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| LWBL-Logo**Employer & Skills Sub Group****20th July 2016 2-4pm Preston’s College****Present:** Claire Shore Chair (Blackburn College), Becky Lavin (Preston’s College), John Cramphorn (JTL), Claire Rodger (NLTG), Rob Garside (Intraining), Stephanie Coleman (Burnley College)**Apologies**: Lisa Bloomfield (Training 2000), Jackie Tomson (RWP), Andrea Gardner (Myerscough College), Anita Dale (GP Strategies), Jamie Hughes (Lancaster and Morecambe College), Mark Rowlands (Learndirect), Kim Chambers (B&F College), Raeleen Duthoit (LWBLEF), Damian Crawshaw (NLTG), |
| 1. | **Minutes of the last meeting / Matters arising**2.2 BIS local information available on the website2.3 JCS working closely with data sharing departments at Local Authorities regarding NEET data.3.1 RD had contacted Cheryl Knagg (now Swales) from AELP who would be attending a future meeting to inform of development. Cheryl had sent Raeleen details of the Future Apprenticeship programme and asked if members would like a bespoke event in Lancashire for up to 16 delegates at a cost of approx. £300 per delegate.4.1 UKCES slides with mins <https://www.gov.uk/government/publications/ukces-employer-skills-survey-2015-uk-report>   BL updated LM about employer groups at Preston’s College MR to send in future information for Bulletin LM send links re West of England to members5.1 RD had asked if members could let her know if they were able to offer training for Ambassadors. No offers had been received.7.0 RD informed JN of comments regarding query on self-funding apprenticeships. | ActionsALL to feedback to RaeleenLink attached |
| 2.2.12.2 | **Skills Local**Claire welcomed Tracy Duggan from SEMTA to the meeting. Tracy outlined the projects to the groupTracy to confirm the “pull through” of applications and vacancies to the NAS website.[Download full resolution images](https://www.icloud.com/attachment/?u=https%3A%2F%2Fcvws.icloud-content.com%2FB%2FAcz07W7vBTnUh4xYQFs7LdKT0rQAASoAD417NgEmAZ-uULq_OfVsnF38%2F%24%7Bf%7D%3Fo%3DApHrKWFRsN7gnEv4XzNf5lBjQ6e3AMslWWtyioK8PT77%26v%3D1%26x%3D3%26a%3DBbxYUHO0IKJWA7A7NQEA_wHIAP8YFmzd%26e%3D1471625249%26k%3D%24%7Buk%7D%26fl%3D%26r%3D09F3A38E-43DA-411A-B4DA-6FC740103D32-1%26ckc%3Dcom.apple.largeattachment%26ckz%3DFB0C1263-E2C7-4E04-AD3D-D89AD59D796B%26p%3D26%26s%3DFaKdK-cWwH_wdrXBf3zDAeNbwRw&uk=ZsnBjEmbUXupzNjcL_uz-A&f=Images.zip&sz=155751)[Available until 19 Aug 2016](https://www.icloud.com/attachment/?u=https%3A%2F%2Fcvws.icloud-content.com%2FB%2FAcz07W7vBTnUh4xYQFs7LdKT0rQAASoAD417NgEmAZ-uULq_OfVsnF38%2F%24%7Bf%7D%3Fo%3DApHrKWFRsN7gnEv4XzNf5lBjQ6e3AMslWWtyioK8PT77%26v%3D1%26x%3D3%26a%3DBbxYUHO0IKJWA7A7NQEA_wHIAP8YFmzd%26e%3D1471625249%26k%3D%24%7Buk%7D%26fl%3D%26r%3D09F3A38E-43DA-411A-B4DA-6FC740103D32-1%26ckc%3Dcom.apple.largeattachment%26ckz%3DFB0C1263-E2C7-4E04-AD3D-D89AD59D796B%26p%3D26%26s%3DFaKdK-cWwH_wdrXBf3zDAeNbwRw&uk=ZsnBjEmbUXupzNjcL_uz-A&f=Images.zip&sz=155751)The group watched the Automotive Industrial Clearing House video and discussed the merits of Get my First Job service  | TD to confirm pull through |
| 3. | **Apprenticeship Reform** |  |
|  | **Support for members**Claire explained plans to support members with the levy introduction* Interpreting information
* Capacity building sessions through the Professional exchange programme
* Discussions at Forum and sub group meetings
* LEP support
* Pool NW knowledge

Also being planned for October 16 and Spring 17 were NWPN events |  |
|  | **Support for Employers (levy payers)**Raeleen explained that discussions were being held with LBV to run a 12 month campaign. The initial cost proposed by Lancashire Business View (LBV) was £35,000. The Forum needed to look at affordability and would be looking to reduce costs. We may have to reduce the frequency of some of the activities. Simon Jordan who was Board lead was working with Raeleen to progress. It was recognised that this should be a partnership approach with LBV with them realising that they had a responsibility to their readers to inform them about the levy.Members to inform Raeleen how much they have spent with LBV over the last 12 months.  | Action ALL to provide Raeleen with LBV  |
|  | **Support for Employers (non-levy payers)**Raeleen explained that this area was being discussed. Suggested support was around communication in a number of forms for example* Frequently asked questions on the Forum website.
* Co-ordinated campaign in partnership with the LEP Skills Hub

 Feed into LEP Business publications Produce a common PowerPoint for use by all to give a common message |  |
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| 4. | **Lancashire Young Apprentice Ambassador Network (LYAAN)** |  |
| 4.1 | The next Lancashire Young Apprenticeship Ambassador Network (LYAAN) meeting is being planned for Wednesday 27 July from 2pm-4pm. At the last count there are 38 Apprentice Ambassadors across Lancashire who are signed up or interested in becoming ambassadors. One of the things at the meeting is to organise the group around a Board. The Board will be a minimum of 8 people. Nominations are being received and will be agreed at the meeting.Nelson & Colne College will be putting on a small session on presentation skills for ambassadors.The SFA are supporting the network and will be attending the meeting along with a representative from the Liverpool YAAN.

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| 5. | **Preparing to deliver Employees Support in Skills ESF programme** |  |
| 5.1 | Claire welcomed Jim O’Connor and Gwin Duggal from ncfe to the meeting.Gwin had sent to RD a full spreadsheet containing all their ESF funded units to support members which have been cross referenced against LARS. For ease of reference all units highlighted are funded for ESF and offered by NCFE as standalone units. Please note there are tabs at the bottom of the spreadsheet covering different levels. As always we would strongly recommend that you double check with SFA on funding status for any qualification you are interested in.Jim confirmed that NCFE would be pleased to speak to individual providers to develop a bespoke offer to suit any future business interest . Colleagues to confirm directly with NCFE if they wish to have a review of their current NCFE awarded offer  | RD to send spreadsheet to members following the meeting |
| 6. | **Date of Next Meeting – 19th October 2016** |  |