

Apprenticeships Review Terms of Reference and Inquiry Plan

1. Scrutiny Panel:

Scrutiny Panel B

2. Membership:

- a. Councillor Paffey (Chair)
- b. Councillor Kaur
- c. Councillor Furnell
- d. Councillor Shields
- e. Councillor Baillie
- f. Councillor Norris
- g. Councillor Turner

3. Purpose:

To examine existing local, regional and national issues relating to Apprenticeship recruitment and consider how the number of Apprenticeships in Southampton can be increased.

Outcomes from the review will inform a new Southampton Apprenticeship Action Plan.

4. Background:

- a. Apprenticeships are vital for equipping local people with the skills they need to prosper, and to provide Southampton with the skilled workforce it needs to support economic growth and compete regionally and nationally.
- b. The National Apprenticeship Service (NAS) was created in April 2009 and has end-to-end responsibility for apprenticeships in England. The NAS is responsible for promoting apprenticeships to employers and learners, supporting employers through the process of recruiting and training an apprentice, and maintaining the national online apprenticeship vacancies system which allows employers to post vacancies and aspiring apprentices to search and apply for them.
- c. Southampton has seen an annual increase in the number of residents starting Apprenticeships. NAS data for academic year 2011/12 shows 1,493 residents, started an apprenticeship across all ages, 13% higher than the previous year. However, this is below regional and national growth rates, at 20% and 17% respectively.
- d. The number of young people aged 16-18 starting Apprenticeships is not consistent with the overall growth figures. NAS data for academic year 2011/12 shows 354 young people started an apprenticeship, 4% lower than the previous year. Regional and national growth rates for 16-18 year olds stand at 4% and 2% respectively.
- e. The Government is increasing the age to which all young people must continue in education or training, requiring them to continue until the end of the academic year in which they turn 17 from 2013, and until their 18th birthday from 2015. With effect from September 2013, Raising of the Participation Age (RPA) will significantly increase the demand for Apprenticeship opportunities from young people in Southampton.
- f. The Council works in partnership with NAS to ensure local residents and employers are given the best possible Information, Advice and Guidance (IAG) and access to Apprenticeships, and delivers local initiatives to support apprenticeship growth. The

Council will be launching a new Southampton Apprenticeship Action Plan in September 2013.

5. Objectives:

- a. To examine the work already delivered by the Council and its partners to support apprenticeship growth in the city.
- b. To examine the impact of Apprenticeships on the city economy.
- c. To examine ways to significantly increase the numbers of Apprenticeships in Southampton, particularly for 16-18 year olds, to exceed regional and national averages.

6. Methodology:

- a. Outline of current national policy and local activity:
 - Apprenticeship national policy, frameworks and initiatives
 - Government reviews
 - Local performance and trends
- b. Engage partners and individuals:
 - Representation and feedback from key partners and apprenticeship providers
 - Representation from employers
 - Representation from apprentices
- c. Identify and consider best practice and options for future delivery:
 - National best practice examples
 - Local success stories
 - Links to council strategies and plans
 - Outline of current resourcing and budgets
 - Future options for delivery and resourcing

7. Proposed Timetable:

Six meetings April - September 2013.

8. Review Programme:

To be developed based around the following outline Inquiry Plan:

Inquiry Plan*

25 April 2013

Meeting 1: Setting the Scene		
An overview of current apprenticeship policy and national and local perspectives		
Speaker	Organisation	Subject
Cllr Jacqui Rayment	Cabinet Member	The Council vision for Apprenticeships
Ian Smith	National Apprenticeship Service (NAS)	National policy and the current apprenticeship system, and update on the Richard Review
Denise Edghill	SCC Head of Skills, Regeneration and Partnerships	Links to Council strategies and plans, and impact of Raising the Participation Age (RPA) legislation
Andy Tickner	SCC Skills Manager	Current apprenticeship performance, local initiatives and best practice
Claire Wilkinson	SCC HR Business Partner	Apprenticeships in the Council People Plan
Background papers:	<ol style="list-style-type: none"> 1. Apprenticeships Policy in England (House of Commons Library) 2. The Future of Apprenticeships in England: Next Steps from the Richard Review 3. NAS Southampton Final Report 2011/12 4. Southampton Apprenticeship Campaign Briefing Paper 	

23 May 2013

Meeting 2: Employers Perspective		
To review employer experiences of apprenticeship recruitment, training and support		
Speaker	Organisation	Subject
	National Apprenticeship Service (NAS)	Local support arrangements for large employers, and small and medium-sized enterprises (SMEs)
	Barratt Homes	Working with SCC Employment and Skills Plans
	Balfour Beatty	Working as SCC partner
	University Hospital Southampton	Apprenticeship recruitment issues - large employer
	SME 1	Apprenticeship recruitment issues – small and medium-size enterprise

	Federation of Small Business (FSB)	Views from employer representative organisation
	Hampshire and IOW Chamber of Commerce	
	SCC Housing Policy and Projects	Example of SCC Apprenticeship recruitment
Background papers	1. S106 Employment and Skills Plan 2. TBC	

27 June 2013

Meeting 3: Apprenticeship Providers Perspective		
To review apprenticeship training provision and feedback from local providers		
Speaker	Organisation	Subject
	National Apprenticeship Service	Local Apprenticeship training arrangements
	Association of Learning Providers Hampshire and IOW (ALPHI)	Update from Apprenticeship provider network
	Southampton City College	Details of local Apprenticeship training provision and coverage across sectors
	Brockenhurst College	
	Eastleigh College	
	Southampton Engineering Training Association (SETA)	
Background papers	TBC	

25 July 2013

Meeting 4: Learners' Perspective		
To review experiences of individual learners, careers advice and local support organisations		
Speaker	Organisation	Subject
	National Apprenticeship Service	National and local resources for Information, Advice and Guidance (IAG)
	SCC Children's Services	Information, Advice and Guidance (IAG) for young people, and arrangements for RPA
	National Careers Service	Information, Advice and Guidance (IAG) for adults

	Solent Education Business Partnership	Issues facing apprenticeship progression by young people and adults
	Wheatsheaf Trust	
	Apprentice 1	Feedback from current Apprentices
	Apprentice 2	
	Apprentice 3	
Background papers	TBC	

27 August 2013

Meeting 5: The Way Forward for Apprenticeships		
Developing draft recommendations		
Speaker	Organisation	Subject
Scrutiny Panel Members	SCC	
Denise Edghill	SCC Head of Skills, Regeneration and Partnerships	
Andy Tickner	SCC Skills Manager	
	National Apprenticeship Service	
	SCC Human Resources	
	Union Representatives	

26 September 2013

Meeting 6: Final Report		
To approve the final report and Southampton Apprenticeship Action Plan		
Speaker	Organisation	Subject
Denise Edghill	SCC Head of Skills, Regeneration and Partnerships	
Andy Tickner	SCC Skills Manager	

*Subject to the availability of speakers