

Minutes of the SCTP Members' Meeting held on Thursday 21 September 2017
09:30 – 13:00 at University of Sussex

Attendees: Vicky Franklin (Albion in the Community), Beth Hatfield (Babcock Training), Jo Bridger (Campus Training & SCTP Chair), Jean Howes (Chichester College), Julie Davis (Crawley Borough Council), Sian Crossland (Crossland & Dudson Training), Steph Dudson (Crossland & Dudson Training), Debbie Lloyd (CXK), Dan Wallman (DV8 & SCTP Director), Caroline Bragg (East Sussex County Council), Joanne Cronin (Heathcroft Training), Sue Richardson (Hygiene Sue), Alison Perry (Improve Your Skills), Adam Leese (iPEGS), Solange Dombelle (NSAFS), Nick Fenn (PACA/BACA), Julie Hoggins (Phoenix4Training), Nick Ludford (Plumpton College), Mandy Crandale (Possability People), Polly Broughton (RBLI), Andrew Ayres (Rewards Training), James MacGregor (RM Training), Paul Mitchell (SCTP Co-Executive Director), Ann Potterton (SCTP Co-Executive Director), Sarah Sawyer (SCTP), Richard Brooks (SETAS), John Norton (SIGTA), Mel Fuller (Skills Training UK), Sarah Woodhead (Sussex Downs College), Lucy Jenks (Sussex Learning Network), Brian Goldsmith (Sutton & District Training), Luke Hardy (Swim UK), Alistair Brindle (Tempus Training), Anna Meredith (The College of Richard Collyer), Teresa Williams (The Platform), Donna Latimer (Trade Skills 4U), Dayna Barlow (Tungsten Training Centre), Viki Faulkner (University of Brighton), Sandra Coley (University of Chichester), Andrew Bishop (West Sussex County Council), Jane Chew (West Sussex County Council), Charlotte Blant (Youthforce).

Guests: Mike Cox (AELP), Clare Shemilt (Parenta)

Speakers: Thanks to our external speakers Steve Benwell (DWP), Bob Soper-Dyer (BT) and Chris Shaw (ESFA).

Apologies: Wendy Hemsley & Kat Last (Barnados), Richie Phillips (BIIAB), Ummara Wright (Bowles Learning & Development), Gary Tarbuck (Catch 22), Janice Duff (Greater Brighton Metropolitan College & SCTP Director), Gail Shenton (JACE), Heather Armstrong & Maria Denton (London Learning Consortium), Rory Abbot (Medway Youth Trust), Richard Meredith (Onefile), Callum Scott (Sancus), Sarah Caulfield (SCDA), Suzanne Green (Steve Willis Training), Rebecca Matthews (Sussex Downs College), Stephen Burkes (Sussex Skills Solutions), Sue Isaac (WDR), Nina Thair (West Sussex Alternative Provision College)

1. Welcome & Farewells

Guests and those members attending for the first time were welcomed and invited to introduce themselves. Ann Potterton, the SCTP Co-Executive Director, is leaving at the end of September. Ann was thanked for all her hard work since joining SCTP. The University of Sussex was thanked for hosting the meeting.

2. Minutes of the last meeting 18 May 2017.

The minutes were approved as a true record – proposed by John Norton and seconded by Julie Hoggins. There were no matters arising.

3. Member Introductions

Four new members introduced their organisations and were welcomed, they were:

Solange Dombelle – NSAFS – www.nsafs.co.uk

Dayna Barlow – Tungsten Training Centre – www.ttcsussex.co.uk

Mandy Crandale – Possability People – <https://www.possabilitypeople.org.uk/>

Adam Leese – iPEGS – www.ipegs.co.uk

4. SCTP Activity Update – Paul Mitchell, SCTP Co-Executive Director

Paul updated the members on the following activity, further details can be found in [his presentation](#):

- **Lobbying & Representation.** An update was given on who SCTP has been working with on members' behalf and the strategic groups we have been part of. The newsletter will outline each week what meetings SCTP are attending, so please do let us know what your issues are so we can represent your views at these meetings

- **SCTP Personnel Changes.** Following the departure of Co-Executive Director, Ann Potterton, there will be a temporary plan in place 1 October – 31 January. Paul will cover pan-Sussex strategic meetings, membership recruitment and strategy. Sarah Sawyer will cover project management, CPD, SCTP & AIS websites and social media. The new structure will be finalised at the Board meeting on 13 November.
- **SCTP CPD Programme.** All the times, dates and venues for the CPD programme are available on the [website](#) (and in the presentation). Courses offered are Introduction to Curriculum Planning by AELP, End Point Assessment by NCFE, Maths and English Observation training, Matrix Introduction & Reassessment, Business Development training (post levy implications), Health & Safety training (post levy implications). The first two are available to book now by emailing sarahsawyer@sctp.org.uk. The Introduction to Curriculum Planning session is eligible for the [AELP bursary for small independent training providers](#).
- **CPD Procurement Policy.** A new policy has been produced regarding procuring training for SCTP CPD events and is available on the SCTP website.
- **NCOP Project.** Further details about this project and its reach and objectives were outlined.
- **Strategic Leaders Forum.** This meeting is now open to all full members and is an opportunity for senior leaders to share experiences & best practice. The last meeting was held on 13 September and the next meeting will be on 30 January at Sussex Cricket Ground, Hove.
- **Pre-Employment Group.** The next meeting of this group is 11 October 09:30 – 12:30 at Sussex Downs College in Newhaven. Booking will be open very soon.
- **SCTP Membership.** There are currently 116 SCTP members. Renewal is due on 1 November. Full membership has been held at £450, commercial associate is £400 and partner associate is £300. Paul encouraged all members to renew their membership to ensure that SCTP remains a strong network supporting its members.
- **SCTP Website.** The new SCTP website will be ready to be launched next week. There is a member only area which will host the SCTP news page and resources. Each member organisation will be emailed one login and password for all their staff to use. Each member's logo has been added with a link to their website and information about what they offer. Please check your logo's quality and the description which has been added and send any amendments to sarahsawyer@sctp.org.uk.
- **SCTP Social Media Channels** – we would like to encourage all members to engage with the SCTP social media channels:
 - **Follow us on Twitter:**
[@sctp_network](#) [@AIS_Sussex](#)
 - **Like our Facebook pages:**
 SCTPnetwork <https://www.facebook.com/pg/SCTPnetwork>
 Apprenticeships-in-Sussex <https://www.facebook.com/apprenticeshipssussex>
 - **Like our LinkedIn Company page:**
 Sussex Council of Training Providers SCTP
<https://www.linkedin.com/company-beta/11064022/admin/updates/>
 - **Join our LinkedIn Group:**
<https://www.linkedin.com/groups/8458529>
 The LinkedIn group is a place where members can talk to each other. You can add useful information on there e.g. open days, services offered etc.
 - **Subscribe to our YouTube channel:**
<https://www.youtube.com/channel/UCCminAmLF22PU0E-HW2pJBA/videos>
 The SCTP YouTube channel contains the video clips made in conjunction with the South East LEP and with Brighton & Hove City Council. We would love to share member's videos on there too. We have recently added videos from University of Chichester, DV8 Sussex and West Sussex County Council. If you have videos relevant to government funded training

programmes and would be useful for learners, employers and/or parents/carers to view and would like them added to this channel, contact sarahsawyer@sctp.org.uk.

- **Events.** There are a few events planned which will be of interest to some members. Further details about all three will be circulated shortly:
 - Brighton & Hove City Council are holding an apprenticeship event aimed at school business managers, head teachers and governors on 7 November at Hove Town Hall. Any providers who offer apprenticeships which would be relevant to schools are asked to express an interest. Providers do not need to use the DPS system to work with Brighton & Hove City Council, so this opportunity would be open to all providers with relevant provision.
 - Brighton & Hove City Council are planning to run a graduation ceremony during National Apprenticeship Week (March 2018). Any apprentices who either live, work or study in Brighton & Hove and who graduate between September 2017 – April 2018 will be eligible.
 - South Coast Careers Network are holding an event on 3 November in Bognor aimed at learners.

5. SCTP Member Survey Results

The member survey was open between May and September and saw 63% of members give their views. 72% were very satisfied with the service provided by SCTP and 28% were satisfied. The survey also highlighted views of the most and least useful activities and how SCTP could be of benefit over the next two years. Please see the [survey presentation](#) for more details.

6. Member Discussion & Information Exchange

Members were asked to discuss the issues which are important to them right now. The subjects discussed were:

- Lack of understanding amongst employers about the Apprenticeship Levy and how important it is for training providers to help them with this. Also, issues were reported arising from conflicts between required ESFA employer contracts and the employers' own contracting requirements.
- 20% off the job training rules were vague causing mixed interpretations which might only be resolved too late via external inspection.
- Some Apprenticeship standards not being ready for delivery making it difficult for providers to respond to employer demand. Aligned to this is the issue of badly written and vague assessment plans for some standards as well as the free market leading to a 'race to the bottom' as providers compete on price.
- Dynamic Purchasing Systems (DPS) being time consuming and bureaucratic with employers having their own procurement systems and the myriad of mini-tenders which providers need to spend time and resources on.
- IAG concerns for year 11 students. It can be hard for providers to gain access to Year 11 students, especially those at schools with sixth forms, typically leaving smaller providers with less opportunities to reach these potential learners.
- Uncertainty of non-levy funding with the results of the tender round due in December with providers to start delivery on 1 January.
- Request for more information about the positive impact of the AIS website and events service and more information about which employers are levy payers.

7. DWP Update from Steve Benwell, Relationship Manager, DWP

Steve Benwell from DWP updated the members on the new Universal Credit Service, the Work & Health Programme and the DPS system that they are using. Steve covered what the new Universal credit service will mean for claimants, how it will work and its proposed benefits. The Work and Health Programme runs from January 2018 until November 2022 and is linked to helping disabled people and long term unemployed back into work. Referrals can be made to the DWP by external

organisations. Steve gave an update on the Dynamic Purchasing System, their digital procurement system. Their priorities going forward will be provision for the long term unemployed, those over 50, lone parents and ex-offenders. For further details, please see Steve's [DWP presentation](#). If you wish to contact Steve, his email is steve.benwell@dwp.gsi.gov.uk

8. Apprenticeships: A BT Perspective – Bob Soper-Dyer, Head of Apprenticeships, BT

Bob talked to members about what it is like to be a levy paying employer. He spoke to members about employers not being able to sustain using the levy just for new recruits, they will need providers to advise them on upskilling of existing employees, how to diversify and use apprenticeships in areas of their business not previously explored. He also talked about the costs employers face, such as management and admin costs, which need to be considered within the funding band when providers discuss costs with employers. Bob also outlined some of the activities that employers are using to meet the 20% off the job training. Further details can be seen in Bob's [BT apprenticeships presentation](#).

9. ESFA Update – Chris Shaw, Provider Manager, ESFA

Chris covered the following areas in his [presentation](#):

- Advanced Learner Loans – new processes are in place, including changes to performance management points.
- Non-Levy allocations – variations in non-levy growth PMP1 should be out in the next week or so. Members fed back that it is difficult to plan business or talk to employers when they are receiving contracts one month before delivery. Chris said he would feedback these views.
- AEB 17/18 - contracts should be issued on the SFS in the next couple of weeks. He assured members that the tendering process was designed to be a fair and transparent process.
- Change in caseload – provider managers will be visiting new providers for assurance visits as a priority and hope to visit all providers on their caseload by early 2018.
- When asked about the re-opening of the Register of Training Organisations and the Register of Apprenticeship Training Providers (RoATP), Chris did not have a firm date. Colleagues at AELP are quoting a DfE source that says the RoATP will re-open on 25 September (see Latest News page on SCTP website).

10. Dates of future meetings

- Thursday 16 November 09:30 – 13:00 at Crawley Borough Council.

Following the members' meeting there was a session from associate member, iPEGS, explaining the concept of the paperless office and the technology that underpins this. For information on this, please see the following links:

Using iPEGS & MiPEGS in the apprenticeship process video – (1 min) <https://youtu.be/TvIYZJfw25Y>

Full iPEGS demo video (30 mins) - <https://youtu.be/emqBXE-K89E>