

Welcome to your LGA Apprenticeship newsletter for **April 2018**. This is the first of what we hope to be a six-weekly newsletter highlighting the latest news and developments on apprenticeships that are relevant to local authorities. Please feel free to circulate this to your own networks.

## **Joining the KHub**

The KHub is the place to find all of our information and best practice as well as to engage in discussions with colleagues from across the country. If you've not yet joined, please first register using the following link <https://khub.net/sign-up>. Once you have registered, please email [Sadique.miah@local.gov.uk](mailto:Sadique.miah@local.gov.uk) to be invited into the apprenticeship levy group. The direct link to our group is <https://khub.net/group/apprenticeship-levy-group-2016-2020>

## **LGA Support Offer**

For 2018/19, the LGA will be providing a new support offer to councils across England to help develop and improve your apprenticeship programmes and increase starts. This offer is in two parts – a general support offer and a bespoke support offer.

The general support offer is available to all councils in England and will see an expansion of what is currently provided by the LGA Apprenticeships team. Delivered in partnership with our consultants, we will be providing a range of workshops, webinars, tools and templates to help you grow and improve your apprenticeship offer. Keep reading our newsletters and checking the KHub for dates of the workshops and webinars, and the latest material.

The bespoke support offer will see the LGA Apprenticeships team work with around 20 councils between now and October 2018. Only upper and single-tier councils are eligible for this programme. Working with our consultants, we will be offering a minimum of two days support (with the possibility of extending this to up to five days, funding dependent), preceded by an initial scoping conversation to identify the areas where our support could make the most difference for your council – from help with making the case for apprenticeships to senior and middle managers, to providing extra capacity, help with skills mapping and workforce development, schools and developing a multi-year plan for your apprenticeship programme.

To qualify, local authorities must complete the Maturity Model (which can be downloaded here) and meet a series of criteria, including:

- Provide an overview of starts delivered so far and an assessment of their current progress towards meeting the public-sector target;
- Have the potential to increase starts as a result of this support offer;
- Agree to provide regular progress updates throughout the year;
- Have buy-in and sign off from senior managers and/or the Chief Executive for the process
- Be willing to share, where appropriate, any documents produced during the process as templates for other local authorities to use.

Priority will be given to local authorities that have self-assessed as 'Developing' against any of the strands on the Maturity Model.

In the next couple of weeks, we will be emailing all 151 single and upper tier authorities with more information about the offer and how to apply. In the meantime, if you want to register your interest in this programme, please email Jamie Saddler ([jamie.saddler@local.gov.uk](mailto:jamie.saddler@local.gov.uk)).

## Levy Transfers

As you will all be aware, as Levy-paying employers you will be able to transfer up to 10% of your Levy funds to another employer in 2018/19. You will initially be restricted to transferring funds to only one other employer. From the end of April 2018, you will be able to see your transfer allowance in the apprenticeship service account, and from May, you will be able to set up a transfer, while the receiving employer, if they do not have an account already, will be able to register on the apprenticeship service and start adding details of their apprenticeships. The first transfer payments will be made in June 2018. You can read the government's guidance on transfers [here](#).

We were able to meet again with DfE officials as part of the government's employer working group on transfers at the end of March. DfE confirmed that:

- The digital service has been built and is currently being tested in private beta.
- The ESFA have produced a video on how the Levy Transfers System will work. You can view the video on their YouTube channel [here](#). ESFA are also in the process of making a further series of narrated video presentations with more details on how to use the service. These will be available from the end of April.
- More information will be published on how the transfers system will work, including funding rules and template Employer Apprenticeship Agreement being published before the end of April (they had originally intended to publish this by the end of March).
- DfE still intend to relax restrictions around the number of employers that you can transfer funds to and Ministers are supportive of this position, however, they are not yet able to confirm when the restrictions will be lifted. We pushed for more information to be put in the public domain on when they intended to look at this again so that employers had greater confidence that the restrictions would be lifted this year and could plan accordingly.
- DfE have received a lot of queries from public sector organisations concerning how public-sector procurement rules would or wouldn't affect transfers and whether public sector organisations needed to go through a competitive process before deciding on who to transfer funds to. They indicated they would be providing some clarification on these issues soon. This is something we will follow-up on, as we know this is a concern for many local authorities.

If you have any further queries or issues to raise on Transfers, please contact Jamie Saddler on [jamie.saddler@local.gov.uk](mailto:jamie.saddler@local.gov.uk) or post your question in the Levy Transfers KHub thread [here](#).

## Public Sector Reporting

The system for reporting your progress towards meeting the public sector target is now live. You should have received a communication from MHCLG regarding the target, which was sent last week. If anyone has not seen this, you can download the message from the KHub [here](#)

The LGA has also put together some guidance and suggested points to include in your narrative. From the two surveys, events and conversations we have had over the last year, it is clear that there are a number of significant issues which are holding LAs back in being able to meet the target, including resources, schools, lack of standards in place, procurement and off the job training.

As the public sector reporting tool does not include a separate space for recording apprenticeship starts in schools, we are strongly encouraging councils to report schools numbers as part of the narrative. We know councils are doing much better at meeting their share of the public sector target than schools are. Based on data from 78 LAs, on average a council is meeting 57% of its own portion of the target, with schools meeting just 18% of theirs. It is important that we collectively get this point across to government.

It would help significantly on the lobbying side if as many LAs as possible can highlight these issues – reinforced by examples of your own experiences locally. You can download the Guidance [here](#).

### **Large Employer Roadshows:**

In the February newsletter we mentioned IfA will be holding large employer roadshows, the LGA together with ESFA run sessions for local government on public sector reporting, outcomes from the maturity model and LGA support offer. ESFA also asked councils we identified as having good practice to share their achievements/barriers in their apprenticeship programme. Below are some of the presentations from the Councils who wanted to share their experience.

Manchester (Hilton) – Rochdale Council's Presentation [click here](#)

London (Tower Hill) – Brighton and Hove Council's Presentation [click here](#)

London (Raddison) – London Borough of Hackney's Presentation [click here](#)

Hinckley (Sketchley Grange) – Nottinghamshire County Council's Presentation [click here](#)

Southampton (St Mary's) – Portsmouth City Council's Presentation [click here](#)

York (Racecourse) – Leeds City Council's Presentation to follow [click here](#)

Taunton (Rugby Club) – Cornwall Council's Presentation to follow

### **Delivering Part-time Apprenticeships**

The Learning and Work Institute and Timewise Foundation in Partnership with Young Women's Trust and Trust for London carried out a review looking at various part-time initiatives in apprenticeships. The final report of this can be found [here](#)

## **Review of the Institute of Apprenticeship**

The IfA held a stakeholder reference panel meeting with large employers to review their current processes, templates and guidance. Their presentation outlining this can be found [here](#)

## **Latest Standards Approved**

The following Apprenticeship Standards were approved for delivery in February and March:

- Community Energy Specialist (L4) – Find out more [here](#)
- Community Sport and Health Officer (L3) – Find out more [here](#)
- Operational Firefighter (L3) – Find out more [here](#)
- Policy Officer (L4) – Find out more [here](#)
- Regulatory Compliance Officer (L4) – Find out more [here](#)
- School Business Professional (L4) – Find out more [here](#)

## **Your suggestions/ideas**

If you have any suggestions for what you'd like to see in future newsletters, have items you want to add yourselves, want to sign a colleague up to our mailing list or want to unsubscribe yourself from the mailing list, please contact Sadique Miah on [Sadique.miah@local.gov.uk](mailto:Sadique.miah@local.gov.uk).