

## **Minutes of the SCTP Members' Meeting held on Thursday 24 May 2018 09:30 – 13:00 at Clair Hall, Haywards Heath**

**Attendees:** Emma Hotston (Asphaleia), Sarah Hinks (APM), Andrew Greenslade (Associated Neighbour Training), Kim Watt (Babcock Training), Paul Humphrey (BIIAB), Richie Phillips (BIIAB), Jo Bridger (Campus Training & SCTP Chair), Melanie Mitchell (Cheynes Training), Sarah Banach (Chichester College Group), Thomas Stoner (City & Guilds), Sally Kent (College of Richard Collyer), Donna Keenan (Creative Process Digital), Sue Hunt (CXK), Andrew Howie (e-Learning WMB), John Storey-Tennant (Freedom Leisure), Sarah Thake (Freedom Leisure), Meg Light (Greater Brighton Metropolitan College), Joanne Cronin (Heathercroft Training), Lisa Cull (Heathercroft Training), Sue Richardson (Hygiene Sue), Stephen Allcorn (JTL), Nicola Codd (Learning Curve Group), Michael Leslie-Johnson (Lewes Training), Becky Brocklehurst (Maximus), Yvonne Eaves (NCFE), Claire Bridger (NCFE), Philip Speed (Nucleus), Nick Fenn (PACA/BACA), Julie Hoggins (Phoenix 4 Training), Nick Ludford (Plumpton College), Mark Sargeant (Prevista), Andrew Ayres (Rewards Training), John Norton (SIGTA), Colin Brown (Skills Training UK), Tom Glover (SRF Consultancy), Michelle Fraser (Steve Willis Training), Louise Garratt (Steve Willis Training), Sydonie Cartlidge (Sussex Coast College Hastings), Raine Lawrie-West (Sussex Coast College Hastings), Vanessa Potter (Sussex Cricket Foundation & SCTP Director), Alistair Brindle (Tempus Training), Sarah Parker (Tempus Training), Ryan Matthews (The MY Trust), Karen Fairbrother (The Open University), Viki Faulkner (University of Brighton), Anna Meredith (WDR), Jane Chew (West Sussex County Council), Charlotte Blant (Youthforce & SCTP Vice-Chair), Leanne Edwards (Youthforce), Paul Mitchell (SCTP), Sarah Sawyer (SCTP)

**Guests:** Jemma Turner (Skillnet)

**Speakers:** Thanks to our speakers Chris Jones (Ofsted), Tom Glover (SRF Consultancy), Ian Paxton (ESFA), Chris Shaw (ESFA)

**Apologies:** Vicky Franklin (Albion in the Community), Gary Tarbuck (Catch 22), Mel Hargreaves (College of Richard Collyer), Sean Errington (Comprehend), Ana-Maria Maddock (Crawley Borough Council), Debbie Lloyd (CXK), Caroline Bragg (East Sussex County Council), Nicola Hollands (Pearson WBL), Susan Stalker (Steve Willis Training), Nicholas Marchant (Training Associates), Holly Hart (University of Chichester), Nick Howard (WEA), 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.

### **2. Minutes of the last meeting 22 March 2018.**

The minutes were approved as a true record – proposed by Charlotte Blant and seconded by Julie Hoggins.

Matters arising:

Item 2 – Matters Arising:

- The Board have not yet been able to meet to discuss the suggestion of implementing a sub group specifically dealing with L4 provision or to finalise the SCTP business plan. There will be updates about these at the next members meeting in July.
- 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. There are many public sector employers engaged in this process and they have teamed up with Pearson to take this forward.
- Reminder that SCTP has two CPD sessions in June available to book onto now. On 12 June there is a **Mental Health Wellbeing** workshop, aiming to give members' staff tools for dealing with learners who present with mental health issues. Details are [here](#).

On 26 June there is a **Consultative Sales** workshop to enable sales/business development staff in all training providers to employ consultative selling techniques to better engage with, and increase business opportunities with, employers. Details are [here](#).

There are also two Brighton & Hove Apprenticeship events in June and July which SCTP are organising with Brighton & Hove City Council. Details are [here](#).

- The next Strategic Leaders Forum meeting for SCTP members is on Wednesday 6 June at Aspire Sussex in Burgess Hill, 14.00 – 16.00. Registration is [here](#).
- The next Pre-employment group meeting for SCTP members is on Wednesday 20 June at Lewes Jobcentre Plus, 10.00 – 13.00. Further information and registration details will be circulated very soon.
- SCTP will be working with Spectra on a project around the Care Leavers Covenant. This is a national campaign to provide support for care leavers to help them live independently. We are planning a workshop on the afternoon of 20 June, following the pre-employment group meeting, to introduce members to the care leavers covenant and explore the implications and opportunities for their organisations. Further information will follow shortly.

Item 5 – At the last meeting Claire Witz, from Coast to Capital LEP, talked about the latest ESF calls. The LEP is holding a launch event on 7 June for the 3 new ESF DWP direct calls for £14.09million. Further details are [here](#).

Item 7 – Member discussions:

- The member discussions identified the possibility of having an input at a future meeting on IAG/careers strategy. A speaker is currently being sought for the September members' meeting.
- AELP have now published their [guidance on apprenticeship off the job training](#), the guidance has been seen by the ESFA with feedback given. This follows their [guidance for relationship between prime provider and a subcontractor](#) which was recently issued.
- Management of Levy funds. It has been confirmed that at present, the 10% levy transfer can only be moved to one employer.

### 3. Member Introductions

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

Becky Brocklehurst from Maximus ([www.maximusuk.co.uk](http://www.maximusuk.co.uk))

Sarah Hinks from APM ([www.apm-uk.co.uk](http://www.apm-uk.co.uk))

### 4. Apprenticeships, One Year on from the Levy – Chris Jones HMI, Specialist Adviser for Apprenticeships, Ofsted

Chris spoke to members about the key issues emerging from apprenticeship inspections. He also gave an update on the inspection of apprenticeships and a policy update on monitoring visits and themes which had arisen from these visits. Chris also spoke to the members about subcontracting and Ofsted's increased focus on this and the changes in reporting. Chris shared some analysis about the number of starts on all apprenticeship levels and Ofsted's concern about the drop in level 2 starts and the drop in the number of young people starting on apprenticeships. This was covered in Ofsted's annual report last year and will be again in this year's annual report. Chris presentation can be accessed [here](#).

### 5. Apprenticeship Funding Rules Compliance: Lessons Learned from ESFA Audit, Tom Glover, SRF Consultancy.

Tom Glover, from SCTP member SRF Consultancy, outlined to members 5 common issues that SRF Consultancy have found when working with training providers around compliance with the ESFA funding rules and audit. Tom outlined where in the guidance documents the rules apply and

what recommendations they have given their clients in order to help them comply with the funding rules. He also outlined some useful additional areas of risk which providers need to be aware of. Tom's presentation is [here](#).

## **6. ESFA Update, Ian Paxton and Chris Shaw, ESFA Provider Management Team**

Ian gave an update on current funding allocations, including the performance management points which have just happened, and the amount of growth requests supported, and when the next performance management points are. Ian acknowledged that it had been a tough time for training providers coping with rapid change in the apprenticeship system. He mentioned the drop in apprenticeship starts and said that the ESFA are aware of the barriers that training providers are facing, including the 20% off the job training, the 10% employer contribution, increased documentation required etc. It was suggested to him that this needs to be communicated to senior colleagues, who advise the Skills Minister so everyone is aware of these pressures.

Chris covered the following areas in his presentation:

- Funding bands and the review of the funding bands structure. It has just been announced that from August 2018 there will be 30 funding bands for apprenticeship standards. They commented that there are no plans to review apprenticeship framework bands.
- Co-investment
- Levy transfers – currently employers can only transfer their Levy funds to one employer, the intention is that this will increase over time, following feedback from this first phase.
- Funding calculations & elements.
- Additional and transitional payments
- New reports available in the Hub include a funding summary report, and a report to show how much has been earned and how much has been paid, and a new additional payment report.

Their presentation can be found [here](#).

## **7. Dates of future meetings**

- Thursday 19 July, 09:30 – 13:00 at Clair Hall, Haywards Heath
- Thursday 20 September, 09:30 – 13:00 at Plumpton Village Hall

The members' meeting was followed by a session from Alan Barker from the ESFA's Service Engagement Team, on the workings of and plans for the Apprenticeship Service. Alan detailed the current system and how a Levy employer would sign up and would be using the system with training providers. He also outlined how the Levy transfers work on the system. The intention is that all employers will be using the apprenticeship service from April 2019, not just Levy employers. There will be clarification on the position of providers who currently do not have a non-levy contract as to whether they will automatically be able to deliver again in April 2019. Alan's presentation is [here](#). The ESFA are always testing and trying to improve the system and are working to streamline it as much as possible. If any training provider is interested in being considered to help test the apprenticeship service and help the ESFA to make improvements and develop new features, then you can register your interest here - <https://www.surveymonkey.co.uk/r/RS8S9CQ>, or contact the service engagement team direct via email at [user.researchers@education.gov.uk](mailto:user.researchers@education.gov.uk).