

Public Document Pack

## Scrutiny Panel B

Thursday, 26th September,  
2013  
at 4.00 pm

### **PLEASE NOTE TIME OF MEETING**

Conference Room 3 - Civic Centre

This meeting is open to the public

#### **Members**

Councillor Dr Paffey (Chair)  
Councillor Baillie  
Councillor Furnell  
Councillor Hammond  
Councillor L Harris  
Councillor Turner  
Councillor Whitbread

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## PUBLIC INFORMATION

### **Role of Scrutiny Panel A**

The Overview and Scrutiny Management Committee have instructed Scrutiny Panel B to undertake an inquiry into Apprenticeships.

#### **Purpose:**

To examine the Southampton Apprenticeship Action Plan and consider how the number of high quality Apprenticeships in Southampton can be increased.

#### **Objectives:**

1. To examine the work already delivered by the Council and its partners to generate Apprenticeship growth in the City
2. To examine the impact of Apprenticeships on the City economy
3. To examine ways to significantly increase the numbers of Apprenticeships in Southampton, particularly for 16-18 year olds, to figures above regional and national averages

### **Southampton City Council's Priorities**

- **Economic:** Promoting Southampton and attracting investment; raising ambitions and improving outcomes for children and young people.
- **Social:** Improving health and keeping people safe; helping individuals and communities to work together and help themselves.
- **Environmental:** Encouraging new house building and improving existing homes; making the city more attractive and sustainable.

- **One Council:** Developing an engaged, skilled and motivated workforce; implementing better ways of working to manage reduced budgets and increased demand.

### **Public Representations**

At the discretion of the Chair, members of the public may address the meeting about any report on the agenda for the meeting in which they have a relevant interest.

**Smoking policy** – the Council operates a no-smoking policy in all civic buildings.

**Mobile Telephones** – please turn off your mobile telephone whilst in the meeting.

**Fire Procedure** – in the event of a fire or other emergency a continuous alarm will sound and you will be advised by Council officers what action to take.

**Access** – access is available for the disabled. Please contact the Democratic Support Officer who will help to make any necessary arrangements.

### **Dates of Meetings:**

<b>2013</b>
25 April
23 May
27 June
25 July
22 August
26 September

## CONDUCT OF MEETING

### **TERMS OF REFERENCE**

The general role and terms of reference of the Overview and Scrutiny Management Committee, together with those for all Scrutiny Panels, are set out in Part 2 (Article 6) of the Council's Constitution, and their particular roles are set out in Part 4 (Overview and Scrutiny Procedure Rules – paragraph 5) of the Constitution.

### **BUSINESS TO BE DISCUSSED**

Only those items listed on the attached agenda may be considered at this meeting.

### **RULES OF PROCEDURE**

The meeting is governed by the Council Procedure Rules and the Overview and Scrutiny Procedure Rules as set out in Part 4 of the Constitution.

### **QUORUM**

The minimum number of appointed Members required to be in attendance to hold the meeting is 3.

### **DISCLOSURE OF INTEREST**

Members are required to disclose, in accordance with the Members' Code of Conduct, **both** the existence **and** nature of any "Disclosable Personal Interest" or "Other Interest" they may have in relation to matters for consideration on this Agenda.

#### **DISCLOSABLE PERSONAL INTERESTS**

A Member must regard himself or herself as having a Disclosable Pecuniary Interest in any matter that they or their spouse, partner, a person they are living with as husband or wife, or a person with whom they are living as if they were a civil partner in relation to:

(i) Any employment, office, trade, profession or vocation carried on for profit or gain.

(ii) Sponsorship:

Any payment or provision of any other financial benefit (other than from Southampton City Council) made or provided within the relevant period in respect of any expense incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

(iii) Any contract which is made between you / your spouse etc (or a body in which the you / your spouse etc has a beneficial interest) and Southampton City Council under which goods or services are to be provided or works are to be executed, and which has not been fully discharged.

(iv) Any beneficial interest in land which is within the area of Southampton.

(v) Any license (held alone or jointly with others) to occupy land in the area of Southampton for a month or longer.

(vi) Any tenancy where (to your knowledge) the landlord is Southampton City Council and the tenant is a body in which you / your spouse etc has a beneficial interests.

(vii) Any beneficial interest in securities of a body where that body (to your knowledge) has a place of business or land in the area of Southampton, and either:

a) the total nominal value of the securities exceeds £25,000 or one hundredth of

- the total issued share capital of that body, or
- b) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you / your spouse etc has a beneficial interest that exceeds one hundredth of the total issued share capital of that class.

## **Other Interests**

A Member must regard himself or herself as having a, 'Other Interest' in any membership of, or occupation of a position of general control or management in:

Any body to which they have been appointed or nominated by Southampton City Council

Any public authority or body exercising functions of a public nature

Any body directed to charitable purposes

Any body whose principal purpose includes the influence of public opinion or policy

## **Principles of Decision Making**

All decisions of the Council will be made in accordance with the following principles:-

- proportionality (i.e. the action must be proportionate to the desired outcome);
- due consultation and the taking of professional advice from officers;
- respect for human rights;
- a presumption in favour of openness, accountability and transparency;
- setting out what options have been considered;
- setting out reasons for the decision; and
- clarity of aims and desired outcomes.

In exercising discretion, the decision maker must:

- understand the law that regulates the decision making power and gives effect to it. The decision-maker must direct itself properly in law;
- take into account all relevant matters (those matters which the law requires the authority as a matter of legal obligation to take into account);
- leave out of account irrelevant considerations;
- act for a proper purpose, exercising its powers for the public good;
- not reach a decision which no authority acting reasonably could reach, (also known as the "rationality" or "taking leave of your senses" principle);
- comply with the rule that local government finance is to be conducted on an annual basis. Save to the extent authorised by Parliament, 'live now, pay later' and forward funding are unlawful; and
- act with procedural propriety in accordance with the rules of fairness.

## AGENDA

Agendas and papers are now available via the City Council's website

### **1 APOLOGIES AND CHANGES IN PANEL MEMBERSHIP (IF ANY)**

To note any changes in membership of the Panel made in accordance with Council Procedure Rule 4.3.

### **2 DISCLOSURE OF PERSONAL AND PECUNIARY INTERESTS**

In accordance with the Localism Act 2011, and the Council's Code of Conduct, Members to disclose any personal or pecuniary interests in any matter included on the agenda for this meeting.

NOTE: Members are reminded that, where applicable, they must complete the appropriate form recording details of any such interests and hand it to the Democratic Support Officer.

### **3 DECLARATIONS OF SCRUTINY INTEREST**

Members are invited to declare any prior participation in any decision taken by a Committee, Sub-Committee, or Panel of the Council on the agenda and being scrutinised at this meeting.

### **4 DECLARATION OF PARTY POLITICAL WHIP**

Members are invited to declare the application of any party political whip on any matter on the agenda and being scrutinised at this meeting.

### **5 STATEMENT FROM THE CHAIR**

### **6 MINUTES OF THE PREVIOUS MEETING (INCLUDING MATTERS ARISING)**

To approve and sign as a correct record the Minutes of the Inquiry Meetings held on 25<sup>th</sup> July, 2013 and 22<sup>nd</sup> August, 2013 and to deal with any matters arising, attached.

### **7 APPRENTICESHIP INQUIRY MEETING 6 - RECOMMENDATIONS**

Report of the Head of Communities, Change and Partnerships setting out the key finding and emerging recommendations of the Inquiry, attached.

Wednesday, 18 September 2013

HEAD OF LEGAL, HR AND DEMOCRATIC  
SERVICES

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## SCRUTINY PANEL B

### MINUTES OF THE MEETING HELD ON 25 JULY 2013

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Present: Councillors Dr Paffey (Chair), Baillie, Furnell, Hammond, Turner and Whitbread

Apologies: Councillor Harris

8. **ELECTION OF VICE-CHAIR**

RESOLVED that Councillor Furnell be elected as Vice-Chair of the Panel

9. **MINUTES OF THE PREVIOUS MEETING (INCLUDING MATTERS ARISING)**

RESOLVED that the minutes of the meetings held on 23<sup>rd</sup> May, 2013 and 27<sup>th</sup> June 2013 be approved and signed as correct records.

10. **APPRENTICESHIPS INQUIRY MEETING 4: LEARNERS PERSPECTIVE**

The Panel considered the report of the Head of Communities, Change and Partnerships reviewing apprenticeship and the experiences of individual learners, careers advice and local support organisations.

Ian Smith, National Apprenticeship Service (NAS) outlined work undertaken locally by the organisation:-

- Events within the City including sessions during Apprenticeship Week, held at St Mary's Stadium.
- Work with ALPHI.
- Speed "dating" event at the Civic Centre. Aimed at young people not engaged. Workshops on completing application forms, CVs and dealing with employers.
- Their website was very comprehensive and they were also linked to Twitter, Facebook and other social media sites.
- Access to a bus that has been equipped with lots of information for use as a drop-in centre. Would like to utilise this more and were currently bidding for more funding. Would need the local authority to agree to allow the bus free space when it was in the city.
- Webinars – web based workshops for stakeholders to dial in and learn "all they need to know" about apprenticeships. Members were encouraged to take part in one of these sessions and provide feedback to a future meeting.
- Schools Festival on the 16<sup>th</sup> October.
- World Schools Competition at the NEC – 14<sup>th</sup> -16<sup>th</sup> November
- Next National Apprenticeship Week – 3<sup>rd</sup> to 7<sup>th</sup> March, 2014.
- Statistics were showing an increase in the number of 19-24 year old apprentices and also higher and advance apprenticeships. The numbers of placements continue to increase.

Steve Grove, Lead Adviser, National Careers Hampshire and IOW, explained the service that they provided:-

- Free service available for every adult
- Provide online support for young people. Only face to face if 19+ or 18 if in receipt of benefits. One session per year unless in priority group whom were entitled to three sessions.
- Co-located in every JobCentre Plus. Also in some libraries. No location of their own.
- Provision in schools was patchy. They do not have any involvement.
- Work with City College and Eastleigh College.
- Need to consider what was “good careers advice”.
- No particular direction to promote apprenticeships.

Seven apprentices from a range of levels and ages gave information on their experiences of careers advice and of apprenticeships:-

- Careers advice from schools varied. Some students were given positive information about apprenticeships; other received no information at all and were only encouraged to continue studying.
- Ability to continue studies whilst on the apprenticeship, rather than being in full time education.
- Ability to start studies at higher levels if already have sufficient qualification.
- Careers events at school need to ensure that they have apprenticeship training providers in attendance in order to be able to give students advice and direction.
- Aspirations of some to go onto University with the opportunity of the employer paying for this once an advanced apprenticeship has been completed.
- Ability to gain qualifications to the highest level within a chosen career.
- Decision to undertake apprenticeship rather than continue full time studies was often based on financial situation.
- Problem in some areas when trying to be taken on as an older apprentice.
- View that schools only suggest apprenticeships to those students not achieving academically.
- Being involved in the recruitment of future apprentices.
- Many apprenticeships expect a high academic level before young people would even be considered.
- Support given by the Rainbow Project to give pre-apprenticeship opportunities to young people within priority groups. Linked with a basic literacy and numeracy course.
- Young people feeling as though they have achieved. Gaining confidence.
- Pre-apprenticeship scheme linked with the Council and Wheatsheaf Trust.
- Pre-apprenticeship schemes were very supportive and all had hopes of continuing onto a full apprenticeship.
- Would be good for current apprentices and those on pre-apprentice schemes to be involved in promotional events. Better for young people to talk to them about their experiences rather than the older people involved.
- Importance of schools also promoting apprenticeships to parents.



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## SCRUTINY PANEL B

### MINUTES OF THE MEETING HELD ON 22 August 2013

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Present: Councillors Dr Paffey (Chair), Baillie, Furnell, Hammond, L Harris, Turner and Whitbread (part)

11. **APPRENTICESHIPS INQUIRY MEETING 5: THE WAY FORWARD FOR APPRENTICESHIPS**

The Panel considered the report of the Head of Communities, Change and Partnerships examining apprenticeships in the City and changes to national and local policy including views of Unions.

Ian Smith, National Apprenticeship Service (NAS) gave an update on National Policy changes relating to:

- Training costs, what the Government covers.
- Minimum wage and employee rights for apprentices
- The Education Act 2011
- Minimum standards for apprenticeships
- Further Education loans for apprentices
- Grants for Employers of 16 to 24 year olds
- Higher Apprenticeships offering an alternative to higher education aimed at level 6
- Training agencies
- Access to apprenticeships
- Traineeships
- Launch of apprenticeship funding consultation

Mike Watts, Head of Strategic HR outlined current and future employment arrangements at the Council:

- Where apprenticeships had worked well and where future gaps could be sourced with specialist career paths.
- Future funding within current financial pressures.
- Targeting managers by providing resources to fill vacancies.
- Reviewing the demographic of Council staff to fill future gaps.
- Providing regular funding source rather than for one off schemes.
- Finding the right people to oversee the process
- Ensuring functional skills are developed maths, English, language barriers

Union representatives were unable to attend the meeting. Their views to be sought and made available to the Panel to consider.

The Panel discussed and proposed the following draft recommendations:

- (i) To support Southampton Apprenticeship Action Plan
- (ii) To carry out an audit of careers advisors in schools and colleges
  - Recent analysis and evidence heard from the Panel meetings that improving careers guidance at schools is a necessary starting point for improving awareness of apprenticeships across the city.
- (iii) To provide Career Advisors and students with impartial and consistent career guidance across the City
  - Building on recent success of Social Media techniques across the Council especially the My-Mo application to promote recycling in the city, developing a website and corresponding application to promote impartial careers guidance for advisors and students.
- (iv) To provide a database of apprentices for promotional purposes – the Ambassador Scheme
- (v) To Host an event for career advisors, providers and businesses to talk about options and what is required.
  - Investigate how Southampton uses the “Inspiring the Future” campaign to create a joined up approach across businesses and providers to visit schools to promote apprenticeships.
- (vi) The Council to write to National Apprenticeship Service (NAS) to invite a suitable representative to attend/visit the following meetings/people to promote apprenticeships.
  - Southampton Heads Forum
  - School councils
  - Individual schools
  - Governors Forum
  - Southampton City Council’s Leadership Group
- (vii) To Research in house best practice across other authorities and public sector agencies.
- (viii) To share best practice with other public agencies to promote apprenticeship recruitment through procurement for the people of the city.
  - Skills Team to present work done through Employment and Skills Plans to Southampton Connect then contact other agencies
  - Promote the good work achieved across the Council to promote, recruit and support Apprenticeships i.e. employment and skills plans and Housing Apprenticeships, look for suitable publications nationally and locally.
- (ix) To investigate community benefit clauses in SCC procurement with the possibility of the Community Benefit clause becoming a scoring question.
- (x) To engage with other large employers in the City, CCG, universities, ABP etc – find out what they do to promote apprenticeships then disseminate this information through appropriate channels, i.e. NAS
- (xi) To arrange an annual Apprenticeship Graduation Day to promote/recognise achievements – possibly funded by business or providers.
- (xii) To consult with ALPHI to investigate possibility of arranging helpline and to further promote apprentices across the City by providing a direct sales function to SME’s.

- (xiii) To attend existing business events across the City to provide apprenticeship information, use existing events hosted by Chamber of Commerce or Federation for Small Business.
- (xiv) Head of Strategic HR to investigate and propose a model for apprenticeships across the Council as part of a wider strategic recruitment policy.
  - Build on initial work into best practice from other local authorities and public agencies.
  - Maximise any potential apprenticeship opportunities through vacancy recruitment.
  - Create a resourced Apprenticeship Policy to be explicit what job areas can be filled by an apprentice.
- (xv) To audit what the Council is doing regarding apprenticeships – where are they, where are they going at the end of their apprenticeship.
  - Update the HR system to ensure that future apprentices are correctly recorded.
- (xvi) Council to provide parking spaces at Guildhall Square, housing estates near schools at scheduled times for joint event to promote apprenticeships and SCC support for apprentices.
- (xvii) Head of Skills, Regeneration and Partnership to liaise with Solent LEP on providing current labour market information.

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# Agenda Item 7

<b>DECISION-MAKER:</b>	<b>SCRUTINY PANEL B</b>		
<b>SUBJECT:</b>	APPRENTICESHIPS INQUIRY MEETING 6: RECOMMENDATIONS		
<b>DATE OF DECISION:</b>	26 <sup>TH</sup> SEPTEMBER 2013		
<b>REPORT OF:</b>	HEAD OF COMMUNITIES, CHANGE AND PARTNERSHIPS		
<b><u>CONTACT DETAILS</u></b>			
<b>AUTHOR:</b>	<b>Name:</b>	<b>Karen Hilleard</b>	<b>Tel:</b> <b>023 8083 4065</b>
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## STATEMENT OF CONFIDENTIALITY

None

## BRIEF SUMMARY

The final meeting of the Scrutiny Panel B's Apprenticeship Inquiry will consider the key findings and emerging recommendations of the inquiry.

## RECOMMENDATIONS:

- (i) That the Panel discuss, amend and agree a final version of the draft recommendations attached as Appendix 1.
- (ii) That, to enable the comments made by Scrutiny Panel members at the meeting to be incorporated into the final report, authority be delegated to the Head of Communities, Change and Partnership to amend the final report, following consultation with the Chair of Scrutiny Panel B.
- (iii) That the Chair of Scrutiny Panel B presents the final report to the Overview and Scrutiny Management Committee on 10<sup>th</sup> October 2013.

## REASONS FOR REPORT RECOMMENDATIONS

1. To enable the Panel to formulate and agree recommendations and key findings at the end of the inquiry process to formulate the final report to be presented to the Overview and Scrutiny Panel (OSMC).

## ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

2. None

## DETAIL (Including consultation carried out)

3. Over the previous five evidence gathering meetings, the Panel has heard from a wide range of organisations and Southampton City Council departments.

4. Those providing evidence include representatives from
  - National Apprenticeship Service
  - Southampton City Council services including Skills and Economy, HR, Housing Services, Children's Services.
  - Apprenticeship Employers (Barratt Homes, University Hospital Southampton NHS Trust, Care Organisation)
  - Apprenticeship Providers (Southampton Engineering Training Association (SETA), Brockenhurst College, City College Southampton, Cantell Maths and Computing College and Solent Education Business Partnership)
  - National Careers Service
  - Apprentices
5. Members are asked to consider the draft recommendations in appendix 1, and agree if they wish to make any amendments or add any new recommendations within the scope of the inquiry.
6. The panel has identified key themes and has made recommendations within each theme:
  - Theme 1: Improve the promotion, preparation for, and recruitment of, young people into Apprenticeships
  - Theme 2: Maximise employer take up of Apprenticeships across the city, particularly in key sectors and in the Council
  - Theme 3: Establish an Apprenticeship training offer in Southampton which includes frameworks and levels which are likely to employ young people and meet the needs of the Southampton economy.
  - Cross Cutting Theme 4: Best Practice
7. The key findings and emerging recommendations attached in Appendix 2 have been developed following evidence from witnesses to the Panel and background research.
8. The draft recommendations have been circulated to all of the representatives who have been involved in the Inquiry, feedback will be tabled at the meeting.
9. Once the emerging recommendations are agreed these will be used to form the final report for the Apprenticeship Inquiry by the Chair of Panel B, and representatives from each political party in the Panel. The Panel will be asked to feedback their comments on the final report electronically.
10. The final report will be considered by the Overview and Scrutiny management Committee on 10 October 2013.

## **RESOURCE IMPLICATIONS**

### **Capital/Revenue**

11. The recommendations have been drawn together considering the existing budget constraints and reductions in public spending.

**Property/Other**

12. None

**LEGAL IMPLICATIONS**

**Statutory power to undertake proposals in the report:**

13. The duty to undertake overview and scrutiny is set out in Section 21 of the Local Government Act 2000 and the Local Government and Public Involvement in Health Act 2007.

**Other Legal Implications:**

14. None

**POLICY FRAMEWORK IMPLICATIONS**

15. None

**KEY DECISION?** No

<b>WARDS/COMMUNITIES AFFECTED:</b>	All
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**SUPPORTING DOCUMENTATION**

**Appendices**

1.	Apprenticeship Scrutiny Inquiry Draft Recommendations
2.	Key findings and emerging recommendations

**Documents In Members' Rooms**

1.	None
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**Equality Impact Assessment**

Do the implications/subject of the report require an Equality Impact Assessment (EIA) to be carried out.	No
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**Other Background Documents**

**Equality Impact Assessment and Other Background documents available for inspection at:**

Title of Background Paper(s)	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)
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1.		
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Report Tracking

VERSION NUMBER: 

1
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DATE LAST AMENDED:

12 <sup>th</sup> September 2013
Karen Hilleard

AMENDED BY:

**FOR DEMOCRATIC SERVICES USE ONLY:**

DATE AND TIME REPORT RECEIVED:

Date

Time:

CLEARANCE:

[TYPE YES or NO]

Name:



### Apprenticeship Scrutiny Inquiry Draft Recommendations

Having completed the Inquiry into Apprenticeships in the city, the panel has identified the key themes and has made recommendations within each. The panel supports the creation of a Southampton Apprenticeship Action Plan which will detail the delivery of the following recommendations and action points:

#### Recommendations Summary

1. Improve the Quality and Availability of Apprenticeship Information Advice and Guidance (IAG) in Schools, Colleges and for NEET young people
2. Create an Apprenticeship Ambassador Scheme
3. Introduce Southampton Apprenticeship Graduation Day
4. Develop an Enhanced Traineeship Scheme for Southampton in partnership with Solent LEP
5. Create a Southampton City Council Apprenticeship, Internships and Work Experience Programme that will expand to apprenticeship brokerage for wider Southampton employers
6. Introduce a Southampton Apprenticeship Grant Scheme
7. Establish a Southampton City of Opportunity Hub to engage employers to promote and recruit Apprenticeships, internships and work experience
8. Update local Labour Market Information (LMI) and support Apprenticeship training providers to respond to local demand
9. Create Apprenticeship best practice partnerships
10. Promote Southampton as an example of best practice

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#### Theme 1: Improve the promotion, preparation for, and recruitment of, young people into Apprenticeships

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##### Recommendation 1:

##### **Improve the Quality and Availability of Apprenticeship Information Advice and Guidance (IAG) in Schools, Colleges and for NEET young people**

The delivery of consistent, high quality and impartial IAG which is relevant to the local labour market is essential to ensure that young people can make informed choices. The Inquiry Panel has found that the current provision of Apprenticeship IAG provided, particularly in schools, is inconsistent and has agreed that improving careers guidance at schools, colleges and training provision is a necessary starting point for improving awareness of apprenticeships across the city. The key actions for this recommendation will be:

- Action 1: Carry out an audit of Information, Advice and Guidance (IAG) in schools and colleges to identify availability, take up, quality and areas for improvement
- Action 2: Host an event for National Careers Service, Jobcentre Plus, school and college careers advisers, training providers and businesses to identify and agree resource to support apprenticeship IAG, including how Southampton uses the "Inspiring the Future" campaign to create a joined up approach across businesses and providers to visit schools to promote apprenticeships, and to provide business mentors
- Action 3: Develop a new Careers website that all schools, colleges and training providers can access to support the provision of impartial and consistent career guidance across the city
- Action 4: Develop a corresponding Smartphone application to provide a new IAG resource for students (building on recent success of Social Media techniques across the council especially the 'Recycle Southampton' Smartphone application developed by My-Mo to promote recycling in the city)

- Action 5: Provide National Apprenticeship Service (NAS) presentations to promote at senior level at Southampton Heads Forum, School councils, Governors Forum, Providers Forums and Southampton City Council's Leadership Group
- Action 6: Arrange for the NAS 'Apprenticeship Bus' tour to visit Southampton, at Guildhall Square and at community venues across the city, particularly linking with Estate Regeneration activities and to promote apprenticeships in deprived areas
- Action 7: Ensure that young people of all backgrounds, particularly from priority groups such as care leavers and disabled young people, receive IAG and support to access Apprenticeship and Traineeship options, thus supporting social inclusion
- Action 8: Working with Solent Local Enterprise Partnership (Solent LEP), ensure that IAG includes Labour Market Information (LMI) regarding local apprenticeship, skills and employment demand

### **Recommendation 2:**

#### **Create an Apprenticeship Ambassador Scheme**

The Inquiry Panel received updates from existing local apprentices and feel that the experiences of these young people should be shared as a source of information and inspiration to school students. An ambassador scheme will also allow the apprentices to demonstrate to their employers that they have the responsibility and motivation to go further in their role. The key actions for this recommendation will be:

- Action 1: Introduce an Apprenticeship Ambassador Training and induction course, and produce an ambassador resource pack for Southampton
- Action 2: Create a database of current and recently qualified apprentices with the confidence and drive to inspire other and who are available to visit local schools and colleges to discuss their career options, and agree a schedule of ambassador visits with all secondary schools in Southampton

### **Recommendation 3:**

#### **Introduce Southampton Apprenticeship Graduation Day**

The Inquiry heard that vocational programmes for young people such as Apprenticeships are still widely considered to be of lower value than the academic route of 'A' Levels and University. In order to raise the profile of Apprenticeships the panel supports the introduction of an Apprenticeship Graduation Day to recognise and celebrate the achievements of apprentices in the city and to promote new opportunities. The key actions for this recommendation will be:

- Action 1: Organise and deliver an annual Apprenticeship Graduation Event in partnership with employers, training providers and funding agencies, with the first event to be planned for Summer 2014 to be held at an appropriate location such as the Guildhall

### **Recommendation 4:**

#### **Develop an Enhanced Traineeship Scheme for Southampton in partnership with Solent LEP**

Traineeships are a new Government initiative launching in September 2013. They offer a new entry route for young people aged 16-24 who are disengaged or have lower skills levels, including a work placement up to 26 weeks, to enable them to gain the skills and experience to progress into full Apprenticeships. The panel received information on the existing Pre-apprenticeship Scheme being delivered and funded by SCC, in partnership with the Partnership for Urban Southampton Hampshire (PUSH), and proposals to merge the Pre-apprenticeship scheme with Traineeships to provide an enhanced programme for the city, including wage incentives. The key actions for this recommendation will be:

- Action 1: Confirm Enhanced Traineeship Scheme model with Solent Employment and Skills Board, funding agencies, local colleges and traineeship providers, and implement autumn 2013

- Action 2: Integrate Traineeship opportunities into SCC recruitment policy (in line with Recommendation 5) and through the council's Section 106 Employment and Skills Plans, confirming a minimum number per annum
- Action 3: Integrate Traineeship opportunities as part of the City Deal Youth Employment Strand currently being agreed

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## **Theme 2: Maximise employer take up of Apprenticeships across the city, particularly in key sectors and in the Council**

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### **Recommendation 5:**

#### **Create a Southampton City Council Apprenticeship, Internships and Work Experience Programme that will expand to apprenticeship brokerage for wider Southampton employers**

The Council is a key employer in Southampton and the panel agreed it should be a leading example of apprenticeship recruitment. The current existing number of apprenticeships employed by the Council is not tracked and could not be presented to the Inquiry by Human Resources. The panel confirmed that the Council should develop a clear, forward thinking recruitment policy and practice for apprenticeships, internships and the provision of work experience opportunities, with an intention to expand the scheme through public sector procurement and to include Southampton employers. The key actions for this recommendation will be:

- Action 1: Carry out an audit and provide comprehensive evidence of the current posts held by apprentices across the Council
- Action 2: Create a fully resourced SCC Apprenticeship Policy and programme, setting out a clear model for the future recruitment of apprentices across SCC as part of a wider strategic recruitment policy, including internships and work experience
- Action 3: Provide guidance to SCC managers to ensure that all relevant departments establish which job areas can be filled by apprentices, and maximise any potential apprenticeship opportunities through vacancy recruitment
- Action 4: Update the HR system to ensure that future apprentices are correctly recorded and tracked for progress after they complete their Apprenticeship
- Action 5: Set a minimum number of SCC Apprenticeships per annum for Southampton care leavers, NEET young people and young people with disabilities
- Action 6: Expand the model to include wider Southampton employers, and ensure that SCC public procurement contracts and strategic partnerships secure more Apprenticeship opportunities (in line with Recommendation 7)

### **Recommendation 6:**

#### **Introduce a Southampton Apprenticeship Grant Scheme**

The Inquiry was informed of the existing NAS Apprenticeship Grant for Employers (AGE) which provides an employer incentive of £1,500 for new apprentices recruited. AGE is a national incentive currently running to December 2014. There are examples of best practice, including London, Manchester and the Isle of Wight, where supplementary local grant schemes have proved effective in gaining commitment from new employers to recruit apprentices. The panel agreed that a scheme should be introduced in Southampton. The key actions for this recommendation will be:

- Action 1: Launch the Southampton Apprenticeship Grant Scheme in autumn 2013, confirming eligibility criteria, value and number of incentives to be funded
- Action 2: Promote the scheme through 'employer ambassadors' and case study examples demonstrating return on investment when recruiting apprentices

### **Recommendation 7:**

#### **Establish a Southampton City of Opportunity Hub to engage employers to promote and recruit Apprenticeships, internships and work experience**

The Inquiry received information from the Chamber of Commerce and Federation of Small Business (FSB). Both organisations confirmed a willingness and enthusiasm to support and promote Apprenticeship recruitment, both through existing business networks and to establish new local initiatives. The panel also heard that existing recruitment support for small and medium sized enterprises (SME) is through a national helpline. The panel confirmed a central co-ordinated approach to employer engagement activity, and local recruitment support, would lead to increased commitment from employers. The key actions for this recommendation will be:

- Action 1: Develop a central, co-ordinated approach for employer engagement as part of Southampton City of Opportunity work, linking the City Deal Business Growth Hub Strand currently being agreed
- Action 2: Introduce a sustainable model for creating Employment and Skills Plans through S106 Planning Agreements and expanding to community benefit clauses in public sector procurement across the city, to increase the number of Apprenticeships, Traineeships, Internships and work experience opportunities as part of the City Deal Procurement Strand currently under development
- Action 3: Improve local brokerage and support for SME to recruit Apprentices, in partnership with apprenticeship training providers and the ALPHI network (Association of Training Providers Hampshire and IOW) including new Employer Account Managers to provide a direct sales function and face-to-face support
- Action 4: Attend existing business events across the city to provide Apprenticeship information, utilising existing events hosted by the Chamber of Commerce, FSB and Business South

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### **Theme 3: Establish an Apprenticeship training offer in Southampton which includes frameworks and levels which are likely to employ young people and meet the needs of the Southampton economy.**

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### **Recommendation 8:**

#### **Update local Labour Market Information (LMI) and support Apprenticeship training providers to respond to local demand**

Local colleges and training providers presented information on the range of Apprenticeship frameworks currently available in Southampton, and the numbers of young people completing Apprenticeships and moving into sustainable employment. Updated LMI is essential to ensure training provision is aligned with the requirements of local employers, and can respond to forecast growth and future demand of the city economy. The key actions for this recommendation will be:

- Action 1: Linking to the Solent Local Enterprise Partnership Growth and Skills Strategy, produce local LMI for Southampton detailing employment and skills requirements and forecasting future demand arising from new major development, growth sectors and local workforce 'churn'
- Action 2: Using LMI, identify gaps in the market and potential requirements for business and framework development
- Action 3: Share LMI with Apprenticeship providers and IAG providers
- Action 4: Support Apprenticeship training providers to work collaboratively to respond to local demand
- Action 5: Ensure that all frameworks with significant/growing volumes in the labour market are made available in Southampton where there is evidence of market demand, such as the emerging Solent ECO/Green Deal
- Action 6: Support the development of, and increase numbers of, advanced and higher apprenticeships across Southampton

**Recommendation 9:****Create Apprenticeship best practice partnerships**

Apprenticeship growth is a key strategic aim for all local authorities across the country. The Inquiry received examples of successful and innovative approaches and confirmed that the introduction of local initiatives should take into consideration lessons learned from other local authorities. The key actions for this recommendation will be:

- Action 1: Research best practice from across other authorities and public sector agencies that could be adopted in Southampton to increase the uptake of Apprenticeships.
- Action 2: Create partnerships with key local authorities and organisations delivering successful Apprenticeship campaigns, including 'Ladder for London' and the 'Greater Manchester Commitment'
- Action 3: Establish a Southampton Apprenticeships Steering Group which will bring together key stakeholders to monitor the progress of the Southampton Apprenticeship Action Plan and introduce new initiatives as required to support the achievement of targets in the Plan

**Recommendation 10:****Promote Southampton as an example of Best Practice**

Southampton is the lead authority for employment and skills for the Solent Local Enterprise Partnership and the Partnership for Urban South Hampshire, and has introduced initiatives for Apprenticeship recruitment that stand up as best practice regionally and nationally. Some members of the Inquiry were not fully aware of the range of opportunities being created by SCC, including Apprenticeships, and confirmed that better promotion of existing schemes was needed to inform the local community and to promote SCC. The key actions for this recommendation will be:

- Action 1: Share the Council's own best practice through Pre-apprenticeships, S106 Employment and Skills Plans and ECO Procurement, demonstrating how this has created new Apprenticeship opportunities for Southampton residents, through appropriate networks and media nationally and locally
- Action 2: Engage with large private and public sector employers in Southampton with successful Apprenticeship recruitment strategies, such as Southampton Hospital and ABP, to disseminate information

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## Scrutiny Panel B Apprenticeship Inquiry: Key Findings and Emerging Recommendations

Meeting Overview	Key Evidence	Emerging Recommendations	Final Draft Recommendations
<p><b>Meeting 1</b></p> <p>25<sup>th</sup> April 2013</p> <p>Theme: Setting the Scene</p> <p>Topics:</p> <ul style="list-style-type: none"> <li>• National Policy and the current apprenticeship system</li> <li>• Introduction to Council Strategies and plans and other national drivers</li> <li>• Southampton current performance, trends and best practice</li> <li>• Southampton City Council People Plan</li> </ul> <p>Speakers</p> <ul style="list-style-type: none"> <li>• Cllr Bogle- Council's Vision</li> <li>• Ian Smith – Employer Account Manager – National Apprenticeship Service</li> <li>• Denise Edghill: Head of Service Skills and Economy SCC</li> <li>• Andy Tickner ,Skills Manager, SCC</li> <li>• Claire Wilkinson, HR Business Partner, SCC</li> </ul>	<p><b>Information, advice and guidance</b> is not consistent. Good IAG is needed to inspire and raise aspirations, the right IAG is crucial to promote apprenticeship uptake, National Apprenticeship week event, low uptake from Southampton Secondary Schools.</p> <p>By 2015 students will have to stay at school until they are 19. Process in Southampton has already seen best practice in reducing NEETs</p> <p>Parents are a key element of the take up of apprenticeships, both through awareness and perception. NAS undertake a parent's presentation could this be expanded</p> <p>Need to look for best practice, FSB 1 in 1000 campaign, Liverpool and Sheffield</p> <p>Need to harness Council's own powers of procurement e.g. commissioning, S106, City Deal, need to influence wider region e.g. LEP – currently have a wide range of initiatives, Section 106 provide targets for job creation, up skilling the local workforce and working with schools.</p> <p><b>Support to SME's</b> Number of apprenticeships is below average; however, numbers are increasing by 13.9%. Incentives exist for SME's - £1500 grants to SME. The Isle of Wight provide face to face support for SME's and provide incentives</p> <p><b>SCC People Plan</b> Plan to introduce a council apprenticeship scheme which would include 30 apprentices, this was stopped due to budget pressures.</p> <p>Local Management Information (LMI) is crucial to understand the changing and developing market,</p>	<p>Need to discuss with schools, survey students</p> <p>What schools are successful at matching pupils with apprenticeships – learn lessons.</p> <p>Research best practice – Public Contracts, In house developments. Share our best practice in Employment and Skills work</p> <p>Increase support to SME's, increase take up of apprenticeships by SME's</p> <p>SCC to develop an apprenticeship policy and processes to increase the numbers of apprentices it employs.</p> <p>Long-term LMI data</p>	<p>Improve the Quality and Availability of apprenticeship Information Advice and Guidance (IAG) in Schools, Colleges and for NEET young people.</p> <p>Create an Apprenticeship Ambassador Scheme</p> <p>Create Apprenticeship best practice partnerships</p> <p>Promote Southampton as an example of best practice</p> <p>Establish a Southampton City of Opportunity Hub to engage employers to promote and recruit Apprenticeships, internships and work experience</p> <p>Create a Southampton City Council Apprenticeship, Internships and Work Experience Programme that will expand to apprenticeship brokerage wider Southampton employers</p> <p>Update local Labour Market Information (LMI) and support</p>

Meeting Overview	Key Evidence	Emerging Recommendations	Final Draft Recommendations
	need to have long-term predictions		Apprenticeship training providers to respond to local demand
<p><b>Meeting 2</b></p> <p>23<sup>rd</sup> Mar 2013</p> <p>Theme: Employers' Perspective</p> <p>Topic:</p> <ul style="list-style-type: none"> <li>• Local Support Arrangements for large and SME's</li> <li>• Working with SCC Employment and Skills plans</li> <li>• Apprenticeship Recruitment issues as a large employer</li> <li>• Apprenticeship Recruitment issues as a SME employer</li> <li>• Apprenticeship Recruitment with SCC Housing</li> </ul> <p>Speakers</p> <ul style="list-style-type: none"> <li>• Ian Smith – Employer Account Manager – National Apprenticeship Service</li> <li>• Anthony Dimmick, Barratt Homes</li> <li>• Anita Esser, University Hospital Southampton NHS Trust</li> <li>• Russel Chissnel – Training Manager – Care Organisation</li> <li>• Mark Burnett and Debbie van Collier SCC Housing Services</li> </ul>	<p>Ian Smith (NAS) supports large employers 250 employees plus. Actively pursues large employers, only provide reactive support for SME's which is telephone based. From 1<sup>st</sup> Feb 2012 – Age /grant was introduced which is worth £1,500 for an apprentice aged 16-24.</p> <p>NAS have a vacancy website which is free for employers, vacancies can be e-mailed or sent by text Wigan is the authority with the highest number of payments 260 from Feb 2012 to Jan 2013, Southampton only made 60. Wigan ran a 100 in 100/ Age Grant launch event in partnership with the Council and JCP. In the lead up to the event they e-mailed Wigan employers with details (AGE Grant etc) of the event and on the day we had a good turn out where we were able to provide a more detailed overview. The council and JCP did put together a flyer that advertised all the various grants available to employers in the Wigan area and JCP carried this out to employers during their visits to companies. The turnout to the Southampton National Apprenticeship Week event at St Mary's was very low.</p> <p>Barratt Homes are rolling out the model introduced with Southampton Council's Skills Plan across their whole company. Currently over achieving on the Employment and Skills Plans, this may not happen in the future as the same contractors are now working on many sites, so can't afford to take on apprentices at each one.</p> <p><b>IAG</b></p> <p>Pupils do not receive proper or adequate work experience. Housing Services work with local schools, it is felt that schools send out the wrong message, only consider an apprenticeship if grades are low. NHS recruit apprentices into vacant posts so they receive a lower banding salary rather than apprenticeship wage. In Housing services the</p>	<p>Marketing/awareness for SME's for future events. Use Chamber of Commerce or FSB Network events.</p> <p>Introduce a Southampton Apprenticeship Grant Scheme</p> <p>Educate pupils on what an employer expects</p> <p>Ensure that schools promote apprenticeships</p> <p>Research this model for SCC</p>	<p>Establish a Southampton City of Opportunity Hub to engage employers to promote and recruit Apprenticeships, internships and work experience</p> <p>Create Apprenticeship best practice partnerships</p> <p>Improve the Quality and Availability of Apprenticeship Information Advice and Guidance (IAG) in Schools, Colleges and for NEET young people</p> <p>Improve the Quality and Availability of Apprenticeship Information Advice and Guidance (IAG) in Schools, Colleges and for NEET young people</p> <p>Create a Southampton City Council Apprenticeship, Internships and Work Experience Programme that will</p>



Meeting Overview	Key Evidence	Emerging Recommendations	Final Draft Recommendations
	<p>apprentices are not guaranteed a job at the end of their apprenticeships</p> <p>Profile of apprenticeships SCC Housing Services could do more to highlight the work being done with their apprenticeships.</p>	<p>Communicate that there is more than one route after school</p> <p>Arrange an Apprenticeship Day (like a graduation) to celebrate and publicise the success of apprentices.</p>	<p>expand to apprenticeship brokerage for wider Southampton employers</p> <p>Introduce Southampton Apprenticeship Graduation Day</p>
<p><b>Meeting 3</b></p> <p>27<sup>th</sup> June 2013</p> <p>Theme: Providers Perspective</p> <p>Topic:</p> <ul style="list-style-type: none"> <li>• Local Apprenticeship training arrangements.</li> <li>• Update from the Apprenticeship provider Network</li> <li>• Details of local Apprenticeship training provision</li> <li>• Careers guidance in schools</li> <li>• Issues facing apprenticeship progression by young and adults</li> </ul> <p>Speakers</p> <ul style="list-style-type: none"> <li>• Ian Smith – Employer Account Manager – National Apprenticeship Service</li> <li>• Claire Sutton – Marketing Manager – Southampton Engineering Training Association</li> </ul>	<p>Providers are a business; they have to provide what is in demand.</p> <p>ALPHI represents 36 fee paying members; they provide support to each other. A marketing sub group hosts a lot of events. determining factors on uptake of Apprenticeships; in order of priority:</p> <p><b>Employer demand:</b> The vast majority of employers recruit an Apprentice because they need the member of staff, they are looking to fill a job. Therefore, the employer needs to be able to justify that decision and to be confident they can afford it.</p> <p><b>Finding the right recruit:</b> the volume of applications to an Apprenticeship can vary enormously in different sectors;. In engineering an average 40+ applicants to every vacancy but I know colleagues recruiting for other roles can sometimes struggle. Employers don't understand the range of qualifications available in schools now; they don't know and perhaps don't care why someone has done a BTEC Science instead of a GCSE; most employers took O levels!</p> <p>Year 11 figures produced: 2007 – 77.8%      2012 – 89.3% Yrs 11s went on to college or sixth form 2007 – 8.8%      2012 – 2.6% went in to employment with training, including Apprenticeships</p>	<p>Raise profile of apprenticeships</p> <p>Local labour market information – what is it telling us about demand.</p> <p>Send information on labour market to careers advisors so they can inform pupils of what is currently needed in the city</p> <p>Work with unengaged employers – multiple working</p>	<p>Create an Apprenticeship Ambassador Scheme</p> <p>Introduce Southampton Apprenticeship Graduation Day</p> <p>Update local Labour Market Information (LMI) and support Apprenticeship training providers to respond to local demand</p> <p>Establish a Southampton City of Opportunity Hub to engage employers to promote and recruit Apprenticeships, internships and work experience</p>

Meeting Overview	Key Evidence	Emerging Recommendations	Final Draft Recommendations
<ul style="list-style-type: none"> <li>• Claire Boot – Careers Advisor – Brockenhurst College</li> <li>• Kelly Simmonds – Employer Engagement Performance and Improvement Manager – City College Southampton</li> <li>• Helen Mason – Project Director – Studio School Southampton</li> <li>• Ruth Evans – Head Teacher – Cantell Maths and Computing College</li> <li>• Ian Henser – Business Broker – Solent Education Business Partnership</li> </ul>	<p><b>Finding the right Apprenticeship Framework or provider:</b> NAS are now doing a good job in passing employer leads out to providers to action NAS also keep figures on where there isn't a qualification or framework to suit and I would suggest there are not many cases where an employer wants to recruit and we can't find qualifications that come close.</p> <p><b>IAG</b> All schools are now responsible for organising their own careers guidance; this is usually what they can afford rather than what is best for the pupils. All schools are offering different products. Head teachers don't necessarily understand everything that is on offer and automatically ask pupils if they have completed their college applications.</p> <p>Work experience is a good way for employers to see what they will be getting in terms of apprentices, will be able to see if a candidate is suitable.</p> <p>NAS has worked with job centre to inform them what an apprenticeship is, they have offered to run a group or attend a secondary school forum. Other offers for schools from SETA and ALPHI. Also from businesses at the last meeting.</p> <p>There is an increase in the number of students who have gone to university who are now rethinking due to fees, risk of debt.</p> <p>Apprentices will become more valuable to an employer as the apprenticeship goes on. SME's need to talk to each other, 70% of employers are SME's or micro SME's they don't have time to come to events</p>	<p>Improve information sent out to sources</p> <p>Pupils need to be prepared on what employers want/expect. Quality of Cv's, interview techniques – Invite business into schools</p> <p>Research ways to encourage SME attendance at events – attract them to events by discussing new ventures and developments. Use social media</p>	<p>Improve the Quality and Availability of Apprenticeship Information Advice and Guidance (IAG) in Schools, Colleges and for NEET young people</p> <p>Establish a Southampton City of Opportunity Hub to engage employers to promote and recruit Apprenticeships, internships and work experience</p>
<p><b>Meeting 4</b></p> <p>25<sup>th</sup> July 2013</p> <p>Theme: Learners Perspective</p>	<p>There are a lot of activities and events for learners, these include speed dating for learners/providers. NAS has developed a strong website presence but this relies on young people finding it.</p> <p>In future want more 'drop in' sessions, events /</p>	<p>NAS bus road shows use this to promote Traineeships, use this in a joint event for bus pass. Public enhanced traineeships, support for NAS.</p>	<p>Improve the Quality and Availability of Apprenticeship Information Advice and Guidance (IAG) in Schools, Colleges and for NEET young people</p>

Meeting Overview	Key Evidence	Emerging Recommendations	Final Draft Recommendations
<p>Topic:</p> <ul style="list-style-type: none"> <li>National and local resource for Information, Advice and Guidance</li> <li>Information, Advice and Guidance for Adults</li> <li>Feedback from current Apprentices</li> </ul> <p>Speakers</p> <ul style="list-style-type: none"> <li>Ian Smith – Employer Account Manager – National Apprenticeship Service</li> <li>Steve Grove – Lead Advisor – National Careers Service</li> <li>Louisa Oliver – Apprentice – Kaplan</li> <li>Ravitej Rajput – Apprentice – Exxon Mobile</li> <li>Daniel Gallagher – Apprentice – Housing Services SCC</li> <li>Kirsten Marcus – Apprentice –</li> <li>Kim Marsh – Life Chances – Rainbow Project</li> <li>Craig Chambers - Life Chances – Rainbow Project</li> <li>Bobby Cross – Pre-apprentice</li> </ul>	<p>presence where young people are: E.g. bring the apprentice bus to city centre (set up with lap tops and advisers). But NAS need a good location for free to achieve this.</p> <p>Webinars planned to highlight benefits and answer questions about apprenticeships – next 22 August - but need to promote both to learners, potential employers and members</p> <p>NCS - 3 ways to access services</p> <ul style="list-style-type: none"> <li>Online – free for all</li> <li>Freephone for support and guidance age 13+</li> <li>Face to Face – collocated in JCP, libraries and some colleges (but adult only ie 19+</li> </ul> <p>No direct involvement with schools, although presence at City and Eastleigh colleges.</p> <p>Apprentices have lacked the prestige of the academic route in the past</p> <p>NCS is not addressing this issue. Whose responsibility is it – collective accountability? Apprenticeships are a very competitive employers’ market. Some students will always need additional support to reach the pathways to apprenticeship – esp those furthest from employment and without the skills and qualifications that employers can demand</p> <p><b>Apprentices</b> Only one received advice regarding apprenticeships through school.</p> <p>All the apprentices wanted to continue their education through following apprenticeship route</p> <p><b>School careers advice</b> Let students drive what they want Give advice that was relevant to the individual – personalise Provide different options to achieve goals and advantages of following different routes</p>	<p>Skills team undertaking a mapping exercise to plot IAG and apprenticeship uptake</p> <p>They are now recognised – need to promote the value and potential of apprentices</p> <p>The academic vs vocational divide is still entrenched in the system – we need to change this culture. Curriculum needs to be addressed to a vocational / academic balance</p>	<p>Improve the Quality and Availability of Apprenticeship Information Advice and Guidance (IAG) in Schools, Colleges and for NEET young people</p> <p>Improve the Quality and Availability of Apprenticeship Information Advice and Guidance (IAG) in Schools, Colleges and for NEET young people</p> <p>Improve the Quality and Availability of Apprenticeship Information Advice and Guidance (IAG) in Schools, Colleges and for NEET young people</p>

Meeting Overview	Key Evidence	Emerging Recommendations	Final Draft Recommendations
	<p>Schools still pushing for college and Uni But many students want to get into the job market sooner</p> <p>SCC Apprenticeship Policy Good practice NHS who recruit apprentices to vacant posts</p>	<p>Apprenticeship should be given as an option to all students, including high achievers</p> <p>Students need to talk to someone who has been through it – relate more to this. Need to be inspired</p> <p>Schools don't invite apprentice providers to careers fairs – Need to build the relationship at a school level – audit what careers fairs current take place.</p> <p>All teachers or career advisors to receive an annual update on different routes for young people Grades 4-8 could be apprenticeships by default</p>	<p>Create an Apprenticeship Ambassador Scheme</p> <p>Create a Southampton City Council Apprenticeship, Internships and Work Experience Programme that will expand to apprenticeship brokerage for wider Southampton employers</p>
	<p><b>Rainbow Project</b> - Aim to reduce homelessness through offering people practical support Supporting those furthest from the labour market. Always working towards securing a permanent job</p> <p>Pre-apprenticeship Bobby – building his confidence – hopes to move on to an apprenticeship. Mentoring is a key element to success – Rainbow project offer a mentoring service. Succession plans for young people to become mentors in future</p> <p>All students would recommend an apprenticeship to their friends!</p> <p>One thing that students felt would make a difference?</p> <ul style="list-style-type: none"> <li>Information on all options available to</li> </ul>	<p>Establish apprenticeship ambassadors to go back to their old schools or attend events to promote apprenticeships to the next generation of school leavers</p>	<p>Create an Apprenticeship Ambassador Scheme</p>

Meeting Overview	Key Evidence	Emerging Recommendations	Final Draft Recommendations
	<p>students</p> <ul style="list-style-type: none"> <li>• Promote apprenticeship as a way to develop skills</li> <li>• Ensure apprenticeships are accessible</li> <li>• Support from employers to do the work element of apprenticeships</li> <li>• Get into schools earlier before students decide their options – to inspire and get make the right choices</li> <li>• Enable young people to talk to students about their real and different experiences</li> </ul>		
<p><b>Meeting 5</b> <b>22<sup>nd</sup> August 2013</b></p> <p>Theme: The Way Forward for Apprenticeships</p> <p>Topic:</p> <ul style="list-style-type: none"> <li>• Developing draft recommendations</li> </ul> <p>Speakers</p> <ul style="list-style-type: none"> <li>• Ian Smith – Employer Account Manager – National Apprenticeship Service</li> <li>• Mike Watts – Head of Strategic HR, Southampton City Council</li> </ul>	<p>Traineeships - Current focus is on good work placements – looking for good employers in the city. The scheme in Southampton is enhanced with a recommendation to PUSH that this continues.</p> <p>SCC People Plan – no updates from the position highlighted from the first meeting in April.</p> <p>Up to individual managers how they fill their vacancies. There is no current policy on recruitment of apprentices.</p> <p>At the meeting HR confirmed that they did not know how many apprentices there were across the council.</p> <p>Supervision and mentoring of apprentices is key, this should not just be expected as additional to their day job.</p>		<p>Develop an Enhanced Traineeship Scheme for Southampton</p> <p>Create a Southampton City Council Apprenticeship, Internships and Work Experience Programme that will expand to apprenticeship brokerage for wider Southampton employers</p>

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