

HEY LEP Employment & Skills Board

25th April 2022

Paper B – Draft Career Aspirations Group Terms of Reference

1. Summary

1.1. The Employment & Skills Board is asked to approve the areas of focus proposed by the Careers Aspirations group which are:

1.2. The group has agreed to focus on the following areas:

- Labour Market Intelligence (LMI)
- Collaborate with stakeholders to promote occupations linked to local key economic sectors, particularly those identified as skills shortage occupations
- Careers Quality Standards
- CPD for careers advisers & employability professionals
- Skills Pledge
- Employability Skills passport

1.3. Draft Terms of Reference are attached at appendix 1.

2. Recommendations

2.1. Board members are asked to consider the Terms of Reference.

2.2. The Board is asked to approve the proposed areas of focus. A final Terms of Reference will be brought to a future meeting for ratification.

APPENDIX 1

Chair:

- TBC

Membership:

- TBC
- TBC
- etc

A stakeholder review is currently under way and the group's membership will be determined as part of the process to establish the CAG.

Guidance may be sought from the LEP Employment & Skills Board, particularly in respect of education provider representation (e.g., schools, FE / specialist colleges, independent training providers)

Individuals may be invited from time to time by the members to contribute to the CAG based on knowledge/expertise that contributes to specific agenda items

Purpose/Scope of the Group

- The CAG's remit is to support the development / promotion of careers-related initiatives that are relevant to all age groups
- Monitor and report as required to the LEP ESB on national / strategic developments that may affect and / or benefit CEIAG and employability skills provision in the Humber area
- Monitor and report as required to the LEP ESB on the delivery of relevant CEIAG and employability skills initiatives in the Humber
- Work with education and service providers and employers to develop, support, and promote initiatives that increase / improve CEIAG and employability skills for residents of the Humber area

Draft Key objectives:

- Improve the quality and amount of Labour Market Intelligence (LMI) available for residents and careers advisers / employability professionals.
- Collaborate with stakeholders to promote occupations linked to local key economic sectors, particularly those identified as skills shortage occupations.
- Support the achievement of careers quality standards within learning environments; support remaining identified schools to achieve the Quality in Careers Standard
- CPD for careers advisers & employability professionals by supporting the ongoing LMI events and maximising the CEC offer for careers leaders
- Review the previous Humber LEP Skills Pledge mechanism and consider reinstating subject to availability of resources
- Review the previous Humber LEP Employability Skills passport accreditation and consider reinstating subject to availability of resources

Commitment from group members

- The lead(s) of the group will pull together the agenda with support from the LEP officer which will be emailed at least one week prior to the meeting.
- Formal minutes are not required but key points and actions will be distributed to group members after each meeting.
- Members may be asked to contribute with tasks to support the objectives of the working group.
- Members are expected to provide an effective two-way communication channel within their organisation to ensure that other stakeholders are kept appropriately informed of issues / developments within the Career Aspirations Group

Meeting frequency

Initially monthly, then bi-monthly once the group has been fully established (this will be reviewed by the CAG dependant on arising actions)



Examples of potential priorities (N.B basis for discussion, not for inclusion in TOR)

Focus	Young People	Adults
Careers Hub	X	
QICs standard	X	
Log on move on	X	X
Employability skills passports	X	X
Matrix standard (ESFA requirement)		X
CPD for IAG staff	X	X
Enterprise Advisers	X	
Labour Market Information	X	X
Careers Fairs	X	X
Work Experience	X	
Connexions	X	
National Careers Service		X
Community Outreach		X
Campaigns (careers / skills)	X	X
Skills Pledge	X	X
SEND	X	
Youth Hubs	X	
Employment Hubs		X
Kickstart	X	
Restart Programme		X
ESIF programmes / UKSPF		X
Sector Specific LMI & Initiatives e.g., renewables, digital skills, etc.	X	X
Marketing Plan (multi-channel for differing audiences)	X	X
Graduates	X	X