

## AGENDA

---

**Meeting:** Children's Select Committee  
**Place:** Kennet Room - County Hall, Trowbridge BA14 8JN  
**Date:** Tuesday 25 March 2014  
**Time:** 10.30 am

---

Please direct any enquiries on this Agenda to Roger Bishton, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 713035 or email [roger.bishton@wiltshire.gov.uk](mailto:roger.bishton@wiltshire.gov.uk)

Press enquiries to Communications on direct lines (01225) 713114/713115.

This Agenda and all the documents referred to within it are available on the Council's website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

---

### **Pre-meeting information briefing**

There will be a briefing session starting at 9.30am, immediately before the meeting. Its focus will be on **Child Sexual Exploitation**.

---

### **Membership:**

Cllr Pat Aves	Cllr Jacqui Lay (Vice Chairman)
Cllr Mary Champion	Cllr Bill Moss
Cllr Mary Douglas	Cllr Helen Osborn
Cllr Sue Evans	Cllr Sheila Parker
Cllr Jon Hubbard (Chairman)	Cllr Ricky Rogers
Cllr Chris Hurst	Cllr Philip Whalley
Cllr Simon Jacobs	

---

### **Substitutes:**

Cllr Desna Allen	Cllr Dennis Drewett
Cllr Chuck Berry	Cllr Russell Hawker
Cllr Nick Blakemore	Cllr David Jenkins
Cllr Terry Chivers	Cllr Dr Helena McKeown
Cllr Christine Crisp	Cllr Jeff Osborn
Cllr Andrew Davis	Cllr John Walsh
Cllr Stewart Dobson	

---

### **Non-Elected Voting Members:**

Mr Ken Brough	Parent Governor Representative (Primary)
Rev Alice Kemp	Parent Governor Representative (SEN)
Mrs Lynne Swainston	Bristol Diocesan Church of England Representative
Dr Mike Thompson	Clifton Diocesan RC Representative

---

**Non-Elected Non-Voting Members:**

Miss Sarah Busby	Secondary Schools Headteacher Representative
Miss Tracy Cornelius	Primary Schools Headteacher Representative
Mrs Di Dale	Further Education Representative
Mr John Hawkins	School Teacher Representative
Kaylum House	Children & Young People's Representative

---

## **PART I**

### **Items to be considered while the meeting is open to the public**

1 **Apologies**

2 **Minutes of the Previous Meeting** *(Pages 1 - 8)*

To confirm and sign the minutes of the previous meeting held on 28 January 2014. (Copy attached)

3 **Declarations of Interest**

To receive any declarations of disclosable interests or dispensations granted by the Standards Committee.

4 **Chairman's Announcements**

5 **Public Participation**

The Council welcomes contributions from members of the public.

#### **Statements**

If you would like to make a statement at this meeting on any item on this agenda, please register to do so at least 10 minutes prior to the meeting. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named above for any further clarification.

#### **Questions**

To receive any questions from members of the public or members of the Council received in accordance with the constitution. Those wishing to ask questions are required to give notice of any such questions in writing to the officer named above no later than **5pm on Tuesday 18 March 2014**. Please contact the officer named on the first page of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Committee members prior to the meeting and made available at the meeting and on the Council's website.

6 **Apprenticeships in Wiltshire** *(Pages 9 - 24)*

A joint report by the Associate Director, Commissioning, Performance & School Effectiveness and the Associate Director, Economic Development & Planning is attached describing:

- What apprenticeships are
- The council's role in supporting young people and employers to provide/take up apprenticeships, including those with SEND
- The number of apprenticeships currently in place in Wiltshire
- Details of the council's own apprenticeships programme as an employer.

Haylea Asadi, Employment & Skills Manager, Economic Development & Planning will attend to answer members' questions.

In October 2013 the committee agreed that further education (including apprenticeships) should be one of its key work priorities. The Council's Business Plan 2013-17 contains the following aspirations:

"More employers offer a wider range of apprenticeships and on the job training and greater numbers of people take up these opportunities."

"We will create more high value jobs, apprenticeships and routes into highly skilled work – we will encourage a wider range of employers to provide higher apprenticeships and lead by example by increasing the number and range of apprenticeships offered by the council."

7 **Final Report of the Positive Leisure Activities for Young People Task Group**

A report presenting the conclusions and recommendations of Positive Leisure Activities for Young People Task Group will be circulated on 21 March 2014. This task group was established by the committee on 28 January 2014 and endorsed by the O&S Management Committee on 5 February 2014.

The Chairman of the Task Group, Cllr Jon Hubbard, will present the report.

If endorsed, this report will be referred to Cabinet who will take the final decision regarding the options at an extraordinary meeting on 15 May 2014.

8 **Executive Response: Further Education in the Salisbury Area - 18 Month Progress Review**

To present the response of the Cabinet Member for Children's Services (to follow) to a report of the Further Education in the Salisbury Area Task Group. The report was received by the Committee on 28 January 2014 and presented the results of a progress review undertaken by the Task Group 18 months after its final report was endorsed.

9 **Non-Maintained Schools and the Local Authority**

At the previous meeting some Members expressed concern about the level of Council involvement with non-maintained schools. A brief verbal report will be made at the meeting explaining that the Council's role and responsibilities with non-maintained schools is limited to safeguarding issues.

10 **Task Group Update** (Pages 25 - 30)

A report by the Senior Scrutiny Officer providing an update on Task Group activity since the Committee's last meeting is attached.

11 **Forward Work Programme** (Pages 31 - 32)

The Committee is asked to note the attached document showing the relevant items from the overview and scrutiny forward work programme.

12 **Coalition Update - Changes from the Department for Education** (Pages 33 - 36)

A report by Carolyn Godfrey, Corporate Director, on developments relating to children's services arising from the Coalition Government is attached.

13 **Date of Next Meeting**

To note that the next meeting will be held on Tuesday 3 June 2014 in the Kennet Room at County Hall, Trowbridge, starting at 10.30am.

14 **Urgent Items**

Any other items of business which the Chairman agrees to consider as a matter of urgency.

**PART II**

**Items during whose consideration it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed**

**None**

This page is intentionally left blank

## **CHILDREN'S SELECT COMMITTEE**

---

**DRAFT MINUTES OF THE CHILDREN'S SELECT COMMITTEE MEETING HELD ON 28 JANUARY 2014 AT KENNET ROOM - COUNTY HALL, TROWBRIDGE BA14 8JN.**

**Present:**

Cllr Mary Champion, Cllr Sue Evans, Cllr Jon Hubbard (Chairman), Cllr Chris Hurst, Cllr Simon Jacobs, Cllr Jacqui Lay (Vice Chairman), Cllr Bill Moss, Cllr Helen Osborn, Cllr Sheila Parker, Cllr Ricky Rogers and Cllr Philip Whalley

**Also Present:**

Mr Ken Brough, Cllr Richard Gamble, Mr John Hawkins, Kaylum House, Rev Alice Kemp, Cllr Laura Mayes and Dr Mike Thompson

---

**1 Apologies**

Apologies for the meeting were received from Cllr Mary Douglas.

**2 Minutes of the Previous Meeting**

The minutes of the previous meeting held 3 December 2013 were presented to the Committee and subject to an amendment to minute item 112, it was;

**Resolved:**

**To approve the Minutes of the meeting held 3 December 2013 as a true and accurate record.**

**3 Declarations of Interest**

There were no declarations of interest to note at the meeting.

**4 Chairman's Announcements**

The Chairman made the following announcements:

**Parent Governor Representatives**

On 3 December the Committee asked the Cabinet Member for Children's Services to co-sign a letter with the Chairman requesting that central government amends the Parent Governor Representatives Regulations 2001. The regulations only allowed parent governors from maintained schools to be appointed as parent governor representatives on overview and scrutiny

committees. This had caused difficulty appointing a secondary parent governor rep to the Children's Select Committee, as most secondary schools are now operating as academies or free schools. Since the December meeting, the Chairman and the Cabinet Member both signed the letter and it was confirmed that it had now been sent to the Secretary of State for Education.

#### Church of England diocesan representative

The Chairman confirmed that Officers had made contact with the Bristol Church of England diocese and it was confirmed that Lynne Swainston had been appointed as the new Church of England diocesan representative to this Committee, and would take her seat at the next Committee in March.

### **5 Public Participation**

No questions had been received from members of the public.

### **6 Further Education in Salisbury Task Group - 18 month review of progress**

The Chairman introduced the item and reminded members that the item had been included on the agenda for previous Committee in December 2013. The Committee deferred the item to allow additional time to consider the draft report and its recommendations.

Dr Mike Thomson, Chairman of the Task Group, outlined the findings of the follow up from the Task Group's final report. It was noted that some comments provided by the Wessex Partnership were received too late for members to consider them as part of the report. The following comments were therefore made to the Committee:

- Grammar schools have a large scale and highly successful collaboration in place, providing a very broad Level 3 curriculum, catering for approximately 700 students. The curriculum offer and student performance, results in a considerable net influx of post 16 students to the Salisbury Area from other parts of Wiltshire and from other counties too.

- Cross partner working exists across Grammar Schools which already provide Careers and HE Fairs to which all local post-16 providers are invited to attend for both KS4 and KS5 students, including an Oxbridge Evening, periodic lectures and workshop events. Wiltshire College also provides HE Fairs to promote HE options.

- Avon Valley College and The Stonehenge School had agreed a vision for a collaborative sixth form in the Salisbury Plain area for the young people of Amesbury and Durrington and the neighbouring communities. The two schools agreed that a proposed collaborative Sixth Form Centre would enable more Avon Valley College students to stay on and would also encourage students from The Stonehenge School to access their local provision. The schools noted



that the population of the local area would increase significantly in the coming years due to local developments.

- Due to the planned significant military influx, greater pressure will be placed on local providers to deliver post-16 provision. The aforementioned joint venture between AVC and Stonehenge will be difficult to achieve without major capital investment. Schools (and in particular 11-16 schools) find it difficult to maintain accurate, up-to-date data regarding post-16 students and would benefit from a formalised mechanism for returning data to us that ensure its detail and accuracy.

- Wiltshire College reported that every year they contract an external company to survey new students regarding the route they followed to the College. Many of the students report poor experiences of Independent Advice and Guidance (IAG), with the Apprenticeship route being particularly neglected in the guidance students have received. The College suggested that, in this light, the take-up of Apprenticeships in the south of the county as compared with the national average deserves investigation.

The Committee discussed the comments that had been made by Schools, focussing in particular on the number of students that commute to out of county providers for post 16 provisions. The Committee discussed how providers could innovate and work together to ensure the breadth and range of provisions available across the region. The Committee discussed information sharing exercises with independent schools to identify best practice arrangements. The Committee then discussed the payment of travel expenses to those students who travel out of/ into county. It was confirmed that a 16-19 bursary, was available to support young people who travel to receive their provision.

The Committee discussed curriculum planning arrangements and it was noted that a recent OFSTED inspection had found this area to be lacking across the county, with regard to the necessary independent advice that young people require.

**Resolved:**

- 1. To refer the following recommendations to the Cabinet Member for Children's Services:**
  - a. Wiltshire Council to produce a statement detailing its specific responsibilities as a school sponsor, as opposed its general educational responsibilities as a local authority.**
  - b. The local authority work with Avon Valley College and The Stonehenge School to develop joint local post-16 provision.**
  - c. Because the disparity in funding received by Wiltshire and Hampshire for post-16 education remains, the Cabinet Member for**

**Children's Services and Chairman of the Children's Select Committee to write a joint letter to the Secretary of State for Education and the Secretary of State for Skills and Lifelong Learning to draw attention to, and request a review of this situation.**

- 2. That the Children's Select Committee explore the role of the local authority in helping providers to coordinate their post-16 marketing, Independent Advice and Guidance (IAG), and curriculum planning and delivery.**
- 3. To receive an Officer report at the first meeting of the Children's Select Committee in 2015, to update against the original objectives of the Task Group and recommendations 1 a-c (above).**

## **7 Multi Agency Safeguarding Hub (MASH)**

Terence Herbert (Associate Director - Children's Social Care, Integrated Youth and Preventative Services, 0-25 SEN/Disability Service) was in attendance to discuss the MASH. The MASH had arisen as a result of serious case reviews and recommendations from the Munro Review in 2010. The role of the MASH is to co-ordinate a multi agency approach to safeguarding events, allowing the team to consult a far greater number of agencies in a far shorter time period. The result of this has seen a change in the way that safeguarding incidents are coordinated and handled. The MASH acts as a central point of contact for social care, police and health, and has revolutionised how the agencies interact and share information. The MASH plans to incorporate selected other agencies including educational services, to develop the information sharing arrangements that are currently in place. Terence Herbert commented on the effectiveness of the co-location and spoke of the benefits this has with regard to information sharing between agencies.

The Committee questioned the legal and governance practices within MASH, with particular a focus on information sharing arrangements. It was confirmed that as a Tier 3 (county wide) agency, the MASH operates in line with information sharing protocols governing the sharing of sensitive information. It was clarified that previous arguments surrounding data protection had incorrectly prevented this practice, and that this had now been overcome.

The Committee discussed the funding arrangements, with particular focus on the contributions from the Community Health Centre. It was confirmed that the contributions from the CHC were representative of the level of resources that are provided at the MASH by the CHC. The Committee also focussed on the sustainability of the MASH, with its long term future scrutinised. It was confirmed that whilst the MASH was operating within budget, like many funded other agencies, it may not be entirely resistant to cost saving measures in future. Terence Herbert discussed the potential hidden savings that the MASH may provide, but reaffirmed that the primary focus of the MASH was not that of

a cost saving exercise, but to provide a critical front line service to 'at risk' individuals.

The Committee voiced concern at the level of engagement from the health service and the representation of the youth service also. It was confirmed that the problems with the health service were previously cultural and procedural difficulties, but that the new arrangements within the MASH were providing an innovative approach to information sharing between the health service and other agencies. It was stated that the MASH were also expecting an enhanced presence for early intervention within the MASH from April 2014. At the end of the discussion it was;

**Resolved:**

**To make the following recommendation to cabinet:**

- 1. To congratulate those involved in the implementation of a Wiltshire Multi Agency Safeguarding Hub (MASH) on the positive progress so far, reflecting the priority given to safeguarding across the Council, the Police, the Clinical Commissioning Group (CCG) and the Children's Community Health provider (Great Western NHS Hospital Trust).**

**8 Pupil Performance In Public Tests And Examinations 2013**

David Clarke, Interim Head of School Effectiveness and Cllr Richard Gamble, Portfolio Holder for Schools, Skills and Youth were in attendance to discuss the Pupil Performance in Public Tests and Examinations 2013 report, which provided an overview of pupil performance at the end of each key stage and compared Wiltshire's attainment with national, south west and statistical neighbours for all phases. Cllr Gamble outlined the report with particular focus on the headline performance as follows:

**KS2 & 3 Performance**

- On headline indicators both academies and voluntary aided schools have the highest levels of attainment and high levels of progress, however foundation schools do least well with lower attainment and progress measures.

**KS4 Performance**

- 5+A\*-C (inc English and Maths) results rose by over 1%. This was above all local and national comparator figures, however, there was a slight national decline on this indicator from 2012.

- Expected progress measures between KS2 and 4 improved by around 3%, putting Wiltshire in line with comparators in English and above in Maths.

**KS5 Performance (age 18)**

- Although point score performance was not as high as in the past, outcomes are in the top quartile showing that performance remains at a high level.

The Committee also considered a late paper which outlined performance for the vulnerable group in KS4. The key details of the paper were as described as follows:

- A 3% fall in the number of students eligible for free schools meals who achieved 5+ A\*-C at GCSE, compared with a 1.7% rise nationally.
- A 5.7% rise in the number of SEN students with a statement achieving 5+ A\*-C at GCSE.
- A rise in performance of pupils with mixed race ethnicity and a 12.4% rise in the performance of students with black ethnicities. There was also a 4.6% fall in the performance of Asian students.

The Committee noted that the performance for Children in Care was not reported due to the small number of students, but that attention should still be given to the most deprived pupils as evidenced in the performance of the pupils eligible for free schools meals. The Committee discussed the current approaches that are in place to support children who receive free school meals.

The Committee drew reference to the number of students who travel out of county for post 16 provision and stated that the data was therefore representative of Wiltshire Schools, and not necessarily Wiltshire children.

Questions were asked regarding statemented children and a disparity between KS3&4 performance. The Committee also discussed the number of maintained schools across the county and questioned if the data could be comparable with privately funded schools. It was clarified that many private schools take different qualifications, and do not participate in SAT's, and so as a result, comparable data cannot be drawn.

Carolyn Godfrey also stated that the £13m provided to schools through the Pupil Premium to support disadvantaged students should be accountable, and questioned how this was being used to raise performance in these areas.

At the end of the discussion, the Committee commended the performance of Wiltshire Schools and pupils, and praised the achievements in light of the national funding challenges. It was;

**Resolved:**

- 1. To note the Pupil Performance in Public Tests and Examinations 2013. To request that future Pupil Performance reports include the numbers and percentages of students to provide more context, and contain a breakdown of performance for small schools.**

**9 Task Group update**

The Committee thanked Lin Hitchman, Head of Children in Care, who would soon be leaving the Council, for her commitment to improving the lives of

children in care, and transforming the standard and delivery of care across the entire county.

The Select Committee received an update on the activity of the following Task Groups since the last meeting together with the Committee's Forward Work Programme for the following:-

- Safeguarding Children and Young Peoples Task Group; As read.

- Further Education in the Salisbury Area Task Group; The Task Group's 18-month review of progress with its recommendations took place on 14 November and is as reported (above). It was proposed that the Task Group be recommended for closure.

- Further Education Task Group; Following the outcome of the Peer Review, Scrutiny had attracted some criticism for its process driven approach, and it was recommended that a more outcome focussed approach be taken. The Further Education Task Group met on 21 January 2014 to discuss the outcomes that could be focussed on in future, and this was to include work that focussed on developing partnerships between schools and colleges.

- Schools and the Local Authority Task Group; Cllr Phillip Whalley provided an update to the Committee from the Task Groups first meeting held on 23 January 2014. The Task Group explored the relationship between schools/academies and the Local Authority, including how the LA provides its statutory responsibility and questioning it being fit for purpose. At the next meeting the TG will identify precise objectives, and develop a plan for surveying schools.

- Special Educational Needs and Disabilities Task Group; Rev. Alice Kemp provided an update to the Committee, detailing as follows; At its meeting on 23 January 2014 the Task Group had focussed on how young people with SEND prepare for adulthood. The Task Group had received a comprehensive presentation on 'my plan', which is a Wiltshire Council single assessment project, devised to enable professionals and families to work together with a young person in a way that avoids excessive paperwork and assessment, in order to prepare them for independence and adulthood. The Task Group agreed that its next meeting would be a more detailed look at the current Wiltshire landscape in terms of opportunities and challenges for young people with SEND in the following areas: education and training, employment, housing, and community involvement.

**Resolved:**

- 1. To note the updates on Task Group activity.**
- 2. To amend the name of the 'Further Education Task Group' to read 'Education for 16-19s Task Group' and amend its Terms of Reference**

to read “To review the quality, range and equity of access to educational opportunities for 16-19s in Wiltshire”.

3. **Following Cabinet’s decision on 21 January to undertake a review of Positive Leisure Time Activities for Young People, to establish a task group to respond to the consultation, with authority for making the necessary arrangements to be delegated to the Chairman and Vice-Chairman.**

## 10 **Forward Work Programme**

The Committee received a copy of the Forward Work Programme, and the Senior Scrutiny Officer outlined the new items that had been added including:

- Business Plan Scorecard Update to be discussed at the March meeting following its consideration at Cabinet.
- The Apprenticeship Programme in Wiltshire to be discussed at the March meeting.

### **Resolved:**

**To note the contents of the Forward Work Programme.**

## 11 **Coalition Changes - Update from Department for Education**

The Committee received and noted a report by Carolyn Godfrey, Corporate Director, on developments relating to children’s services arising from the Coalition Government.

## 12 **Urgent Items**

There were no urgent items.

## 13 **Date of Next Meeting**

The date of the next meeting was noted as being 23 March 2014 at 10:30am to be held in the Council Chamber - County Hall, Trowbridge BA14 8JN.

(Duration of meeting: 10.30 am - 1.00 pm)

The Officer who has produced these minutes is Samuel Bath, of Democratic Services, direct line 01225 718211, e-mail [samuel.bath@wiltshire.gov.uk](mailto:samuel.bath@wiltshire.gov.uk)

Press enquiries to Communications, direct line (01225) 713114/713115

**Wiltshire Council**

**Children's Select Committee**

**Date:** 25<sup>th</sup> March 2014

---

## **Apprenticeships in Wiltshire**

### **Purpose of Report**

1. Update to the Children's Select Committee on Apprenticeships in Wiltshire and in particular the work underway to maximise Apprenticeship growth in the county and support young people to take up the offer.

### **Background**

- 2.1 This is the first report on Apprenticeships to this Committee subsequently please find below some introductory information and a summary of Apprenticeship performance in Wiltshire. For more detailed information and key facts about Apprenticeships please refer to **Appendix 1**.

- 2.2 **Introduction to Apprenticeships**

Today's Apprenticeships are work-based training programmes designed around the needs of employers, which lead to nationally recognised qualifications all the way to degree level. Apprenticeships can be used to train both new and existing employees and are available at Intermediate, Advanced and Higher (degree) level, covering more than 170 industries and 1500 job roles, from advertising to youth work via environmental engineering and nuclear decommissioning. Over 100,000 employers are employing or have employed quality apprentices in more than 200,000 locations.

A Higher Apprenticeship incorporates a work-based learning programme and leads to a nationally recognised qualification at Level 4 and above.

Level 4 and 5 is equivalent to a higher education certificate, higher education diploma or a foundation degree. Level 6 is equivalent to a bachelor degree and Level 7 is equivalent to a master's degree. Higher Apprenticeships offer a new work-based route into professions which have traditionally been the preserve of graduates. Over 40 different subjects are currently covered, ranging from legal services, accounting, creative and digital media to commercial airline piloting, space engineering, life sciences, advanced manufacturing engineering, representing hundreds of job roles.

Traineeships were introduced as a new member of the Apprenticeship family in 2013. These are for young people (aged 16-24) focused on work or the prospect of it and who have a reasonable chance of being ready for employment or an Apprenticeship within 6 months or less. Traineeships consist of a high quality work placement, a focused period of work preparation training, English & Maths for those

who have not achieved GCSE Grade C or equivalent and the flexibility to include other elements such as vocational/industry specific content and qualifications.

### 2.3 Apprenticeship Performance in Wiltshire

Significant Apprenticeship growth has been achieved in Wiltshire with a 329% increase in Apprenticeship starts between 2005/06 and 2011/12. There were 5,330 Apprenticeship starts in 2011/12, the highest yet recorded for Wiltshire and growth has outstripped national performance. Far higher proportions of apprentices were aged 19-24 (37.5%) in 2011/12, which was more than the average (31.0%), although this proportion went down slightly to 36.2% in 2012/13. Table 1 below shows the number of Apprenticeship starts each year between 2005/06 and 2013/14 and Table 2 below provides information on Apprenticeship starts by learners with LDD since 2010/11.

Table 1: Apprenticeship Starts by Year

Apprenticeship Starts In Wiltshire (Academic Year)								
2005/06	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14*
1,620	1,790	2,480	2,860	3,790	4,930	5,330	5,110	1,080

\*Starts to date relating to 2013/14 Q1 only.

Table 2: Apprenticeship Starts by Learners with LDD

Apprenticeship Starts with LDD (Full Year)	2010/11	2011/12	2012/13
16-18	11.3%	13.1%	14.1%
19-24	7.7%	7.2%	8.5%
25+	6.9%	6.8%	6.9%

In the most recent year for which data is available (2012/13), there were 5,110 Apprenticeship starts in Wiltshire -4.2% on 2011/12 and following the downward national trend. Of this cohort, just 19.1% were aged 16-18 which whilst lower than the Wiltshire rate for 2011/12 it is significantly higher than the England average of 10.5%. In Wiltshire there was also a decline in the number of apprentices aged 16-18 (978 starts – 6.4% decline) as well as aged 19-24 (1,855 starts – 12.5% decline). Table 3 below shows Apprenticeship success rates across all age bands to be consistently higher in Wiltshire than regionally and nationally.

Table 3: Apprenticeship Success Rates

Success Rates (Full Year)	Wiltshire	Regional	National	
2009/10	16-18	76.5%	76.0%	72.4%
	19-24	80.4%	78.1%	74.9%
	25+	83.0%	78.4%	75.1%
	All Ages	79.5%	77.3%	73.8%
2010/11	16-18	83.9%	77.4%	74.0%
	19-24	87.6%	80.1%	77.8%
	25+	84.2%	80.4%	78.8%
	All Ages	85.7%	79.1%	76.4%
2011/12	16-18	75.6%	74.8%	73.1%
	19-24	83.1%	78.2%	75.9%
	25+	77.7%	75.2%	72.6%
	All Ages	79.3%	76.2%	73.8%

For further information on Apprenticeship performance in Wiltshire please refer to the MI Report for Wiltshire (2012/13 academic year) attached as **Appendix 2**.



## **Main Considerations for the Council**

### **3.1 Supporting Young People to Take-up Apprenticeships**

Wiltshire Council are working jointly with the National Apprenticeship Service to develop the Apprenticeship Ambassador programme, aimed at training a designated member of staff in each school to be 'expert' in giving information and advice around Apprenticeships, the application process and linking with employers or training providers to attend specific events in school. Ambassadors are supported with access to resources and input from training, providers, employers and apprentices to help them to communicate the Apprenticeship message within their schools.

Like other businesses, schools experience skills shortages and gaps. A growing number of Wiltshire's primary and secondary schools are expressing interest in or have already introduced Apprenticeships to their workforce. Apprenticeships hold great potential for supporting the broad range of occupational areas commonly found in schools including ICT, Business Administration, HR, Finance, Facilities Management, Grounds Maintenance, Construction, Teaching Assistants, Lab Technicians and many more. The employment of apprentices in schools is a fantastic way for schools to role model to pupils the benefits of Apprenticeships.

The Your Choices website [www.wiltshirechoices.org.uk](http://www.wiltshirechoices.org.uk) has a page dedicated to Apprenticeships and Traineeships, and will be promoted through leaflets and booklets which will be sent to schools via the Your Choices theatre tour which is now in its 4<sup>th</sup> year of touring all secondary schools with the "Choices" production. This engaging production portrays the full range of options available to young people. Apprenticeships are demonstrated as being able to provide a route into further/higher education or employment and parity of esteem with the traditional academic pathway. This year's tour will run during the last week of June and first 2 weeks of July with a re-written script to take account of developments including the introduction of Traineeships.

Wiltshire Skills 4 Success is a tailored programme to help support young people in Wiltshire to gain the basic skills and knowledge necessary to make a successful transition from school into further education, training or employment. Through it we aim to improve young people's preparedness for the world of work whilst participating in enjoyable and worthwhile activities. Throughout various programme elements post 16 opportunities are promoted including Apprenticeships. A NEET Perspectives and Future Options DVD is helping to challenge the stereotypical Apprenticeship image and highlight the range and breadth available and demonstrate the value and progression routes they can offer. The Wiltshire Careers Education Programme will offer free, specialist CEIAG lessons and curriculum are being developed that may be taught in schools over the coming years and will be available from September 2014. It will comprise a full suite of lesson plans for Years 7-11 and cover all post 16 options including Apprenticeships and even self employment.

Enterprise Days are supporting young people that are currently in education (Year 10 upwards) as well as those currently NEET up to 24 years old. The National Apprenticeship Service, National Careers Service, other key agencies and education and training providers are all invited to showcase their offers to young people.

Inspiring 'mentors' from business are supporting Year 11 students and young people, up to 24 years old (including those in education, those that are at risk of becoming NEET and those that are NEET). The aim of this is to develop aspiration, a desire for achievement and offer an insight into the world of work. We have apprentices (or individuals who originally pursued an Apprenticeship) engaged as mentors. Similarly, current and former apprentices have been engaged to undertake inspirational one-off visits to primary school pupils to motivate and offer an insight into the world of work.

More intensive support is available to eligible young people through Key Worker Support and Individual Resilience Training. These aspects of the programme are delivered by Community First (Youth Action Wiltshire) and are targeting a minimum combined total of 300 vulnerable young people (16-24). Both offers ensure that young people will engage in a suitable progression opportunity for them which, amongst others, include Apprenticeships and traineeships.

Wiltshire Council's NEET Team focus on those young people aged 16 to 18 who are currently NEET and in this capacity offer one to one support which includes:

- Discussing Apprenticeships and traineeships with young people so they understand how the process works, and what will be expected of them and offered by the employer/training provider
- Helping young people to clarify their area of interest
- Registering and applications on [www.Apprenticeship.org.uk](http://www.Apprenticeship.org.uk) and other industry websites
- Support to contact employers (in person, phone, email and post) to identify a placement for an Apprenticeship
- Support to create CVs and covering letters
- Support with interview technique
- Support to match up with a training provider if a job opportunity is identified which does not already have attached training
- Support to manage the signing up process between the applicant, the employer and the training provider
- Support to get organised in order to begin work appropriate clothing, transport and proof of I.D to become an employee and get paid
- Ongoing support to enable them to maintain their Apprenticeship

Project IMPRESS offers the recently employed aged 16+ up to 2 years worth of in-work support to help them sustain their employment and develop/advance their careers. Returning to work after a long period of unemployment or starting a new job for the first time can often be stressful. Because of this, people often 'fall out' of employment within the first six months. Project IMPRESS provides support for employees to help them sustain employment and develop their careers through addressing personal and employment barriers.

IMPRESS Employment Support Workers offer individuals professional advice and empower them to take ownership for problem solving, identifying their needs and aspirations, and working towards their own solutions and outcomes. This will lead to improved efficiency and performance at work, along with reduced stress in their personal and work life. Individuals who opt for self-employment instead of securing a job with an existing employer are able to access the provision that we offer to

businesses, as well as the support we offer to new employees. Additionally, the newly self employed are encouraged to take up the Wiltshire Business Support Service offer, which provides business owners with practical help and support.

Wiltshire Employment Support Team (WEST) assists young people with SEND to find and sustain varying levels of paid employment with local employers including Apprenticeships. After referral, a Job Coach is allocated who profiles the young person in terms of individual experience and expertise, highlighting further skills that may be required. Job Coaches also engage actively with employers to create and discover local job opportunities. The Job Coach then supports the young person to apply for jobs and prepare for interviews whilst advising on benefits calculations, which clearly explain the financial benefits of moving into work. Once a young person is successful in finding work the Job Coach will support them and the employer until both feel confident the young person has the necessary skills to carry out the role. Continued reviews from WEST maximises the potential of the young person sustaining their employment. WEST support is available to young people:

- aged between 14 to 25 with a statement of Special Education Need (SEN) or previous statement
- with autistic spectrum condition aged between 16 and 25

WEST also deliver 'Preparing for Employment' programmes for young people with SEND in their last years of local education. These are 14 week courses, currently running in the special schools and college in Wiltshire. As part of our Pathfinder work and in improving our Local Offer for the Preparing for Adulthood age range, Wiltshire Council is working in partnership with parents, carers, young people and Wiltshire College to develop a pilot Supported Internship programme for September 2014. It is intended that Wiltshire Council and its contractors offer employment placements; WEST offer job coaching and Wiltshire College offer a bespoke programme of study for each individual Intern. Supported Internships are for young people with severe learning difficulties and/or disabilities aged 16 to 24 with a Statement of Special Educational Needs or a 'My Plan', who want to move into employment and need extra support to do so.

### **3.2 The Role of Wiltshire Council in Supporting Apprenticeship Growth**

For several years now Wiltshire Council has been utilising its role and influence as a community leader to maximise Apprenticeship growth in the county. The Council's Employment & Skills Team based within the Economic Development & Planning Service leads partnership activity jointly with the National Apprenticeship Service in support of the following Apprenticeship related objectives:

- Increase the proportion of the Wiltshire 16-18 cohort participating in Apprenticeships
- Enable employers to recognise the potential Apprenticeships hold for meeting their skills needs and thereby increase their participation in Apprenticeships
- Grow advanced and higher Apprenticeships in Wiltshire

The Apprenticeship Growth Group (sub-group to the Education, Employment & Skills Board) provides a co-ordinated, partnership approach to increasing the number of Apprenticeship opportunities in Wiltshire and maximising their up-take. The group's membership comprises representation from NAS, relevant Wiltshire Council services, Schools, Colleges and Training Providers and business support

agencies/business representative groups. The group's membership and Terms of Reference has recently been refreshed and work will shortly commence on a new Apprenticeship Action Plan for Wiltshire.

### **3.3 Supporting employers to maximise Apprenticeship growth**

Persuading more companies of the bottom-line business benefits of investing in training and development is an on-going requirement as is encouraging them to look to school and college leavers to meet their recruitment needs. There continues to be a view amongst some significant minorities of employers that new young labour market entrants lack the skills needed for employment this is especially significant in Wiltshire where the predominance of SMEs in the local business base means many are reluctant to employ young people on account of the perception they will require more supervision and support which could be a drain on their own capacity. Apprenticeships are particularly valuable as a framework to support young people to attain and sustain their first employment so it is vital we work with employers to convince them to harness the fresh skills and diverse perspectives young people can contribute to their organisations and recognise the opportunity to shape and grow their future workforce.

The Wiltshire Council led Apprenticeship Campaign which ran during the 2012/13 academic year was aimed at encouraging a broader range of employers and more SMEs to offer apprenticeship opportunities. The campaign was a huge success with:

- 1,157 Apprenticeship starts (against a target of 1,000)
- 302 employers engaged of which 50% (150) were new to Apprenticeships/hadn't been engaged in Apprenticeships for some time (against a target of 100)
- Approximately 65% are new jobs created (752) and 35% were conversions of existing jobs (405)

The vast majority of the starts (estimated at 85%) were for young people aged 16-24. That said, Wiltshire like the rest of the country is still not seeing the much needed increase in Apprenticeship opportunities for 16-18 year olds. Future campaign activity will be discussed and agreed with the Apprenticeship Growth Group as part of the new Apprenticeship Action Plan for the county. Meanwhile, we continue to promote Apprenticeships and support employers to create more apprenticeship opportunities through a couple of programmes in particular.

Project IMPRESS is part of a wider project that is delivered in parts of southern England and northern France. The project is funded through the European Union's Channel Programme as well as Wiltshire Council's Action for Wiltshire Programme. As well as providing post employment support to the newly employed (including young people aged from 16+) to help them sustain their employment and develop their careers, Project IMPRESS offers eligible employers free access to specialist employment skills to retain, develop and grow their workforce including:

- Help with recruitment and staff induction
- Staff retention support
- Human Resources advice and guidance
- Workforce development and up-skilling support
- Future workforce needs planning/succession planning
- Conflict management support,
- Overall encouragement with good employment practice

In addition to the more individually tailored offer outlined above, eligible employers are able to benefit from a series of workshops and seminars/master classes to help develop their own capacity and skills to provide high quality in-work support as an essential component of an organisation's drive to support staff retention, workforce development and ultimately business growth. The IMPRESS offer to employers is targeted at those who don't have this type of in-house capability. Through IMPRESS we are supporting a number of companies to develop apprenticeship opportunities that hadn't before considered them.

Wiltshire 100 is our direct engagement programme with businesses identified as of strategic importance to the economy. In face to face meetings with senior decision makers, the key issues and opportunities facing each business are discussed; this invariably includes workforce development. Intelligence is gathered on areas including: skills shortages or recruitment difficulties; strength/weakness of the local labour force; links to schools/colleges/Universities, and specifically whether Apprenticeships are used or would be considered. The Wiltshire 100 Manager liaises closely with the National Apprenticeship Service to agree a joint approach with specific employers. Recent examples of issues supported in this way include:

- A pharmaceutical business which has started administration Apprenticeships and is keen to explore accreditation for its technical training
- A brewery rolling out L2/3 Apprenticeships from its HQ to its pub estate
- A charity relationship management company supported to pursue management development Apprenticeships
- A semiconductor business helped to address provider/applicant quality issues
- An advanced manufacturing business very interested in using Apprenticeships to support a planned factory expansion

We are also currently exploring with Corporate Procurement colleagues ways to embed Apprenticeships and Traineeships alongside other employment and skills considerations into the council's approach to large scale procurement and the management of its supply chain. According to research, Apprenticeships are featuring more strongly in supply chain selection criteria with 16% of SMEs and over a third (37%) of larger organisations say they have been questioned by clients or prospects about their apprentice recruitment policies. This finding is mirrored in a supplementary study amongst some of the companies featured in the latest City & Guilds Top 100 Apprenticeship Employers List. 93% of whom advocate apprentice recruitment through their supply chain and 78% say they would be more likely to choose a supplier or partner if they too offered Apprenticeships, with 18% of these saying apprentice recruitment is already part of their selection criteria.

#### **3.4 The Council as an Apprenticeship Employer**

The Council holds a contract with the Skills Funding Agency which funds the training element of the Apprenticeship programme. The training and assessment is delivered in house by the 'Learning in Wiltshire' delivery team. Wiltshire Council is able to deliver Apprenticeships in: Health & Social Care (adults), Supporting Teaching & Learning (schools), Business & Administration, Children & Young People's Workforce (Social Care and Early Years – two separate qualifications), Customer Service and IT Applications.

As an employer Wiltshire Council has put 14 of its own employees onto Apprenticeship programmes. 1 employee was recruited into the job role as an apprentice; the other 13 were employees in existing jobs who were converted into Apprenticeships. Of the 14, 7 have now completed and achieved their full Apprenticeship framework, 4 are continuing and are expected to complete by the end of the year. 3 employees had to leave the programme due to personal or work reasons.

WILTSHIRE COUNCIL APPRENTICESHIP PROGRAMME - COUNCIL EMPLOYEES								
Qualification	Enrolments	Completed	Achieved	Withdrawn	Continuing	% Retention	% Achievement	% Success
Apprenticeship Health and Social Care (Adults) Level 2	5	2	2	1	2	80%	100%	80%
Advanced Apprenticeship Business and Administration Level 3	2	1	1	0	1	100%	100%	100%
Advanced Apprenticeship Customer Service Level 3	1	0	0	0	1	100%		
Advanced Apprenticeship Health & Social Care (Adults) Level 3	6	4	4	2	0	67%	100%	67%
<b>ALL</b>	<b>14</b>	<b>7</b>	<b>7</b>	<b>3</b>	<b>4</b>	<b>79%</b>	<b>100%</b>	<b>79%</b>

In addition to the above, the Council has also enrolled a further 10 employees who work in Wiltshire schools onto an Apprenticeship programme. 2 have completed and achieved their framework, 7 are continuing on programme and 1 had to withdraw due to personal reasons.

WILTSHIRE COUNCIL APPRENTICESHIP PROGRAMME - SCHOOL EMPLOYEES								
Qualification	Enrolments	Completed	Achieved	Withdrawn	Continuing	% Retention	% Achievement	% Success
Apprenticeship in Supporting Teaching and Learning in Schools Level 2	1	0	0	0	1	100%		
Advanced Apprenticeship in IT User Skills Level 3	1	0	0	0	1	100%		
Advanced Apprenticeship Specialist Support for Teaching and Learning in Schools Level 3	8	2	2	1	5	88%	100%	88%
<b>ALL</b>	<b>10</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>7</b>	<b>90%</b>	<b>100%</b>	<b>90%</b>

We have recruited our target 6 trainees (4 are aged 17 and 2 are aged 16). They started on programme in early March 2014 and are completing an initial frontloaded classroom programme (3 days a week for 4 weeks) and then will move into their work placements from the first week in April. The classroom based element is covering English, Maths, IT, team building, work skills, communication skills etc. Once they move into the work element they will typically do 3 days a week in the placement from April until the end of July but this may change according to the needs of the department we are placing them in and the Trainee. We hope to have placed our Trainees in Planning, IT, Customer Services, Facilities Management, Payroll and Youth Services.

With areas of skills shortages and an ageing workforce indicating succession issues; Wiltshire Council faces skills and recruitment difficulties. The Council's People Strategy 2012–15 identifies the under 25s workforce as an under-represented group. Our workforce statistics show that 7.5% of the Wiltshire council workforce is under 25 in comparison with 16% of the working age community. Wiltshire Council's percentage of under 25's, however, is high when compared with the level seen across other local authorities (4.8%). Wiltshire Council is serious about embedding our Apprenticeship Programme firmly within our People Strategy and Under 25s Recruitment Plan. A new Apprenticeship wage rate has just been approved for lower level Apprenticeships and that new jobs advertised as Apprenticeship posts will be paid at the bottom of grade A - that is £6.45 per hour and well above the Apprentice National Minimum Wage of £2.65. HR are in the process of putting together a generic grade A apprentice role profile, any area in the Council recruiting an apprentice would then need to complete and add an appropriate job context statement.

### **3.5 Apprenticeship Reform – The Future of Apprenticeships in England**

The government's Apprenticeship reform programme is aimed at ensuring Apprenticeships in England become more rigorous and more responsive to the needs of employers. Its origins lie in Doug Richard's November 2012 report, the principles of which were accepted by the government in March 2013.

Apprenticeships are central to the Government's drive to developing the skilled workforce employers need to grow and compete. Government has prioritised Apprenticeship growth with significant funding in recent years and committed more than £1.5bn in this current financial year.

Apprenticeship Reform will radically change the way Apprenticeships are delivered putting employers in the driving seat. It aims to ensure Apprenticeships are more rigorous and responsive to the needs of employers following the Richards Review. The Government's Autumn Statement announced that Apprenticeship funding would go to employers directly through HMRC. This was not unexpected, but did come with a caveat that there would be a further consultation on a different model for smaller businesses. The objective is to give the purchasing power back to employers for them to design and commission their own training solutions. Consultation is also currently live on the funding model going forward based on the Government's view that Apprenticeships are a joint investment between the apprentice, the employer and the government subsequently the cost is should be shared between these three parties.

Apprenticeship Standards designed by employers will replace existing frameworks. Typically two thirds of assessment will be at the end of the Apprenticeship and a Pass, Merit, Distinction grading system will be introduced. The level of maths and English required of Apprenticeships will be stepped up linked to GCSE Reform. Off the job training will be mandated to at least 20%. Following a pilot period Government plans to fully implement these changes with 2015/16 as a period of transition to the new Standards ahead of all new Apprenticeship starts in 2017/18 being aligned to the new Standards.

Government strives for Apprenticeships to be viewed with the same esteem as the traditional University route. Market penetration of employers offering Apprenticeships nationally has increased from 3% to 8% but Government aspires to match the German rate of 36%. The drive on Higher Apprenticeships continues with £40m additional funding announced in the Government's Autumn Statement to support 20,000 more Higher Apprenticeships. Increasing Apprenticeship take-up by 16-18 year olds remains a key priority so we are to expect further policy announcements and challenge in support of this. Also in the Government's Autumn Statement was an announcement that £10m additional money will go to Job Centres to help 16 and 17 year olds find Apprenticeships and Traineeships. This money will be delivered 'in partnership with Local Authorities' and we await further details. Following low take-up amongst apprentices, 24+ Advanced Learner Loans have been removed for apprentices.

### **3.6 Government Support for Young People with SEND**

Young people with Special Educational Needs and Disabilities (SEND) are less likely to achieve a level 2 qualification and, therefore, are less likely to access an Apprenticeship programme. Some young people with SEND may be able to access a

Traineeship but many would require a more individual support package to access employment. The Government is promoting Supported Internships in the forthcoming legislation in the Children and Families Bill (September 2014). Government wants to end the assumption that young people with severe learning difficulties and/or disabilities cannot work, and wants to ensure that they receive the right support to move into adulthood with paid jobs and careers. Supported Internships build on the strong evidence base that many young people with severe learning disabilities and/or disabilities want a paid job and with the right support, can secure and retain jobs that employers value. The special educational needs (SEN) Green Paper, '*Support and aspiration*' build on this learning. It set out a cross-Government commitment to ensure young people with severe learning difficulties and/or disabilities receive a seamless package of support as they move from education into employment.

Supported Internships are personalised study programmes based primarily at an employer's premises. They are designed to better enable young people with severe learning difficulties and/or disabilities to achieve sustainable paid employment by equipping them with the skills they need for the workplace. For the young person, the internship should contribute to their long-term career goals and fit with their working capabilities. For the employer, the Internship must meet a real business need, with the potential of a paid job at the end of the programme of study, should the intern meet the required standard.

#### **Safeguarding Considerations**

4. There are no identified safeguarding considerations within this update report.

#### **Public Health Implications**

5. There are no identified public health implications within this update report.

#### **Environmental Impact of the Proposal**

6. There are no identified environmental impacts within this update report.

#### **Equalities Impact of the Proposal**

7. The activity on Apprenticeships outlined in this report has equalities considerations at its heart as it aims to provide opportunities to develop skills and learning and kick-start or advance careers.

#### **Risk Assessment**

8. There are no further identified risks within this update report.

#### **Financial Implications**

9. There are no identified financial implications within this update report.

#### **Legal Implications**



10. There are no identified legal implications within this update report.

### Options Considered

11. No alternatives considered as the intention of this report is to provide an update to the Children's Select Committee on Apprenticeships in Wiltshire and in particular the work underway to maximise Apprenticeship growth in the county and support young people to take up the offer.

### Conclusions

12. Wiltshire has experienced vast, sustained growth in Apprenticeships placing it ahead of regional and national rates however, that growth dipped in 2012/13 suggesting it is becoming harder to maintain the same rate of improvement and rates regionally and nationally whilst experiencing similar downward trends are starting to catch up and close in on Wiltshire's lead. It is therefore essential Wiltshire Council and strategic partners avoid complacency and continue to focus effort on driving Apprenticeship growth in the county. As seen from this report, there is considerable activity that has been designed to build further on Wiltshire's earlier strong performance but of course, there is always more that can be done.

It is worth noting a number of issues that are likely to continue to challenge or add new further challenges along the way:

- Wiltshire's business base is dominated by SME's and the proposed funding changes are likely to generate a segmentation of the system making it harder for SMEs to engage with Apprenticeships
- The proposed funding changes are likely to have serious implications for FE Colleges who have come to rely on the apprenticeship funding as a major income stream
- Further analysis needs to be undertaken into why Apprenticeship starts are not increasing amongst 16-18 year olds
- Work needs to continue with schools - schools are key in communicating the Apprenticeship message within CEIAG
- Younger apprentices currently attract full government funding for their Apprenticeship. It is concerning that under the funding changes proposed this will no longer be the case as enforced co-investment is introduced for all Apprenticeships including 16 and 17 year olds. This could have a negative effect on employer attitudes towards employing school leavers – this will present further challenges in relation to Raising Participation.
- Work needs to continue on addressing outdated perceptions of Apprenticeships – there are still some image problems
- Higher Apprenticeships have yet to really take off locally or nationally
- The Skills Funding Agency is currently in the midst of an organisation re-structure which is anticipated to produce a 30-50% reduction in headcount. As part of this the NAS brand is moving to a digital platform and the level of support will reduce, their role is anticipated to become more audit and quality assurance focused. In particular NAS are withdrawing from their in school support offer – learners are no longer a NAS focus, their work will now concentrate fully on employers.

## **Proposal**

13. The Children's Select Committee is invited to note the progress made on Apprenticeships in Wiltshire and the activity in place to maximise and sustain this improvement. The Committee is also invited to note the influence of national policy and funding arrangements and the recent key announcements affecting this area.

## **Reason for Proposal**

14. Update to the Children's Select Committee on Apprenticeships in Wiltshire and in particular the work underway to maximise Apprenticeship growth in the county and support young people to take up the offer.

## **Name and title of Director(s)**

Julia Cramp, Associate Director – Commissioning, Performance & School Effectiveness  
Alistair Cunningham, Associate Director – Economic Development & Planning

---

## **Report Author:**

Haylea Asadi, Employment & Skills Manager, Economic Development & Planning

Email: [haylea.asadi@wiltshire.gov.uk](mailto:haylea.asadi@wiltshire.gov.uk)

Direct Line: 01225 718588

Date of report: 14.03.2014

## **Background Papers:**

None

## **Appendices:**

Appendix 1 - Apprenticeships: More Detailed Information and Key Facts

Appendix 2 - MI Report for Wiltshire Quarter 4 2012/13 published by The Data Service on the 04/12/2013

## **Apprenticeships: More Detailed Information and Key Facts**

### **Benefits and Value of Apprenticeships**

Apprenticeships are key to growing a skilled and competitive workforce for Wiltshire that meets the needs of employers both now and in the future and drive business development and economic growth. They are popular amongst employers because apprentices are more likely to acquire the appropriate competencies, functional skills and experience of the work environment and have higher levels of employability.

There is substantial demand from employers for Apprenticeships at Levels 4, 5, 6 & 7. The Government's £25m investment in the development of further Higher Apprenticeships will be pivotal to delivering the higher skills most critical for economic growth. They are developed by employers for employers and help businesses grow the leaders of the future. With the expansion of Higher Apprenticeships, apprentices are able to progress into higher level learning and acquire the accreditation and recognition that professional skills can give. This approach is vital for businesses to attract new talent and for people to see Apprenticeships as a route to professional status and senior job roles.

In March 2014 new research was released by Government which revealed that almost half (44%) of businesses in the country plan to take on apprentices in the next 5 years. This compares to just over 3 in 10 (36%) employers when asked the same question this time last year. The study also reveals that a fifth (20%) of SMEs plan to take on 1 or more apprentices in the next 12 months alone, with more than a third (37%) of larger businesses planning to do the same, compared to 15% and 28% respectively in February 2013.

Research shows that for every £1 invested in an apprentice, the wider economy benefits to the tune of £18. Nearly every employer that takes on an apprentice (96%) reports benefits to their business. 72% of businesses report improved productivity as a result of employing an apprentice. The average Apprenticeship increases business productivity by £214 per week, with these gains including increased profits, lower prices and better products. Other benefits reported by apprentice employers include improved product or service, the introduction of new ideas to the organisation, improved staff morale and better staff retention, each mentioned by around two-thirds of employers. Businesses that offer Apprenticeships view them as beneficial to their long-term development. According to the British Chambers of Commerce, most employ an apprentice to improve the skills base within their business.

Key benefits of being an apprentice include earning a salary, getting paid holidays, receiving training, gaining qualifications and learning job-specific skills. Career progression is excellent for apprentices, and over the course of their careers, research shows those with an Apprenticeship earn, on average, £100,000 more than those without.

### **Apprenticeship Design and Development**

Apprenticeships are designed by the Sector Skills Councils while the National Apprenticeship Service helps to fund the training. Business representatives from the relevant industry sector work with the Sector Skills Councils to develop the relevant course content.

## Employment and Training of Apprentices

The majority of the training for an Apprenticeship is delivered "on the job". The rest can be provided by a specialist learning provider, college or in some cases the employer themselves. Depending on the sector and job role an Apprenticeship can take anything between one and four years to complete. An Apprenticeship leads to full competency in an occupation, demonstrated by the achievement of an Apprenticeship standard that is defined by employers.

Only providers rated 'Outstanding' or 'Good' by Ofsted can deliver Traineeships as a new programme aimed to address problems raised by employers. Employers can contact local education and training providers to work in partnership with them to offer traineeship work placements. They can also contact the National Apprenticeship Service directly who can help them to integrate traineeships into their business.

Employment is expected to be for a minimum of 30 hours per week, except in the minority of circumstances, in these cases employment must be for more than 16 hours per week and the length of the Apprenticeship will need to be increased accordingly to ensure the apprentice has gained the required level of skills and knowledge to do the job. For all Apprenticeships commencing on or after 6th April 2012 a requirement was introduced to employ them under an Apprenticeship Agreement as a condition for completion of an Apprenticeship. Without it an Apprenticeship certificate cannot be issued.

A National Minimum Wage for apprentices was introduced on 1st October 2010. The wage applies to all apprentices aged under 19; and apprentices aged 19 or over in the first year of their Apprenticeship. The National Minimum Wage for apprentices is £2.65 per hour and applies to time working, plus time spent training that is part of the Apprenticeship. Employers are encouraged to pay above the new wage and many do so, research shows that the average salary is approx £170 per week. Employers must ensure that they are paying their apprentices at least the minimum wage.

## Financial Support Currently Available

The amount of funding subsidy for an Apprenticeship depends on the job role and the age of the apprentice. Table 1 below summarises the amount of funding available for different age groups.

Table 1: Current Apprenticeship Funding Rates

Age of apprentice	Proportion of funding available for training
16 to 18	100% of course fees
19 to 24	Up to 50% of course fees
25 or over	Up to 40% of course fees, depending on the sector

From August 2013 apprentices aged 24 or above on an Advanced or Higher Apprenticeship no longer attract Skills Funding Agency funding will be offered an Advanced Learning loan. In such cases it is expected that employers will continue to make a contribution towards the costs of the Apprenticeship with the remaining costs being met by the individual.

In addition to the funding available to support the training element, significant government funding has been made available to support eligible employers to take on new

apprentices. The Apprenticeship Grant for Employers of 16 to 24 year olds (AGE 16 to 24) aims to support businesses to recruit individuals aged 16 to 24 into employment through the Apprenticeship programme, who would not otherwise be in a position to do so. The National Apprenticeship Service will provide AGE 16 to 24 to eligible employers, in respect of qualifying apprentices, with an individual value of £1,500. Employers can be paid ten grants in total during the lifetime of the initiative. AGE 16 to 24 targets employers with less than 1000 employees, who are new to Apprenticeships or haven't enrolled a new recruit or existing employee onto an Apprenticeship programme in the previous 12 months. AGE 16 to 24 is available until 31 December 2014.

### **The role of the National Apprenticeship Service**

The National Apprenticeship Service is a dedicated part of the Skills Funding Agency established to support employers would-be apprentices. Their employer teams, including SME specialists, are on hand to guide employers through the process of hiring and training an apprentice. For small and medium sized employers (under 250 employees), their specialist small business support team provides a responsive and customer focused web and telephone service which offers a high quality, tailored experience to each employer. For larger employers (250+ employees), their employer account managers offer dedicated and personalised support, to meet the specific training and recruitment needs of each employer. They offer impartial advice on whole workforce development strategies which can include a direct grant arrangement.

The NAS website [www.Apprenticeships.org.uk](http://www.Apprenticeships.org.uk) contains a wealth of information and toolkits to help employers and would be apprentices to learn more and support them on their journey. Apprenticeship Vacancies is the free official job site for Apprenticeships in England and is managed by the National Apprenticeship Service. The system enables quality vacancies from employers to be viewed and applied for nationally by thousands of candidates that register onto the system.

Further support is available from NAS to support the promotion of Apprenticeships. The National Apprenticeship and National Training Awards are an opportunity to showcase and celebrate the exceptional standards and quality of Apprenticeships and training being delivered in the work place today. WorldSkills UK Competitions feature national and international skills competitions for young people and adults and drives up levels of expertise in further education, skills and Apprenticeships. These competitions reward real talent among the nation's apprentices and further education students. Working in conjunction with the Education and Employers Taskforce, the National Apprenticeship Service is calling on advocates of Apprenticeships to help "Inspire the Future" of school pupils by providing an insight into their own career and giving advice on making good choices. The programme will allow schools to select local speakers that most meet their own needs. Inspiring the Future provides an easy to use system by which schools can access volunteer speakers in their local area, inviting them to attend career related activities and events. All speakers will receive relevant, accurate and current information regarding Apprenticeships.

This page is intentionally left blank

**Wiltshire Council**

**Children's Select Committee**

**25 March 2014**

---

## **Task Group update**

### **Purpose**

To provide an update on recent task group activity and propose any decisions requiring Committee approval.

### **1. Educational for 16-19s Task Group**

#### **Membership:**

Kaylum House  
Jon Hubbard (Chairman)  
George Jeans  
Gordon King  
Jacqui Lay  
Mike Thompson

#### **Terms of reference:**

To review the quality, range and equity of access to further education in Wiltshire. The Task Group have also agreed the following outcomes for this review:

- a) Young people are aware of the full range of 16-19 opportunities available to them
- b) Young people feel supported to make informed choices from their local 16-19 offer
- c) The local 16-19 offer reflects what young people want
- d) Young people can access their local 16-19 offer
- e) The local 16-19 offer reflects the skill-sets that local employers want.

#### **Recent activity:**

The Task Group held their first meeting on 21 January and a verbal update was provided for the committee on 28 January.

The Task Group have agreed to undertake a piece of wide-ranging 'learner voice' work, surveying Wiltshire young people about their experiences of 16-19 education. This will cover the support the students received to choose their

preferred option, as well as the availability and accessibility of that option. The survey will cover young people preparing to begin their 16-19 education, those currently studying at 16-19, and those who have now completed it.

Officers have met with a student from Bath Spa University who is studying for a Masters degree in Education to discuss the possibility of her designing or running this survey as part of her qualification. This highlighted a number of issues which the chairman will discuss with education officers on 25 March 2014.

The Task Group's next meeting is scheduled for 26 March 2014 and will include:

- A discussion of key data around 16-19 opportunities across Wiltshire's communities.
- A briefing on the Your Choices website – an online portal providing information on the 16-19 courses available in Wiltshire.
- Further discussion of the learner voice work required.

## **2. Safeguarding Children and Young People Task Group**

### **Membership:**

Ken Brough  
Andrew Davis  
Jon Hubbard (Chairman)  
Alice Kemp  
Bill Moss  
Bridget Wayman

### **Terms of reference:**

- a) To monitor the implementation of any recommendations made by the Safeguarding Children and Young People Task Group that are endorsed by the Children's Select Committee and accepted by the executive.
- b) To scrutinise Wiltshire Council's delivery of improvements to safeguarding children and young people as set out in the Safeguarding and Adoptions Improvement Plan.
- c) To receive a twice-annual report from the Council's Lead Member for Safeguarding Children and Young People providing details of their safeguarding activity.
- d) To continue/conduct ongoing scrutiny of services for Looked After Children (LAC).



- e) To work in collaboration with the Safeguarding Children and Young People Panel to clarify future joint-working arrangements.

**Recent activity:**

The Task Group met on 19 February 2014. This was one of the task group's four annual data meetings, where members focus on the latest performance indicators for safeguarding and children in care. Members used the meeting to:

- Define which indicators they will continue to monitor and which should be removed from the dataset.
- Challenge the rationale behind how safeguarding indicators are graded Red, Amber or Green.
- Request that under each safeguarding indicator, a year-to-date RAG-rating is provided, as well as a quarterly rating.
- Request that future reports include a reference to which indicators are likely to be impacted by the new Multi Agency Safeguarding Hub (MASH).
- Agree which indicators they have significant concerns about, so that these can be focused on at future meetings. These included:
  - % of initial child protection conferences held within 15 days of a strategy discussion
  - % of Private Fostering notifications followed up within 7 days
  - No national comparator data available on % of single assessments completed within timescales
  - Issues around data recording with certain indicators.

The Task Group's next meeting is scheduled for 3 April and will be a topic-based meeting, focusing on the process of auditing the quality of children's social care casework.

**3. Schools and the Local Authority Task Group**

**Members:**

Ken Brough  
John Hawkins  
Jon Hubbard  
Sheila Parker  
Horace Prickett  
Phillip Whalley (Chairman)

**Terms of reference:**

- a) To explore how the Council promotes excellence and fulfils its statutory duties to children and young people in Wiltshire's schools.

- b) To explore whether the services offered by the Council meet the needs of schools and students, and if not, how they could be developed to help improve outcomes.

**Recent activity:**

At their initial scoping meeting on 23 January 2014 members agreed that understanding what the Council's statutory duties to schools are and how they are fulfilled was an important first step for this review.

The Task Group's second meeting is scheduled for 19 March 2014 and members will receive a report and briefing from the School Effectiveness team on the statutory educational duties of the local authority, covering:

- What are they?
- How does the council meet them?
- Who in the council is responsible for meeting them?
- Does the council have to provide them for all schools?
- Each duty is RAG-rated on to what extent we are meeting each duty
- A summary of how we 'promote excellence'

Following this, on 22 April the Task Group will meet to receive a further briefing on the education services currently offered to schools by the council and their popularity.

On 29 April 2014 three Task Group members will attend The Academies Show 2014 in London – a national event comprising a comprehensive programme of talks and seminars on all areas of the academies programme.

**4. SEND (Special Educational Needs and Disabilities) Task Group**

**Membership:**

Ken Brough  
Trevor Carbin  
Mary Champion  
Sue Evans  
Simon Jacobs  
Alice Kemp (Chairman)  
John Walsh

**Terms of reference:**

To explore how we can best prepare young people with SEND for Adulthood, including:

- local education and training options, including managing transitions
- planning for employment and supporting local employers to employ young people with SEND

- providing housing options to support young people with SEND to live in their communities
- developing communities that are inclusive, welcoming and supportive of young people with SEND.

### **Recent activity:**

The Task Group held their first meeting on 23 January and a verbal update for the committee was provided on 28 January. The task group had received comprehensive presentations from officers covering the SEND reforms nationally and the council's work as a DCA Pathfinder locally. It also covered some of the projects the council is involved with to improve education and employment opportunities for young people with SEND.

The Task Group agreed that its next meeting would be a more detailed look at the current Wiltshire landscape in terms of opportunities and challenges for young people with SEND, focusing on one of the task group's four chosen themes (above).

Following discussions with officers, the chairman has elected to focus first on "developing communities that are inclusive, welcoming and supportive of young people with SEND". This meeting is currently being arranged.

On 28 February the Chairman and Senior Scrutiny Officer attended an event hosted by the Wiltshire Parent Carer Council (WPCC)

0-25 SEND Service Launch event hosted by WPCC launching the council's new 0-25 SEND Service. The learning from this event will be fed back into the task group's evidence gathering.

## **5. Positive Leisure Time Activities for Young People Task Group**

The final report of this task group is included elsewhere on the agenda.

### **Proposal**

To note the update on task group activity provided.

---

Report author: Henry Powell, Senior Scrutiny Officer,

01225 718052, [henry.powell@wiltshire.gov.uk](mailto:henry.powell@wiltshire.gov.uk)

This page is intentionally left blank

## Overview and Scrutiny Work Plan

Committee	Review / Task Group	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Scrutiny Officer	STATUS (incl. date)
		Cabinet 21st Nov	Cabinet 17th Dec	Cabinet 21st Jan	Cabinet 11th Feb	Cabinet 18th Mar	Cabinet 22nd April	Cabinet 15&20th May	Cabinet 17th Jun	Cabinet 22nd Jul		
		Council 12th Nov			Council 4th and 25th Feb			Council 13th May		Council 29th Jul		
Children's Select Committee	Apprenticeships in Wiltshire					Children's March 2013					HP	Covering council facilitation of apprenticeships and the council's use of apprentices as an employer
	Exec response to the Final Report of the Positive Leisure Time Activities for Young People Task Group							Children's May 2013			HP	
	Early Help Strategy - update							Children's May 2013			HP	Draft Strategy recv'd Dec 2013. Update on final version and imp' plan requested. CSC to monitor success indicators.
	Final Report of the Positive Leisure Activities for Young People Task Group					Children's March 2013					HP	This task group was established to respond to the consultation on a Cabinet review of youth activities.
	Executive response to the 18 month review of the FE in the Salisbury Area Task Group					Children's March 2013					HP	
	Safeguarding Children & Young People Task Group										HP	Currently scheduling 4 x data-focused meetings and 2-4 x themed meetings.
	Education for 16-19s Task Group										HP	First meeting 21 January 2014.
	SEND Task Group										HP	First meeting 23 January 2014.
	Schools and the Local Authority Task Group										HP	First meeting 23 January 2014.

This page is intentionally left blank

## **Coalition Changes – Update January to March 2014**

### **Tackling bad behaviour in schools**

1. Updated [advice](#) for schools has been published regarding developing school behaviour policies and explaining the powers members of staff have to discipline pupils. It is for individual schools to develop their own best practice for managing behaviour in their school.

### **School Governors**

2. The government is consulting on the [constitution of governing bodies of maintained schools](#). The overall purpose of the proposed changes is to:
  - simplify the overall legislative framework by ensuring that there is a single consistent approach across all maintained schools; and
  - enable more effective governance by ensuring that the primary consideration in decisions about the constitution and membership of governing bodies is the skills that they require to be effective.
3. Proposals include a new skills-based eligibility criteria for appointing governors. Consultation closes on 14 March with the aim to change regulations to come into force on 1 September 2014.
4. The DFE have also published new [guidance](#) which makes clear the vital role of governing bodies as non-executive strategic leaders, and sets out their core functions clearly.

### **Free School Meals for infants**

5. Central Government has published [advice](#) to help support schools to deliver free school lunches to all infant children. It includes how revenue funding for newly eligible pupils will be allocated (£2.30 per child per day) and that each small school (up to 150 pupils) will receive a minimum of £3,000 funding to extend or improve kitchen facilities, and address transitional costs, in addition to the revenue funding. Other measures available are:
  - a. a support service, including a national helpline, run by the Children's Food Trust, to help and support schools across the country - giving advice on the various issues that may arise including visits and one-to-one help where needed

- b. support from Magic Breakfast to set up breakfast clubs in schools where children are coming to school hungry
- c. support from charities to help increase school meal take-up in 2,000 junior and secondary schools that currently have low take-up.

### School Organisation

6. New [school organisation regulations](#), and academy processes, to allow schools to make changes to their size and characteristics came into force on 28 January. The changes:
- Allow schools to make certain changes (enlargement of premises, altering age range, and adding boarding provision) without following a statutory process
  - The statutory processes have been slimmed down for certain other changes to maintained schools (e.g. a single-sex school becoming co-educational) by reducing the length of the process and the level of prescription
  - The requirement for academies to submit a formal business case to the department to make similar changes has been removed.

### Academies Update

7. Number in Wiltshire as at beginning of March 2014:

Sponsored academies	10
Non-sponsored converter academies	34

8. No additions since last meeting.

### Missing Children

9. New statutory guidance for [Children who run away or go missing from home or care](#) has been published which sets out the steps that LAs and their partners should take to stop children going missing and to protect those who do.

### Adoption reform

10. Central government is consulting on amendments to statutory guidance and regulations about:
- fostering for adoption
  - consideration of ethnicity when matching children with prospective adopters
  - placing siblings with an adoptive family
  - information to be provided about adoption support



- the Adoption and Children Act register
- contact in respect of children in care and adopted children

11. The consultation "[Adoption: getting it right, making it work](#)" closes on 11 April 2014 and the government expect bring changes into force in early summer 2014.

CAROLYN GODFREY  
Corporate Director

---

Report author: Lynda Cox, Head of Performance and Information Management,  
Children's Services.

Largely taken from the DFE website content 13 January to 11 March 2014.

12/3/14

This page is intentionally left blank