

LGA Apprenticeship newsletter

Welcome to your LGA Apprenticeship newsletter for **February 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 to be invited into the apprenticeship levy group. The direct link to our group is <https://khub.net/group/apprenticeship-levy-group-2016-2020>

News and updates

Maturity Model:

We launched our Maturity Model for councils at our recent workshops in London and Manchester in January. Inspired by a similar document created for the Troubled Families programme, the Maturity Model is a self-assessment tool to help you shape and improve your apprenticeship programme and will form the basis for our support offer to councils going forward.

Thank you to the 47 councils that have assessed themselves against the model so far and fed this back to us. If you have not yet assessed yourself against the model, please do so and return your assessment to Jamie Saddler (jamie.saddler@local.gov.uk) as soon as possible. You can download the maturity model [here](#).

10% transfer update:

The government has now published further guidance on how the process for transferring up to 10% of your Levy funds to another employer will work. You can find details of the guidance [here](#)

Large Employer Roadshows:

The Education and Skills Funding Agency are running another round of large employer roadshows (dates below). These roadshows are for the largest 1,000 employers in the country, which includes 138 of the 151 single and upper tier councils. The event is unfortunately invite-only by the ESFA and they should have been in contact this week with more details of the day.

As we did last time, the LGA will be running a session jointly with the ESFA from 11am – 12.15pm, which will include more information on the public sector reporting requirement. We will make all of the presentations from our session available through the KHub to ensure those of you who are not attending will also be able to access them.

- 27th February – Manchester – Hilton Deansgate
- 28th February – York – York Racecourse
- 1st March – London – Tower Hotel
- 2nd March – Taunton – Rugby Club
- 13th March – London – Radisson Portman
- 15th March – Hinckley – Sketchley Grange

- 20th March – Southampton – Southampton Football Club

National Apprenticeship Week

National Apprenticeship Week will be taking place again this year between 5-9 March. You can find out more about what is taking place nationally in the [ESFA's special business update](#), which provides a summary of all the main themes, what's in it for you and how to get involved. You can also see what else is going on in your area and add your own events to the ESFA's events map [here](#).

Institute of Apprenticeship New Policy

The IfA has released a document with all the planned improvements and changes they are making to the process of approving/developing apprenticeship standards and recommendation of funding bands, including:

- Revised policy, Qualifications, Revised guidance, Extra support for trailblazer groups, Intensive workshops, Intuitive templates, New funding process, Reviews process (to begin later this year), Engagement events. The full proposal of changes can be found on the following [link](#)

Reporting against the Public Sector Apprenticeship Target

All bodies in scope of the government's public sector target are required to publish and report to the Department for Education on their progress annually, with the first reports, covering the period 1 April 2017 – 31 March 2018, due between 1 April and 30 September 2018.

Most public bodies will submit their reports to the Department for Education through their Apprenticeship Service account. If you are in scope of the target and are a levy-paying employer, but have not yet registered on the Apprenticeship Service, please make sure you register as soon as possible. In addition, all public sector employers, if they have not already done so, should select 'public sector organisation' within the 'organisation type screen', which will enable you to receive direct alerts within the Apprenticeship Service and a link to the annual reporting form from 1 April 2018.

If you are in scope of the target but are a non-levy paying employer and therefore not registered on the Apprenticeship Service, then you will need to contact the National Apprenticeship Service on 08000 150600 (Option 1 then Option 2) or email helpdesk@manage-apprenticeships.service.gov.uk who will provide details of an alternative method of reporting.

The government has updated its [statutory guidance](#) on gov.uk clarifying these requirements. User testing for the reporting form is currently taking place and the feedback received will help government to shape the final design and ensure reporting is as straightforward as possible.

Finally, you may have seen that a new apprenticeship campaign for employers launched last week. Please visit the link [here](#) for further details.

Practice Sharing: Apprenticeship Managers Handbook, Reading Brough Council:

One of the things we are going to be doing more of in the coming weeks is sharing more examples of best practice where we find it so that others can benefit from the experiences and good ideas.

Many thanks to Reading for sharing the Apprenticeship Support Pack for Managers that they have developed. The pack includes information for managers on what an apprenticeship is, a manager's role and responsibilities, recruitment process, off the job training, and a series of FAQs. You can download the document via the KHub [here](#).

Practice Sharing: Procurement – The DAAP, Nottingham City Council

One of the presenters at our recent workshops was Kevin Bartlett at Nottingham City Council to introduce the council's new procurement process – the Directory of Approved Apprenticeship Training Providers (the DAAP). The DAAP is a list of ESFA approved training providers who can deliver apprenticeship training using the Apprenticeship Levy. The list has been procured by Nottingham City Council and is available for use by all other Local Authorities, Local Authority Maintained Schools, Police Services, Fire & Rescue Services and NHS Employers in England. You can find more information on the DAAP at the following links on the KHub:

[FAQ – The DAAP](#)

[OJEU Award Notice](#)

[OJEU Contract Notice](#)

[OJEU PIN Notice](#)

[Service Specification](#)

Level 7 Leadership and Management Programme

INLOGOV, University of Birmingham is delighted to offer Level 7 Executive Apprenticeship opportunities in Public Management and Leadership from September 2018. The programme can be paid for through the Apprenticeship Levy and will be delivered through INLOGOV's innovative blend of online and campus-based teaching. To learn more, join their webinar on Tuesday 6 March at 12pm (sign up [here](#)), visit their [website](#) or contact Clare O'Driscoll (c.odriscoll@bham.ac.uk).

PPMA Apprentice of the Year Competition

The PPMA Apprentice of the Year competition is back again for another year. The competition is all about identifying and celebrating the tremendous breadth of emerging talent that we have in public services. With a range of coaching and mentoring opportunities from industry leaders, you'll have the chance to develop your presentation skills, build confidence, network with peers in other organisations and unleash your full potential. All participants have progressed quickly in their careers since taking part.

If you've got lots of creative ideas, now is your time to bring them to life, get involved and demonstrate your abilities.

Application deadline is 9 March 2018 and you can find out more about how to apply [here](#).

LGA January Workshops in Manchester and London

We would like to thank colleagues who attended the Manchester and London sessions last month and those that provided feedback. Delegates from 75 local authorities from across the country attended and contributed to a lot of lively discussions and shared good ideas and practice. For those of you who weren't able to attend the sessions, the presentations from both events can be downloaded via the KHub [here](#).

SOUTH WEST COUNCILS AS A REGIONAL EPAO

South West Council is a regional membership organisation for the collective Local Authorities, they have access to a broad workforce employed across each of the councils. SWC also have a great deal of experience and knowledge of delivering training, assessment and verification practices and external quality assurance. Their aim is to combine experience with specialists to create a team of Independent Assessors (IAs) across a range of Standards to conduct End-Point Assessment. This approach has received favourable feedback from Trailblazer Groups and Federation of Awarding Bodies. The LGA will be working with SWC to deliver the approach with a view to potentially replicating this platform in other regions.

SWC will work with specialist individuals from councils across the region who could make suitable assessors and they would join a regional assessment team overseen by them. They will undergo training and comply with our quality assurance requirements and would be called on to assess and verify within the region although, clearly they could not assess or verify an Apprentice from their own Council.

If anyone is interested or would like further information please contact Fay Edwards (Fay.Edwards@SWCouncils.gov.uk)

Apprenticeship Standards: Chartered Town Planner Apprenticeship

The Chartered Town Planner Apprenticeship standard has been approved by government and will be uploaded to the Institute for Apprenticeships (IfA) website soon. There are currently six RTPI accredited universities that are considering the development of degree proposals to hopefully start this Autumn or early 2019: Brighton, London South Bank, Leeds Beckett, Sheffield Hallam, UWE Bristol and Oxford Brookes. Some programmes are likely to be day release, some blended learning with online training, or a combination. The approval of the official 'end point assessment' and funding band for accredited degrees is the final stage of the process before levy money can be used. The group leading the project hopes to complete this stage over the spring/summer. However in the meantime please feel free to contact the universities to register an interest and discuss opportunities, or email: careers@rtpi.org.uk

Useful Websites

Colleagues may find the resources available at the following sites helpful in support of their wider work on apprenticeships

[Rate My Apprenticeship – Career Options](#)

[Amazing Apprenticeships UK](#)

[5 Percent Club](#)

And finally...

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.