

**Minutes of the SCTP Members' Meeting held on Thursday 20 July 2017
09:30 – 13:00 at University of Sussex**

Attendees: Rebecca Collins (Albion in the Community), Vicky Franklin (Albion in the Community), Inga Cook (APM), Kat Last (Barnados), Andrea Bromley (Bexhill College), Richie Phillips (BIIAB), Paul Humphrey (BIIAB), Ummara Wright (Bowles Learning & Development), James Breen (Brighton & Hove City Council), Carla Butler (Brighton & Hove City Council), Jo Bridger (Campus Training & SCTP Chair), Mel Hargreaves (College of Richard Collyer), Nastassija Kolakovic (Crawley Borough Council), Sam Rents (Crawley Town Community Foundation), Jack Hiatt (Creative Process), Dan Wallman (DV8 & SCTP Director), Caroline Bragg (East Sussex County Council), Martin Kelly (East Sussex County Council), Jessica Kelly-Noakes (Essential Sports Training), Cordelia Osewa-Ediae (Fair Train), Janice Duff (Greater Brighton Metropolitan College & SCTP Director), Joanne Cronin (Heathercroft Training), Lester Biddle (HIT Training), Craig Mincher (HIT Training), Paul Kendall (Honorary Member), Alison Perry (Improve Your Skills), Nicola Codd (Learning Curve Group), Clarissa Harrington (NCFE), Nick Fenn (PACA/BACA), Julie Hoggins (Phoenix4Training), Nick Ludford (Plumpton College), Sarah Martin (QDP Services), Andrew Ayres (Rewards Training), Sarah Caulfield (SCDA), Richard Freeman (SCTP Lead Project Consultant), Paul Mitchell (SCTP Co-Executive Director), Ann Potterton (SCTP Co-Executive Director), Sarah Sawyer (SCTP), Claire Witz (SETAS), John Norton (SIGTA), Viki Faulkner (University of Brighton), Sandra Coley (University of Chichester), Claire Colburn (University of Sussex), Moira Blake (University of Sussex), Jane Chew (West Sussex County Council), Nina Thair (West Sussex Alternative Provision College), Melanie Cain (Youthforce).

Guests: Gillian Rothery (GRH Training Consultancy), Fiona Wellings (Groundwork), Amanda Waterton (Kineo), Andy Clowe (Kineo), John Osborne (MIT Skills), Mandy Crandale (Possability People), Keith Beadle (Possability People), James Dawson (QA), Louise Stevenson (QA), James Bambury (Tungsten Training Centre), Dayna Barlow (Tungsten Training Centre).

Speakers: Thanks to our external speakers Doug Heckman (Emsi), Lawrence Stephenson (Emsi) and Louise Aitken (South East LEP).

Apologies: Mike Cox (AELP), Beth Hatfield (Babcock Training), Bev Keech (Central Sussex College), Lisa Evans (Central Sussex College), Sian Crossland (Crossland & Dudson Training), Steph Dudson (Crossland & Dudson Training), Sarah Thake (Freedom Leisure Training), Daniel Elphick (Freedom Leisure Training), Stephen Bell (Go Train), Connie Mahony (Honorary Member), Barbara Penney (Kennedy Scott), Richard Meredith (One File), Nicola Hollands (Pearson), James MacGregor (RM Training), Claire Walker (SLN), Paul Smith (Swim UK), Kerrith Bell (Workers Educational Association), Charlotte Blant (Youthforce), Stewart Furness (Youthforce).

1. Welcome & Farewells

Guests and those members attending for the first time were welcomed and invited to introduce themselves. Sarah Sawyer, the new SCTP Marketing & Office Coordinator was welcomed and 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 Alison Perry and seconded by Julie Hoggins. Matters arising were as follows:

- SCTP were asked by members to contact AELP about sharing their model contract. AELP will only share their model contract with their members. SCTP has an agreement with AELP which offers SCTP members a 15% saving off the annual AELP membership fee. Click [here](#) for details and contact [SCTP](#) for the discount code.
- SCTP were asked to consider how to clarify what traineeship and non-apprenticeship provision is available. The Apprenticeships in Sussex website lists provision for each member. The new SCTP website will be launched in the autumn which will also link to each member's website.

3. Member Introductions

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

Cordelia Osewa-Ediae – Fair Train www.fairtrain.org

Sarah Martin – QDP Services www.qdpservices.co.uk

4. Board Meeting Report – Jo Bridger, Chair SCTP

- The board met on 6 July and discussed both the current business plan and the business plan in development for 2017 – 2020. The EMG will build targets around the budgets and forecasts.
- There is currently a deficit over 2016/17 and 2017/18 due to the new team recruitment happening later than expected. By 2018/19 the budget will be back in balance. There are satisfactory reserves in place to cover the short-term deficit.
- The board decided to keep Full membership fees and Partner Associate membership fees at the current level for the next membership year. Membership fees for Commercial Associate members will increase to £400 for the next membership year (starting 1 November 2017).
- 50 members have responded so far to the membership survey. Members are encouraged to complete this if they haven't already as this feedback will drive what SCTP does over the coming years. The results of the survey will be presented at the next members' meeting on 21 September.
- Reminder that there is an open Director position on the SCTP board. Elections will take place in January 2018. Please contact Paul Mitchell, Ann Potterton or any member of the Board if you want to talk about this.
- Jo represented members at the AELP sub contractor group recently. AELP is going to query if a sub-contractor is submitting a non-Levy growth request with their prime provider, whether this can be ring fenced for that sub-contractor. They are also looking to talk to the ESFA about flexibility in the new sub contracting rules to make them more fit for purpose. This group will meet bi monthly.

5. Pre-employment Update – Dan Wallman, DV8 and SCTP Director

Dan gave an update on developments in the pre-employment sector. Dan's presentation, including links, can be found [here](#). He covered:

- New £50 million ESFA fund to support work placements as part of T-levels, including what the fund can be used for and a timetable for implementation.
- ESFA response to SCTP members queries regarding market entry to 16-18 study programmes, including a link to the EFA's market entry policy.
- DfE research into claimant's attitude to training – links to an article and interesting findings on research into influences on benefit claimant's attitudes to work training are on the presentation.
- ETF launches Advanced Teacher Status. Further details and a link to a registration form are on the presentation.
- The SCTP Pre-employment group meeting was held on 21 June and featured a very informative discussion on support for learners with mental health issues. The minutes of that meeting can be found [here](#). The next Pre-employment meeting will be held on 11 October, 09:30 – 12:30, venue tbc.

6. SCTP Activity Update – Ann Potterton, SCTP Co-Executive Director

Ann updated the members on the following:

- The new SCTP website will be launched in September. There will be a member only area which will host the SCTP news page and resources. Each member's logo will be added with a link to their website and information about what they offer.
- CPD programme. See the presentation [here](#) for details about the CPD programme. 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). Further details with information on how to book, will be circulated soon.
- SCTP social media channels are operational now and SCTP would like 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/about/>
 Apprenticeships-in-Sussex <https://www.facebook.com/Apprenticeships-in-Sussex-575330789327430/>
- **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>
- **Subscribe to our YouTube channel:**
<https://www.youtube.com/channel/UCCminAmLF22PU0E-HW2pJBA>
 SCTP has just uploaded video clips about apprenticeships made in conjunction with the South East LEP and with Brighton & Hove City Council.
- **Meetings/Groups/Forums:**
 - The next Strategic Leaders Forum will take place on 13 September, 10:30 – 12:30 in Lewes, booking is almost full. If you are interested, please register [here](#).
 - The next SCTP Pre-employment meeting is on 11 October, 9:30 – 12:30, venue tbc.
 - National provider network, AELP has started to hold regional meetings so they can work more closely with local networks. The next meeting is on 6 September in Bristol. Paul Mitchell will be attending on behalf of SCTP.
 - ALPSE regional conference is on 22 November from 10:00 – 15:45 at Canon UK in Reigate. This covers the training provider networks of Sussex, Hampshire, Surrey, Kent and Berkshire. Please click [here](#) for further information and how to book.

7. Project Update – Richard Freeman, SCTP Lead Project Consultant.

Richard gave an update on the progress of various projects designed to support members. His presentation is [here](#). The projects covered included:

- Following the success of the Apprenticeships in Sussex service going into schools on behalf of all members (funded by ESCC and BHCC), a new series of activities is being planned from September 2017 – December 2018 in schools and in the wider community as part of the SLN National Collaborative Outreach Programme. This will include continuing with the apprentice ambassador programme.
- The ‘Busting the Myths’ apprenticeship event at Hove Town Hall on 4 July was very successful, with over 600 people attending to find out more about apprenticeships from a range of training providers and employers.
- Limitless apprenticeships is a project highlighting diversity in apprenticeships. Latest case studies will be available soon at www.limitlessapprenticeships.com.
- A series of apprenticeship promotional videos, produced by SCTP in association with SELEP and CXK are now available. These can be found on both the SELEP and the [SCTP](#) YouTube channels.

8. Dynamic Purchasing System presentation from East Sussex County Council and Brighton & Hove City Council.

Martin Kelly from East Sussex County Council (ESCC), Carla Butler and James Breen from Brighton & Hove City Council (BHCC) updated the members on their collaborative Dynamic Purchasing System (DPS). The DPS is a joint system for ESCC, BHCC, West Sussex County Council and Surrey County Council that manages procurement activity. To provide apprenticeship training to any of these councils, providers need to apply via the DPS. For further information and how to apply, please see the presentation slides [here](#).

9. Member Discussion & Information Exchange

Members broke into groups to discuss three key areas as follows:

- **Dynamic Purchasing System** – the group discussion highlighted a few key points:
 - Any contract awarded to a provider cannot be more than 50% of their turnover.
 - If an organisation fails the DPS process they can keep re-applying and will receive feedback on the reason for failing the process.
 - Despite using the same DPS, there are some differences in the way the four councils may operate their procurement.
- **Work Placements** – The group highlighted the following discussion items:
 - Successful placement schemes occur when:
 - Employers buy in to working with young people.
 - Advance preparation has been done with young people to build confidence and ensure an accurate job description/brief is in place.
 - When speaking to employers, don't be too general. If possible, be very specific with numbers and reference a project the employer is working on.
 - Important to keep a good ongoing relationship with employers rather than just contacting them when you need a placement from them.
 - Some of the challenges faced include:
 - Lack of capacity to organise good work placements within a training provider who has no extra funding for work placements.
 - Staff organising placements not being trained in employer engagement or careers advice.
 - It would be ideal scenario to accompany a young person to their work placement but it is not feasible for a training provider to do this.
- **20% Off Job Training** – The group discussed:
 - The importance of having a robust plan to show how the 20% will be carried out and recorded for audit purposes– even as detailed as unit by unit.
 - Use of technology – maybe an app to log time spent on and off.
 - Ensuring a robust agreement with the employer.
 - The DfE guidance document issued in June was helpful, giving examples of what could count as the 20% off the job training. The guidance can be found [here](#).

10. Research on the Labour Market in Sussex – Doug Heckman, Emsi

Doug outlined how Emsi collate and produce data to help organisations understand the local labour market information (LMI). They can produce LMI to local authority level and their data, which is collated from various datasets, is updated once a year. Doug demonstrated the data available to help understand which T Levels may be viable in an area. The data can show occupational growth rates, apprenticeship opportunities and what skills employers in a particular area are looking for. The presentation can be found [here](#).

11. South East Local Enterprise Partnership (SELEP) Skills Update – Louise Aitken

Louise updated the members on the recent SELEP skills show case on 7 July and on the SELEP Skills ESF and Skills capital brochure which outlines their Skills Capital Investment and their ESF programmes. This is available on their website [here](#). Louise also talked about the SELEP Skills Advisory Group, which is responsible for overseeing skills development strategy across Essex, Kent and East Sussex. Paul Mitchell represents SCTP members on this group. The SELEP Skills Strategy consultation is still live and Louise encouraged members to have their say [here](#). Louise's presentation is available [here](#).

12. Dates of future meetings

- Thursday 21 September 09:30 – 13:00, Sussex Downs College, Newhaven
- Thursday 16 November 09:30 – 13:00, Crawley Borough Council