

## **Minutes of the SCTP Members' Meeting held on Thursday 22 March 2018 09:30 – 13:00 at Clair Hall, Haywards Heath**

**Attendees:** Emma Hotston (Asphaleia), Andrew Greenslade (Associated Neighbour Training), Jo Bridger (Campus Training & SCTP Chair), Thomas Stoner (City & Guilds), Alison Whittle (City & Guilds), Donna Keenan (Creative Process Digital), Hannah Sapsford (DV8 Sussex), Dan Wallman (DV8 Sussex & SCTP Director), Andrew Howie (e-Learning WMB), Sonya Mallin (Greater Brighton Metropolitan College & SCTP Director), Joanne Cronin (Heathercroft Training), Heather Armstrong (London Learning Consortium), Lisa Goncalves (NCFE), Nick Fenn (PACA/BACA), Julie Hoggins (Phoenix 4 Training), Lorraine Houlden (Phoenix 4 Training), Louise Hayes (Plumpton College), Mel Fuller (Skills Training UK), Michelle Fraser (Steve Willis Training), Vanessa Potter (Sussex Cricket Foundation & SCTP Director), Sarah Chinery-Hesse (Sussex Downs College), Paul Smith (Swim UK), Alistair Brindle (Tempus Training), Mel Parr (The MY Trust), Viki Faulkner (University of Brighton), Angela McArdle (WDR), Kerrith Bell (WEA), Nick Howard (WEA), Nina Thair (West Sussex Alternative Provision College), Jane Chew (West Sussex County Council), Charlotte Blant (Youthforce & SCTP Vice-Chair), Richard Freeman (SCTP), Paul Mitchell (SCTP), Sarah Sawyer (SCTP)

**Guests:** Amelia Kury (Parenta), Beki Tonks (Coast to Capital LEP), Alex Richards (Western Training Provider Network)

**Speakers:** Thanks to our speakers Alison Whittle (City & Guilds), Claire Witz (Coast to Capital LEP), Owen Costen (DLM Group), Mel Parr (The MY Trust), Alex Richards (Western Training Provider Network)

**Apologies:** Richie Phillips (BIIAB), Sian Crossland (Crossland & Dudson Training), Steph Dudson (Crossland & Dudson Training), Caroline Bragg (East Sussex County Council), Mick Hale (Hygiene Sue), Zine Jemai (Hygiene Sue), Sue Richardson (Hygiene Sue), Gail Shenton (JACE Training), Nicola Codd (Learning Curve Group), Richard Alberg (MWS Technology), Sharon Ollig (MWS Technology), Richard Meredith (Onefile), Harminder Matharu (Open University), Nicola Hollands (Pearson), Nick Ludford (Plumpton College), Andrew Ayres (Rewards Training), James Mac Gregor (RM Training), John Norton (SIGTA), Ian Ross (Whitehead-Ross Education & Consulting), Paul Kendall (Honorary Member), Connie Mahony (Honorary Member)

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

Guests and those members attending for the first time were welcomed and invited to introduce themselves. Jo Bridger noted that Mike Cox, who in his capacity as Business Development Director for AELP, had frequently attended SCTP members' meetings, had now left the organisation. Mike has moved to a new position with the Royal Institution of Chartered Surveyors.

### **2. Minutes of the last meeting 18 January 2018.**

The minutes were approved as a true record – proposed by Vanessa Potter and seconded by Dan Wallman.

Matters arising:

Item 2 – Matters Arising:

- The Board will be discussing the suggestion of implementing a sub group specifically dealing with L4 provision and above when they meet in April.
- The group led by Caroline Bragg from East Sussex County Council, looking at creating a level 2 business administration apprenticeship standard trailblazer is still ongoing. Meetings are taking place and the group is attempting to define the differences between a level 2 and a level 3 business administration standard to take to the Institute for Apprenticeships for their approval.

Item 5 – SCTP Activity Update

- The next Strategic Leaders Forum for SCTP members will be held at Aspire Sussex in Burgess Hill on 6 June, 14.00 – 16.00. Further information and registration details will be circulated nearer the time.
- SCTP has run three CPD sessions in the last three months on the Matrix Standard, Digital Skills training and Health & Safety. We have three more planned in the next few months. The GDPR session is running after the members meeting today. The Business Development and Mental Health First Aid sessions are being finalised with regard to content and dates and will be circulated soon.
- The next Pre-employment group meeting for SCTP members will be held at Lewes Jobcentre Plus in Lewes on 20 June, 10.00 – 13.00. Further information and registration details will be circulated nearer the time.

### 3. Member Introductions

Angela McArdle from WDR ([www.wdr.co.uk](http://www.wdr.co.uk)) introduced her organisation and was welcomed.

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

The SCTP Board meeting was held on 9 March.

- The Board agreed that SCTP remains a strong network, despite the fact that the number of organisations leaving this year has been more than ever before, reflecting the difficult times that the sector is facing. The Board engaged in some forward thinking strategic discussion about what SCTP will look like in the coming years. The Board have decided to hold a strategic away day on 20 April to further this discussion. They would welcome members' input as to what SCTP should look like as an organisation going forward. If you have any thoughts please contact [Jo Bridger](#).
- The Board's discussions will provide the basis for SCTP's next Business Plan, which will run through to 2020. Jo will feedback on progress at the next members meeting and collect further thoughts and comments from members.
- The Board reviewed SCTP's finances and agreed SCTP is sitting in a satisfactory position currently and future forecasts.
- Following member feedback at the AGM in January about the voting process for the election of directors to the Board, the Board have agreed to change the process. SCTP's Articles of Association state that each member has one vote. Up until this point, this has interpreted as being one vote overall per member organisation, irrespective of the number of posts being voted for. It has been agreed that this can be interpreted that each member organisation will get one vote for each open director position, which is what members indicated they wanted following the election which took place in January. The new system of one vote per open director position will be implemented from the next election in January 2019 and be ratified at the AGM in January 2019. There was also a query raised regarding the timing of submitting proxy votes. The Articles of Association states that proxy votes must be received at least three days prior to the election meeting. This will be changed at the January 2019 AGM so proxy votes will be accepted up to 17.00 on the day before the election. This change will then take affect for the January 2020 election. If any member has any concerns about the way in which the Articles of Association have been interpreted, please let [Paul Mitchell](#) know.
- SCTP as an organisation is looking at the implications of the new General Data Protection Regulations (GDPR) for the data it holds and is currently undertaking a data audit and looking at what else needs to be implemented. GDPR compliance will be discussed at each Executive Management Group and Board Meeting.

### 5. Coast to Capital Local Enterprise Partnership Update – Claire Witz, ESF Project Manager

Claire updated members on Coast to Capital's (C2C) Strategic Economic Plan, which runs until 2020. The plan has identified the priorities for the region, and Claire outlined the five unique

opportunities for growth which the LEP has identified. These can be found on Claire's presentation [here](#). The consultation ends on 23 March and the plan will be published in July. Claire also updated the members on the ESF situation in the C2C LEP area. The LEP is still waiting for the latest call launch date from the DWP, but have released the pre-call information, which can be found in Claire's presentation. Claire is facilitating some discussions about these areas on Trello (a web based app allowing collaborative working). If you want to be involved in these discussions or want to contact Claire, contact [Claire.witz@coast2capital.org.uk](mailto:Claire.witz@coast2capital.org.uk).

## 6. A View From Another Network – Alex Richards, Western Training Providers Network (WTPN).

Alex Richards from the Western Training Provider Network talked to the members about how his network runs, and the current challenges which are facing training providers in South Gloucestershire, Bristol, North Somerset and Bath & North East Somerset. It was interesting to note that despite some different regional challenges, the members' issues are very similar to those faced by SCTP members. Members were interested to hear that WTPN has fewer members (30) but is sustainable due to a much higher memberships fee (£1000 per year). Alex's presentation can be found [here](#).

## 7. Member Discussion & Information Exchange

Members broke into discussion groups to discuss some of the main issues which they are facing. Three discussion groups formed around IAG, apprenticeships and pre-employment training.

The IAG group discussed:

- There are various initiatives around, including the Gatsby review and the newly published Careers Strategy, which is now being audited through Ofsted. They thought that it was an exciting time for IAG, but not always possible to keep abreast of all developments. The group suggested the possibility of having an input at a members meeting on IAG.

The pre-employment group discussed:

- Young people presenting with mental health issues which training providers are having to manage internally.
- The lack of roll on roll off type provision available and the fact that NEET projects haven't been tendered for almost two years.
- Lack of referrals coming through, especially since Universal Credit has seen more online relationships with JCP, so less signposting of courses by the JCP staff.
- By connecting provision through the DWP, people seem to not be seeing training provision as self-development, but only in terms of sanctions if they don't participate.
- Potential for research opportunities to see how apprenticeship starts are changing in relation to how many apprentices are external to an organisation before they start and what the education level is of new apprenticeship starters. Training providers are seeing higher level applicants for traineeships now as apprenticeships become more difficult to get into as employers seem to be taking on the higher qualified applicants which has implications for social mobility of people wanting to start apprenticeships who don't have qualifications already.

The apprenticeships group discussed:

- VAT on management fees. One view was to not call this a management fee. If the contract says it is an extension of IAG services that are being provided for an individual it would sit outside VAT requirements.
- Suggestion that SCTP could look at a best practice contract if any members who are primes are happy to share theirs in order to get something standard across the area.

- Management of Levy funds. It has been confirmed that 10% of levy funds can be transferred to a levy payers supply chain. It is believed that emerging rules state that in the trial period (which remains undefined) this 10% can only be moved to one employer, not multiple employers.
- 20% off the job requirement. One suggestion was to brand this as 'dedicated development time' which would appeal to an employer more than saying 'off the job training'.
- AELP is encouraging providers not to complete the optional part of the ILR about the 20% off the job training. If this hasn't been completed during the trial period, it may not be required going forward.
- AELP's draft 20% off the job report clarifying what can and can't be included is still waiting sign off from the ESFA and DfE. Hopefully there will be more clarity when this is published.

## **8. SCTP Projects – Richard Freeman, SCTP Lead Project Consultant.**

Richard updated members on the current projects which SCTP are running.

- SCTP are continuing, under the National Collaborative Outreach Programme, to take the Apprenticeship in Sussex brand into schools and the community to give information about apprenticeships, traineeships and pre-employment training to young people and their parents/carers. This is an 18-month contract. So far over 200 schools have been visited, reaching over 2000 students. This project includes training apprentice ambassadors to share their stories and fly the flag for their training providers and employers.
- Following National Apprenticeship Week, in conjunction with East Sussex County Council, two apprenticeship roadshows were run in Eastbourne and Hastings which were attended by almost 1000 people.
- Worked with CXK across the South East LEP area to train their careers advisers on apprenticeships and their key priority sectors.
- The Teach Too pilot programme has been working to produce a new toolkit, looking at the co-creation of post-16 curriculum between providers and employers. The dissemination event is on 23 March at Sussex Downs College, Lewes, with national figures from AELP and the ETF attending to see what is working in Sussex and to look at how to use the national infrastructure to support local working.
- The limitless apprenticeship campaign is an online campaign encouraging people to tell their stories and to encourage people into apprenticeships no matter what their background or perceived barriers. There are a number of short videos at [www.limitlessapprenticeships.com](http://www.limitlessapprenticeships.com).

There are challenges finding funding for projects but Richard and his team have built up good relationships for SCTP with the Local Authorities, Local Enterprise Partnerships, AELP and ETF. These organisations are open to conversations about ideas for projects, so please send any suggestions you may have to [richardfreeman@sctp.org.uk](mailto:richardfreeman@sctp.org.uk).

## **9. Introduction to Post-Lunch GDPR Session – Owen Costen, DLM Group**

Owen provided a very brief introduction to what to expect from the GDPR session after the members meeting. The slides from Owen's GDPR session will be available on the SCTP website.

## **10. Support for Young People Seeking Apprenticeships – Mel Parr, The MY Trust**

The MY Trust support young people to prepare for their future. They run the Youth Employability Service (YES) who work with young people aged 16 – 18 across East Sussex who are NEET or at risk of NEET (Not in Education Employment or Training) to help move them into EET (Education

Employment or Training). Part of this support is to help with apprenticeship applications. They also offer a range of employability support.

They also produce a newsletter which is distributed to employers, careers advisers across East Sussex. You can contact Mel if you would like to advertise your apprenticeship opportunities in this. For more details about the MY Trust, see Mel's presentation [here](#).

#### **11. T Levels and their Potential Impact – Alison Whittle, City & Guilds**

Alison provided the members with a comprehensive overview of the new T Levels programme. T Levels are the new level 3 technical study programmes, designed to sit alongside apprenticeships and support progression into higher education. Alison updated members of the make-up of T Levels, the 15 occupational routes, the timeline for implementation and the latest information released this month about T Levels, including three surveys due out around T Levels and other post-16 issues. Alison's presentation can be seen [here](#).

#### **12. Dates of future meetings**

- Thursday 24 May 09:30 – 13:00 at Clair Hall, Haywards Heath
- Thursday 19 July 09:30 – 13:00 (venue tbc)