

# 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>	8 September 2015	<b>Time:</b>	10.00 – 11.30
<b>Venue:</b>	London Councils, meeting room 6		
<b>Officer:</b>	Neeraj Sharma	<b>Email:</b>	Neeraj.sharma@londoncouncils.gov.uk

---

- |         |  |                               |
|---------|--|-------------------------------|
| 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. | Stakeholder Apprenticeship Opportunities <ul style="list-style-type: none"><li>• GLA</li><li>• TfL</li></ul> | James Spacey<br>Grace Rodgers |
| Item 4. | Update from sub-group members<br><i>(verbal – targets, challenges (as employer/contractor), successes)</i>   | All                           |
| Item 5. | MyMentor for apprentices   | Samantha Dodd                 |
| Item 6. | Terms of Reference   | Andy Scott                    |
| Item 7. | Any Other Business   | All                           |

**Date of Next Meeting: Tuesday 24 November, 10-11.30am, London Councils, meeting room 5**

# Young People's Education and Skills (YPES)

## Local Authority Apprenticeship Sub-Group notes - draft

<b>Date</b>	7 July 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)
Laurie Pocock	Croydon Unison	
Jo Margrie	Hackney Learning Trust	
Stuart Woosnam	Havering College	
Rachel Dowse	London Borough of Barking & Dagenham	
Vanita Nicholls	London Borough of Ealing	
Joyceline Hogan	London Borough of Enfield	
Denise Atkinson	London Borough of Lewisham	
Lorna Fraser	London Borough of Southwark	
Negat Lodhi	National Apprenticeship Service	
Ray Ellul	oneSource/LB Newham	
Helga Senior	RBKC & Tri-Borough	
Oreleo DuCran	Union Learn/SERTUC	
Stav Aristokle	Islington Council	
Jennie Dutton	London Borough of Tower Hamlets	

#### **Officers**

Selina Young	London Councils
Neeraj Sharma	London Councils

#### **Apologies**

Dianna Neal	London Councils
Jane Harrison	London Councils
Samantha Dodd	Westminster City Council

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

- 3.1 Andy Scott invited apprenticeship sub-group members to provide an update of their recent apprenticeship activities. All boroughs reported apprenticeship targets, headlines from the discussion:

- Following budgetary savings across local authorities, it was reported by some councils that creating internal apprenticeship opportunities is becoming increasingly challenging. For instance, restructures meant some local authorities are downsizing their administration units and was having an impact on business administration apprenticeship opportunities.
- Employers other than the local authority are an important component of the apprenticeship offer and they provided a number of opportunities for young people. Local authorities, through their procurement chains, are seeking to work with employers to increase the number of apprenticeship opportunities available – particularly as and when contracts with local authorities come up for renewal. However, procurement/commissioning colleagues need help to implement apprenticeship opportunities with contractors.
- Borough colleagues reported concerns with both the quality of applicants for apprenticeship opportunities but also, external opportunities being deemed as apprenticeships but not meeting the minimum expectations of an apprenticeship. Southwark Council had launched the 'Southwark Standard' during apprenticeship week, which sets out the minimum requirements that all apprenticeships need to meet in their borough. Islington Council is also undertaking work to outline what a 'good' apprenticeship looked like.
- The existing frameworks and standards for apprenticeships are generally pitched at level 2 and 3. Due to limited level 4 apprenticeship programmes there are progression and pathway challenges for those that want to go beyond level 3.
- There is on-going work with schools to raise awareness of apprenticeship opportunities amongst young people.

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

- 4.1 Neeraj Sharma explained that the Apprenticeship sub-group fell under the YPES structure. Following changes to YPES funding and its own ToR, the Apprenticeship sub-group ToR had also been refreshed to reflect those changes. Additionally, changes had been made to the role of the sub-group to reflect wider changes such as need for higher apprenticeships.
- 4.2 It was agreed by the Chair that this item should be deferred until the next meeting as it appeared that not all apprenticeship subgroup members had an opportunity to review the ToR.

**Action point: Apprenticeship subgroup ToR to be on the next agenda.**

#### **5 Skills London 2015**

- 5.1 Selina Young informed apprenticeship sub-group members that London Councils would have a stand at Skills London 2015 show, a jobs and careers event for young people aged 15-24, on the 13<sup>th</sup> and 14<sup>th</sup> November. As it was an opportunity to showcase borough apprenticeships, volunteers from boroughs were encouraged and in particular current or previous apprentices to manage the stand. London Councils would seek to compensate volunteers.
- 5.2 Officers from Camden, Enfield and Tower Hamlets suggested they would be able to field apprentices on both days but would confirm with Selina Young. All boroughs were encouraged to take up the opportunity and contact Selina should they secure any volunteers.

- 5.3 Apprenticeship sub-group members also suggested it would be helpful to have a briefing in advance – particularly as there would be an expectation to talk on behalf of all borough apprenticeship opportunities. It was agreed a template would be circulated to capture key information from each borough to inform the event and any messaging.

**Action Point: Local authorities with apprentice volunteers for the Skills London show to contact Selina Young ([Selina.Young@londoncouncils.gov.uk](mailto:Selina.Young@londoncouncils.gov.uk))**

**Action Point: London Councils to circulate template to inform the Skills London show**

## **6 Future of Apprenticeships in England**

- 6.1 Negat Lodhi delivered a presentation updating apprenticeship sub-group members of progress since the last meeting. All new apprenticeship standards, which will replace the existing frameworks, will go live by 2014. It was agreed the presentation should be circulated.
- 6.2 It was explained that the Government had been consulting with the sector on apprenticeship funding reform and a decision had been made to introduce a new digital apprenticeship voucher. The funding model has been designed to place the employer in control, as was the stated aim of government reforms.
- 6.3 The employer will register their details on a system being developed by the Skills Funding Agency including their type of business, the details of the apprentice and the apprenticeship standard being signed up to. The discounted rate, which could be up to 100% for 16 to 18 year olds, at which employers can purchase training will be calculated and the employer will be able to pass on the voucher code to the provider that was delivering the training for their apprentice. The provider will then reclaim the value of the voucher from the Skills Funding Agency.
- 6.4 Additionally, the following information was provided:
- The term ‘apprenticeship’ had been legalised to avoid its misuse for programmes that were not deemed apprenticeships.
  - To deliver the 3 million new apprenticeships over the course of this parliament work needs to be done with a range of stakeholders including small and medium sized businesses. Apprenticeship opportunities will need to be created across all levels including higher and degree level apprenticeships.
  - A Higher Apprenticeships Breakfast meeting will be taking place on the 28<sup>th</sup> July at City Hall. The session has been designed for larger employers who have apprentices considering Higher Apprenticeships as a progression route for their current apprentices. The event is aimed at senior human resource leads, learning and development managers or operational managers responsible for qualification delivery.
  - The Skills Funding Agency had recently put out two tenders:
    - 1) To improve Information, Advice and Guidance (IAG) in schools
    - 2) Holding careers events across the country to raise greater awareness of vocational pathways.
- 6.5 It was agreed the specs for those tenders would be shared with the apprenticeship subgroup.

**Action point: London Councils to circulate Negat Lodhi’s presentation**

## **Action point: London Councils to circulate SFA tender specifications**

### **7 Analysis of London Borough Apprenticeship Data 2014-2015**

7.1 Neeraj Sharma informed apprenticeship sub-group members that London Councils had collated London Borough Apprenticeship data 2014-2015. It was explained that some of the emerging trends were:

- The total number apprentices recruited directly by a borough and by their contractors in 2014/15 dropped slightly since last year.
- The number of apprentices recruited via an ATA had increased slightly.
- 92 per cent of the apprentices recruited were 24 and under (with 37 per cent 16 – 18). This differed to the general profile of apprenticeship starts which showed that numbers in the higher age brackets had risen significantly and over-25s now made up 37 per cent of all starts.
- 70 per cent of apprentices were recruited at level 2 and 29 per cent at level 3. Only 1 per cent of apprentices were recruited at level 4
- London had seen a large increase both in terms of the proportion of apprentices recruited that were previously NEET and in terms of the number of apprentices in the last two years

7.2 A number of apprenticeship sub-group members reported that there was likely to be underreporting of apprenticeship opportunities created or taken up. Local authorities worked with a number of employers to raise awareness of and to create apprenticeships. These were not always recorded by local authorities as often there was a time lag between when a borough spoke to an employer to when an actual apprenticeship opportunity may be created.

7.3 Whilst no suggestions for further data collections were recommended, there was appetite amongst the apprenticeship sub-group to explore the possibility of an apprenticeship growth target for London. Neeraj Sharma explained that, through the YPES Annual Statement of Priorities, the YPES Board was would be considering a target.

### **8 AOB**

8.1 No AOB items were raised.

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

## Terms of Reference – Draft

**Contact:** Neeraj Sharma

**Telephone:** 020 7934 9524

**Email:** [neeraj.sharma@londoncouncils.gov.uk](mailto:neeraj.sharma@londoncouncils.gov.uk)

---

### 1 Background

- 1.1 London Councils Young People's Education and Skills (YPES) operates on behalf of the 33 London local authorities to support 14 to 19 education and training across the capital. It is subject to London Councils governance.
- 1.2 YPES is part funded and works closely with the London Enterprise Panel (LEP). It brings together key stakeholders from across London to help deliver the region's priorities to influence and shape the learning provision on offer to young people.
- 1.3 The YPES Board delegates to the Operational Sub-Group (OSG), and/or officers such tasks and activities as it considers appropriate. The OSG takes responsibility for establishing sub-group(s) - permanent or otherwise - identified at any time according to specific needs, co-ordinates the work of the sub-groups as required and oversees work-strands as directed by the Board. It reports directly to the Board via the YPES Strategy Director.

### 2 Role of the Apprenticeship Sub-Group

- 2.1 The sub-group and relevant partners will support local authorities to develop apprenticeship opportunities.
- 2.2 The Apprenticeship Sub Group will achieve its prime objective by:
  - 2.2.1. Increasing the number of good quality apprenticeships created through boroughs' procurement processes.
  - 2.2.2. Increasing take up of apprenticeships, particularly by 16-18 year-olds.
  - 2.2.3. Maintaining an overview of, and seeking to address:
    - Skills gaps in borough workforces, particularly those which could be addressed by new apprenticeship frameworks and higher apprenticeship frameworks
    - The availability and effectiveness of pre-apprenticeship training and support, including Traineeships

- 2.2.4. Maintaining an overview of, and seeking to influence government policy around apprenticeships as it affects London local government.
- 2.3 *Accountabilities:* Members agree to undertake specific tasks as and when required and will provide regular updates on their current work and priorities, both those that specifically relate to the priorities of the sub-group, and more generally relating to apprenticeships and skills and employment for young people.
- 2.4 The Apprenticeship Sub-Group remains accountable to all local authorities through the YPES Board.
- 2.5 *Identity and competence:* The Apprenticeship Sub-Group is empowered to advise and recommend to the OSG. The Apprenticeship Sub-Group is not a decision-making body in its own right and does not have a delegated budget other than project specific budgets agreed by the YPES Board.

### **3 Membership of the Apprenticeship Sub-Group**

- 3.1 The membership of the Apprenticeship Sub-Group will comprise:
- 3.1.1. Local authority Chair
  - 3.1.2. London Councils (YPES)
  - 3.1.3. London Councils (PAPA)
  - 3.1.4. Local authority representatives (maximum one per local authority)
  - 3.1.5. Skills Funding Agency
  - 3.1.6. UNISON
  - 3.1.7. Unionlearn
  - 3.1.8. London Work-Based Learning Alliance
  - 3.1.9. Further Education representative college
- 3.2 The Apprenticeship Sub-Group Chair may co-opt advisers permanently or to attend all or any part of any meeting or sequence of meetings. The OSG Chair, Apprenticeship Sub-Group Chair or YPES Board Chair may appoint observers to the Apprenticeship Sub-Group.
- 3.3 Substitutes are at the discretion of the Chair.
- 3.4 Members of the sub-group shall be published on the YPES website.

### **4 Key Responsibilities of Apprenticeship Sub-Group Members**

- 4.1 Members have a responsibility to provide guidance, advice and information germane to their areas of expertise and in a representative capacity as nominated members of the bodies noted at 3.1.
- 4.2 Members must declare any interest they have in any matter being discussed at any meeting of the Apprenticeship Sub-Group and shall comply with the direction of the Chair in that respect (such direction may be to withdraw from discussion or from the room whilst the discussion takes place or for the interest

to be noted in the minutes). For the avoidance of doubt, the definitions of “interests” shall be as set out in the relevant London Councils corporate protocols and policies.

## **5 Frequency of Meetings and Secretariat Function.**

- 5.1 The Apprenticeship Sub-group will meet quarterly with interim communication and Chair’s decisions made as necessary.
- 5.2 The minutes and papers from meetings will be published on the London Councils website.
- 5.3 The Secretariat Function for the group will be provided by the YPES Strategy Director within the resources agreed by London Councils Leaders’ Committee.



## **Appendix 1**

### **Extract from London Councils: Young People's Education and Skills Constitution**

---

#### **1 Purpose**

- 1.1 The role of the London Councils Young People's Education and Skills Board is to provide pan-London leadership for 14 to 19 education and training provision in relation to the current and future needs of learners and employers, support local authorities in undertaking their statutory functions, and assist other stakeholders in planning, policy and provision.
- 1.2 The key tasks of the London Councils Young People's Education and Skills Board are to:
  - 1.2.1 develop the strategic vision of the market for 14 to 19 provision in London, influencing and shaping sufficient diversity and specialism to promote full participation;
  - 1.2.2 lobby for the best resources for London's young learners;
  - 1.2.3 in partnership with the LEP:
    - 1.2.3.1 develop a clear picture of the changing jobs landscape and skills needs in London to help shape the development of provision;
    - 1.2.3.2 support stakeholders with the provision of high-quality impartial information for all London's young people;
    - 1.2.3.3 alert London providers to known regionally unmet needs and gaps in the market;
  - 1.2.4 contribute to the production and analysis of data, including demographic data, to inform planning at a provider level;
  - 1.2.5 promote consistent scrutiny of 16 to 18 provision, challenging poor quality and championing excellence across the capital;
  - 1.2.6 support local authorities and providers to operate in the collective interest of London, particularly in addressing the needs of vulnerable learners;
  - 1.2.7 co-ordinate the development of specialist education and training across London – including both provision for learners with learning difficulties and disabilities and specialist vocational provision; and
  - 1.2.8 undertake any other tasks as directed by Leaders' Committee.
- 1.3 In pursuing these ambitions it is recognised that there may be the need to undertake specific commissioning activities at a regional level on behalf of local authorities, based on clear business cases.

**Date of Next Meeting: Tuesday 24 November, 10-11.30am, London Councils, meeting room 5**

# **Young People's Education and Skills (YPES)**

## **Local Authority Apprenticeship Sub-Group notes - draft**

<b>Date</b>	7 July 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)
Laurie Pocock	Croydon Unison	
Jo Margrie	Hackney Learning Trust	
Stuart Woosnam	Havering College	
Rachel Dowse	London Borough of Barking & Dagenham	
Vanita Nicholls	London Borough of Ealing	
Joyceline Hogan	London Borough of Enfield	
Denise Atkinson	London Borough of Lewisham	
Lorna Fraser	London Borough of Southwark	
Negat Lodhi	National Apprenticeship Service	
Ray Ellul	oneSource/LB Newham	
Helga Senior	RBKC & Tri-Borough	
Oreleo DuCran	Union Learn/SERTUC	
Stav Aristokle	Islington Council	
Jennie Dutton	London Borough of Tower Hamlets	

#### **Officers**

Selina Young	London Councils
Neeraj Sharma	London Councils

#### **Apologies**

Dianna Neal	London Councils
Jane Harrison	London Councils
Samantha Dodd	Westminster City Council

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

3.1 Andy Scott invited apprenticeship sub-group members to provide an update of their recent apprenticeship activities. All boroughs reported apprenticeship targets, headlines from the discussion:

- Following budgetary savings across local authorities, it was reported by some councils that creating internal apprenticeship opportunities is becoming increasingly challenging. For instance, restructures meant some local authorities are downsizing their administration units and was having an impact on business administration apprenticeship opportunities.
- Employers other than the local authority are an important component of the apprenticeship offer and they provided a number of opportunities for young people. Local authorities, through their procurement chains, are seeking to work with employers to increase the number of apprenticeship opportunities available – particularly as and when contracting with local authorities come up for renewal. However, procurement/commissioning colleagues need help to implement apprenticeship opportunities with contractors.
- Borough colleagues reported concerns with both the quality of applicants for apprenticeship opportunities but also, external opportunities being deemed as apprenticeships but not meeting the minimum expectations of an apprenticeship. Southwark Council had launched the 'Southwark Standard' during apprenticeship week, which sets out the minimum requirements that all apprenticeships need to meet in their borough. Islington Council is also undertaking work to outline what a 'good' apprenticeship looked like.
- The existing frameworks and standards for apprenticeships are generally pitched at level 2 and 3. Due to limited level 4 apprenticeship programmes there are progression and pathway challenges for those that want to go beyond level 3.
- There is on-going work with schools to raise awareness of apprenticeship opportunities amongst young people.

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

4.1 Neeraj Sharma explained that the Apprenticeship sub-group fell under the YPES structure. Following changes to YPES funding and its own ToR, the Apprenticeship sub-group ToR had also been refreshed to reflect those changes. Additionally, changes had been made to the role of the sub-group to reflect wider changes such as need for higher apprenticeships.

4.2 It was agreed by the Chair that this item should be deferred until the next meeting as it appeared that not all apprenticeship subgroup members had an opportunity to review the ToR.

**Action point: Apprenticeship subgroup ToR to be on the next agenda.**

#### **5 Skills London 2015**

5.1 Selina Young informed apprenticeship sub-group members that London Councils would have a stand at Skills London 2015 show, a jobs and careers event for young people aged 15-24, on the 13<sup>th</sup> and 14<sup>th</sup> November. As it was an opportunity to showcase borough apprenticeships, volunteers from boroughs were encouraged and in particular current or previous apprentices to manage the stand. London Councils would seek to compensate volunteers.

- 5.2 Officers from Camden, Enfield and Tower Hamlets suggested they would be able to field apprentices on both days but would confirm with Selina Young. All boroughs were encouraged to take up the opportunity and contact Selina should they secure any volunteers.
- 5.3 Apprenticeship sub-group members also suggested it would be helpful to have a briefing in advance – particularly as there would be an expectation to talk on behalf of all borough apprenticeship opportunities. It was agreed a template would be circulated to capture key information from each borough to inform the event and any messaging.

**Action Point: Local authorities with apprentice volunteers for the Skills London show to contact Selina Young ([Selina.Young@londoncouncils.gov.uk](mailto:Selina.Young@londoncouncils.gov.uk))**

**Action Point: London Councils to circulate template to inform the Skills London show**

## **6 Future of Apprenticeships in England**

- 6.1 Negat Lodhi delivered a presentation updating apprenticeship sub-group members of progress since the last meeting. All new apprenticeship standards, which will replace the existing frameworks, will go live by 2014. It was agreed the presentation should be circulated.
- 6.2 It was explained that the Government had been consulting with the sector on apprenticeship funding reform and a decision had been made to introduce a new digital apprenticeship voucher. The funding model has been designed to place the employer in control, as was the stated aim of government reforms.
- 6.3 The employer will register their details on a system being developed by the Skills Funding Agency including their type of business, the details of the apprentice and the apprenticeship standard being signed up to. The discounted rate, which could be up to 100% for 16 to 18 year olds, at which employers can purchase training will be calculated and the employer will be able to pass on the voucher code to the provider that was delivering the training for their apprentice. The provider will then reclaim the value of the voucher from the Skills Funding Agency.
- 6.4 Additionally, the following information was provided:
- The term ‘apprenticeship’ had been legalised to avoid its misuse for programmes that were not deemed apprenticeships.
  - To deliver the 3 million new apprenticeships over the course of this parliament work needs to be done with a range of stakeholders including small and medium sizes businesses. Apprenticeship opportunities will need to be created across all levels including higher and degree level apprenticeships.
  - A Higher Apprenticeships Breakfast meeting will be taking place on the 28<sup>th</sup> July at City Hall. The session has been designed for larger employers who have apprentices considering Higher Apprenticeships as a progression route for their current apprentices. The event is aimed at senior human resource leads, learning and development managers or operational managers responsible for qualification delivery.
  - The Skills Funding Agency had recently put out two tenders:

- 1) To improve Information, Advice and Guidance (IAG) in schools

- 2) Holding careers events across the country to raise greater awareness of vocational pathways.

6.5 It was agreed the specs for those tenders would be shared with the apprenticeship subgroup.

**Action point: London Councils to circulate Negat Lodhi's presentation**

**Action point: London Councils to circulate SFA tender specifications**

## **7 Analysis of London Borough Apprenticeship Data 2014-2015**

7.1 Neeraj Sharma informed apprenticeship sub-group members that London Councils had collated London Borough Apprenticeship data 2014-2015. It was explained that some of the emerging trends were:

- The total number apprentices recruited directly by a borough and by their contractors in 2014/15 dropped slightly since last year.
- The number of apprentices recruited via an ATA had increased slightly.
- 92 per cent of the apprentices recruited were 24 and under (with 37 per cent 16 – 18). This differed to the general profile of apprenticeship starts which showed that numbers in the higher age brackets had risen significantly and over-25s now made up 37 per cent of all starts.
- 70 per cent of apprentices were recruited at level 2 and 29 per cent at level 3. Only 1 per cent of apprentices were recruited at level 4
- London had seen a large increase both in terms of the proportion of apprentices recruited that were previously NEET and in terms of the number of apprentices in the last two years

7.2 A number of apprenticeship sub-group members reported that there was likely to be underreporting of apprenticeship opportunities created or taken up. Local authorities worked with a number of employers to raise awareness of and to create apprenticeships. These were not always recorded by local authorities as often there was a time lag between when a borough spoke to an employer to when an actual apprenticeship opportunity may be created.

7.3 Whilst no suggestions for further data collections were recommended, there was appetite amongst the apprenticeship sub-group to explore the possibility of an apprenticeship growth target for London. Neeraj Sharma explained that, through the YPES Annual Statement of Priorities, the YPES Board was would be considering a target.

## **8 AOB**

8.1 No AOB items were raised.

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

## Terms of Reference – Draft

**Contact:** Neeraj Sharma

**Telephone:** 020 7934 9524

**Email:** [neeraj.sharma@londoncouncils.gov.uk](mailto:neeraj.sharma@londoncouncils.gov.uk)

---

### **1 Background**

- 1.1 London Councils Young People's Education and Skills (YPES) operates on behalf of the 33 London local authorities to support 14 to 19 education and training across the capital. It is subject to London Councils governance.
- 1.2 YPES is part funded and works closely with the London Enterprise Panel (LEP). It brings together key stakeholders from across London to help deliver the region's priorities to influence and shape the learning provision on offer to young people.
- 1.3 The YPES Board delegates to the Operational Sub-Group (OSG), and/or officers such tasks and activities as it considers appropriate. The OSG takes responsibility for establishing sub-group(s) - permanent or otherwise - identified at any time according to specific needs, co-ordinates the work of the sub-groups as required and oversees work-strands as directed by the Board. It reports directly to the Board via the YPES Strategy Director.

### **2 Role of the Apprenticeship Sub-Group**

- 2.1 The sub-group and relevant partners will support local authorities to develop apprenticeship opportunities.
- 2.2 The Apprenticeship Sub Group will achieve its prime objective by:

- 2.2.1. Increasing the number of good quality apprenticeships created through boroughs' procurement processes.
  - 2.2.2. Increasing take up of apprenticeships, particularly by 16-18 year-olds.
  - 2.2.3. Maintaining an overview of, and seeking to address:
    - Skills gaps in borough workforces, particularly those which could be addressed by new apprenticeship frameworks and higher apprenticeship frameworks
    - The availability and effectiveness of pre-apprenticeship training and support, including Traineeships
  - 2.2.4. Maintaining an overview of, and seeking to influence government policy around apprenticeships as it affects London local government.
- 2.3 *Accountabilities:* Members agree to undertake specific tasks as and when required and will provide regular updates on their current work and priorities, both those that specifically relate to the priorities of the sub-group, and more generally relating to apprenticeships and skills and employment for young people.
- 2.4 The Apprenticeship Sub-Group remains accountable to all local authorities through the YPES Board.
- 2.5 *Identity and competence:* The Apprenticeship Sub-Group is empowered to advise and recommend to the OSG. The Apprenticeship Sub-Group is not a decision-making body in its own right and does not have a delegated budget other than project specific budgets agreed by the YPES Board.

### **3 Membership of the Apprenticeship Sub-Group**

- 3.1 The membership of the Apprenticeship Sub-Group will comprise:
- 3.1.1. Local authority Chair
  - 3.1.2. London Councils (YPES)
  - 3.1.3. London Councils (PAPA)
  - 3.1.4. Local authority representatives (maximum one per local authority)
  - 3.1.5. Skills Funding Agency
  - 3.1.6. UNISON
  - 3.1.7. Unionlearn
  - 3.1.8. London Work-Based Learning Alliance
  - 3.1.9. Further Education representative college
- 3.2 The Apprenticeship Sub-Group Chair may co-opt advisers permanently or to attend all or any part of any meeting or sequence of meetings. The OSG Chair,

Apprenticeship Sub-Group Chair or YPES Board Chair may appoint observers to the Apprenticeship Sub-Group.

3.3 Substitutes are at the discretion of the Chair.

3.4 Members of the sub-group shall be published on the YPES website.

#### **4 Key Responsibilities of Apprenticeship Sub-Group Members**

4.1 Members have a responsibility to provide guidance, advice and information germane to their areas of expertise and in a representative capacity as nominated members of the bodies noted at 3.1.

4.2 Members must declare any interest they have in any matter being discussed at any meeting of the Apprenticeship Sub-Group and shall comply with the direction of the Chair in that respect (such direction may be to withdraw from discussion or from the room whilst the discussion takes place or for the interest to be noted in the minutes). For the avoidance of doubt, the definitions of “interests” shall be as set out in the relevant London Councils corporate protocols and policies.

#### **5 Frequency of Meetings and Secretariat Function.**

5.1 The Apprenticeship Sub-group will meet quarterly with interim communication and Chair’s decisions made as necessary.

5.2 The minutes and papers from meetings will be published on the London Councils website.

5.3 The Secretariat Function for the group will be provided by the YPES Strategy Director within the resources agreed by London Councils Leaders’ Committee.



## **Appendix 1**

### **Extract from London Councils: Young People's Education and Skills Constitution**

---

#### **1 Purpose**

- 1.1 The role of the London Councils Young People's Education and Skills Board is to provide pan-London leadership for 14 to 19 education and training provision in relation to the current and future needs of learners and employers, support local authorities in undertaking their statutory functions, and assist other stakeholders in planning, policy and provision.
- 1.2 The key tasks of the London Councils Young People's Education and Skills Board are to:
  - 1.2.1 develop the strategic vision of the market for 14 to 19 provision in London, influencing and shaping sufficient diversity and specialism to promote full participation;
  - 1.2.2 lobby for the best resources for London's young learners;
  - 1.2.3 in partnership with the LEP:
    - 1.2.3.1 develop a clear picture of the changing jobs landscape and skills needs in London to help shape the development of provision;
    - 1.2.3.2 support stakeholders with the provision of high-quality impartial information for all London's young people;
    - 1.2.3.3 alert London providers to known regionally unmet needs and gaps in the market;
  - 1.2.4 contribute to the production and analysis of data, including demographic data, to inform planning at a provider level;
  - 1.2.5 promote consistent scrutiny of 16 to 18 provision, challenging poor quality and championing excellence across the capital;
  - 1.2.6 support local authorities and providers to operate in the collective interest of London, particularly in addressing the needs of vulnerable learners;
  - 1.2.7 co-ordinate the development of specialist education and training across London – including both provision for learners with learning difficulties and disabilities and specialist vocational provision; and
  - 1.2.8 undertake any other tasks as directed by Leaders' Committee.
- 1.3 In pursuing these ambitions it is recognised that there may be the need to undertake specific commissioning activities at a regional level on behalf of local authorities, based on clear business cases.