

Hull & East Yorkshire Local Enterprise Partnership

Apprenticeship & Technical Education Working Group

Minutes of the Group Meeting held on Thursday 22nd February 2024, 1.00pm – 3.00pm via MS Teams

Attendance

Group Members

David Rachel (RD)
 Simpson Rachel (RS)
 Hewitson Martin (MH)
 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)
 Cuthbert-Hall Carole (CC-H)
 Alexander, Kim (KA)
 Anna Bennett (AB)
 Becki Hamnett (BH)
 Tricia Whiting (TW)
 Sandie Gifford (SG)
 Chris Dolman (CD)
 Rachel Winfield (RW)
 Amy Drury (AD)
 Tricia Whiting (TW)

Apologies

Iain Elliott (IE) (V-Chair)
 JJ Tatten (JT)
 Andrea Mcelhinney (IFATE)
 Bill Meredith (Bishop Burton College)
 Amy Collett (UoH)
 Grimsby AC

Observers

None

Guests

None

Secretariat

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

1.	Welcome & Introductions (CS) welcomed everyone to the meeting.
2.	Apologies Relayed apologies received as outlined above.
3.	Minutes of the previous meeting and matters arising (CS) recapped on the actions / minutes from the previous meeting held on 03/10/23. All actions have now been completed apart from the following item:

- **ACTION:** (EW from ERYC log-on, move-on has now provided local L1/L2 and work-based learning course information) (Action Complete).
- **ACTION:** (SGH) contacted (PG) from Supplytrain who are contracted nationally to deliver on the Flexi-Apprenticeship and T Level offer. SGH has made contact to see if this was a viable option for the HEY region re cost etc. (SGH) provide the group with a verbal update re Supplytrain which is very flexible but comes with a varied cost to the individual company or as a collective. Their key focus at present is developing opportunities within the Fishing industry. Though would be willing to work with organisations but would need the funding to be able to facilitate that. (Action Complete).
- **ACTION:** (SA) from Supplytrain confirmed that she would send across information that the group could be able to share on the Flexi-Apprenticeship and T Level offer. (CS) contacted (SA) as a reminder on a number occasions, (SA) still to provide this information. Action Outstanding: (CS to continue trying).
- **ACTION:** (CS) to connect with (KA from NHS Humber and North Yorkshire ICB) The new industry placement coordinator around T levels. (Action Complete).
- **ACTION:** (SA) confirmed that she would send across information that the group could be able to share – (Action complete).

The below are actions are from the A&TEWG on 22/01/2024:

Actions as follow:

ACTION: (SGH) to provide a written update in note form re conversation (PG) from Supplytrain re support for Flexi-Apprenticeship and T Level opportunities for the HEY region. Action complete.

ACTION: (CH) will invite (IE) to become Chair of the Group moving forward. Action complete.

ACTION: Group members to feedback to (CS) their thoughts with regards to the draft Partnership Action Plan and Implementation Tracker re the layout, format and identified themes.

Key Points to include: (CH) has asked the group to feedback on the following:

- Members to provide feedback on current activity.
- Members to identify any areas they are able to support and contribute to.
- Members to identify other project or initiatives that they are aware of.

	<p>Action: (CH) to explore opportunities to arrange a central repository or share point access so members can view feedback information to date.</p> <p>Action: (CD) to provide links to useful case study examples to forward to the DfE for used in connection with building an apprenticeship ambassador network for young people.</p> <p>Action: (CS) to follow up with (KA) re case study examples.</p> <p>Action: (BH) To provide an update on the university's role within HE, HTQ's. Agenda item for next meeting.</p> <p>Action: (CS) To make contact with (RC) to find out more information on when more HTQ's will be approved and available via the Occupational Mapping Service.</p> <p>Action: (KBH/CS) To make contact with regards to following up on local levy employers and levy transfer successes, to add to the database for providers to be able to access moving forward. Action complete. No available levy funds.</p> <p>Action: (CS) To consider thoughts on wider collaboration on this to decide whether or not this is something that the group can take forward or not.</p>
4.	<p>Election of New Chair:</p> <p>(CH) Comment that due to (RS) stepping down from the group a new Chair is required. (CH) As is required for all LEPs partnership an independent Chair for the Group needed.</p> <p>(CH) explained that this was an open position and asked if anyone would like to put themselves forward. (CH) stated that (IE) has expressed an interest in stepping up to become Chair if the Group was in agreement.</p> <p>No other Group members expressed an interest. The vote was taken on (IE) taking up the role. The Group was unanimously in favour.</p> <p>Action: (CH) will invite (IE) to become Chair of the Group moving forward.</p>
5.	<p>Partnership Action Plan and Implementation Tracker:</p> <p>Review of all Recommendations:</p> <p>(CH) Reintroduced the Partnership Action Plan and Implementation Tracker doc for initial group feedback re the document format and potential next steps actions. (CH) provided Group with an overview of the proposed as an action plan to address the 6 key recommendations identified from the Little Lion Apprenticeship Research Project that was commissioned by the HEY LEP.</p>

	<p>(CH) Picked out some common themes, i.e. Parents, Events, Marketing and Social Media etc. The main purpose of this was to show how this can be used and shared as a collaborative tool to monitor the work and practice that is been undertaken, along with learning from best practice including case studies to use to promote apprenticeship and technical education.</p> <p>(CH) Requested member feedback as to whether the Group agree with the approach that we're taking and whether or not that as a Group we are capturing the right themes and whether this was something that the group would get behind and support? 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>(AB) Suggested combining recommendations 2 and 6 as they appear to be interlinked.</p> <p>Action: (CH) Asked group to feedback on action plan priorities</p> <p>Action: (CH) to create a Teams channel as a central repository to upload the draft action plan so group members can access.</p> <p>(KA) Commented on the importance of including T Levels into the plan.</p> <p>(RC) Thought that this was a good piece of work and links in with the LSIP theme of accessibility.</p> <p>(SF) Commented that there might be some existing collaborations already, that could be highlighted within the plan. (SF) pointed out that (SF) and (AB) already collaborate on an annual apprenticeship event, so it might be and there'll be other examples of collaboration that exist already too.</p>
6.	<p>Youth Futures:</p> <p>Rachel Winfield provided project update in (JT's) absence.</p> <p>At the moment the Warren is still doing research with care leavers, which is now the focus.</p> <p>Once the Warren have more information, they will provide this to Youth Futures.</p> <p>Youth Futures are particularly interested in looking into the issues for housing, mental health and apprenticeship minimum wage as these appear to be the biggest barriers for care leavers.</p> <p>(CH) acknowledged the importance of this work and asked (RW) if there was anything that the group could do to assist with the work being undertaken.</p>

	(SF) said they would welcome linking work of Youth Futures to the A&TEWG action plan.
7.	<p>DfE Case Study Development:</p> <p>(CS) Discussed collecting case studies of learners progressing into Apprenticeship and T levels and using these for promotional purposes and raising awareness with young people.</p> <p>(CD) Commented that they produce regular success stories on people going into apprenticeships which focus on the positive impact of the learners. (CD) offered to provide links to examples to an insight into some of the type of learners involved. Action: (CD) to provide links to useful case study examples to forward to the DfE for used in connection with building an apprenticeship ambassador network for young people.</p> <p>(KA) Mentioned that the T level project, as they are focusing on careers into health and care as part of the project, does required her to report back to the DfE every month. And one of the objectives that they have set is to create case studies and is willing to share them with the group. Action: (CS) to follow up with (KA) re case study examples.</p> <p>(CS) provided the group with an update on the recent case study that the HEY LEP E&S Team have submitted to the DfE to consider for use. The focus of this centred around facilitating and local levy transfer with a local Rugby League club and a global Learning and Development company. The DfE have expressed an interest in using the case study.</p>
8.	<p>HTQ Mapping and Gap Analysis at HE level:</p> <p>(CS) provided an update on HE HTQ provision available and whether access to HE training is limited in many areas.</p> <p>(CS) All local providers have responded in relation to their HTQ offer. At this time the University of Hull and Hull College are currently reviewing this.</p> <p>(BH) Provided a university overlay, commenting that are a series of validation arrangements that that work with existing college partners around some of the HE provision. (BH) is hoping to be able to come back to the Group relatively soon with a list of further qualifications that are validated by the university and partner colleges that are going to be mapped across to IfATE. Action: (BH) To provide an update on the university's role within HE, HTQ's,</p> <p>Currently IfATE have only 16 approved HTQ courses available as part of their offer via the Occupational Mapping Service. The main contact for further information on when more HTQs will become available on IfATE's Occupational Mapping Service website is</p>

	<p>Richard Clewley, the Senior Implementation and Operations Manager - Higher Technical Qualifications at IfATE.</p> <p>Action: (CS) To make contact with (RC) to find out more information on when more HTQ's will be approved and available via the Occupational Mapping Service.</p>
9.	<p>Levy Transfer - Developing a strategic approach to engage with levy paying businesses</p> <p>(CH) Explained that a member of the employment and skills board has suggested that ITPs collaborate on employer engagement and the promotion of levy transfer.</p> <p>(KBH) Commented that the CITB have two strands to the levy transfer that they have been focusing on. The first is around working with their levy registered businesses and working with them transferring the levy over to another construction business. Equally, the CITB have also been working on levy pledge.</p> <p>(KBH) Queried whether CITB advisors are feeding in successes to (CS), KB will find out what's been happening and share that information moving forward.</p> <p>Action: (CS) To contact (KB) separately with regards to following up on local levy employers and levy transfer successes, to add to the database for providers to be able to access moving forward.</p> <p>(RD) Queried if we had any data for the region on underutilisation or underspend on their levy because that may help give us a bigger picture for where to focus our efforts. For example, is the DfE data available that we can get hold of?</p> <p>(CS) Has had some success in making contact with various levy paying companies that are happy to buy into this and reinvest their unspent funds. He has also had some success with global and national businesses that are keen to invest in the region through levy reinvestment. Outcomes could be improved by partners working collaboratively and generating more interest from employers.</p> <p>(CH) As partnership setting, this is the logical place to have those conversations and agree to do things if indeed we agree that that's the sensible thing to do.</p> <p>(CD) Thought it was good to have it as an option to be able to access the levy transfer, but now that there is no cap in terms of how many apprentices a company can take on per year, there maybe less demand for this.</p> <p>(JD) Added that some apprenticeships are very expensive so it is still quite a saving for an employer.</p>
10.	<p>Any other business:</p> <p>(None)</p>

11.	Date / Time and venue for future meetings: <ul style="list-style-type: none">• Forward plan of meeting dates for 2024/25• Date of Next Meeting: 15th April 2024 - 13:00 -15:00• Future Meeting Date:• 22nd July 20024 - 13:00 – 15:00
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