



**Date** 09 February 2017  
**Subject** Apprenticeship Delivery Board  
**Location** DfE, Sanctuary Buildings  
**Time** 09:0 – 11.00  
**Publication intent** NOT PROTECTIVELY MARKED

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## **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. Jason Holt was introduced to the group and will be joining the Board to focus on supporting growth of apprenticeships in SME's

## **Item 2 – Actions from Last Meeting**

**Karen Woodward**

- 2.1 Only one of the actions from the last meeting is still ongoing, **Action 2016/60** Board members to be sent sector analysis of apprenticeship starts data, data was provided at the meeting but more detailed information will be provided on an ongoing basis.

## **Item 3 - Update on Apprenticeship Performance and NAW 2017**

**Karen Woodward**

- 3.1 Karen gave a presentation covering these areas.
- 3.2 The presentation also covered SFA/NAS work in supporting employers prepare for the Apprenticeship levy.
- 3.3 Jason Holt stated that it will be vital to measure the uptake of employers who are not in scope of the levy taking on Apprentices on a co-investment basis. Karen confirmed that work was underway to report this information.
- 3.4 Karen gave an overview of the main events planned for National Apprenticeship Week 2017 that are have been organised by the board.

#### **Item 4 – Industrial Strategy Green Paper**

**Sue Arrand**

- 4.1 Sue gave a presentation on the Industrial Strategy Green Paper, particularly focusing on skills and apprenticeships, followed by discussion on how the Board can align activities to fit in with the priorities of the Industrial Strategy.
- 4.2 Sue reminded the Board of the consultation and encouraged members to take part.
- 4.3 As a result of the discussion it was agreed that it would be useful to have an input on Universities and Apprenticeships at the next Board meeting.

**Action 2017/01 All members to respond to the Industrial Strategy consultation document.**

**2017/02 Input on Apprenticeships and Universities to be sourced for the next Board meeting**

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

##### **David Meller – Co-Chair**

- 5.1 The One Year On Celebration event was held at the House of Commons on January 26<sup>th</sup>, hosted by Richard Harrington MP (Co-Chair when the Board was announced in 2015). A number of Board Members attended the event and we commended several employers who have worked with Board Members.

##### **Julie Taylor – Civil Service**

- 5.2 Julie confirmed her remit as a Board member was for the Civil Service, John Manzoni is looking at apprenticeships in the wider public sector
- 5.3 Julie talked about the progress made on apprenticeships within the Civil Service towards meeting its apprenticeship targets
- 5.3 She also mentioned the Public Sector Apprenticeships event on Jan 25<sup>th</sup> which got positive feedback from attendees.

##### **Mike Thompson – Barclays**

- 5.4 Mike spoke about the NAW 2017 launch event to be held at Barclays Head office at Canary Wharf (London) This will also be the launch of the Degree Level Apprenticeship Standard in Banking.

## **Melanie Hayes – Compass Group**

- 5.5 Compass Group have organised National Apprenticeship week event for Hospitality sector employers to be held at HMS Belfast on March 8<sup>th</sup>
- 5.6 In addition there is a Chef competition to be held on March 6<sup>th</sup>

## **Jason Holt – Holts**

- 5.7 Jason is joining the Board to focus on SME's and will discuss ways of engaging SME's in Apprenticeships at the next Board meeting.
- 5.8 Jason confirmed that he is still Chair of the of the Apprenticeship Stakeholder Board.

## **Rami Ranger – Sunmark**

- 5.9 A roundtable event was held for Food and Drink Manufacturing sector employers on February 7<sup>th</sup>. George Eustice MP, Minister of State at DEFRA and encouraged those present to engage in Apprenticeships
- 5.10 An event promoting Apprenticeships to the Asian Business Community is being planned for National Apprenticeships week, this will link in to the Diversity Champions Network.

## **AOB**

- 6.0 Board Members were informed of the world record attempt for most participants in a webinar organised by the East and West Midlands Local Apprenticeship Ambassador Networks taking place during National Apprenticeship Week, and were encouraged to pass the information on to their contacts.
- 6.1 Barclays have offered to host the next meeting at their Canary Wharf office, a date will be arranged for May 2017.

## **Close**

## **Attendees**

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

## **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
- Sue Arrand, Department for Education

## **Apologies:**

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