

HEY Business, Growth and Skills Hub Apprenticeship & Technical Education Working Group Meeting



Draft Minutes of the Group Meeting held on
Monday 13th May 2024 at 10.00am – 12:00pm
via Microsoft Teams

Attendance

Group Members

Iain Elliott - (IE-Chair)
Sallyann Garrard-Hughes - (SG-H)
Kelly Britton-Hawes - (KB-H)
Paul Robinson - (PR)
Andrew Black - (AB)
Julie Deeley - (JD)
Rod Chambers - (RC)
Sara Fletcher - (SF)
Carole Cuthbert-Hall- (CC-H)
Anna Bennett - (AB)
Chris Dolman - (CD)
Sandie Gifford - (SG)
Gill Oaten - (GO)
Jakki Lovewell - (JL)
Becki Hamnett - (BH)
Charlotte Clarkson - (CC)
Judith Moore - (JM)
Victoria Isaac - (VI)
Simpson Rachel - (RS)

Apologies

Hannah Crooks (H&HCC - LSIP)
Chelsey Horberry (JZ Flowers)
Patricia Whiting (H&HCC - LSIP)
Wyn Jones (HNY ICB)
Cheryl Sedgewick (HCC)
Andrea Mcelhinney (IfATE)
Amy Drury - (HC)
Andy Crossland (HLC)
Martin Hewitson (DWP)
Gill Hall (DWP)
John Pybus (Novus)

Observers

None

Guests

Richard Dorney-Savage (RD-S)
Victoria Foster (VF)
Holly Robinson (HR)
Cynthia Robinson (CR)

Secretariat

Chris Howell (CH)
Carl Southcoat (CS)
Fiona Headridge (FH)

Agenda Item	Discussion Points
1.	<p>Welcome and introductions:</p> <p>(IE) Introduced new group members:</p> <ul style="list-style-type: none"> • Jakki Lovewell from Apprenticeship Employment Agency • Charlotte Clarkson from VCare Training Solutions • Judith Moore from Agenda Resource Management Ltd <p>Apologies:</p> <p>(IE) Relayed apologies received as outlined above.</p>

2.	<p>Minutes of the previous meeting and matters arising:</p> <p>(CS) recapped on the action points from the previous meeting held on 22nd February 2024. All actions completed apart from the following items:</p> <p>Action: Group members to complete and return of the 'HCC Collaboration Systems Guest Access Agreement' required for external members to be given access to the new HEY BG&SH A&TEWG Teams Channel.</p> <p>Action: Group members to feedback to (CS) their thoughts with regards to the working draft 'Partnership Action Plan and Implementation Tracker' on the layout, format and identified themes.</p> <p>A&TEWG Vice Chair Opening:</p> <p>The group is seeking a vice-chair to support (IE). Interested parties invited to submit an initial EOI to (CS).</p> <p>Action:</p> <ul style="list-style-type: none"> Any group member with an interest in the vice-chair role to submit an EOI to CS via email.
3.	<p>Hull and East Yorkshire Careers Hub Apprenticeship & Technical education Framework exercise</p> <p>One of the key objectives of the HEY A&TE group is to increase the number of apprenticeships in the HEY region.</p> <p>In addition, the Careers and Enterprise Company has an objective to promote and increase awareness of apprenticeships and technical education routeways to young people. To help with this, the CEC nationally has devised an Apprenticeship & Technical Education Framework for local stakeholders to use to self-assess strengths, weaknesses and opportunities to improve these outcomes.</p> <p>Building on previous SAP commissioned research and work done by the AT&E group already on developing an action plan, group members participated in a session to work through the CEC's framework. The session was facilitated by Richard Dorney-Savage of the CEC.</p> <p>The outcomes of the sessions will be used to create a map of the push and pull factors to increasing ATE participation and provide the Careers Hub with a baseline for a continued focus that will help with the development of key actions. Once complete, this exercise will be used to map our outcomes against all the Careers Hubs nationally and provide us with a comprehensive result as to how we compare regionally.</p> <p>In advance of the meeting, group members were sent the Hull and East Yorkshire ATE Framework, pre-event pack and survey link to the data that was used with the meeting. Group members were asked to access the link to complete the preliminary survey.</p>

	<p>Each Careers Hub in the country is completing an Apprenticeship and Technical Education (ATE) framework exercise and the outcome for each region will be overlaid to give a national picture. In Hull and East Yorkshire, the Careers Hub utilised the HEY A&TE working group to gain a wider perspective in relation to the above from members.</p> <p>(RD-S) Provided an overview of the ATE framework and explained how this can be used as a regional self-assessment tool, the purpose being to obtain feedback on where members felt that we were as a region against the below themes:</p> <ul style="list-style-type: none"> • Employer Need. • Employer willingness to offer an opportunity. • Conversion rate of interest to take up. • Promotion of ATE options. • Existing skills levels match requirements for next step. • Understanding of ATE routes. • Enthusiasm for occupation with opportunities. • Access to relevant training options. <p>Based on preliminary survey feedback, three themes were identified as key areas of focus for the HEY region:</p> <ul style="list-style-type: none"> • Employer Need. • Conversion rate of interest to take up. • Understanding of ATE routes. <p>Action:</p> <ul style="list-style-type: none"> • ATE Members to provide feedback via the below link on how they are able to support the three focus areas, please could you take a few moments to complete the following by Friday 31st May 2024. ATE Framework feedback
	<p>Any other business:</p> <p>Action:</p> <ul style="list-style-type: none"> • Election of New Vice Chair – expressions of interest to be sent to (CS) <p>Action:</p> <ul style="list-style-type: none"> • Group members reminded to complete and return the HCC Collaboration Systems Guest Access Agreement required for external members to be given access to the new HEY BG&SH A&TEWG Teams Channel. <p>Action:</p> <ul style="list-style-type: none"> • Group members with access to the Teams channel asked to review the HEY Partnership Action Plan and Implementation Tracker doc v4 for discussion at the next group meeting.
	<p>Date / time and venue for future meetings:</p> <ol style="list-style-type: none"> 1. Date of Next Meeting: 22nd July 20024 - 13:00 – 15:00

	2. Future Meeting Dates -TBC
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