

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

## AGENDA

<b>Chair:</b>	Andy Scott	<b>Job title:</b>	Service Head for Economic Development
<b>Date:</b>	24 November 2015	<b>Time:</b>	10.00 – 11.30
<b>Venue:</b>	London Councils, meeting room 5		
<b>Officer:</b>	Neeraj Sharma	<b>Email:</b>	Neeraj.sharma@londoncouncils.gov.uk

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| Item 1. | Welcome, introductions and apologies  | Andy Scott   |
| Item 2. | Notes of the last meeting and matters arising<br><i>(paper - for agreement)</i>   | Andy Scott   |
| Item 3. | Update from sub-group members<br><i>(those supplied in advance - targets, challenges (as employer/contractor), successes)</i> | All  |
|         | <ul style="list-style-type: none"> <li>Apprentice recruitment challenges</li> </ul>   |  |
| Item 4. | Maintaining the quality of apprenticeship programmes  |  |
|         | Union support of Apprenticeships<br>Southwark Apprenticeship Programme  | Oreleo Du Cran<br>Lorna Fraser &<br>Beth Penwarden |
| Item 5. | Future of Apprenticeships   | Negat Lodhi  |
|         | <ul style="list-style-type: none"> <li>Standards</li> <li>Levy</li> <li>Enterprise Bill – apprenticeship target</li> </ul>    | Dianna Neal  |
| Item 6. | Update from Skills London 2015  | Selina Young                                       |
| Item 7. | Any Other Business  | All  |

**Date of Next Meeting: 22<sup>nd</sup> March 2016, 10-11.30am, London Councils, meeting room 5**

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# Young People's Education and Skills (YPES)

## Local Authority Apprenticeship Sub-Group

<b>Date</b>	8 September 2015	<b>Venue</b>	London Councils
<b>Meeting Chair</b>	Andy Scott, London Borough of Tower Hamlets		
<b>Contact Officer:</b>	Neeraj Sharma		
<b>Telephone:</b>	020 7934 9524	<b>Email:</b>	<a href="mailto:neeraj.sharma@londoncouncils.gov.uk">neeraj.sharma@londoncouncils.gov.uk</a>

### Attendance:

#### Members:

Andy Scott	London Borough of Tower Hamlets (Chair)
Aelswith Frayne	London Borough of Tower Hamlets
Geeta Tailor	London Borough of Islington
Grace Rodgers	TfL
Helga Senior	EPICCC
James Spacey	GLA
Jenny Dutton	London Borough of Tower Hamlets
Jivko Hristov	London Borough of Croydon
Jo Margrie	Hackney Learning Trust
Joyceline Hogan	London Borough of Enfield
Lorna Fraser	London Borough of Southwark
Michael Pratt	London Borough of Camden
Negat Lodhi	Skills Funding Agency
Oreleo Du Cran	Union Learn/SERTUC
Rachel Dowse	London Borough of Barking & Dagenham
Ray Ellul	oneSource/LB Newham
Samantha Dodd	City of Westminster
Stavroulla Aristokle	London Borough of Islington
Stuart Woosnam	Havering College
Tomi Moronkola	London Borough of Hounslow

#### Officers

Jane Harrison	London Councils
Neeraj Sharma	London Councils
Selina Young	London Councils

### Apologies

Laurie Pocock	Croydon Unison
Sarah Sargent	London Borough of Wandsworth
Denise Atkinson	London Borough of Lewisham

## 1 Welcome Introductions and apologies

- 1.1 Andy Scott welcomed attendees to the apprenticeship sub-group. Apologies for absence were noted.

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

2.1 The notes of the last meeting were agreed.

## **3 Stakeholder apprenticeship opportunities**

- 3.1 James Spacey explained that the Government was currently consulting on the introduction of an Apprenticeship Levy. The levy would enable employers to choose and pay for apprenticeship training.
- 3.2 It was explained that London would be in the unique position in terms of contributing to the levy but also benefitting from the levy due to the type of businesses operating in the capital. London had more businesses that employed 250 plus employees and therefore, potentially, London would be a significant contributor to the levy. At the same time, London's businesses predominately consisted of small and medium size businesses – the types of employers the levy is meant to encourage to offer apprenticeships. The GLA and London Councils would be submitting formal consultation responses and ensuring there remained a consistency of message across both organisations.
- 3.3 To increase and expand the apprenticeship programme in London, the GLA and the Skills Funding Agency would jointly be writing out to London employers to encourage their participation in the programme. Additionally, the GLA had set a target to take on 1,000 apprentices and had, so far, taken on 500 – this was across the GLA family (GLA, MOPAC, TfL, Fire Department, LDA).
- 3.4 Grace Rodgers, Development Schemes Recruitment Manager at TfL, explained that the organisation created apprenticeship opportunities by directly employing apprentices but also through its supply chain, in a similar fashion to London boroughs. There were approximately 30 different apprenticeship programmes ranging from level 2 up to level 6 available.
- 3.5 Grace Rodgers informed the apprenticeship sub-group that TfL was keen to engage with boroughs to broaden the reach of their opportunities, particularly with NEET populations. There was scope for TfL to provide additional support at a sub-regional/borough level to encourage targeted groups to apply for apprenticeship opportunities.
- 3.6 The apprenticeship sub-group members thanked James as well as Grace for the update and provided the following feedback:
- Individuals and in particular targeted groups needed support whilst applying for very competitive apprenticeship opportunities offered by organisations such as TfL.
  - Individuals needed support throughout their apprenticeship programme although the type and level of support will vary.
  - individuals with SEND may be better suited to traineeships as part of an initial pathways onto a full apprenticeship.
- 3.7 The apprenticeship sub-group members also suggested it would be helpful if the GLA could provide a breakdown of their existing apprentices by level and programme type.

Additionally, it was also suggested that details of the next application detail were circulated to boroughs to support sharing of information locally.

**Action point: Apprenticeship sub-group officers to contact Grace Rogers at TfL ([ggracerogers@tfl.gov.uk](mailto:ggracerogers@tfl.gov.uk) 020 3054 6975 E: 86975) to discuss apprenticeship opportunities and support offered by TfL.**

**Action point: GLA to provide a breakdown of existing apprenticeship taken up by level and framework.**

**Action point: GLA officers to share information about Employer Led Apprenticeships Creation Programme.**

**Action point: London Councils to circulate GLA apprenticeship recruitment campaign information for the next wave to support circulation across London.**

#### **4 Update from sub-group members**

4.1 The apprenticeship sub-group members provided updates on activity within their organisations, key points mentioned included:

- Budget reductions and recruitment freezes added to difficulties to create apprenticeships in some council departments. A number of authorities reported expanding frameworks to offer apprenticeships in growth areas within councils and to encourage their popularity amongst applicants. Apprenticeships created through supply chains remained a key area for all boroughs particularly as new contracts were set-up and old ones renewed.
- The London Work Based Learning Alliance had produced a helpful briefing outlining the apprenticeship reforms – it was agreed this should be circulated to the group.
- Jane Harrison explained that following the apprenticeship data collection, between April 2014 and March 2015 just under 1,300 apprenticeships were created directly by London boroughs and through work with their contractors. A further 277 apprenticeships had been created through the use of Apprenticeship Training Academies (ATAs). Tim Shields would be writing out to all London boroughs with this information – it was agreed the letter should be circulated to the apprenticeship sub-group.

**Action point: London Councils to circulate letter sent to each London borough by Tim Shields providing an apprenticeship data update.**

#### **5 MyMentor for apprentices**

5.1 Samantha Dodd talked through the possibility of promoting the MyMentor Scheme to apprentices (as mentees) and ex-apprentices (as potential mentors) to share learning and support across authorities. There were mixed views to this approach and concerns it would place additional pressure on some apprentices without training. It was agreed boroughs interested in MyMentor for apprentices would contact Samantha.

**Action point: Apprenticeship sub-group officers to contact Samantha Dodd ([sdodd@westminster.gov.uk](mailto:sdodd@westminster.gov.uk) 0207 641 3791) if there is interest to pair apprentice mentors with apprentices across boroughs.**

## **6 Terms of Reference (ToR)**

- 6.1 Andy Scott talked to the paper circulated in advance of the meeting. The apprenticeship sub-group members approved the updated ToR.

## **7 AOB**

- 7.1 Oreleo DuCran requested assistance from the apprenticeship sub-group to identify borough leads for adult apprenticeships. It was agreed contact details would be provided to London Councils. Additionally, Oreleo offered to update the sub-group on the activities of the union in relation to supporting apprenticeships.
- 7.2 Negat Lodhi offered to circulate a summary of the Apprenticeship Levy consultation to the apprenticeship sub-group – this was agreed to by the apprenticeship sub-group members.

**Action point Apprenticeship sub-group officers to provide [London Councils](#) with contact details for officers responsible for adult apprenticeships within their councils.**

**Action point: Negat Lodhi to provide a summary of the key areas from the Apprenticeship Levy consultation.**