

## 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:** 15 September 2022      **Time:** 10.00 – 11.30 via Teams

**Officer:** Amin Aboushagor      **Email:** [Amin.aboushagor@londoncouncils.gov.uk](mailto:Amin.aboushagor@londoncouncils.gov.uk)

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|----------------------------------------------------------|----------------------------------------|
| Item 1. Welcome, introductions and apologies             | Rebecca Davey<br><b>Chair (5 mins)</b> |
| Item 2. Notes of the last meeting and matters arising    | Rebecca Davey<br><b>Chair (5 mins)</b> |
| Item 3. Increasing Young & Diverse Apprenticeships       | <b>Amin Aboushagor (20 mins)</b>       |
| Item 4. London Borough Apprenticeship Survey Data Points | <b>Amin Aboushagor (20 mins)</b>       |
| Item 5. London Borough Apprenticeship Awards 2022        | <b>Amin Aboushagor (15 mins)</b>       |
| Item 6. Updates and Discussion:                          |                                        |
| • Local Government Association (LGA)                     | Jamie Saddler<br><b>LGA (5 mins)</b>   |
| • ASG members                                            | All <b>(15 mins)</b>                   |
| Item 7. AOB, close and next meeting                      | Rebecca Davey<br><b>Chair (5 mins)</b> |

**Date of next meeting: 1st December 2022, 10.00am – 11.30am**

# Young People's Education and Skills (YPES)

## Apprenticeship Sub-Group

**Date** 16 June 2022 **Venue** Via Teams

**Meeting Chair** Rebecca Davey, Head of Business Growth, Employment, London Borough of Waltham Forest

**Contact Officer:** Anna-Maria Volpicelli

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### Attendance:

#### **Members**

|                              |                                                  |
|------------------------------|--------------------------------------------------|
| Andile Artino                | London Borough of Hackney                        |
| Anthony Hartigan             | London Borough of Redbridge                      |
| Bridget Arnold               | Royal Borough of Greenwich                       |
| Carol Stewart                | London Borough of Lewisham                       |
| Hassan Amjad                 | London Borough of Brent                          |
| Huma Hadi                    | London Borough of Lewisham                       |
| Iona Jackson-Benjamin        | London Boroughs of Havering and Newham/Onesource |
| Jack Biggs                   | London Borough of Hammersmith and Fulham         |
| James Pierce                 | London Borough of Merton                         |
| Jo Robertson                 | London Borough of Hounslow                       |
| Libby Dunstan                | London Borough of Southwark                      |
| Lloyd Bryson                 | London Borough of Sutton                         |
| Lucy Robinson                | London Borough of Hammersmith and Fulham         |
| Madu Ramnauth                | London Borough of Barnet                         |
| Michael Marshall             | London Borough of Camden                         |
| Michelle Fitzgerald          | London Borough of Brent                          |
| Rachel Lyus                  | London Borough of Barking and Dagenham           |
| Rebecca Davey <b>(Chair)</b> | London Borough of Waltham Forest                 |
| Ripon Miah                   | London Borough of Tower Hamlets                  |
| Sarah-Jane Marcello          | London Borough of Hackney                        |
| Silver Chida                 | London Boroughs of Havering and Newham/Onesource |
| Simona Beinoraviciute        | Royal Borough of Kensington and Chelsea          |
| Susan Pieterse               | Royal Borough of Kensington and Chelsea          |
| Vanita Nicholls              | London Borough of Ealing                         |

#### **In attendance**

|                   |                                                   |
|-------------------|---------------------------------------------------|
| Anne McLoughlin   | Dynamic Training                                  |
| Jamie Saddler     | Local Government Association                      |
| Kelly Phillips    | Orchard Hill College                              |
| Rula Tripolitaki  | London Office of Technology and Innovation (LOTI) |
| Terrence McKnight | Westminster City Council                          |

### **Officers**

|                       |                       |
|-----------------------|-----------------------|
| Amin Aboushagor       | London Councils       |
| Anna-Maria Volpicelli | London Councils       |
| Dianna Neal           | London Councils       |
| Rula Tripolitaki      | London Councils, LOTI |

### **Apologies**

|                     |                                         |
|---------------------|-----------------------------------------|
| Alan Galloway       | London Borough of Hillingdon            |
| Andy Lunn           | Education and Skills Funding Agency     |
| Cheryl Jones        | London Borough of Bexley                |
| Joanne Maunton      | London Borough of Camden                |
| Karen Taylor        | London Borough of Enfield               |
| Mark Hunte          | London Borough of Enfield               |
| Melody Thornton     | London Borough of Waltham Forest        |
| Rebecca Heptinstall | London Borough of Islington             |
| Sue Pearce          | Royal Borough of Kensington and Chelsea |

## **1 Welcome, introductions, and apologies**

- 1.1 Rebecca Davey, Chair, welcomed members to the meeting, and invited new members and those attending in relation to item 4 to introduce themselves. After some discussion, a decision was made to hold September's meeting virtually (in part as the in-person Apprenticeship Awards ceremony is scheduled to take place the following day).

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

- 2.1 The notes of the last meeting were agreed. Amin advised he will bring an item on apprenticeship survey data points to September's meeting for discussion and agreement.

**Action:** Amin to present an agenda item on proposed apprenticeship survey data points at the next meeting.

### 3 Procurement and apprenticeships

#### Libby Dunstan, London Borough of Southwark

- 3.1 Libby spoke on how the council built in procurement of apprenticeships into contracts. There are three ways of increasing apprenticeships through procurement: First, with a legal requirement written into larger contracts; second by encouraging SMEs to consider apprentices by offering support; and thirdly with s106. For larger multimillion-pound contracts, it is embedded into the contract that for every million pounds worth of the contract, an apprentice must be employed. With smaller contracts and smaller organisations, although there is no legal requirement, they try to encourage providers by offering administrative and extra support, particularly for those people with learning difficulties, disabilities, or who are care leavers. Southwark is quite rigorous in trying to standardise across all developments and has created a bulletin for young people advertising opportunities within the borough and council.
- 3.2 Southwark is working to establish levy transfers, and Southwark Works, a network of employment support organisations, provides personal, confidential, and one-to-one support for Southwark residents looking for a job or a career change. They run employment fairs and take part in schools' events to speak about work experience opportunities and apprenticeships. Southwark also has its own construction skills centre. Libby advised that their biggest challenge is trying to collate all the data from other departments, providers, and organisations as there is no standardisation.
- 3.3 Rebecca thanked Libby and asked for questions. Jack Biggs (Hammersmith and Fulham) asked who was responsible for implementing and overseeing that the large contractors are adhering to the legal requirement. Libby advised that it would be the person with overall responsibility for the contract, but the procurement team also play a part. Iona Jackson-Benjamin (Havering and Newham) asked if there was any enforcement and how they go about monitoring. Libby advised that under s106, there are financial penalties for those that do not hit the recruitment target and they have staff who carry out rigorous checks. For smaller contacts, it would be the contract manager. Rebecca advised that Waltham Forest also do something similar but struggle with Social Value and s106, which has been a challenge with developers. They have started to use a Social Value portal and funnel s106 through it, so there is only one monitoring area as tracking and showing impact is important.

- 3.4 Jo Robertson (Hounslow), asked how Southwark has managed to assert use of Social Value and s106. Libby responded that as contracts go through the procurement team, her understanding is that they handle these matters. She also advised that it is common knowledge within teams and that they are trying to standardise their approach and share it across the council to raise more awareness of the different options available regarding apprenticeships, internships, and so on. The priorities for the council, emerging and ongoing items, all need to be taken into consideration.
- 3.5 Rebecca asked Amin and Dianna to have a conversation following the meeting to see if London Councils are doing any work around social value.

#### **4 Inclusive apprenticeships**

Hassan Amjad, London Borough of Brent and Anne Mcloughlin, Dynamic Training

- 4.1 Hassan advised that Brent has a programme for 17-25 with Education, Health, and Care plans (EHC) which is modelled on the academic year. Most of the learning takes place on placements with job coaches who support both learner and employer. There were lots of challenges during the pandemic, which made it tricky to provide a variety of placements. The Wembley Park Supported Internship is a good programme and has a high success rate. Internally, it gives services an opportunity to see if their service is accessible and benefits both the council and the young person. Senior management buy-in is very important as there are many things to consider, such as the provision of a room where a young person has a safe space to go if/when required, and where morning and afternoon training can take place before and after their placement. Brent is very passionate about the project, and supported internships are a good pathway to progress into an apprenticeship.
- 4.2 Anne Mcloughlin of Dynamic Training echoed Hassan's point on internships being a good pathway to apprenticeships, adding that they prefer to refer to 'accessible' apprenticeships as opposed to using the term 'inclusive'. Anne added that a lot of young people might not be able to undertake full time learning/work, that part-time learning will suit some better, and that while it is only an extension to the apprenticeship timeframe, it is important to make reasonable adjustments such as allowing extra time, having rostered breaks, and so on. Running through a list of routes to apprenticeships and the apprenticeship journey, Anne added that they work with both the NHS and Higher Education

England (HEE). Any plans may need to be adapted as the apprenticeship progresses, so regular reviews are necessary and it is important to consider individual circumstances. When thinking about an apprenticeship for an individual with special educational needs and disabilities or an individual with learning difficulties or disabilities, you need to consider what they have already achieved and what skills they already have that can be utilised.

- 4.3 Inclusive/accessible apprenticeships must be flexible, which could take the form of a job coach who can provide a link between the individual, employer, and the provider. There is additional funding to support young people in their paid apprenticeship through the Access to Work programme, which is a publicly funded employment support programme that aims to help more disabled people start or stay in work. Anne covered the levels of support that could be provided by a skills or job coach, support that could be given to employers, level of support in terms of functional skills, referenced the [Inclusive Employer Guide](#) as a resource, and shared details on additional learning support. Rebecca thanked Anne for her comprehensive presentation.

Terrence McKnight, Westminster City Council

- 4.4 Terrence joined the meeting to talk about Westminster's supported internship programme. Westminster approaches it by looking at all the companies within their borough that deliver L2 programmes already, with a particular focus on hotels and cafes. Eligibility is for those who are between 17-24 years who live within Westminster or neighbouring boroughs and who could enrol with the City of Westminster college. Looking at the supported internship overview, Terrence advised that they are currently succession planning with a view to creating yearly opportunities for individuals with learning disabilities. Rebecca thanked Terrence for his presentation and noted its practical ideas.

Jack Biggs and Lucy Robinson, London Borough of Hammersmith and Fulham

- 4.5 Jack spoke about the Hammersmith and Fulham Academy, Earn While You Learn, and inclusive apprenticeships. This is a bespoke route into employment for residents with disabilities, and there have been two cohorts, one in 2020 and one in 2021. The programme was co-produced with their Children's Services team, and HR and SEND teams led on pilot programmes. It has been successful and there are currently five disabled residents being supported into work. The L3 Business Administration apprenticeship is currently being trialled. Their

challenges have been recruitment, finding the most suitable provider, limited course options, maths and English requirements, and providing the right support for both managers and apprentices. One size doesn't fit all, and the removal of the L2 Business Administration apprenticeship has left a big gap. They have a reasonable adjustment matrix that they use to tailor bespoke approaches for each individual.

- 4.6 Looking at considerations for the future, there should be lobbying to change the apprenticeship model to increase inclusivity, more pre-apprenticeship programmes, and more support, guidance and resources. Lucy advised that supported internships, inclusive apprenticeships, apprenticeships, and graduates all sit within the Hammersmith and Fulham Academy, and they are working to bridge the gap between internships and apprenticeships. They have started to work with a provider who is supporting them to identify employees who require adjustments so they can be implemented in a timely manner.

## **5 Apprenticeships for young people**

### Sarah-Jane Marcello – London Borough of Hackney

- 5.1 Sarah-Jane spoke about Hackney's award-winning apprenticeship programme. With over a hundred participants at any one time, it is open to all candidates and all ages from sixteen, unless an apprenticeship standard's criteria states otherwise. All their opportunities are paid at the National Living Wage (NLW) and London Living Wage (LLW) where possible, regardless of age. Where an employer does not offer either the NLW or LLW, they actively encourage them to do so.
- 5.2 The challenges they have faced is getting the right advice and guidance to young people, persuading employers that investing in young people will pay dividends, and ensuring that young people are employer ready.

### Anthony Hartigan – London Borough of Redbridge

- 5.3 Anthony spoke about how the need for an Apprentice First option to recruitment for entry level job roles was created in response to a lack of awareness about apprentices, how they work, a lack of knowledge and familiarity with recruitment processes, the diversity of apprenticeships available, and previous negative experiences. To tackle these challenges, Redbridge developed a business case that included raising apprentice pay from the NMW to LLW and showing that there were savings to be made on salaries for apprentices against their internal

pay scales for grades 1-6 posts. Consequently, the Apprentice First approach was written into their policy for fair recruitment and selection. They engaged with colleagues to make a commitment to recruiting apprentices and with support, guidance, and templates, made the process easier. Where they encountered opposition, they asked for a business case to justify why an apprentice would not be considered/hired.

- 5.4 Although the programme is in its early stages, they have found that managers are now happier with a move to paying LLW, and new apprentice vacancies have increased by approximately 50% over the last six months. There is greater diversity in the roles available alongside an increased commitment to 'grow your own' through apprenticeships.
- 5.5 Michael Marshall (Camden), asked if Apprentice First had encountered any push back from unions. Anthony advised that they are not enforcing the approach but are only asking for a commitment to help support the local economy. Jo Robertson (Hounslow) raised the question of retention once an apprentice has completed the apprenticeship. Anthony replied that they try to plan in advance what will happen once the apprenticeship is completed.

## **6 Updates**

### Jamie Saddler, LGA

- 6.1 Jamie recognised Camden's Sean Mclean, a Business Support apprentice, who was one of the members of the winning team at this year's National Apprenticeship Awards.
- 6.2 Jamie referred to his newsletter circulated earlier in the week, drawing attention to a national online apprenticeships workshop taking place on 14 July. The ESFA would be in attendance, and it would be a good opportunity for colleagues to ask them direct questions, especially considering their management system changes. The LGA is also running a webinar the following week on end point assessment good practice, and Jamie urged those not yet signed up to the newsletter or LGA Khub to consider doing so.
- 6.3 The ESFA draft funding rules is now open for consultation, which should be confirmed at the end of July. This includes a proposal to changes to the 20% off the job, and this is an attempt by the ESFA to be more flexible.
- 6.4 The LGA supported the green paper published in the spring, and was expecting a schools levy update, but assume this will now be provided next year. The



Apprenticeships Maturity model is undergoing a refresh which will be launched in the autumn.

Amin Aboushagor, London Councils

- 6.5 Amin advised that nineteen boroughs had submitted nominations for the London Borough Apprenticeship Awards, with the ceremony taking place in person on the 16 September at 12:30 – 16:30 at Plaisterers' Hall in the City of London.

**Item 7. AOB**

- 7.1 It was agreed that the next meeting will take place in a virtual format only.

**Date of next meeting: Thursday 15 September 2022, 10-11.30am via Teams**

DRAFT

# Increasing the Number of Young & Diverse Apprentices

Amin Aboushagor  
London Councils

# Strategic Policy Context

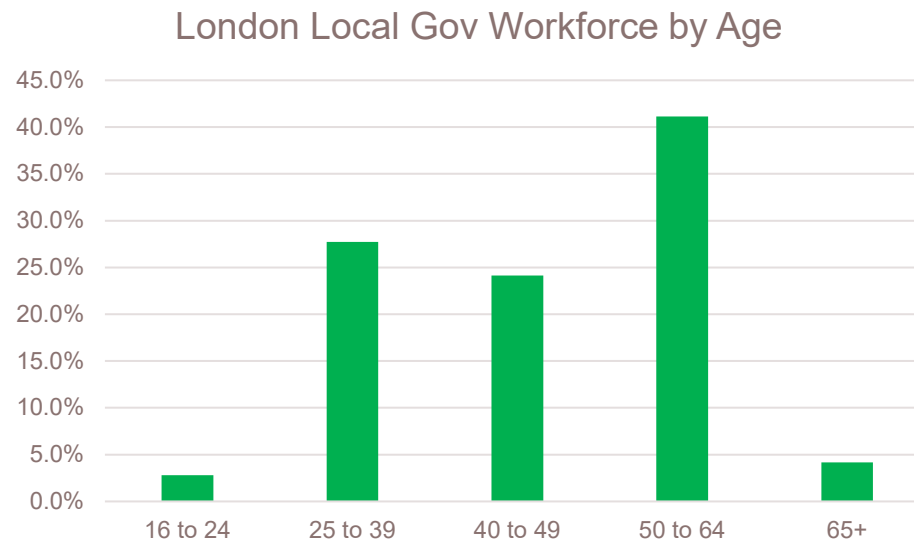
- High youth unemployment - youth unemployment rate in London increased from 12.5% to 13.5% in Q2 2022, while in comparison, UK youth unemployment was 9.8% in May 2022.
- The impact of the pandemic on London's economy continues to reverberate – UC claimant count remains 52% higher than pre-pandemic, compared to 21% nationally
- Inequalities exacerbated by the pandemic continue to cause challenges e.g. health, gender, ethnicity, etc. Young people were disproportionately affected by the pandemic in many ways, including in the labour market.
- London Councils & GLA both committed to the Building a Fairer City Action Plan to address these inequalities, with this work one of three proposed priority actions that boroughs will take in response to the action plan

## Background

- The apprenticeship levy was first introduced in 2017/18
- Since 2017-18, the absolute number of apprentices in councils and schools aged 16-18 has fallen by 72 percent (as of 2020/21)
- The number of apprentices aged 19-24 has also decreased by 45 percent
- However, apprentices aged 25+ have increased by 178 percent
- Alongside the decline in 16-24 y/o apprentices, since 2017-18 the number of L2 apprenticeship starts has fallen by 80 percent
- L3 apprenticeship starts have only risen by 5 percent over the same period
- By contrast, the number of L4-7 starts has more than quadrupled over the same time horizon
- Regarding apprenticeship pay, since 2016, L2 apprentice pay has risen by 31 percent
- Over the same period, L3 apprentice pay has risen by an even greater amount, 59 percent.
- The number of boroughs paying the London Living Wage or above to all apprentices has increased from 17 (52 percent) to 21 (58%).

# London Local Government Workforce Profile

- Just 2.8% of the London local government workforce is made up of 16-24 year olds
- Average age of London local government employee is 47



# Barriers towards increasing young and diverse apprentices

- Apprenticeship levy inflexibility
- Government financial incentives to hire young apprentices have been removed
- Lack of promotion of apprenticeships within schools
- Some young people are not job ready and require pre-employment support
- Some managers can be reluctant to hire apprentices because they expect young people will require more support
- Some managers want to hire people with experience
- Some popular entry level apprenticeships have been removed e.g. L2 business administration

# Benefits of increasing young and diverse apprentices

- Addresses skills and staff shortages
- Reduces youth unemployment – currently 13.5% in London compared to 9.8% nationally (June 2022)
- Creates a talent pipeline for organisations – pertinent given London local government's ageing workforce
- Financial savings from hiring apprentices vs graded posts for boroughs
- Broadens access to work opportunities for young people
- Helps the wider workforce reflect London's diverse communities

## **Proposals - Campaign to promote young and diverse apprentices**

- LC plans to launch a campaign to promote apprenticeships for young and diverse people, with a launch event intended to take place in Nov/Dec
- LC will develop a business case for use for boroughs to advocate for young and diverse apprentices in October
- Mayor Fiaz will engage with senior leaders and CEOs to discuss this campaign at a senior level and raise awareness
- LC will analyse the results of the annual apprenticeship survey in November to establish a data baseline
- LC also wants to have a broader discussion with the ASG about the utility of developing voluntary targets to help drive the number of young apprentices both within boroughs and within local businesses
- LC will develop a comms plan with good news stories for boroughs to use and supply throughout 2023
- LC will work with boroughs to develop a resource hub and consider how we can lobby government to reduce some of the structural barriers



## Questions to consider

- Can you share examples of good practice regarding the recruitment of young & diverse apprentices?
- How can you help us develop a business case that boroughs can build on to advocate for the recruitment of young and diverse apprentices?
- Can you help provide positive stories that will assist communications to promote young and diverse apprentices?
- What would you like to see in a resource hub to assist you recruit young and diverse apprentices?
- Do you think the activities proposed will help to reverse the trend of declining numbers of young and diverse apprentices?

## **Introduction**

The purpose of this short paper is to outline the data points intended to be collected by London Councils in the annual London Borough Apprenticeship Survey of London local authorities. These data points comprise those collected in last year's survey as well as several additional data points suggested for inclusion in this iteration – these are indicated in bold.

We would ask that members consider these data points, particularly the new suggestions, and provide any general feedback on them, amendments, removals, or additions, and approve them. We would, however, caution members against adding too many additional datapoints as this could make it difficult for boroughs to fully collect and complete the survey.

## **Number of Apprenticeship Starts**

1. Directly employed by the council
2. New starters (for directly employed apprentices)
3. Existing staff (for directly employed apprentices)
4. Delivered through an Apprenticeship Training Agency
5. Delivered in schools
6. Generated through levy transfers from the boroughs
7. Employed by contractors
8. Generated through working with local employers not in the supply chain
- 9. Care leaver**

The following sub datapoints are collected as part of the apprenticeship starts exercise for the datapoints listed above as numbers 1-5

## **Age**

10. Number aged between 16-18
11. Number aged between 19 – 24
12. Number aged 25+

## **NEET**

13. Number who were previously not in education, employment, or training

**Number of Apprentices Undertaking a Standard Level of Apprenticeship**

- 14.L2
- 15.L3
- 16.L4-5
- 17.L6-7

**Gender**

- 18.Male (16-18, 19-24, 25+)
- 19.Female (16-18, 19-24, 25+)

**Disability**

- 20.Number who have declared a disability (16-24)

**Ethnicity**

- 21.White (16-18, 19-24, 25+)
- 22.Mixed/multiple ethnic background (16-18, 19-24, 25+)
- 23.Asian/Asian British (16-18, 19-24, 25+)
- 24.Black African/Caribbean/Black British (16-18, 19-24, 25+)
- 25.Arab (16-18, 19-24, 25+)
- 26.Another ethnic group (16-18, 19-24, 25+)
- 27.Unknown (16-18, 19-24, 25+)**

**New Apprenticeship Completions**

- 28.Number of completions
- 29. Age at completion (16-18, 19-24, or 25+)**
- 30.Of those completions, number that progressed into a job within the council
- 31.Of those completions, number that went on to another apprenticeship within the council
- 32.Of those completions, number that went onto job outside the council
- 33.Of those completions, number that went on to another apprenticeship outside the council
- 34.Of those completions, number that went on to further or higher education

**Existing Staff Apprenticeship Completions**

- 35. Of those completions, number that progressed into a new job within the council
- 36. Of those completions, number that progressed into a new job outside the council
- 37. Of those completions, number that were on L4+ apprenticeships**

**Organisational Headcount**

- 38. Total number of people who are part of the council's workforce

**Apprenticeship Levy**

- 39. Amount of levy available to boroughs
- 40. Amount of levy spent by boroughs

**Payscale**

- 41. Grade
- 42. L2 apprentice pay per hour
- 43. L3 apprentice pay per hour
- 44. L4+ apprentice pay per hour

# Review of Apprenticeship Awards Process 2022

Amin Aboushagor  
London Councils

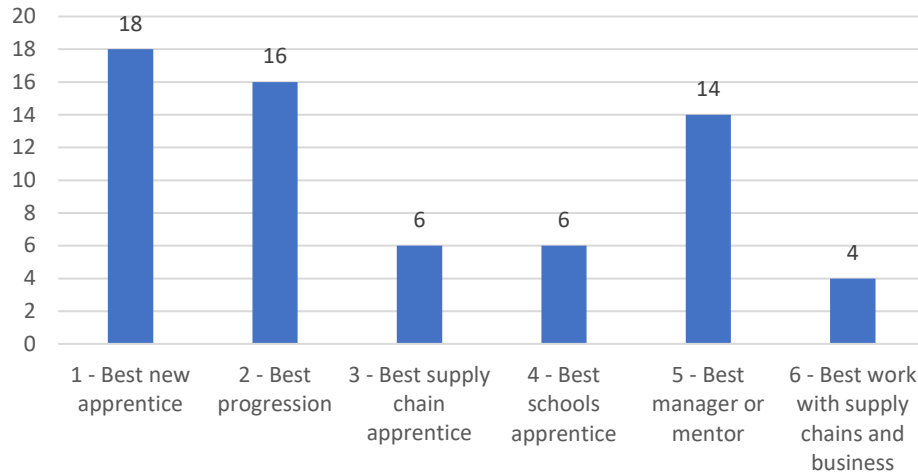
# Original Apprenticeship Awards Timescales

- 05 April - Nominations open for submission until **31 May** with nomination information circulated to boroughs
- 03 May – 1<sup>st</sup> nominations reminder communicated to boroughs
- 17 May – 2<sup>nd</sup> nominations reminder communicated to boroughs
- 24 May – 3<sup>rd</sup> nominations reminder communicated to boroughs
- 31 May – Final deadline day reminder communicated to boroughs
- Mid July – Awards shortlist announced
- Late July – invitations to apprenticeship awards issued
- September – Apprenticeship awards event held

# Key Figures

- 22/33 boroughs and City of London submitted nominations for the Awards (66%)
- 14/20 were outer London boroughs (70%) while 8/13 (62%) were inner London boroughs
- 64 nominations were made across all six categories

Nominations by category



- Of the 64 nominations, 25 were shortlisted – 40%
- Three outer London boroughs (21% of all nominations) and seven inner London boroughs (88% were shortlisted)

# Observations

- We extended the nomination period by an additional month from 5 April to 31 May, but no boroughs submitted their nominations in the initial month
- We had very few nominations for best apprentice in the supply chain, best apprentice in schools and best work with supply chains and local business
- During the shortlisting process, several nominations were discovered to exceed the word count, which resulted in excess words being cut from consideration, affecting the quality of those nominations
- Two nominees in the best progression category were ineligible for inclusion and were not considered for shortlisting
- One nominee in best apprentice in the supply chain was ineligible for consideration
- Some nominations didn't answer all the questions for their category, which led to them being marked down
- Other nominations listed tasks and responsibilities, rather than detailing outcomes or specific things their apprentice did, which led to them being marked down



## Questions to Consider

- How do you feel about the communications from LC during the process?
- Were the FAQs helpful?
- How did boroughs make use of the extra month?
- Why did boroughs not submit as many nominations for best apprentice in the supply chain, best apprentice working in schools and best work with supply chains and local business?
- Is additional support required to help boroughs submit nominees for those categories?
- Do you have any feedback for us to consider for future Awards?