

Young People's Education and Skills Apprenticeship Sub-Group

Terms of Reference

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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 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 and maximise the potential of the Apprenticeship Levy
- 2.2 The sub-group will inform understanding of how London boroughs are responding to the Apprenticeship Levy, inform lobbying activity to improve and maximise the effectiveness of the Levy and share good practice amongst local government, wider public sector partners and other employers.
- 2.3 The Apprenticeship Sub Group's main objectives are:
 - 2.3.1. Increasing the number of high quality apprenticeships using the Apprenticeship Levy, created through boroughs' recruitment, organisational development and procurement processes.
 - 2.3.2. Increasing the take up of apprenticeships across all groups and ages within London boroughs, with a focus on increasing diversity and social mobility.

- 2.4 The group will maintain an overview of, and/or seek to address:
- 2.4.1 Skills gaps in borough workforces, particularly those which could be addressed by new apprenticeship standards which can be funded through the Apprenticeship Levy.
 - 2.4.2 The availability and effectiveness of pre-apprenticeship training and support, including traineeships.
 - 2.4.3 Issues affecting disadvantaged residents and social mobility.
 - 2.4.4 London boroughs' ability to effectively spend their full levy, including informing London Councils' lobbying activity around changes to the Apprenticeship Levy.
 - 2.4.5 The work of the Mayor's Skills for Londoners Taskforce Apprenticeship Sub-Group and the London Economic Action Partnership (LEAP).
- 2.5 The Apprenticeship Sub-Group accountabilities are:
- 2.5.1 The Apprenticeship Sub-Group remains accountable to all local authorities and to the YPES Board.
 - 2.5.2 *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 Education and Skills Funding Agency
 - 3.1.6 National Apprenticeship Service (NAS)
 - 3.1.7 UNISON
 - 3.1.8 Unionlearn
- 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 may be asked to join issue-based task and finish groups on an occasional basis. Issue-based groups will meet between Sub-Group meetings to further discuss good practice and potential actions and present their findings to the Sub-Group at a future meeting. The task and finish group topics will relate to the priorities of the sub-group or wider apprenticeship, skills and employment good practice.
- 4.3 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.
- 4.4 Members have a responsibility to share relevant data on apprenticeships and the Apprenticeship Levy with London Councils. This will support the group to act strategically, engage in longer term planning and allow London Councils to provide pan-London analysis to inform its lobbying and support activity.

5 Benefits to Sub-Group members

- 5.1 Members of the Sub-Group will benefit from:
 - 5.1.1 An understanding of activity in other boroughs relevant to their locally set objectives.
 - 5.1.2 The sharing of good practice, improving their approach to the development of apprenticeship opportunities in their borough
 - 5.1.3 Hearing from other key partners, employers and national government on apprenticeships and the levy.

6 Frequency of Meetings and Secretariat Function.

- 6.1 The Apprenticeship Sub-group will meet quarterly with interim communication and Chair’s decisions made as necessary.
- 6.2 The minutes and papers from meetings will be published on the London Councils website.
- 6.3 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.