

**Employer and Skills Sub Group
Preston's College - 24th February 2016**

Present: Raeleen Duthoit and Jane Clarke (LWBLEF), Andrea Gardner (Myerscough College), Claire Shore (Blackburn College), Claire Rodger (NLTG), Damian Crawshaw (NLTG), Stephanie Coleman (Burnley College), Jamie Hughes (Lancaster and Morecambe College), Becky Lavin (Preston's College) and Rob Garside (Intraining).

Guest - Lisa Moizer (Skills and Employment Hub),

1	Apologies / Minutes of the last meeting / matters arising.	Actions
1.1	<p>Apologies: John Cramphorn (JTL), Jo Carney (Preston's College), Mark Rowlands (Learndirect), Tim Cutler (Runshaw College), Jackie Tomson (RWP).</p> <p>Matters arising:</p> <p>3.4 Raeleen had contacted members to see what they would like to take forward given the new remit and focus of the group and to liaise with Lisa. As a result there are some new members coming from organisations. An outcome is for RD to meet with CS to review the Terms of Reference for the group.</p> <p>5.1 RD asked for Higher Apprenticeship case studies - Kim Chambers sent one through but we could still do with a few more.</p> <p>5.3 RD discussed Apprenticeship Ambassadors with Sam Mercer SFA / Julie Foster and is on the agenda later.</p>	RD / CS to update Terms of Ref.
2	ESIF Update	
2.1	<p>A lot of preparatory work has been undertaken over the past few months to put the LESE Partnership (The Lancashire Colleges and LWBLEF) in a strong position to respond to the expected ESIF bidding opportunities.</p> <ul style="list-style-type: none"> • Management groups set up with relevant Chairs and Vice Chairs. • Due Diligence 1 and Due Diligence 2 for NEET sent out and responses collated <p>External partnership work has been undertaken. RD gave an update on how the ESIF 14-20 NEET submission was progressing. The LESEP/LAB Partnership Board met on the 1st February to review the bid and provide their advice to the bid writing team. The bid was then submitted. LESE will continue to liaise over the interim period between tender submissions and the expected date upon which we expect to know the outcome 6th May (with a delivery start date of 24th May) about possible delivery profiles for the contract period for 2016/17 and 2017/18. An implementation plan has been developed. Documentation is being set up and additional partners sought especially for niche areas as well as the Core Partners. Skills Support for the Workforce has not been released yet. The Bid Writing team is looking at lessons learned to inform the next bid. Claire S suggested that it would be good practice to weave into any suitable conversations within your own organisations information regarding LESE and the NEET bid and that it would be useful to read 'the spec' that has gone in. Success Rates have been raised from the initial plan from 80% to about 85%. The Operations Group is the meeting where questions can be asked in great detail regarding the Bids and preparation for delivery. There are two places on this group for each Member Organisation who has signed exclusivity.</p>	
3	Lancashire Skills and Employment Strategic Framework – Lisa Moizer.	
3.1	<p>Apprenticeship Reforms:</p> <p>This includes the levy, the impact of the levy, the change from frameworks to standards and the new Degree and Higher Apprenticeships. With the 3 million target for apprenticeships by 2020 in mind the SFA came to Lancashire LEP and asked them to have a Lancashire Apprenticeship Growth Plan. This had to include implementation of the reforms, needs of the public sector and large employers, accelerate Higher and Degree Apprenticeships and support smaller businesses (especially how levy money will reach smaller businesses). There will be an Employer Event for large employers. It will be an information and awareness event to help employers learn about the Training Providers already available locally. The event would also inform them about new apprenticeships and Degree and Higher Apprenticeships. RD and LM are producing a pack in order to help employers which will include the Sorted Leaflet. Claire S suggested providing a list of questions for employers to ask and key websites for specific information.</p>	
3.2	<p>Apprenticeship Reform communication / marketing strategy (12 months):</p> <p>The Lancashire Skills and Employment Strategic Framework has been finally published and available to download from the website. http://www.lancashirelep.co.uk/lep-priorities/skills-employment/skills-and-employment-strategic-framework-2016-2021.aspx</p> <p>The Old Skills Support for the Workforce website is being taken over by Skills Hub to signpost others to useful websites such as the Forum including the Apprenticeship Ambassadors information. The website is for Employers only and not suitable for young people or parents. In the back of the Framework there is an outcomes measure page. Raeleen informed Lisa that young people / parents</p>	

	/ employers are seeking their own provider since the collapse of Via and AgeUK and to be aware that this could affect figures going forward as some learners have been without a Provider for 3 or 4 months.	
3.3	Apprenticeship Week, Events, Apprenticeship CEIAG in Schools: Please could you let Lisa Moizer know if you have events planned for Apprenticeship Week? This will help the LEP to support your events and market them across Lancashire as a whole. 'Marketing in Lancashire' are employed to promote the LEP. They will promote what is going on in Lancashire via Tweets and other marketing strategies. It would be possible to use other similar weeks e.g. English Tourism Week to promote tourism apprenticeships. It would be worth making a calendar of events for the year across all sectors to send to Marketing in Lancashire – it may be Sector Weeks or Award Events or World Skills. If anyone knows of any Sector weeks to let Lisa know when they are.	All to contact Lisa re. Events. Also of sector weeks.
3.4	Apprenticeship Trailblazer Events and Engineering Employers and Providers of Engineering Training and Education 2016 Trailblazer Employer and Provider Briefing Seminars – Information has gone out to all via email but is also in the March Bulletin. There are Employer briefing events by GTA England in the North: Tuesday 5th April. Midlands: Thursday 17th March. South: Wednesday 20th April.	
3.5	Small Employers – NAS have a Business Support Service who are trying to promote their Service around apprenticeship week – it is an impartial service to support small employers with apprenticeship advice. It may be a good idea to make contact with them in order to receive referrals. This may become more important with the advent of the Levy. New small employers are being sought by doing presentations through the Chambers, Federation of Small Businesses.	
4	Apprenticeships	
4.1	Lancashire Apprenticeship Ambassador Network: SFA (Julie Foster) and LEP (Lisa Moizer) and Raeleen are working together to introduce Apprenticeship Ambassadors into the Lancashire region. There are 10 ambassadors currently identified in Lancashire and who are going to the Apprentice Ambassador Conference on the 25 th February 2016. Each Ambassador would be involved with approximately three interventions a year but no more is known except that suitable training will be given to the Ambassadors beforehand. Both employers and their apprentices would have to agree to being involved. There is no funding but it was felt that there would be benefits to members. The more Apprenticeship Ambassadors the more of a resource for Lancashire it would be. There is space being made available on the Forum Website for information regarding Apprenticeship Ambassadors. Although they come from specific companies they should remain impartial and the main remit is to promote Apprenticeships. Names should be forwarded to Raeleen and Julie Foster. The idea is to grow the numbers slowly up to 100 and to target specific geographical areas where the Apprenticeship Ambassadors are based initially. This will be promoted through NCS to schools to request input in any school events.	
5	CEIAG	
	CEIAG in schools to promote apprenticeships.	
	LMI CPD for Careers Practitioners – 5 events have been set up and running from 8 th March to the 17 th March in various locations in Lancashire with the main aim of providing an update and information pack on the key growth sectors in Lancashire and how this relates to young person's opportunities. New apprenticeships will be highlighted and there will be a push to ensure that the message gets across to schools that apprenticeships are a great route into employment.	
	Enterprise Co-ordinator – Kay Vaughan is now part of the LEP team employed by Inspira. There is one co-ordinator for every 20 schools in order to encourage links between local businesses and local schools and help them work together. Blackburn and Burnley are the two areas to have a Co-Ordinator.	
	City Deal CEIAG Taskforce - The City Deal 'Careers Education Information Advice and Guidance' (CEIAG) Taskforce has been formed to address CEIAG in construction as it was identified as a high priority in the City Deal study. The forum have members who go to this taskforce (e.g. Preston's College Student Support Personnel) so it would be good to make contact with that person to see what messages are going into schools in the Preston and South Ribble Areas. The taskforce is to reach out to pupils and students in order to talk to them about apprenticeships and labour market opportunities. There is also an opportunity to engage in the Science Festival staged by Central Lancashire University and sponsored by LCC (as long as branded City Deal). Another way of getting the apprenticeship message through.	
6	Rebranding Lancashire Forum Website	
	Raeleen took the members through the new website. Stephanie Coleman agreed to send through a case study. Any other case studies would be welcomed and good news stories for the Bulletin.	
7	Any other business	
7.1	Claire suggested that if members are publishing marketing articles ready for National Apprenticeship Week to think about mentioning the Forum if it was at all possible.	
7.2	Wearable Technology Competition for 14-19 year-olds is an event that Lisa Moizer wanted to promote to people. – See link below.	

https://www.thetechpartnership.com/techfuture/TechFuture-careers/wearable-technology-poster-competition/?utm_source=WearableTechCompetition_TPcontacts&utm_medium=email&utm_campaign=WearableTechCompetition

8 Date of next meeting 18th May 2016 – Preston’s College Boardroom 2pm