

## **Minutes of the SCTP Members' Meeting held on Thursday 19 July 2018 09:30 – 13:00 at Clair Hall, Haywards Heath**

**Attendees:** Dave Brown (Bexhill College), Carla Butler (Brighton & Hove City Council), Lynda Vowles (Building Heroes), Jo Bridger (Campus Training & SCTP Chair), Thomas Stoner (City & Guilds), Debbie Martin (East Sussex County Council), Sonya Mallin (Greater Brighton Metropolitan College & SCTP Director), Stephen Allcorn (JTL), Amanda Waterton (Kineo), Heather Armstrong (London Learning Consortium), Claire Bridger (NCFE), Nicola Hollands (Pearson), Julie Hoggins (Phoenix 4 Training), Andrew Ayres (Rewards Training), Sam Elliott (Runway Training), Oliver Traylor (Runway Training), John Norton (SIGTA), Mel Fuller (Skills Training UK), Vanessa Potter (Sussex Cricket Foundation & SCTP Director), Jane Chew (West Sussex County Council), Charlotte Blant (Youthforce & SCTP Vice-Chair), Paul Mitchell (SCTP), Sarah Sawyer (SCTP)

**Guests:** Suzanne Purcell (Kent, Surrey & Sussex CRC), Ajay Purbhoosing (NOCN), Helen McAnally (Parkhouse Bell), Bradley Smeeton (Parkhouse Bell), Julie Humphreys (QTSD)

**Speakers:** Thanks to our speakers Joanne Lupton (HM Prison & Probation Service), David Sampson (Institute for Apprenticeships), Louise Aitken (South East Local Enterprise Partnership)

**Apologies:** Kim Watt (Babcock Training), Richie Phillips (BIAB), Sally Kent (College of Richard Collyer), Dan Wallman (DV8 Sussex & SCTP Director), Caroline Bragg (East Sussex County Council), Connie Mahony (Honorary Member), Gail Shenton (Jace Training), Michael Leslie-Johnson (Lewes Training), Connie Rossi (Maximus UK), Mandy Crandale (Possability People), Clare Walker (Sussex Learning Network), Mel Parr (The MY Trust), Viki Faulkner (University of Brighton), 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 24 May 2018.**

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

Matters arising:

Item 2 – Matters Arising:

- The Board have agreed the implementation of another SCTP sub group (alongside the Pre-employment group and the Strategic Leaders Forum), dealing with all higher level provision from level 4 to 7, including but not exclusively, apprenticeships. The first meeting of this group will be in September, details will follow soon.
- The CPD workshop session organised by SCTP in June for Mental Health Wellbeing was cancelled due to low bookings. The pre-employment group identified this as still being a need for member staff, so it has been rescheduled for Friday 5 October. Booking details will be circulated very soon.
- The CPD session which SCTP had organised on Consultative Sales also had to be cancelled due to low numbers. SCTP has reviewed how it would approach CPD for members, due in part to the low bookings from members for the recently organised sessions. Going forward, SCTP has decided to meet the CPD needs of members in two ways:
  - From September, SCTP will issue a weekly newsletter to members on Thursdays, signposting them to all CPD opportunities that we are aware of for the sector, and wherever possible, will try to obtain a discount for SCTP members for these opportunities.

- SCTP will be working closely with AELP, the national provider network, to put on a programme of CPD, working with members to identify what is needed. These events will be offered locally or regionally according to demand. We will be issuing a survey shortly to members to evaluate what you feel your CPD needs are.
- The next Strategic Leaders Forum meeting for SCTP members is on Wednesday 3 October, venue to be confirmed. Registration details will be circulated nearer the time.
- The next Pre-employment group meeting for SCTP members is on Wednesday 10 October at Lewes Jobcentre Plus, 10.00 – 13.00. Further information and registration details will be circulated nearer the time.
- The proposed project with Spectra First around the Care Leavers Covenant is now likely to be happening in the Autumn.

Item 7 – At the last members' meeting, Alan Barker from the ESFA spoke about the Apprenticeship Service (AS) being opened up to all employers from April 2019. SCTP has sought clarification on what the process will be for providers in order to deliver to non-Levy employers from this date, especially for those providers who didn't get a non-Levy contract in the last contract round. The ESFA cannot tell us yet what this process will be and SCTP will keep talking to the ESFA to get clarification for members on this.

### 3. Member Introductions

Amanda Waterton from Kineo introduced her organisation and was welcomed, more information about Kineo can be found here - [www.kineo.com](http://www.kineo.com)

### 4. Making Apprenticeships & T Levels Work – David Sampson, Institute for Apprenticeships (IfA)

David gave members an overview of the changes in the processes of the IfA since he last spoke at the SCTP members' meeting in November. This included the relaxation of the "overlap" rule, their redefined approach to mandating qualifications and the revised funding band allocation process. David also gave an update on the current focus of T Levels which will be part of the IfA's responsibilities very soon. Outline content for the first three pathways has gone to the IfA route panels and a draft tender will be published very soon to develop detailed specifications which will then be taken back to the route panels for approval. David answered apprenticeship focused questions from members, which included issues around how any new policies that are announced will apply to any standards still in development at the time of the policy change; the need for publicising if a standard's assessment plan is being reviewed so EPAOs are aware of potential changes; the number of standards in the appeals process (which mostly relate to funding band queries) and how this is affecting employers and providers wanting to use those standards; the fact that in 2020 all frameworks will be switched off whether or not there is a new standard available in that job role or not. David's presentation can be found [here](#) and his contact details are on the last slide.

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

The SCTP Board meeting was held on 16 July, following a Board strategic away day in April. The SCTP Business plan is being developed and will be presented to members at the November members' meeting. The Chair reported that SCTP finances were in a satisfactory position and highlighted three significant changes:

1. **Governance.** Currently the Board meets three times a year for strategic decision making and the Executive Management Group (EMG) deals with operational issues. The Board have decided to increase to four Board meetings a year with the EMG meeting a month after the Board meeting so it can act on the Board's strategic decisions.

The EMG meetings will consist of the Chair of the Board, the Executive Director and the Marketing & Office Executive, and any Board member who wishes to attend. This new meeting structure will commence with the new membership year in November 2018.

2. **Membership Subscriptions.** Membership subscriptions will increase from the new membership year on 1 November 2018, they will be as follows:
  - a. Full Membership - £500
  - b. Associate Membership - £425 (previously Commercial Associate)
  - c. Partner Membership - £350 (previously Partner Associate)
3. **Staffing Structure.** Paul Mitchell will be standing down as SCTP's Executive Director at the end of October 2018 but will carry on in a new role as SCTP's Continuity Director working with members and supporting a new Executive Director, to be recruited. After 10 years in the role Paul told the members that the impetus behind the change had come from him and that he wanted to have time to pursue other interests but was excited about his new role with SCTP. Sarah Sawyer will continue in her role as Marketing & Office Executive.

With regard to recruitment for the new Executive Director role, the job description and details will be published in the SCTP newsletter on Monday and on the SCTP website. The deadline for applications will be 24 August. Then there will be a shortlisting process with interviews taking place on 4 September. Please do circulate this opportunity in your networks.

## Project Update

Paul gave the members a brief overview of what projects SCTP are working on currently.

- A bid has been submitted to the Association of Colleges and the Education & Training Foundation for the next phase of the Teach Too project. We are awaiting the outcome of this.
- SCTP is working with partners on a Careers and Enterprise funded bid to help gypsy and traveller communities to get progression into training and to look at overcoming barriers to involvement from a provider perspective.
- The SLN:NCOP funding which has enabled the AIS events service to visit schools promoting apprenticeships and other training is narrowing to focus more closely on learners who don't traditionally access higher education. As a result there is no funding at present for a universal service but SCTP is talking to other potential funders to maintain the offer of an AIS session in every school in Sussex.
- SCTP is working with the Careers and Enterprise Company on an Enterprise Advisor pilot project to increase apprenticeship promotion in schools.
- SCTP has recently worked with Brighton and Hove City Council to run two successful apprenticeship events in Brighton and Hove.
- SCTP is looking to work more closely with the ETF, supported by a potential project to look at ensuring that the ETF offer is meeting members' CPD needs wherever possible.

If any members have any issues they wish SCTP to discuss in the Board meetings or know of any projects they think SCTP should be involved in, please do let us know.

## 6. 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 apprenticeships, pre-employment training and e-learning.

The pre-employment group discussed issues around T Levels:

- As T Levels will only be available at Level 3, what happens to the most vulnerable learners, where do the cohort most at risk of NEET fit in with T Levels?

- The importance of messaging to employers around T Levels, which requires different interactions with learners to apprenticeships.
- University access points/UCAS points and the level of uncertainty at the moment as Universities are under no obligation to accept T Levels as entry requirements and haven't been widely involved in the T Level route panels.
- Concerns about learners getting access and information about the right qualifications and whether parents will have confidence in the new system.

The apprenticeships group discussed the 20% off the job training element:

- Feedback from NCFE from a large organisation who had been recently Ofsted inspected was that one of Ofsted's primary focuses was on off the job training and how it was reported, tracked and validated.
- There were concerns from members about how detailed the evidence of off the job training needs to be, and whether 20% is even enough for some sectors and also how the 20% element will affect existing staff on apprenticeship training.
- Also discussed was that in the new funding rules, the commitment statement needs to set out in advance what the 20% will consist of. The guidance has changed slightly around statutory holidays too.
- Members were asked to send any evidence they have from Ofsted inspection or ESFA audit about the requirements relating to the 20% off-the-job-rule to SCTP so we can give specific examples when lobbying on members behalf.

The e-learning group discussed how training providers feel that there is no product to help them that fully meets their requirements. Many of the off the shelf products are not able to be tailored in the way that they need for a good user experience.

## **7. The New Prison Education Dynamic Purchasing System – Joanne Lupton, Learning, Skills & Employment Lead, HM Prison Service.**

Joanne Lupton from HM Prison Service gave an overview on how the commissioning of training within prisons is changing and could be a good opportunity for providers to get involved. The new commissioning round will give each prison governor more autonomy over what is procured for each prison based on the needs of their prisoners. The governor will be able to decide how much of their budget is spent on core curriculum provision and how much on other training. There is a £10 million budget for Lot 8 prisons (those in the South East). There is a Dynamic Purchasing System (DPS) which potential providers need to register on. Providers chosen to deliver training will receive a 12-month contract through this system. The prisons are interested in piloting innovative programmes to get people back into education. The DPS is open to all providers, not just those who have delivered to prisons before. Joanne's presentation can be seen [here](#) and she can be contacted on [joanne.lupton@hmps.gsi.gov.uk](mailto:joanne.lupton@hmps.gsi.gov.uk).

## **8. Launching the SELEP Skills Strategy & ESF Tender, Louise Aitken, Skills Lead, South East Local Enterprise Partnership**

The SELEP's Skills Strategy 2018 – 2023 is due to be published this summer. The Strategy is supported by an evidence base of key data sets, broken down by districts & boroughs in the SELEP area. Louise outlined some of the key challenges for skills growth in the SELEP area and how the LEP is addressing these. Louise also updated members on the latest European Social Funding (ESF) news. Following recent news of ESFA match funding availability, there will be approx. £14 million of ESF calls. The themes of these calls are outlined in Louise's presentation. Calls are expected to go out in August and all evaluation will be undertaken by ESFA. There will still be some direct unmatched calls later in the year, if anyone wants to discuss themes they think are priorities

for this, please contact Louise. The LEP also have a new capital funding call for £8.3 million. All details can be found on their website and there is a link in Louise's presentation, which can be found [here](#).

**9. Dates of future meetings**

- Thursday 20 September, 09:30 – 13:00 at Plumpton Village Hall
- Thursday 22 November, 09:30 – 13:00, venue tbc
- Thursday 24 January 2019, 10:00 – 13:00 AGM 09:30 – 10:00, venue tbc