anna-maria.volpicelli@londoncouncils.gov.uk

Attendance:

Members

Alan Galloway	London Borough of Hillingdon
Alpa Ruparelia	City of Westminster
Anthony Ristic	London Borough of Lambeth
Barbara Batchelor	London Borough of Merton
Bina Limbachia	London Borough of Islington
Bridget Arnold	Royal Borough of Greenwich
Carol Stewart	London Borough of Lewisham
Charlotte Rowley	London Borough of Lewisham
Cheryl Jones	London Borough of Bexley
Denise McShane	London Borough of Hounslow
Emma John-Francis	London Borough of Lambeth
Ivan McDougall	City of London
James Pierce	London Borough of Merton
Jamel Alleyne	London Borough of Barnet
Kwabena Kimanthi	London Borough of Croydon
Lorna Fraser	London Borough of Southwark
Melody Thornton	London Borough of Waltham Forest
Michelle Fitzgerald	London Borough of Brent
Rosemarie Clarke	London Borough of Hounslow
Susan Hickey	London Borough of Enfield
Varsha Mistry-Hand	London Borough of Havering
Victoria Isaacs	London Borough of Harrow

In attendance

Andy Lunn	Education & Skills Funding Agency (on behalf of Steve Latus)
Linda Jordan	National Development Team for Inclusion

Officers

Dianna Neal	London Councils
Tim Gallagher	London Councils

Apologies

Alexandra Kelly	Royal Borough of Kingston upon Thames & London Borough of Sutton
Amadea Afful	London Borough of Islington
Anna-Maria Volpicelli	London Councils
Brianne Lindsay	London Borough of Bromley
Fenella Beckman	London Borough of Lewisham
Hamish Mackay	London Borough of Islington
Jack Biggs	London Borough of Hammersmith & Fulham
Jamie Saddler	Local Government Association
Julie Cairns	London Borough of Lewisham
Julie Nelson	Local Government Association
Justine Guynan	London Borough of Newham/Havering/OneSource
Katherine Owen	One Source/London Borough of Havering

Karen Taylor	London Borough of Enfield
Lorin McAuley	Royal Borough of Kensington & Chelsea
Marie Morgan	London Boroughs of Richmond and Wandsworth
Mary Roche	London Borough of Southwark
Steve Latus	Education & Skills Funding Agency
Stewart Aldersley	London Borough of Newham/OneSource
Sue Pearce	Royal Borough of Kensington & Chelsea
Vanita Nicholls	London Borough of Ealing

1 Welcome Introductions and apologies

- 1.1 Dianna welcomed members to the meeting and everyone introduced themselves. Dianna noted that this was the first meeting since Andy Scott sadly passed away. She highlighted that there would be a discussion later in the meeting about naming one of the London Apprenticeship Awards after Andy.

2 Notes of the last meeting and matters arising

- 2.1 The notes of the last meeting were agreed. All actions were closed with the exception of the action relating to CSCS card costs and whether they are covered in the construction T-level. Dianna had been chasing this but hadn't received a response. Later in the meeting Andy from the ESFA updated members. It has not yet been confirmed whether a trainee CSCS card will be required for the construction T-level. If it is needed, training providers will be expected to pay for it. Dianna stressed that this must be made explicit for providers.

3 Borough Apprenticeship survey – Levy/Payscales

- 3.1 Tim presented the findings of London Councils' survey of apprenticeship pay and use of the apprenticeship levy across boroughs. 32 boroughs and the City of London had responded to the surveys, a response rate of 100%. Apprenticeship pay still varies considerably across London boroughs for all apprenticeship levels. There has been a year-on-year increase in the payment of the National Minimum Wage and London Living Wage, with 55% now paying the NMW and 45% paying the LLW.
- 3.2 This is the first year that London Councils has surveyed boroughs on apprenticeship levy expenditure. Respondents were asked three questions about their use of the apprenticeship levy between May 2017 and May 2019: how much levy was available to them; how much was spent during that time period; and how much was committed into the future during that time period. Respondents interpreted the final question about committed expenditure in different ways. For this reason the committed expenditure data is not included in the figures as the data is not comparable.
- 3.3 The results show that there is a significant underspend of the apprenticeship levy across all London boroughs. A total of £47,671,478 in levy funds was available to boroughs in between May 2017 and May 2019, of which £6,497,031 was spent. On average, London boroughs spent 13.6% of the total levy funds available to them between May 2017 and May 2019. The median figure was 10.7%.
- 3.4 There followed a discussion amongst the group about the survey results and the various barriers boroughs face in spending the levy. Dianna pointed out that the new government has committed to improving the working of the levy, and that London Councils would be renewing its lobbying efforts in light of this. Members of the group noted that London Councils' current set of asks around the levy are the right ones, but highlighted a number of other issues with the current system and potential solutions:
 - The potential for the levy to be used for salaries, although it was noted that this is unlikely be made widely available.
 - Use of the levy for pre-employment training would be particularly beneficial
 - Flexibility to use the levy for other professional development training, not just apprenticeships
 - Absence of important apprenticeship standards, and certain frameworks not being replaced. The absence of a standard in business admin Level 2 was cited as a particular problem. Dianna asked members of the group to notify us of other gaps in standards.
- 3.5 Andy from the ESFA responded to some of these points and updated the group on the current thinking within government. He suggested that there is a possibility of reform of the levy now that the new government is in place, but this is likely to be towards the end of 2020.

Action: members to email Tim at tim.gallagher@londoncouncils.gov.uk listing any further gaps in apprenticeship standards.

4 Opportunities and support for apprentices with SEND

- 4.1 Linda Jordon from the National Development Team for Inclusion (NDTI) presented on her experience of working with young people with SEND and getting them into work, as well as the policy context for young people with SEND. She explained that there is a significant employment gap between disabled people and the whole population, and the gap is particularly large for those with a learning disability. However, most people want to work and can work.
- 4.2 Linda worked on the Getting a Life programme from 2008 to 2011, which involved working with 400 young people with SEND to explore barriers to work. It became clear that the problem wasn't just about jobs but issues such as independent living, community inclusion and health. The Preparing for Adulthood pathway emerged from this work, which focuses on each of these areas. The pathway maps out the journey for young people with SEND into the world of work.
- 4.3 There is now an expectation that all young people with an Education, Health and Care Plan (EHCP) should be on a Supported Internship, unless there is a good reason for them not to be i.e. if an apprenticeship is more appropriate. Linda suggested that members of the group may want to consider getting in contact with their authority's Supported Internship Forum as the forum should be aware of apprenticeship opportunities. EHCPs are for those with the most complex needs. The supported employment model involves having a job coach, and it is recognised that work experience while at school is vital for young people to get employment later in life.
- 4.4 Vocational profiling involves providing more intensive support for a young person around career development. Young people with EHC plans should have a review in Year 9 setting out a plan for vocational profiling. However this isn't always happening systematically.
- 4.5 The group discussed experiences they had had employing people with SEND. Linda invited members of the group to contact her if they had any queries.

5 Updates

LGA – Jamie Saddler

- 5.1 Jamie Saddler was unwell, and his apologies were noted.

ESFA – Andy Lunn on behalf of Steve Latus

- 5.2 Andy had already updated the group about the new government's thinking on apprenticeships under item 3. He added that new rules mean providers for End Point Assessments will now be inspected and assessed in person rather than online before appearing on the list of registered providers, as currently happens with training providers.

London Councils – Tim Gallagher

- 5.3 Tim updated the group on London Councils' lobbying plans around the apprenticeship levy, given that the new government may be open to reform. London Councils had previously written a paper with the GLA, the SRPs, London First and London Chamber of Commerce and Industry, and it would be updating this paper over the coming weeks.
- 5.4 London Councils will be doing a piece of work on the devolution of apprenticeships policy, following on from the Call for Action, a paper published last year by London Councils and the GLA calling for devolution of skills policy to London. The next step is to flesh out what a devolved apprenticeship system might look like. This would involve convening a working group, and members of the group were invited to come forward if they were interested in being involved.
- 5.5 London Councils has been working with the GLA to adopt a shared position on the UK Shared Prosperity Fund (UKSPF), which will replace EU Structural Funds once we leave the EU. There is a danger that London will lose out and that these funds will mostly be directed towards regions in other parts of the UK, so it is vital that we stress how important these funds are to London. Dianna also updated the group on the Local Industrial Strategy, which is being written by the GLA and is likely to inform priorities for the UKSPF in London.

Action: members of the group to email Tim at tim.gallagher@londoncouncils.gov.uk if they are interested in taking part in a devolution working group.

Members

- 5.6 Some boroughs are looking into specific apprenticeships for care leavers. As it would be inappropriate for apprentices to be working in departments where they might have access to their own records, it would be useful to have an exchange system between boroughs. London Councils would send round an email asking for boroughs to come forward if they are interested in an exchange system.
- 5.7 It was pointed out that there is currently no social worker apprenticeship at Level 3 or 4.

Action: London Councils to email group asking if anyone is interested in an apprenticeship exchange programme for care leavers.

Action: London Councils to contact London ADASS and the LGA about a social worker apprenticeship at level 3 or 4.

6 AOB, close and next meeting

- 6.1 The group agreed with Dianna's suggestion that one of the Apprenticeship Awards should be named after Andy Scott, probably for an initial period of three years. She suggested the Best Manager or Mentor Award as the best fit, as many people had commented on Andy's role as a mentor. It was agreed to discuss this at the next meeting when we review the categories for the awards. It also needs to be cleared with Cllr Georgia Gould.

Action: the group to discuss categories for Apprenticeship Awards at the next meeting.

Date of next meeting: Thursday 12th March 2020, 10-12.00, London Councils, meeting rooms 2&3

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

Item 3: Annual Data Collection on Apprenticeship Delivery by London Boroughs

Contact: Tim Gallagher

Telephone: 020 7934 9916

Email: tim.gallagher@londoncouncils.gov.uk

Introduction

1. This paper requests that the Apprenticeship Sub Group (ASG) note London Councils' approach to the annual data collection of apprenticeship delivery in London boroughs. The approach will ensure it remains a useful tool for boroughs whilst minimising the effort involved. It presents a recommended course of action for ASG to comment on.

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 also required to submit a separate data set to government (Appendix 1). 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.
4. 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:
 - It will allow London Councils to continue to track long-term progress against key indicators before the apprenticeship levy was introduced.

- It allows boroughs to understand the age of apprentices, the level at which they study, and whether they were previously not in education, employment or training (NEET) across London. As of last year, London Councils also requests data on which apprenticeship starts are new recruits to the council and which are existing staff that have commenced an apprenticeship. This data is not provided to government but has been useful in the past to both London Councils and boroughs when benchmarking 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 provides evidence to stakeholders about the wider opportunities created by London boroughs in their communities and a commitment by boroughs to increase local opportunities for residents.
5. Both data collection activities were combined into a single template which was completed by boroughs in 2018 and 2019 and returned to London Councils for analysis. Boroughs then separately reported to the government before the deadline of 30 September.
 6. London Councils reports on the data collection to borough Leaders/Mayors and chief executives in June of each year. This year London Councils will circulate the report to ASG prior to it being sent to Leaders/Mayors and chief executives. ASG members will have one week to review the report containing borough-by-borough data and report any inaccuracies or updates. After this point, the report will be circulated once only.

Proposed changes for data collection in 2020

7. In previous years we have not collected any data on diversity. Therefore this year we propose adding in additional questions around diversity, including ethnicity, age, gender and disability.

Timetable

8. The latest point for receiving the data from ASG will be **Friday 24 April 2020**, factoring in the drafting of the report and internal approval procedures. Failure to provide the data by this date may mean it is not included in the final report.
9. The timeline for this process will therefore be:

Monday 23 March – requests for data sent to ASG
 Friday 24 April – data received
 Early May – report drafted
 Mid-May – report circulated to ASG for final comments
 Late May/early June – report sent to Leaders/Mayors and chief executives

This is a tight timeline. Therefore, adherence to the 26 April reporting deadline is essential. The final report will go to both the Apprenticeship Sub-Group and Greater London Employers Forum (GLEF) meetings in late June.

Proposed approach for collecting data in 2020

10. London Councils will request data from ASG members on the following:

- Apprenticeship delivery within:
 1. the organisation/borough
 2. supply chain/contractors
 3. delivered through an ATA
 4. delivered in schools
- How many apprentices were employed between 1st April 2019 and 31st March 2020.
 - This will be compared to the organisational headcount collected separately to determine achievement against the public sector target.
- How many apprentices were new starters and how many were existing staff
- Key metrics on the apprentice:
 1. Their level of study
 2. Their age
 3. Their ethnicity
 4. Their gender
 5. Disability
 6. Whether they were previously NEET

11. A template will be provided to boroughs for submitting their data by Monday 23 March 2020.

12. London Councils will separately obtain organisational headcounts through its Heads of HR network. This network will be asked to provide a total headcount, a core headcount for the organisation and a headcount for schools.

13. ASG members will be required to submit this data by Friday 24 April 2020.

14. ASG members are then asked to provide the return made to government by 30 September 2020, the deadline for submitting apprenticeship delivery to government.

Recommendation:

For ASG members to note the contents of this report and provide comments on the proposed approach.

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

Item 4. London Borough Apprenticeship Awards 2020

Contact: Tim Gallagher

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Email: tim.gallagher@londoncouncils.gov.uk

Introduction

1. 2020 will mark the 10th annual London Borough Apprenticeship Awards. This event showcases the talent of apprentices working in London boroughs and the work of boroughs to create, support and raise the profile of apprenticeships. This paper asks ASG members to note the delivery plan for this year's awards and comment on proposed changes to nomination categories and criteria.
2. We have secured a date and venue for the awards. They will take place on the afternoon of Thursday 3 September at Painters' Hall near Mansion House tube station.

Background

3. London Councils welcomes one nomination per category, per borough for the following categories:
 1. Best contribution by a new apprentice
 2. Best progression by an apprentice
 3. Best apprentice working in the supply chain
 4. Best manager or mentor
 5. Best work with the supply chain and local business to create new apprenticeships
4. From categories 1-3 above, an overall Apprentice of the Year is decided.
5. Nominations packs will once again be circulated to ASG members, who usually take on the role of coordinating applications from their borough. Decisions on which nomination to put forward is made within the borough and London Councils will be unable to accept more than one nomination per category.
6. Last year the awards were sponsored by Oracle, the first time the awards have had a sponsor. London Councils is seeking sponsorship again this year, ideally on a three-year basis. This will ensure the ongoing delivery of the awards.

Proposed Changes

7. Following a discussion at the ASG meeting on 9 January 2020, it was agreed that one of the awards should be named in memory of former ASG chair Andy Scott. As many people had praised Andy's role as a mentor to them, London Councils proposes renaming the

Best manager or mentor award the 'Andy Scott award for best manager or mentor'. This would be for an initial period of three years.

8. In previous years the winners have received trophies while those who are highly commended have received certificates. London Councils proposes changing this in 2020 so that all shortlisted candidates receive certificates.
9. London Councils does not propose the introduction of any new categories for the awards in 2020. However, we are proposing a change to one existing category and tightening the criteria for some awards:
 - **Widen the 'Best apprentice working in the supply chain' category to include those working in schools:** Currently there is no award to recognise the role of apprentices in schools, even though some boroughs are working closely with schools to support them to take on apprentices and use their levy allocations. The low number of school apprentices means that a standalone award may not attract enough applications. However, widening this category to 'Best apprentice working in the supply chain or in schools' would allow us to recognise these apprentices.
 - **Tightening the criteria about 'Best progression by an apprentice':** Now that existing council staff can take up apprenticeships, there have been entries where a staff member with a well-established career took a second apprenticeship. It was difficult to judge these entries against apprentices who are generally at the start of their careers. We could deal with this by tightening the criteria and restricting this category to progression within a five-year period only.
 - **Emphasising new work under 'Best work with the supply chain and local business to create new apprenticeships':** This category has traditionally attracted entries from a core group of boroughs active in this field, who have built an impressive body of work over a number of years. It is proposed to encourage applicants to focus on activities and achievements in the last year, to help differentiate between entries and to encourage new boroughs to enter this category.
10. London Councils does not propose any changes to the format of the awards.

2020 Nomination Process

The 2020 London Borough Apprenticeship Awards will follow a similar process to last year:

11. Nominations packs will be received by boroughs in May 2020. Boroughs will be given one month to provide their submissions. Boroughs can start thinking about their nominations in the knowledge that the categories and marking criteria remain largely unchanged.
12. An initial panel, made up of London Councils officers, will create a shortlist of 5-8 nominations per category. A second panel, consisting of London Councils officers, winners from the 2019 awards and external partners, will then decide on the winner from each category. They may also identify nominations they wish to recognise for outstanding achievement. These do not have to be awarded in each category.

13. Both panels will be run during June and July 2020.

14. Winners will be announced at the London Boroughs Apprenticeship Awards on 3 September 2020, following a topical panel discussion.

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