



**DRAFT**

**ADULT LEARNING AND  
SKILLS PLAN**

**2008/09**

## **SOUTHAMPTON CITY COUNCIL**

### **ADULT LEARNING AND SKILLS PLAN 2008/9**

#### **1. The Planning Context**

- The Adult Learning and Skills Plan is a city Strategic Framework Plan
- The Learning and Skills Act 2000 directs the local Learning and Skills Council to secure provision for Adult and Community Learning in their area, and this provision is based on the contractor providing a plan of delivery
- 2008/09 is the seventh year that the city council has produced an Adult Learning and Skills Plan

#### **2. The nature of the provision**

In September 2007 Adult and Community Learning and Training and Employment Initiatives Section were amalgamated to form the Adult Learning and Skills section. This coincided with a renewed emphasis within the city council upon economic development and supporting city residents to gain skills for work and employment. This agenda has resulted in a far greater priority being placed upon addressing issues of skills, training and development particularly for residents within priority neighbourhoods or those who have a qualification below Level 2 (5 GCSE grades at C or above).

The service now plans to provide a wider range of learning opportunities that support residents to gain qualifications, find work or raise their self esteem and confidence. The service has also taken on a key role within Section 106 planning agreements for enhancing training and employment provision and opportunities. This is particularly appropriate for the larger capital developments within the city.

The learning provision offered by the city council extends from targeted learning programmes in priority neighbourhoods; to a range of non-vocational day and evening programmes; through to specific programmes targeted to meet the learning needs of specific groups of city residents such as senior citizens and adults with learning difficulties.

Much of the learning offered provides a foundation for adults to progress into work or onto higher level programmes in colleges. Within a city learning context, the service provides those “first step” learning opportunities that may raise a city resident’s confidence and self-esteem, or help someone to gain numeracy and literacy skills to support their children. The service also funds a range of learning programmes for fitness, leisure and pleasure and the enjoyment that learning gives.

### 3. Learning provision

The city council secures its programme of non-vocational and vocational adult and skills education by working in partnership with a range of organisations delivering learning.

The service will continue to work closely with:

- 3.1 The three further education colleges: City, Itchen and Taunton's
- 3.2 The city's secondary schools
- 3.3 Primary schools offering adult and family learning
- 3.4 The Voluntary and Community sector
- 3.5 A range of public and private sector providers
- 3.6 Various parts of Southampton City Council including: Southampton Water Activities Centre, Adult Day Services, Southampton Art Gallery, Libraries, the Museum Service, Children's Centres, and Sports Development

### 4. Adult Learning and Skills Plan and supporting plans

The Adult Learning and Skills Plan is a summary executive document and is supported by more detailed delivery planning documents. These are:

- 4.1 Accommodation Strategy
- 4.2 Learning and Skills Council Three Year Development Plan 2008/09 – 10/11
- 4.3 Family Learning Strategy
- 4.4 Self Assessment Report and Quality Improvement Strategy which incorporates the Quality Improvement Manual
- 4.5 E-Learning Strategy
- 4.6 Neighbourhood Learning Strategy
- 4.7 Curriculum Improvement Strategy
- 4.8 Offender Learning Strategy
- 4.9 English for Speakers of Other Language (ESOL) Strategy

### 5. How the service contributes to Southampton City Council's five priorities

<b>Southampton City Council Priority</b>	<b>How the Service contributes to the City Council Priority</b>
<b>Tackling deprivation and inequalities</b>	Work with city residents to raise their aspirations, confidence and motivation and to enable them to gain skills for life and for work
<b>Promoting lifelong learning for all people</b>	Core activity and by working with partners we secure learning opportunities for over 6,000 students within the city or the city region
<b>Improving community safety and reducing crime and disorder</b>	The work and skills programme within the ex-offender programme which has a significant impact upon reducing re-offending rates
<b>Improving the street scene and the environment</b>	The service has secured a several capital bids, most recently to re-furbish the Warren Centre and this has had a noticeable effect upon the local physical environment
<b>Promoting independent living</b>	The service works with Day Service and Sure Start Children's Centres and with voluntary sector organisations supporting independent living skills for city residents

## 6. Core aims of the Adult Learning and Skills Plan

The plan provides:

- 6.1 The strategic direction for the delivery of adult learning, training and employment skills and across the city
- 6.2 A strategic overview of the city council's role and priorities for lifelong learning
- 6.3 A delivery plan for the activity funded by the Learning and Skills Council

## 7. Our purpose

**“We work to encourage the residents of Southampton to fulfil their potential by participating in, recognising success in and continuing to enjoy learning throughout their lives”.**

In achieving our purpose we aim to:

- 7.1 Extend participation in learning and in particular to support residents via learning to gain employment skills
- 7.2 Complement other adult, family and skills focussed training and learning provision across the city
- 7.3 Promote and support the wider benefits of learning
- 7.4 Co-ordinate and target provision with providers
- 7.5 Work in partnership with providers of information advice and guidance and other organisations that deliver accredited and non accredited learning
- 7.6 Consult with students to develop provision
- 7.7 Value diversity in everything that the service does
- 7.8 Widen participation in learning
- 7.9 Continuously improve the quality of teaching and learning
- 7.10 Provide opportunities for learning in community venues
- 7.11 Target provision so that 50% of our students are from Priority Neighbourhoods

## 8. Our Values

We aim to maintain a service which respects and values our students and those that work with students to:

- 8.1 Put students and learning first
- 8.2 Value diversity
- 8.3 Work to ensure that there is equality of opportunity for all
- 8.4 Operate to the highest standards of professional integrity
- 8.5 Endeavour to deliver the highest possible quality of service
- 8.6 Strive for continuous improvement

- 8.7 Invest in employees
- 8.8 Work to further the city council's core values and priorities
- 8.9 Work to meet the key challenges of city council strategies where learning is core to those strategies

#### **9. Key successes achieved in 2006/07 academic year and 2006/7 financial year**

- 9.1 Very high achievement rates particularly on accredited courses. For example, the Family Learning achievement rate for city residents seeking accreditation in the national tests in literacy and numeracy was 94%.
- 9.2 The main Adult and Community Learning programme exceeded the 5000 learning target in 2006/7. 5384 different students undertook a learning programme funded by the Learning and Skills Council.
- 9.3 Southampton's programme to support ex-offenders into learning and work has resulted in ministerial and national government recognition and is regarded as an outstanding model of delivery.
- 9.4 The section has successfully secured major Learning and Skills Council contracts for Hampshire and the Isle of Wight and the Partnership for Urban South Hampshire region including a Skills for Jobs contract.
- 9.5 The drive for curriculum excellence has resulted in working with partners to deliver innovative delivery models. For example, Solent Mind has developed interactive compact disks to support minority ethnic communities to recognise mental health conditions.
- 9.6 The completion of the Capital Programme at the Warren Centre has taken place on budget and on time. This is an example of partnership working across the city council and particularly with the Regeneration Team.
- 9.7 Section 106 for Employment and Training is now a key area and the service has implemented systems for negotiating employment and training agreements with developers.
- 9.8 The setting up of internet linked computers in residential settings for older city residents has resulted in them using the technology to e-mail, shop on line and use the internet to find out information.

- 9.9 The English for Speakers of Other Languages programme has developed innovative models for working with Sector Skills Councils and employers to provide specific English language support.
- 9.10 The section is the point of contact for pre-employment training for the Department for Work and Pensions under their Local Employer Partnerships Initiatives.
- 9.11 The service has successfully secured neighbourhood capital funding for the Freemantle and St Denys community centres.
- 9.12 Development of a visual method of recording student satisfaction using printed building bricks which were assembled into a wall of comments. This was displayed in the Central Library and provided considerable interest as well as affirming the satisfaction of our students.

## 10. Every Child Matters

The increased emphasis on the five priority areas of “Every Child Matters” will impact on the Family Learning programmes offered and the locations in which they are offered. There will continue to be a focus on working with Children’s Centres and on targeting all primary schools within priority neighbourhoods.

## 11. Extended Schools Initiative

The service works to support the Extended Schools Offer by supporting delivery of two of the five core offer themes as follows:

- Family Learning and parenting support working in partnership with schools, children’s centres and other agencies
- Wider community access to ICT, sports and arts facilities, including adult learning

## 12. Economic Development

The skills agenda and economic development are interlinked. The Adult Learning and Skills Plan is set against an Economic Development vision of:

- **A dynamic local economy** that brings opportunities and benefits to local people as well as people, who visit, work and do business in the city
- **A place of wealth creation** with a particular focus on expansion of the knowledge economy (specifically) in business services, the marine sector,

advanced manufacturing, creative and cultural industries, retail, hospitality and construction

- **Achieving sustainable economic growth and regeneration** in line with the Economic Development Strategy for Urban South Hampshire focusing efforts on five objectives:
  - Increasing educational attainment, skills, qualifications and training
  - Reducing worklessness and improving employability
  - Increasing enterprise and innovation
  - Bringing forward employment land and required infrastructure
  - Improving city image

### 13. Links within the City Council and the context of a Skills Strategy

The service works across all directorates either working directly with front line service and city residents or strategically in partnership on key agendas of economic development, priority neighbourhoods and regeneration. The service works within the strategic context of the City's Skills and Employability Board, and the Southampton Information, Training and Employment Service (SITES).

The service works in partnership with other directorates to address Local Area Agreement national indicator targets. The targets that the service is working to address are as follows:

National Indicator	Descriptor	Activity
152	Working age people on out of work benefits	This is core area of activity for the service
153	Working age people claiming out of work benefits in the worst performing neighborhoods	Targeted programme to address particular wards
163	Working age population qualified to at least Level 2 or higher	Contributes towards literacy and numeracy qualifications
164	Working age population qualified to at least Level 3 or higher	Working within the context of the Skills and Employability Board to address this issue
165	Working age population qualified to at least Level 4 or higher	Working within the context of the Skills and Employability Board to address this issue

The Directorate of Children's Services and Learning has the lead on skills and the Cabinet member for Young People and Skills is leading on the development of a Skills Strategy for the city which is:

- Aspirational
- About making a difference
- Local in context

The draft Skills Strategy is set against:

- Major reforms and innovations to transform the national Skills and Training agenda
- Partnership for Urban South Hampshire (PUSH) - Skills Strategy

The draft Southampton Skills Strategy in its current form has a number of distinct strands as follows:

- Parents and young children
- Young people 11 – 19
- Adults 19 – 30
- Residents in work
- Unemployed people
- Older residents

It is intended to have the Skills Strategy completed by September 2008.

#### **14. National perspective**

The service is facing change as a result of the major reforms to the Learning and Skills Council which directly impacts upon the whole of the post 19 agenda. As a result of the “Raising Expectations Consultation” the Education Act is expected to set up the Skills Funding Agency by September 2010. It will function as a funding body and it is not anticipated to have a planning function. For this reason the city’s own Skills Strategy and the PUSH Skills Strategy will be important in determining the shape of skills development in the future.

#### **15. Key challenges for 2008/9**

##### **A. Student Numbers and Shape of the Provision**

- 15.1 To manage a static revenue funding budget from the Learning and Skills Council for the adult learning part of the provision (this is the fourth consecutive year). Student numbers to be maintained at 5000 individual students.

***Result: better value for money and a more pro-active service for the funding received from both the city council and the Learning and Skills Council.***



- 15.2 To continue to reshape the programme so that 50% of students in 2008/09 are from priority neighbourhoods (excluding the programmes provided by the two water activities centres which recruit a high number of students from outside of the city).  
**Result: more targeted provision to meet the city council's priorities for worklessness, tackling deprivation, inequalities and lifelong learning.**
- 15.3 To continue to increase the number of male students (particularly in family learning); students from black and minority ethnic communities and students with learning difficulties and disabilities.  
**Result: more equitable programme that is representative of the demographic profile of the city and where possible exceeds that demographic profile.**
- 15.4 Continue to work with providers to ensure that students can afford their learning programmes and at the same time continue to support older students and those students on low income by providing course fee remission.  
**Result: better balance of funding in support of the student.**

#### **B. Family Learning and Parenting Provision**

- 15.5 To continue to work to deliver Family Learning programmes to 100% of primary schools in priority neighbourhoods.  
**Result: targeting resources to meet key city agendas and enabling parents to better support their children's learning.**
- 15.6 Offer more support for parenting by working with other parts of the directorate and with voluntary sector organisations delivering support for parents facing multiple barriers and /or where the parents have low levels of essential skills.  
**Result: more targeted support for parenting courses in line with key family and support policies of the Children's Services and Learning Directorate.**

#### **C. Senior Citizens**

- 15.7 To continue to introduce information technology into the city's residential centres for older residents and support them to gain the skills to use e-mail, on-line shopping, personal security and use of the internet.  
**Result: enhancing the potential of older students to access technology which helps them to communicate with friends and relatives and use the advantages of the technology in every day living.**

- 15.8 To work with providers to offer more day-time provision for older residents.  
***Result: more day time activity which enhances the health and well-being of older students.***

#### **D. Support for city residents with Learning Difficulties, Disabilities and Physical Disabilities**

- 15.9 To continue to work with Adult Social Services to deliver learning programmes to residents with learning difficulties and disabilities.  
***Result: to meet the learning needs of target groups of students and work in partnership with Adult Social Services to enhance the skills of the service users.***

#### **E. Closer co-operation between city council departments to further the learning agenda with adults**

- 15.10 Work collaboratively with the Museums Service, the Library Service, the Art Gallery and the Sports Development Team to further develop adult learning programmes. Continue to develop innovative programmes with other front line services which would enhance that service.  
***Result: more co-ordinated programme and additional staff development opportunities for city council staff in relation to Adult Learning.***
- 15.11 To continue the very close partnership with city's library service particularly for the Favourite Book to Share programme and the support advice function for students using the Library's Learn Direct service. Support library staff to signpost and help residents to access training and learning.  
***Result: both services work in partnership to further the learning and skills agenda for city residents.***

#### **F. Communications and partnership working**

- 15.12 Continue to support the Learning and Skills Council's requirement to form a Personal and Community Development Learning (PCDL) Partnership working closely with the voluntary sector.  
***Result: better joined service provision and co-ordinated progression routes for students.***

- 15.13 Develop closer partnership working with Portsmouth City Council to look to share good practice particularly in the areas of teaching and learning, quality and preparing for inspection.  
**Result: two similar services looking to build partnerships, share resources and consider efficiencies.**
- 15.14 The Learning4All website needs to be refreshed. The site was developed three years ago by the then Learning Partnership.  
**Result: to build for Southampton a single point of enquiry for learning opportunities in the city and also in the wider region, incorporating Totton and Eastleigh.**
- 15.15 Continue to maintain a service which is proactive in securing funding opportunities for learning for all city residents and continue to work with partners and within the context of the role of the Skills and Employability Board and SITES to ensure that opportunities for local residents are maximised in a co-ordinated way.  
**Result: joined up approaches to bidding and securing of funds which builds on the strengths of partner organisations.**
- 15.16 Review the future and shape of the Neighbourhood Learning Centres run by the city council and other partner organisations.  
**Result: a range of partnerships which have a focus upon learning and which have greater community and neighbourhood appeal.**

#### **G. Skills and economic development**

- 15.17 To realise the potential of Section 106 employment and training agreements for the benefit of city residents by providing employer responsive training solutions.
- 15.18 Maximise the potential of Train to Gain for Southampton City Council as an employer, as a training provider and as a broker of services for employers.
- 15.19 Support front line services across the city council to enable them to guide and signpost workless adults on the availability of training and new work opportunities particularly those relating to new major capital developments.  
**Results: to raise the profile of skills, training and work opportunities for residents currently not in employment or training.**

## 16. Project areas that contribute directly to the Council's Skills and Economic Development objectives

Table 1

Programme	Learner target number	Description of activity
Family Language Literacy and Numeracy	1,100	The programme aim is to work with schools, children's centres and community groups to deliver "Skills For Life" courses to parents and their children. These are, in the main, literacy, numeracy and "Keeping Up With The Children" programmes. The programme meets local needs, including courses that enable students to consider next steps and appropriate progression routes particularly into work. The programme also has a strong focus upon parenting and helping parents to help their children.
Neighbourhood Learning in Deprived Communities	400	This programme works intensively within the city's priority neighbourhoods. Targeted areas include: St Denys, Bassett Green, Freemantle and Shirley Warren. There is now a commitment to work with Sure Start Children's Centres on a project which translate parents life skills into work skills and enable them to build a skills-based Curriculum Vitae.
Back on Track	300	These programmes are targeted at residents in priority neighbourhoods who are making their first steps back or into employment. They could include informal learning, confidence building, personal presentation and pre-employment skills courses.
Basic Skills	250	These are direct delivery programmes including the Tandem and Licence courses. Courses target learners whose basic skills are at Pre-Entry or Entry Level. Day Services make a financial contribution for courses delivered to their service users and key workers.
Care Leavers Plus City Horizons	10	To work in partnership with City Training by utilising their City Horizons programme. This is an Entry into Employment initiative. The city council would look to offer work experience placements within the programme. This can be for up to six months and can be linked to a relevant qualification. The target group would be Care Leavers.
Ex Offenders projects	200 Southampton 450 total	Information, advice and guidance, and progression to learning and employment for offenders referred through custody and Probation. Mapping of local provision. The project provides peer mentoring support and has effectively linked with local prisons in order to support the custody to community transition. This programme works across Hampshire & Isle of Wight: <ul style="list-style-type: none"> <li>• 45% of beneficiaries have engaged in training</li> <li>• 15% have progressed into employment</li> <li>• Re-offending reduced by 60%</li> <li>• The project has been recognised and acknowledged at a national and regional level as a model of good practice.</li> </ul> Established a strong partnership with Hampshire Probation Service and adds value to the aims and objectives of the service and the wider National Offender Management Service agenda.

Programme	Learner target number	Description of activity
Skills for Jobs	100 Southampton 250 Total	Linking skills required by employers in the PUSH area to enable workless adults to gain and sustain employment. Project end date 31 <sup>st</sup> December 2008
ESF for young people Not in Education and Employment (NEET)	80 Southampton and 50 for Portsmouth	Project secured April 2008 with a start date 1 July 2008. The project aims to engage and support young people aged 16 – 19 by enabling them to access learning, training and employment programmes. Key partners will be within the city council itself and with colleges and the voluntary sector. The project also runs in Portsmouth. The target groups are young people with Learning Difficulties and Disabilities and young people who have disengaged with mainstream provision
ESF adult Targeted Programme	78 Southampton and Hampshire 150	Project secured April 2008 with a start date 1 July 2008. The project will engage and support adults aged 19 plus. It focuses upon providing targeted support to offenders, and older workers. Key outcomes will be to support progression into employment and to enable participants to sustain that employment.
ESF Community Outreach	70 in Southampton	Targeted programme focussing upon engaging unemployed city residents in named priority neighbourhoods. The neighbourhoods are Millbrook and Redbridge, Woolston and Bevois. The programme provides access to short taster courses, essential skills and work tasters that will enable participants to move into employment. The programme has a strong focus upon enhancing the capacity of a range of council core services to enable them to engage and signpost residents into employment.
Neighbourhood Learning Centres Northam, Weston Harefield, and the YMCA	100 in Southampton	Providing skills based training to local residents.

## 17. Number and range of students

Table 2 below, gives a picture of non-vocational adult education provision in 2005/6 based on analysis from the management information system in that year and projections up to 08/09.

The accuracy of the ethnic minority figures is less secure because of the number of students who prefer not disclose this information.

**Table 2 – Performance against key targets**

Progress against key areas	08/09 Projected
Number of students all funding sources programmes	6,580
Students per 1,000 adult population	38
% of students who have disabilities and/or learning difficulties	6% (394 students)
% of students who are male	45% (2961 students)
% of students from priority neighbourhoods	50% (3,290 students)
% of students who are from ethnic communities	10% (658 students)
% of students aged 60+ (excludes Family Learning)	12% (789 students)

**Table 3 – Other key facts about the Adult Learning programme 2006/07**

Total fee income	£227,899
Total number of courses	1032 courses
Total revenue funding (LSC and SCC) for Southampton	£548,104 (cost per students £88)

**Table 4 – Projected student numbers 2008/9**

Funding Source	Student numbers
Students funded via the Learning and Skills Council	5,000
Students funded by Southampton City Council	500
Students funded by LSC ESF project funds	1,080
<b>Total</b>	<b>6,580 Students</b>

**Table 5 – Adult Learning and Skills performance data - revenue to learner numbers (excludes 500 city council funded learners)**

Programme	£2008/9	Learner Numbers
<u>City Council Revenue</u>	Revenue	
LSC - Adult and Community Learning main allocation	178,700	3,500
Funding from other city council sources	7,500	
<b>Sub total</b>	<b>186,200</b>	
<u>Learning &amp; Skills Council</u>		
LSC – Wider Family Learning	59,600	700
LSC – Family Language, Literacy and Numeracy	126,200	400
LSC – Neighbourhood Learning in Deprived Communities	45,000	400
<b>Sub total Total</b>	<b>417,000</b>	<b>5,000</b>
Skills for Jobs	250,500	250
Ex Offenders projects	600,000	450
ESF NEETS (08/09 spend - 3 year budget = 1,225,000)	400,000	130
ESF Adult targeted Programme (08/09 spend - 3 year budget = 540,000)	200,000	150
ESF Community Outreach (08/09 spend - 3 year budget = 260,000)	100,000	100
<b>Total</b>	<b>1,967,500</b>	<b>6080</b>

**Table 6 – Capital funding breakdown 2008/9 calendar year**

Project	Amount	Completion
Warren Centre	£236,000	March 2008
Freemantle Community centre	£50,000	July 2008
St Denys Community Centre	£20,000	July 2008
Freemantle Community centre	£750,000	Decision due June 2008
YMCA Capital Programme	£50,000	Decision due June 2008
<b>Total Grant funding secured or awaiting bid confirmation</b>	<b>£1,106,000</b>	

**Table 7 – Core staffing and administration breakdown**

	£2008/9
Core staffing	235,800
Fixed city council costs	64,200
Management Information System	12,000
Quality core funding	10,000
<b>Total</b>	<b>322,000</b>

**Table 8 – Spend to efficiency summary**

	<b>Spend £</b>	<b>% of Spend</b>
Activity spend	1,967,500	85.9%
Core staffing and administration	322,000	14.1%
<b>Total</b>	<b>2,289,500</b>	<b>100%</b>

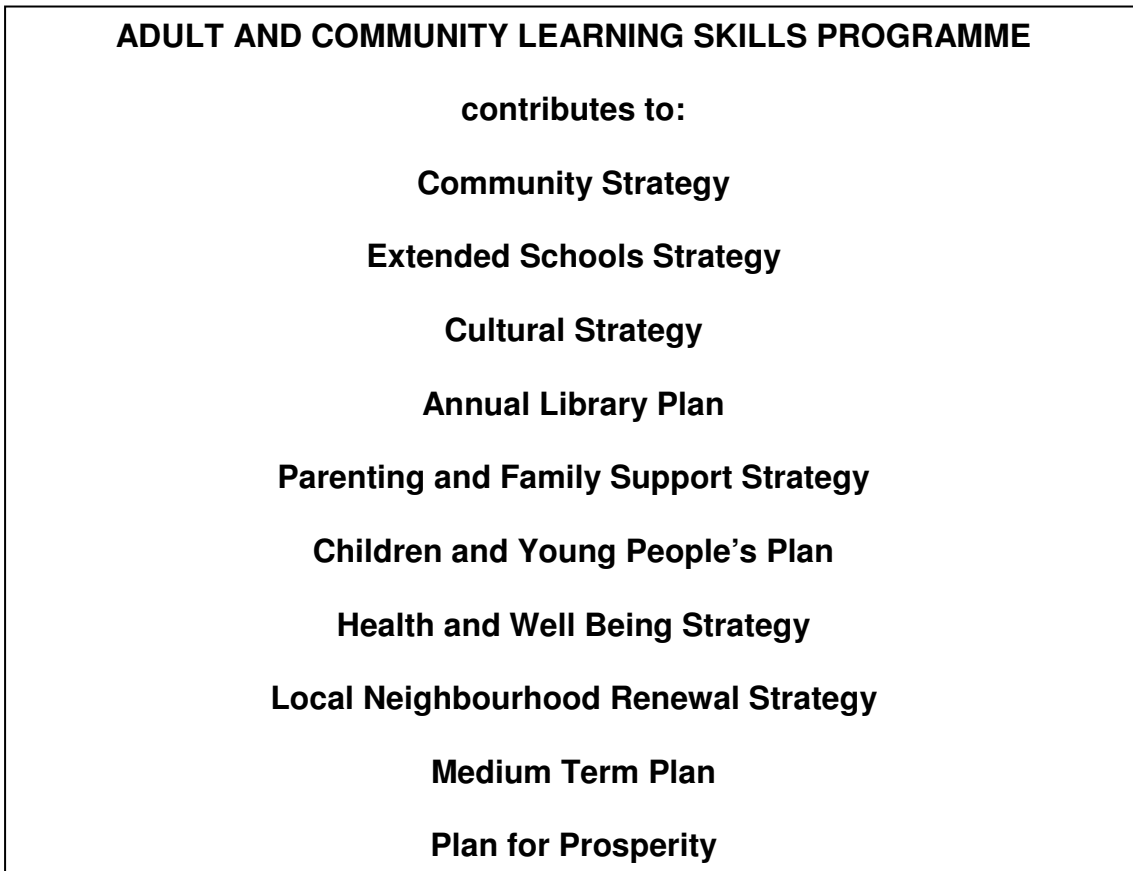
**Table 9 – Southampton City Council revenue funding as a proportion of total funding**

<b>Funding Source</b>	<b>£ Amount</b>
Southampton City council financial support for the service	285,700
Grant funding the service secures from outside the city council within the 2008/9 year	1,967,500
<b>Proportion of city council funding to procured funding</b>	<b>One to Seven</b>

**18. Fee Income**

The reported fee income for 2006/7 (the last year data was available) was £227,899. The final fee income data for 2007/8 will not be known until October 2007. The anticipated income for 2007/8 is £240,000 which exceeds the core allocation grant from the Learning and Skills Council and it is anticipated to continue to increase in 2008/9 and 2009/10.

**19. How the Adult Learning AND Skills Plan contributes to City Council Strategic Plans**



**20. How the Adult Learning and Skills Plan contributes into key National Plans**

