



Date	24 July 2018
Subject	Apprenticeship Delivery Board
Security classification	OFFICIAL
Present	Trudy Harrison MP, Co-Chair Claire Paul, Director of Leadership, Development & New Talent, BBC, Co-Chair Mike Thompson, Head of Employability, Barclays Mark Thurston CEO, HS2 Justin Hutchins CEO, HC1 Dr Sam Peach, Education and Development Lead, College of Policing (Deputy for Millie Banerjee) Suki Kalirai, Director, GKC Infocus Ltd Hugh Ind, Director General, Cabinet Office George Wakely, Director of Talent, B and Q (Deputy for Helena Feltham) Kathryn Porter, Director of Youth Strategy, Hilton Worldwide (Deputy for Jason Holt)
In attendance	Daniel Francies, Senior Manager, Apprenticeship Delivery Board, NAS Deepak Sharma, Senior Manager, Apprenticeship Ambassador Network, NAS Benita Notley, Head of Relationship Manager Team, IFA Azzizul Hussain, Apprenticeship Communications and Parliamentary Team, DfE
Apologies	Danny Mortimer, CEO, NHS Employers Simon Blagden CBE, Non-Executive Chairman, Fujitsu Malcolm Press, Vice-Chancellor, Manchester Metropolitan University Millie Banerjee, Chair, College of Policing Rami Ranger CBE, Chair, Sunmark Ltd Suzie Welch, Human Resources Director, Pizza Express Tim Cooper, Chief Executive, United Response Karen Woodward, Deputy Director, Employer Relations, National Apprenticeship Service (NAS) Mark Howard, Head of Employer Strategic Networks Team, (NAS) Jayne Haines, Senior VP for Global Talent, Leadership and Organisational Development, GlaxoSmithKline Helena Feltham, People Director, B and Q

1. Welcome/Introductions

- 1.1. Trudy Harrison introduced Claire Paul as the newly appointed Co-Chair for the board and Claire said a few words about her background with Apprenticeships and the development of the BBC Apprenticeship programme. The Co-Chairs welcomed the group and especially those board members who were attending their first meeting, Mark Thurston, Suki Kalirai and Hugh Ind
- 1.2. Apologies were received from, Danny Mortimer, Simon Blagden, Rami Ranger, Tim Cooper, Suzie Welsh, Millie Banerjee, Jayne Haines, Malcolm Press, Helena Feltham and Karen Woodward.

2. Actions from last meeting

- 2.1 The Co-Chairs went through the actions from the previous meeting held on April 26th 2018.
- 2.2 All of the actions from previous meetings are now completed or in progress, follow up actions as below.

Action 2018/01 information on Levy Transfers to be re-sent (as some board members have fed back that this was not received)

Action 2018/05 IFA Route Panel Chair event – To re-scheduled for Autumn 2018, NAS support team to work with the IFA regarding an event.

Action 2018/02 – Jennifer Coupland to be invited to board meeting to give an update on T Levels – deferred until October meeting.

3 Update on Apprenticeship performance and sectoral work, including appointment of NAS sector leads

- 3.1 Daniel Francies presented on Apprenticeship performance. Claire Paul asked if it was possible for a more detailed breakdown of the Higher/Degree level Apprenticeship starts.

Action 2018/11 NAS to provide a breakdown of higher/degree level apprenticeship starts by framework/standard.

- 3.2 There was discussion around the ratio of starts across sectors between new recruits and existing employees starting apprenticeship programmes and board members reported that the mix varied across different sectors.

- 3.3 Trudy reported that her experience in her constituency is that there is still a need for more employers offering apprenticeship positions.

Action 2018/12 NAS to investigate if there is any data on the ratio of new recruits vs existing staff members for apprenticeship starts

- 3.4 The presentation included some data on starts by sector and more sectoral data was requested by board members. The data collected by ESFA from apprenticeship training providers measures starts by the framework or standard sector subject area rather than the overall sector of their employer.

Action 2018/13 NAS support team to investigate if apprenticeship data is available based on the sector of the employer

- 3.3 Daniel presented on the Sector leads who are NAS members of staff who will support board members to produce and deliver sector action plans. All board members present confirmed that their sector leads have been in touch to arrange to meet. The board membership has now been realigned to match the employer route panel sectors, which have been set up by the Institute for Apprenticeships.

Action 2018/14 All Board members to have drafts of their Sector Action Plans by the next board meeting on October 10th

- 3.4 There was discussion around potential blockages to apprenticeship growth and it was agreed by the chairs that identification of blockages in specific sectors should be an agenda item for future meetings.

Action 2018/15 Blocking factors to apprenticeship growth to be included as an agenda item for future meetings

Action 2018/16 Sector action plan template to be refined

- 3.5 Following discussion of potential board activities which may form an element of the action plans pan sector activities were suggested which may be incorporated across sectors.

4. Institute for Apprenticeships update

- 4.1 Benita Notley gave an update on the Faster Better processes.
- 4.2 Following discussion it was thought that the new processes were an improvement, however the situation with regards to availability and development of standards varied between sectors, with some sectors being more advanced in the number of standards ready for delivery than others.
- 4.3 A query was raised regarding the next opening of the Register of Apprenticeship Training Providers, the next opening of the register is provisionally planned for September 2018.

- 4.4 Mike Thompson suggested that there should be greater flexibility for employer/providers in that the register should be kept open for applications from this group.
- 4.5 Claire Paul praised the new processes in the Faster and Better programme and thought they would be helpful for employers developing apprenticeship standards.
- 4.6 Claire raised the issue regarding funding bands being too low for providers to deliver, this can cause a problem for financial planning if the funding allowed through the levy is not sufficient and employers have to put in additional funding. There is a process to appeal new funding bands so this issue is still in the process of being resolved.
- 4.7 Claire raised the issue regarding devolution of skills policy for organisations with a UK wide footprint, specifically how this impacts on apprenticeship provision and funding.

Action 2018/17 Chairs to set up a group for UK wide discussions

5. Board Member Updates

- 5.1 All sectors now have a board member in place with the exception of the Construction Sector where steps are being taken to recruit a board member.
- 5.2 Board members present gave an update on their sectors. In future meetings this agenda item will be where members can highlight their sector activities
- 5.3 Suki Kalirai (Hair and Beauty Sector) reported that there has been a decline in starts in the sector particularly from young people. Suki felt that the RPA legislation had been a cause of this as well as the 10% funding commitment from SME's.
- 5.4 Mike Thompson (Legal, Finance and Accountancy) the sector is generally in good health regarding apprenticeships and in finance especially has been an early adopter of apprenticeship standards. There has been an element of repurposing of graduate schemes that can be funded via the levy through Degree Level Apprenticeships. Barclays have produced a survey looking at perceptions of apprenticeships, as a follow up to survey produced in 2016 and the results are looking very positive.

Action 2018/18 Barclays Survey to be circulated to board members when released

- 5.5 Justin Hutchins (Care Sector) The sector is a stable regulatory environment and funding has improved, although it is still underfunded. In terms of age profile the UK population is aging twice as fast as in the USA and so the need for a trained workforce can only increase.
- 5.6 Hugh Ind (Civil Service) Hugh said that progress was being made this on apprenticeships in the civil service, both for new recruits and upskilling

existing employees, Relationships with providers will be key in ensuring the targets are met.

- 5.7 Sam Peach (Protective Services) Apprenticeships are crucial to the sectors plans for skills and form part of the policing education qualification framework. Next year should see around 3,000 starts on the Police Constable apprenticeship.
- 5.8 George Wakely (Retail) Expects to see a rise in starts in the sector as employers start to use their funding. The 20% off the job requirement is a challenge to the sector.
- 5.9 Mark Thurston (Transport) The transport sector is closely linked with both engineering and construction, both in terms of the apprenticeship frameworks. Standards that are being offered and in terms of supply chain employers. HS2 alone has over 2,000 apprenticeships with supply chain employers.
- 5.10 Mark mentioned the Transport Infrastructure Strategy Two Years On report which has recently been released by the Department for Transport.

Action 2018/19 Link to DFT Report to be circulated

- 5.11 Claire Paul (Creative) The creative sector has a market oversupply with thousands of applications for small numbers of apprenticeship positions. Graduates are available to work in the sector at low costs hindering the development of apprenticeship programmes. An issue for the sector is how the larger employers support the many SME's in the sector.
- 5.12 Kathryn Porter (Deputy Chair – AAN) Kathryn mentioned that Hilton group are planning large numbers of apprenticeship starts and that apprenticeship numbers are increasing in the hospitality sector, with new standards helping with apprenticeship growth.
- 5.13 In her role as Deputy Chair of the AAN Kathryn suggested that the AAN strategy document be shared with ADB Members

6. A.O.B/Date of next meetings

- 6.1 The Chairs extended the invitation to meet or have a call with board members in between board meetings
- 6.2 The date of the next board meeting has been changed to October 10th, from 9:30 to 11:30 venue tbc
- 6.3 Meetings scheduled for 2019 are February 7th and May 16th, both from 10:00 – 12:00 venues tbc

Meeting closed.