

## **Minutes of the SCTP Members' Meeting held on Thursday 16 November 2017 09:30 – 13:00 at Crawley Borough Council**

**Attendees:** Emma Hotston (Asphaleia), Marie Harris (Beta Futures), Roz Eldridge (BIIAB), Jo Bridger (Campus Training & SCTP Chair), Shannon Jenkins (Catch22), Angie Evans (Catch22), Megann McKinnon (City & Guilds), Thomas Stoner (City & Guilds), Luke Brown (Crawley Borough Council), Stass Kolakovic (Crawley Borough Council), Dean Wynter (Chichester College Group), Sian Crossland (Crossland & Dudson Training), Steph Dudson (Crossland & Dudson Training), Stacey Norris (CfBT), Andrew Howie (e-learningwmb), Caroline Bragg (East Sussex County Council), Gail Shenton (JACE Training), Elaine Jones (JACE Training), Nicola Codd (Learning Curve Group), Heather Armstrong (London Learning Consortium), Sharon Ollig (MWS Technology), Clarissa Harrington (NCFE), Phillip Speed (Nucleus Commercial Finance), Nick Fenn (PACA/BACA), Vicki Orbell (Plumpton College), Andrew Ayres (Rewards Training), Sam Elliott (Runway Training), Colin Brown (Skills Training UK), Lucy Jenks (Sussex Learning Network), Paul Smith (Swim UK), Alistair Brindle (Tempus Training), Anna Meredith (The College of Richard Collyer), Teresa Williams (The Platform), Viki Faulkner (University of Brighton), Holly Hart (University of Chichester), Kerrith Bell (WEA), Nina Thair (West Sussex Alternative Provision College), Jane Chew (West Sussex County Council), Ian Ross (Whitehead-Ross Education & Consulting), Paul Kendall (Honorary Member), Connie Mahony (Honorary Member), Paul Mitchell (SCTP Executive Director), Sarah Sawyer (SCTP).

**Guests:** Heather Collins (London South Bank University)

**Speakers:** Thanks to our external speakers Selina Stewart (ETF), Kirsten Trussell (Coast to Capital Local Enterprise Partnership), David Sampson (Institute for Apprenticeships).

**Apologies:** Beth Hatfield (Babcock Training), Donna Keenan (Creative Process), Dan Wallman (DV8 Sussex & SCTP Director), Ana-Maria Maddock (Crawley Borough Council), Janice Duff (Greater Brighton Metropolitan College & SCTP Director), Nicola Hollands (Pearson UK), Julie Hoggins (Phoenix4Training), Nick Ludford (Plumpton College), Louise Stevenson (QA), James McGregor (RM Training), Sarah Caulfield (SCDA), John Norton (SIGTA), Vanessa Potter (Sussex Cricket Foundation), Charlotte Blant (Youthforce)

### **1. Welcome & Farewells**

Guests and those members attending for the first time were welcomed and invited to introduce themselves. Crawley Borough Council was thanked for hosting the meeting.

### **2. Minutes of the last meeting 21 November 2017.**

The minutes were approved as a true record – proposed by Andrew Ayres and seconded by Viki Faulkner.

Members were reminded about the CPD programme which has been organised for them:

**5 December** - Developing Effective Maths & English Teaching through Lesson Observations & Learning Walks at Rewards Training in Crawley, 09:30 – 16:00.

**25 January** – Matrix Standard – Introduction & Preparation for re-assessment at Rewards Training in Crawley, 10:00 – 16:00.

**21 February** – Business Development in the Post-Levy World at Plumpton College, 09:30 – 13:00.

**15 March** – Health & Safety – Provider Responsibilities in a Post-Levy World at the C2C Training Centre in Horsham, 09:30 – 13:00.

All the details and further information about the CPD events are available on the SCTP [website](#).

Please email [sarahsawyer@sctp.org.uk](mailto:sarahsawyer@sctp.org.uk) to book a place on any of the courses.

Members were given a quick update that the new SCTP website is attracting about 80 unique users a week. The Apprenticeships in Sussex website received 173 unique users in the week beginning 6 November.

### 3. Member Introductions

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

Shannon Jenkins & Angie Evans – Catch 22 - [www.catch-22.org.uk](http://www.catch-22.org.uk)

Megann McKinnon & Thomas Stoner – City & Guilds - [www.cityandguilds.com](http://www.cityandguilds.com)

Andrew Howie – e-learningwmb – [www.e-learningwmb.com/page/apprentix](http://www.e-learningwmb.com/page/apprentix)

Sharon Ollig – MWS Technology - [www.mwstechnology.com](http://www.mwstechnology.com)

### 4. Board Meeting Report – Jo Bridger, Chair SCTP

The board met on 13 November, the main issues discussed were:

- SCTP's financial year end is the end of October and the 2016 year is expected to show a small profit. The forecasting for 2017/18 year shows that a balanced budget is expected.
- Following the departure of Co-Executive Director, Ann Potterton, the board have decided not to replace the Co-Executive Director position during the next year. The current temporary plan in place will therefore now be made permanent, with Paul Mitchell as Executive Director covering pan-Sussex strategic meetings, membership recruitment and strategy, and Sarah Sawyer adding some project management, leading on CPD, SCTP & AIS websites and social media to her role.
- The SCTP network runs for the benefit of the members, it is therefore important to have a strong Board of Directors. An email was sent to all full members this week outlining the process for electing new Directors to the board. Each Director serves a two-year term. There will be three Director posts available in this election. One vacated by Mark Syrett earlier this year, one being vacated by Janice Duff and one currently held by Dan Wallman, who is re-standing for election. If any full members would like to stand for a Director position, please complete the form in the email circulated by Paul on 15 November and return to Paul by 6 December. If there are more nominations than positions available, there will be a vote at January's AGM on 18 January 09:30 – 10:00. Jo Bridger and any of the current Directors are happy to talk to anyone who is interested to know more about the role.

### 5. Project Report

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

- The Apprenticeships in Sussex service has received funding from the SLN National Collaborative Outreach Programme. As part of this project AIS will be visiting schools doing workshops, assemblies and careers fairs, holding community events, producing new resources and continuing to maintain and widen the apprentice ambassador programme.
- Limitless apprenticeships is a project highlighting diversity in apprenticeships. Case studies can be found on [www.limitlessapprenticeships.com](http://www.limitlessapprenticeships.com).
- Teach Too is a pilot project in conjunction with AELP. We are looking for Sussex employers and Ofsted grade 1 or 2 training providers with a STEM or construction skills offer. The project will involve a series of workshops that test new toolkits and data tools for the co-creation of post-16 curriculum between tutors and industry. This is part of a national project with only a handful of initial partners.

If you have any thoughts, ideas, concerns or suggestions regarding project work, please contact [richardfreeman@sctp.org.uk](mailto:richardfreeman@sctp.org.uk).

### 6. Pre-employment Report

Paul updated the members on the key issues to arise in the pre-employment group meeting, held in October.

- There are concerns from the Local Authorities about the availability of apprenticeships for 16-18 year olds and the implications this will have on progression opportunities and on the RPA statistics. East Sussex County Council have raised the issue of falling 16-18 apprenticeship recruitment with DfE through the Skills East Sussex group.
- Traineeships were discussed and are working with a varied degree of success for different providers.
- There was a discussion around Universal Credit and how its implementation is affecting referrals to training providers. Claimants are now expected to self-manage this process and so are spending less time with the work coaches which will result in less referrals to local programmes which could benefit claimants. Several providers have already noticed a significant drop in referrals from JobCentre Plus since the roll out of Universal Credit across different areas of the South East. SCTP has fed this issue back to DWP locally and AELP nationally.
- The subject of the mental health needs of learners has been raised at the last two pre-employment meetings and SCTP are talking to Coastal West Sussex MIND about the possibility of running a session for SCTP member staff.
- SCTP has secured a representative from ESFA to attend future pre-employment group meetings. The next pre-employment meeting is on 28 February 10:00 – 13:00.

## 7. Member Discussion & Information Exchange

Members were asked to discuss the main issues which they are facing at the moment, and if there was anything else SCTP could do to support them. The main issues were:

- Funding bands for apprenticeship standards.
- Lack of end point assessment arrangements for some apprenticeship standards.
- Problems for schools in navigating information, advice and guidance for their students.
- The need for a local apprenticeship employer brokerage system.
- Level 2 and 3 apprenticeship funding to allow progression to higher levels.
- Ensuring opportunities for new entrants into apprenticeships and 16-18 recruitment.
- Lack of approved apprenticeship standards which employers want.
- A need for a more flexible apprenticeship system for employers.

Suggestions about what SCTP might be able to do to further support members included:

- Hosting a jobs board to aid staff recruitment.
- Publicising the details of providers winning ESF funding when known.
- Facilitating special interest groups for members e.g. subgroup for higher & degree apprenticeship providers.

## 8. ETF Prevent Modules for Learners – Selina Stewart, Lead Prevent Duty Support Associate.

Selina Stewart from the Education & Training Foundation (ETF) explained the availability and use of the ETF's free on line prevent modules for learners that can help providers meet their Prevent Duty responsibilities. Selina shared the facilitators guide with suggested activities for all levels of learners. The Side by Side course is free and provided by the ETF. It can be accessed on [www.etflearners.org.uk](http://www.etflearners.org.uk). Selina's presentation is [here](#).

## 9. Coast to Capital Local Enterprise Partnership – Kirsten Trussell, Head of Strategy & Policy.

Kirsten updated members on the progress that Coast to Capital LEP is making on the creation of their Strategic Economic Plan. They have identified the key issues to focus on as shifting demographics, global change, technological disruption to the economy, the relationship with London and sustainable growth. The plan is due to be published in the Spring 2018. The LEP is keen to hear from training providers on what they would like the LEP to be focusing on. They can be

contacted on [sep@coast2capital.org.uk](mailto:sep@coast2capital.org.uk). Kirsten's presentation is [here](#). Kirsten also updated the members that the next round of ESF would most likely to be in March 2018. They will be looking to work with organisations on what they think are the current skills needs are in the Coast to Capital LEP area.

#### **10. Institute for Apprenticeships – David Sampson, Head of Standards Development Team**

David explained the role and activities of the Institute for Apprenticeships (IfA) in ensuring the quality of apprenticeships. He said that the primary aim of the IfA was to ensure each apprenticeship was a high-quality programme. If they feel that some Level 2 qualifications won't take a year's worth of training, then they won't approve it (notably Business Administration). He explained the key to approving standards was their transferability, so any standard developed would meet the needs of all employers.

He explained that as each standard came up for review, they would judge whether the standard still fits a high-quality programme and that each standard needs to be looked at in relationship to all other standards in that industry and not just in isolation. The Institute operates with a number of employer panels and the members of these will be announced later this month. Standards are operating on a monthly approval cycle and currently the Institute is receiving about 10-20 new standard requests each month. Members fed back to David about the inflexibility of the 20% off the job rule and how it is unpopular with a lot of employers. David's presentation about the IfA is [here](#).

#### **11. Dates of future meetings**

- Thursday 18 January 09:30 – 13:00 (AGM 09:30 – 10:00 for Full Members) at Plumpton Village Hall.
- Thursday 22 March 09:30 – 13:00 at Clair Hall, Haywards Heath
- Thursday 24 May 09:30 – 13:00 at Clair Hall, Haywards Heath