



Date 08 December 2016
Subject Apprenticeship Delivery Board
Location DfE, Sanctuary Buildings
Time 09:00 – 11.00
Publication intent NOT PROTECTIVELY MARKED

Item 1 – Welcome & Introductions

David Meller

- 1.1 The group was welcomed to the meeting, David Meller gave apologies for Andrew Parmley, James Wates and Judith Nelson. Claire Paul and Nayaz Quazi are deputising for David Abraham and Rami Ranger. David then introduced Karen Woodward.

Item 2 – Actions from Last Meeting

Karen Woodward

- 2.1 The only action outstanding from the last meeting was that the latest information on the Institute for Apprenticeships will be circulated to board members.

Item 3 - Update on Apprenticeship funding, 'Get in Go Far' and NAW 2017

Karen Woodward

- 3.1 Karen gave a presentation covering these areas.

Action 2016/59 Board members to be sent apprenticeship levy readiness questions used by NAS Account Management team when engaging with employers

Action 2016/60 Board members to be sent sector analysis of apprenticeship starts data

Item 4 – Digital Apprenticeship Service (DAS)

Keith Smith

- 4.1 Keith gave a presentation on the Digital Apprenticeship Service and how it will work for employers, including a demonstration of a test version of the site.
- 4.2 Keith pointed out that development was an ongoing process and would not stop when the service is launched, we will always be looking at a continuous improvement of the service to better meet employers' needs.

Action 2016/61 Karen to extend invitation to Board Members to attend DAS Webinars

Item 5 – Co-Chair and Member updates on activities and plans David Meller/All

David Meller – Co-Chair

- 5.1 David has hosted a Roundtables for Multi-Academy Trusts on November 8th, representatives from the largest MAT's attended and the event was well received. NAS are following up with attendees.
- 5.2 David also led a Roundtable event on November 23rd, for large employers in the Charity sector, this was held at the Mansion House and hosted by Andrew Parmley, the Lord Mayor of the City of London.
- 5.3 Meetings have been held with Anthony Jenkins, from the IFA, David Hughes (AOC) and Mark Dawe (AELP)
- 5.4 David has met with a number of Board members to discuss progress and how they can be best supported in their work for the ADB.

Simon Blagden - Fujitsu

- 5.5 Fujitsu hosted apprenticeship zones at party conferences in October, these well received and generated a lot of interest.
- 5.6 Roundtable event for the IT sector being planned for February 2017. The proposed attendee list is CEO's/Chairs of major businesses in the sector. David is seeking to arrange hosting for the event at 10 Downing Street.

Julie Taylor – Civil Service

- 5.7 Julie explained her role as chair of the Civil Service Apprenticeship board, which is tasked with ensuring departments engage with apprenticeships and meet their commitments to the public sector duty and utilise their levy funds.
- 5.8 There are potential links from this group to the wider public sector, for example, the Armed Forces and the National Health Service, Julie has met with John Manzoni on this issue.
- 5.9 Julie anticipates presenting data on apprenticeship performance across the public sector at the next board meeting.
- 5.10 The Army Foundation College was mentioned as an excellent potential venue for an event during National Apprenticeship Week.

Action 2016/62 NAS team to follow up potential event at Army Foundation College with Julie

Claire Paul – BBC

- 5.11 Claire is now working with the ADB as deputy to David Abraham.
- 5.12 The BBC exhibited at the Skills Show, with an area at the Skills Village, which generated a lot of interest.
- 5.13 Claire is a board member of the National College for the Creative and Cultural Industries, based at Thurrock.
- 5.14 The BBC are on the employer groups developing level 6 and 7 apprenticeships in Journalism and in Broadcast Engineering.
- 5.15 Diversity – 42% of BBC production apprentices are from a BAME background. BBC have a target for 10% of their apprentices to have a disability.
- 5.16 NAW 2017 – the BBC are planning an event on March 6th at the radio theatre in London.
- 5.17 David Abraham is planning to host a roundtable event at Channel 4 for the creative industries during NAW 2017. There will also be an event looking how barriers for disabled people accessing Apprenticeships can be removed.

Action 2016/63 C4 Apprentices who were working on the Paralympics to be invited to meet the Minister

Mike Thompson – Barclays

- 5.18 Mike was on the panel (representing the ADB) at the Skills London launch event on December 9. In addition, apprentices from Barclays supported the NAS stand at Skills London.
- 5.19 Barclays have held events to promote the apprenticeships levy to their corporate clients – aimed at CEOs/SMT.
- 5.20 A number of employers in the Banking sector are waiting for the introduction of the degree level apprenticeship standard in Banking before commencing recruitment.
- 5.21 Barclays are hosting a key event during National Apprenticeship Week in London.

Melanie Hayes – Compass Group

- 5.22 Roundtable event targeting the hospitality sector held on October 25, another event is planned for February aimed at SMEs within the sector.
- 5.23 In addition, Melanie is looking to hold an event during NAW 2017, also focusing on SMEs.
- 5.24 Melanie has been working to support Compass Group Corporate Clients in terms of apprenticeship engagement and working with the Supply Chain.

5.25 In response to a query from the Chair, Melanie confirmed that Hotel groups are part of the Hospitality sector footprint and she has already engaged with a number of these employers.

5.26 Melanie will work closely with the NAS Account Manager lead for Hospitality to engage with large employers in this sector.

Nayaz Quazi – Sunmark

5.27 Nayaz reported to the Board as the deputy for Rami Ranger, covering the Food and Drink Manufacturing sector.

5.28 Rami and Nayaz have been working closely with the NAS Account Management Team in engaging employers on their target list and prioritising those with whom NAS have been unable to engage. A meeting with NAS Account Managers was held in October 2016 to get feedback on progress with target list employers.

5.29 A roundtable event for the Food and Drink Sector is being planned for early 2017, working in partnership with the Food and Drink Federation.

5.30 Ways of promoting diversity in the sector was also discussed including a potential event

5.31 Karen reported that there is a manifesto commitment to treble the number of apprenticeship starts in the food and farming sector by 2020 and Nayaz confirmed that the Food and Drink ADB engagement could cover this wider sector.

Action 2016/64 Further discussions to be held to discuss strategy for engagement with the Food, Farming and Agri-tech sectors

James Wates – Wates

5.32 James was unable to attend the meeting but has produced a report on ADB activities in the construction sector which was included in the meeting papers.

5.33 A roundtable event, attended by the minister, aimed at construction sector employers was held on October 27.

5.34 James is meeting members of the NAS Account Management team working with construction sector target employers in February 2017 to progress employer engagement.

AOB

6.0 Board members were reminded of the opportunity to attend the National Apprenticeship Awards and bring a guest, ideally one of the ADB target employers.

6.1 The Disability Working Group was mentioned and how Board members could engage effectively with this group.

- 6.2 A researcher was available after the meeting to gather Board members views about the development of a Young Apprentice Ambassador Network.
- 6.3 An evaluation of the impact of the ADB is being prepared with a Celebration event due to be organised for late January 2017.

Close

Attendees

- David Meller, Chair ADB, Chair AAN, NED at DfE
- Mike Thompson, Head of Employability at Barclays Bank
- Nayaz Qazi, (deputising for Rami Ranger CBE, Chairman of Sun Mark Ltd)
- Claire Paul, BBC, (deputising for David Abraham, Chief Executive of Channel 4)
- Simon Blagden CBE, non-executive Chairman of Fujitsu
- Melanie Hayes, Resourcing & Development Director at Compass Group
- Julie Taylor, Director General, Head Office and Commissioning Services, MoD

In Attendance

- Karen Woodward, Deputy Director, Employer Relationships National Apprenticeship Service
- Mark Howard, Head of AAN / ADB, National Apprenticeship Service
- Daniel Francies, Senior Manager ADB National Apprenticeship Service
- Keith Smith, Director, Funding and Programmes, Skills Funding Agency

Apologies:

- Alderman Andrew Parmley, Lord Mayor of the City of London
- James Wates CBE, Chair, Wates Group
- Judith Nelson – retail sector