

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:	22 nd June 2017	Time:	10.00 – 11.30
Venue:	London Councils, Meeting Room 5		
Officer:	Jamie Saddler	Email:	Jamie.saddler@londoncouncils.gov.uk

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.	Apprenticeship data 2016-17 (initial report) <i>(paper – for discussion. tabled)</i>	Jamie Saddler <i>London Councils</i>
Item 4.	Skills & apprenticeship proposals in the Conservative manifesto	Dianna Neal <i>London Councils</i>
Item 5.	DAS surgery/Q&A <i>(open discussion)</i>	All
Item 6.	Revising Payscales with levy/high level apprenticeships <i>(open discussion)</i>	All
Item 7.	London Councils update <ul style="list-style-type: none"> • Apprenticeship Awards 2017 • London Councils video 	Jamie Saddler <i>London Councils</i>
Item 8.	Any Other Business	All

Date of Next Meeting: 21 September 2017, 10-11.30am, London Councils, meeting room 5

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Young People's Education and Skills (YPES)

Local Authority Apprenticeship Sub-Group

Date	23 March 2017	Venue	London Councils
Meeting Chair	Andy Scott, London Borough of Tower Hamlets		
Contact Officer:	Anna-Maria Volpicelli		
Telephone:	020 7934 9779	Email:	Anna-maria.volpicelli@londoncouncils.gov.uk

Attendance:

Members:

Andy Scott	London Borough of Tower Hamlets (Chair)
Alan Galloway	London Borough of Hillingdon
Alex Jacobs	London Borough of Hackney
Amadea Afful	London Borough of Islington
Bridget Arnold	Royal Borough of Greenwich
Charlotte Gibson	London Borough of Lewisham
Cheryl Jones	London Borough of Bexley
Chris Herron	London Borough of Enfield
Jacqueline Faulkner	London Borough of Lambeth
Jenny Dutton	London Borough of Tower Hamlets
Justine Guynan	London Borough of Newham/OneSource
Karen Persaud	Tri-borough/EPICIC
Lorna Fraser	London Borough of Southwark
Louise Clarke	London Borough of Barking & Dagenham
Neisha Porter	London Borough of Lambeth
Simon Steptoe	Unison
Tomi Moronkola	London Borough of Hounslow
Victoria Forgan	London Borough of Hammersmith & Fulham

Guest Speakers:

Gary Hunnisett	London Work Based Learning Alliance
Kate Stock	Smart Training
Peter Barron	Skills for Care

Officers:

Dianna Neal	London Councils
Jamie Saddler	London Councils
Steve Davies	London Councils

Apologies

Joanne Cavey	London Borough of Sutton
Michael Pratt	London Borough of Camden
Virginia Unciano	London Borough of Croydon
Vanita Nicholls	London Borough of Ealing
Varsha Mistry-Hand	London Borough of Havering

1 Welcome Introductions and apologies

1.1 Andy Scott welcomed members to the meeting and apologies were noted.

2 Notes of the last meeting and matters arising

2.1 The minutes were approved and progress on actions from last time noted.

3 Apprenticeship Levy: What should boroughs be getting from providers?

3.1 Gary Hunnisett from the London Work Based Learning Alliance attended with Kate Stock of Smart Training who gave a presentation on the apprenticeship levy, training and providers. The presentation highlighted some key questions that boroughs should ask when choosing a training provider, which include:

- How will your staff learn? Not all delivery methods are equal
- What are the qualifications and backgrounds of the staff who will be conducting the training? Are they relevant?
- How will the training provider communicate with you during the process?
- What are the entry criteria?
- Does the provider have a plan for how the 20% off-the-job training will work?
- How will they monitor your staff member's progress and behaviour during training?
- "Will you tell me the truth"?

3.2 In the discussion that followed it was noted that 80% of training in London is delivered by Independent Training Providers and that no one individual provider can provide everything an employer may want. Providers want clear lines of accountability and will need to know who is taking charge of dealing with the apprenticeship levy in your borough.

3.3 Other issues that were raised included:

- How flexible providers will be on when they start courses will vary from provider to provider, some are rolling, others by term, some in line with the academic year.
- One in four providers has dropped off the register. It is likely there will be capacity problems.
- How providers will monitor learning hours will be set out in agreements with employers and will likely be similar to guided learning.
- The recent SFA decision that 20% of an apprentice's time must be spent on off-the-job training is likely to be a problem for employers.
- The end point assessor cannot be the same organisation as the training provider.
- When the end point assessor is selected will be down to the LA. This should typically happen at the start, but in many cases this will be impossible as not all standards have approved end point assessors yet. It is the responsibility of the Institute for Apprenticeships to ensure there are enough end point assessors and up to the LA working with the training provider to select one.

4 Apprenticeship Levy: Procurement

4.1 Jamie Saddler gave an update on two meetings held at London Councils on 14 and 17 March 2017 to discuss opportunities for collaboration on procurement around the apprenticeship levy.

Post meeting: the notes from these meetings were circulated in the post meeting note 6.4.17.

4.2 Jamie highlighted the next steps London Councils and boroughs would take to move the discussion forward. These include:

- Boroughs to review the proposal put forward by LB Islington and the outline for what a possible Select List could look like submitted by LB Hounslow. They can be found in Appendices A and B to the paper circulated.

- All interested boroughs to nominate a single point of contact for further discussion on procurement ([via Jamie Saddler at London Councils](#))
- London Councils to explore whether a market engagement event can be developed.
- All boroughs to send through their “Skills Audits” to London Councils to allow for a more complete picture of the boroughs’ skills gaps/needs to be developed. This will be collated by Jamie Saddler.

4.3 London Councils will also issue a survey via the Heads of Procurement network to help inform the development of the market engagement event, confirm borough intentions around collaboration and appetite for different models, and the development of a process to take this forward.

5 Apprenticeship Standards: How does the Trailblazer process work and how can we influence them?

- 5.1 Jenny Dutton, LB Tower Hamlets, attended with Peter Barron of Skills for Care who gave a presentation on the trailblazer that they have been involved in.
- 5.2 Peter highlighted that it was important to start at the end of the process – what occupation are you looking for the qualification to cover? It needs to be specific and unique. The development of competencies should follow, alongside decisions on how they would need to be assessed.
- 5.3 In the process that Skills for Care has been through, they deliberately chose generic job titles to allow them to encompass a range of more specific roles. This also provides flexibility for training providers to add in more specialist training.
- 5.4 It was noted that 17% of all apprenticeship starts are in adult care and that the government was discouraging existing qualifications being incorporated into standards.
- 5.5 The group was also trying to use the trailblazer process to advise end point assessors on grading.
- 5.6 Three more degree apprenticeship standards are in development, including Social Worker (bid approved by the DfE, initial meetings underway), Occupational Therapist (work is underway on the development of this standard by a different group), Commissioner (discussions on the feasibility of developing this standard are ongoing).
- 5.7 Finally, it was emphasised that there is no government support for trailblazers, the work is done entirely by the employers involved and this needs to be considered before starting one.

6 AOB

- 6.1 Justine Guynan (One Source) highlighted some work that LB Newham is doing to work with colleagues in Children’s Services to offer places for apprenticeships to care leavers. She highlighted a report which she promised to circulate.
- 6.2 Andy Scott indicated that it would be helpful to recirculate the contact list for the group, given the changes in borough representatives attending.

ACTION: London Councils to circulate contact list

- 6.3 Dianna Neal highlighted that London Councils would very soon be asking boroughs to send back their returns on the number of apprenticeships they have generated, as part of its annual survey. The chair encouraged everyone to provide this data promptly.

ACTION: London Councils to circulate borough apprenticeships data survey.

6.4 Jamie Saddler highlighted the apprenticeship video that had been completed by London Councils in time for Apprenticeship Week to promote apprenticeships in Local Authorities. The video is available [here](#).

6.5 Jamie also asked if there was a list of borough employer providers that could be shared.

ACTION: Jenny Dutton to send list of borough employer providers to group.

6.6 Charlotte Gibson also raised an issue about Service Level Agreements from the Skills Funding Agency, which had been flagged by the borough's legal team as having an issue with the FOIA clause, which need to be a mutual clause not just in favour of the SFA as both organisations are subject to FOI requests.

ACTION: Boroughs to feedback any similar experiences to Charlotte.

Date of next meeting: Thursday 22nd June 2017, 10am – 11.30am, London Councils, SE1 0AL.