

REPORT OF SCRUTINY PANEL B

APPRENTICESHIP INQUIRY

APRIL 2013 – SEPTEMBER 2013



PANEL MEMBERS

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CONTENTS

Page

- 3 Chair's Foreword
- 4 Background
- 6 Consultation
- 7 The issues and recommendations

Appendices

- 1 Apprenticeship Inquiry Terms of Reference
- 2 Summary of evidence and emerging recommendations

Chair's Foreword



Raising ambitions and improving outcomes for young people, and also developing an engaged, skilled and motivated workforce across the city are just two of the priorities of Southampton City Council. These priorities are key to ensuring that our city's residents have the appropriate skills to secure jobs and the chance to contribute to – and benefit from – the growth of the city's economy.

All of this is particularly important at a time when the job market is fragile and highly competitive. However, evidence shows that while the number of apprentices in the city has been increasing, this growth is below regional and national averages, and in fact we have seen falling numbers of 16-18 year olds taking up apprenticeships and a drop in apprenticeship starts across all age groups in 2012-13.

Local government has a crucial role as an innovator, a catalyst, and we must also seek to lead by example. This inquiry therefore had three objectives: (1) to examine work already carried out by the Council and its partners to generate apprenticeship growth; (2) to consider the impact of apprenticeships on the city's economy; and (3) to propose ways of significantly increasing the number and quality of apprenticeships in Southampton.

As the cross-party panel of councillors met to hear evidence and discuss the way forward, it became increasingly clear how timely and urgent this inquiry was. I would therefore like to thank all those employers, training providers, apprentices and others who gave evidence and shared their experiences with the Panel. Thanks also to Council officers for their essential support, and Councillors for their constructive approach throughout the inquiry.

The recommendations will be relevant not just to Southampton City Council but essentially to a broad range of partner organisations who are working to strengthen Southampton's employment and skills landscape. We therefore welcome everyone's participation in future efforts to boost apprenticeship opportunities for the people of this city.

Councillor Dr Darren Paffey

Chair of Scrutiny Panel B

BACKGROUND

1. Apprenticeships are paid jobs that incorporate on and off job training. A successful apprentice will receive a nationally recognised qualification on completion of their contract. 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.
2. 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. In April 2013 NAS became a division within the Skills Funding Agency (SFA).
3. There are over 250 different Apprenticeships (known as 'Apprenticeship frameworks') available in 13 broad sector subject areas. Each Apprenticeship framework is made up of five elements; a competency element (which examines the apprentices' work-based skills), a knowledge element (which examines the apprentices' theoretical knowledge) Functional Skills or Maths and English GCSE (which examines the apprentices' transferable skills, for example, numeracy and literacy), Employee Rights and Responsibilities and Personal Learning and Thinking Skills. Apprenticeship frameworks can be studied at different qualification levels:
 - *Intermediate Apprenticeships* are Level 2 qualifications, equivalent to A*-C GCSEs;
 - *Advanced Apprenticeships* are Level 3 qualifications equivalent to A Levels;
 - *Higher Apprenticeships* are Level 4 and above qualifications, equivalent to BTEC professional diplomas, Higher National Certificates and above.
4. Southampton has seen an annual increase in the number of residents starting Apprenticeships. NAS data for academic year 2011/12 shows 2,000 residents, started an apprenticeship across all ages, 8% higher than the previous year. However, this is below regional and national growth rates, at 14.6% and 13.9% respectively. Figure 1 illustrates the apprenticeship starts in Southampton.
5. 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 420 young people started an apprenticeship, 7.1% lower than the previous year. Regional and national growth rates for 16-18 year olds stand at 3.3% and -1.4% respectively.

Figure 1 – Apprenticeship Starts in Southampton

Age	2009/10	2010/11	2011/12	% Difference 10/11 to 11/12
16-18	458	452	420	-7.1%
19-24	421	625	607	-2.9%
25+	170	775	973	25.5%
All	1,049	1,852	2,000	8.0%
Regional	39,121	58,342	66,852	14.6%
National	279,676	457,210	520,570	13.9%

6. 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.
7. 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 autumn 2013, with the aim of increasing the number and quality of apprenticeship opportunities in Southampton.
8. In recognition of the Council's commitment to increasing the number of apprenticeships in the city, Overview and Scrutiny Management Committee agreed for an Apprenticeship Inquiry to be undertaken by Scrutiny Panel B the terms of reference are attached as Appendix 1

CONSULTATION

9. The Inquiry was undertaken over 6 formal monthly meetings, from April 2013 to September 2013. These meetings aimed to engage partners, providers and individuals in the Inquiry and obtain a better understanding of the impacts and issues around Apprenticeships in the city. In addition, they sought to examine existing local, regional and national issues relating to Apprenticeships recruitment and consider how the number of Apprenticeships in Southampton can be increased.

10. The Panel heard from a wide range of organisations, individuals and Southampton City Council officers, who are all involved in apprenticeships in the city. 26 guests gave evidence to the Inquiry including representatives from:
 - National Apprenticeship Service
 - 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
 - Southampton City Council officers representing the following services Skills and Economy, HR, Housing Services, Children's Services.
 - Apprentices
 - Unions were invited but did not attend, they did however provide feedback.

11. The draft recommendations have been sent to all of the organisations, individuals and officers who have taken part in this inquiry, all feedback received was discussed at the final panel meeting and helped to form the final recommendations in this report. The National Apprenticeship Service have commented that they agree with all of the findings and are very keen to offer their support in bringing the recommendations to fruition.

12. Members of the Scrutiny Panel would like to thank all of those who have assisted with the development of this inquiry.

THE ISSUES AND RECOMMENDATIONS

13. A summary of the key evidence and findings presented at each of the Apprenticeship Inquiry meetings is attached as Appendix 2. These findings were brought together in four themes:

- 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

14. The detailed recommendations and actions for the four main themes are detailed below

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

Recommendation 1 - Improve the quality and availability of apprenticeship Information Advice and Guidance (IAG) in schools, colleges and for NEET young people

15. 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 and survey 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 careers 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 school leavers and 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 a Southampton Apprenticeship Ambassador Scheme

16. 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, ensure ongoing support especially for priority groups;
- Action 2: Create a database of current and recently qualified apprentices with the confidence and drive to inspire other's 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

17. 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

18. 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 of 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 from 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 and procurement, confirming a minimum number per annum;

- Action 3: Integrate traineeship opportunities as part of the City Deal Youth Employment Strand currently being agreed.

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

Recommendation 5 - Create a Southampton City Council Apprenticeship, Internships and Work Experience Programme that will expand to apprenticeship brokerage for wider Southampton employers

19. The Council is a key employer in Southampton and the Panel agreed it should asset a good example for apprenticeship recruitment. The current number of apprenticeships employed by the Council is not tracked and could not be presented to the Inquiry. 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: Give priority to care leavers, NEET young people and young people with disabilities when recruiting SCC Apprenticeships with a target of no less than a third of all apprentices coming from these priority groups;
- Action 6: Expand the model to offer brokerage to include wider Southampton employers replicating the SCC approach and increasing opportunities for apprentices, interns and work experience students across public and private sectors;
- Action 7: Ensure that SCC public procurement contracts are benchmarked against contract value (e.g. 1 apprentice per £x) and strategic partnerships secure more apprenticeship opportunities.

Recommendation 6 - Introduce a Southampton Apprenticeship Grant Scheme

20. 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 recommend 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 the 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

21. The Inquiry received information from the Hampshire Chamber of Commerce and Federation of Small Businesses (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 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 Learning 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.

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.

Recommendation 8 - Update local Labour Market Information (LMI) and support Apprenticeship training providers to respond to local demand

22. 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.

Cross Cutting Theme 4: Best Practice

Recommendation 9 - Create apprenticeship best practice partnerships

23. 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 learnt from those initiatives as well as 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 (incorporating existing partnerships) 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;
- Action 4: Recognise and support local initiatives that provide a pathways into apprenticeships for vulnerable and disadvantaged young people who need more intensive support to equip them with entry level skills, knowledge and qualifications. This group will include care leavers, young people with learning difficulties and ex-offenders.

Recommendation 10 - Promote Southampton as an example of Best Practice

24. 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.

Apprenticeships Review

Terms of Reference and Inquiry Plan

25. Scrutiny Panel:

Scrutiny Panel B

26. Membership:

- Councillor Paffey (Chair)
- Councillor Kaur
- Councillor Furnell
- Councillor Shields
- Councillor Baillie
- Councillor Norris
- Councillor Turner

27. 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.

28. Background:

- 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.
- 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.
- 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.
- 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.
- 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.

- 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.

29. Objectives:

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

30. Methodology:

- Outline of current national policy and local activity:
 - Apprenticeship national policy, frameworks and initiatives
 - Government reviews
 - Local performance and trends
- Engage partners and individuals:
 - Representation and feedback from key partners and apprenticeship providers
 - Representation from employers
 - Representation from apprentices
- 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

31. Proposed Timetable:

Six meetings April - September 2013.

32. 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	

22 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