

# HEY LEP Employment & Skills Board

25<sup>th</sup> April 2022

Paper C – Draft Apprenticeship and Technical Education group Terms of Reference

## 1. Summary

1.1. The Employment & Skills Board is asked to ratify the Terms of Reference proposed by the Apprenticeship & Technical Education group.

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

## 2. Recommendations

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

## APPENDIX 1

### Purpose

To ensure that local apprenticeship, technical & vocational education learning and skills provision meets local economic need.

Led by a member of the LEP Employment and Skills Board, the group priorities will be developed and delivered by a range of stakeholders and will be further supported by members of the HEY LEP Working Groups as appropriate.

### Objectives

- 1. Research and Influencing**
  - a. To respond to local, regional and national apprenticeship, technical and vocational education, learning and skills developments, reporting key issues to the LEP Employment and Skills Board and escalating as appropriate.
  - b. To act as the LEP's provider 'voice' in response to apprenticeship, technical and vocational education learning and skills consultation.
  - c. To identify gaps in the HEY LEP's regional provision and work collaboratively to address these and stimulate growth in key areas.
- 2. Promotion of Apprenticeships and T-Levels**
  - a. To work in collaborative partnership to improve opportunities for growth of apprenticeships at all levels.
  - b. To secure and promote any available additional funding resources to promote the development of apprenticeships across the Humber area.
  - c. To deliver key activities that support and drive the Levy transfer by employers.
- 3. Collaborative use of data and shared intelligence**
  - a. Share intelligence on local employer demand identifying gaps and opportunities
  - b. Understand whether local provision adequately meets the needs of local employers
  - c. Understand whether there is suitable End point Assessment (EPA) resource for planned courses and work collaboratively to identify EPA gaps
  - d. Analyse apprenticeship trend data and observe labour market changes, risks and opportunities
  - e. Understand progression routes for local key economic sectors
  - f. Fully understand learner journeys and collectively work to address unfilled vacancies

#### **4. Quality & Peer Group Support**

- a. Act as a peer group support network to collectively improve quality across all HEY providers.

### **Membership**

**Chair:** To be elected by the working group

**Vice-chair:** To be elected by the working group

#### **Membership open to:**

- Further Education Colleges
- Sixth Form Colleges
- UTCs
- Higher Education institutions
- Independent Training Providers
- Local authorities
- Neighbouring LEPs and those with travel to work / learn influences
- ESFA
- Local employers
- DWP
- Employer representative bodies
- Sector Skills Councils

### **Governance**

The group will meet every two months. A quorum at each meeting shall be 5 members.

The group will report regularly to the LEP Employment and Skills Board.

All members will be expected to attend meetings. If a member fails to attend for three consecutive meetings without reasonable justification, they will be asked to consider whether their place may be taken by someone who is able to commit fully. The final decision rests with the Chair.