



Date 10 October 2018

Subject Apprenticeship Sector Development 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
Richard Mould, Procurement Operations Director HS2 (deputising for Mark Thurston)
Suki Kalirai, Director, GKC Infocus Ltd
Hugh Ind, Director General, Cabinet Office
Danny Mortimer, CEO, NHS Employers
Suzie Welch, Human Resources Director, Pizza Express
John O'Connor, Group Commercial and Human Capital Director, Laing O'Rourke (deputising for Mark Reynolds)
Helena Feltham, People Director, B and Q
Stephen Stewart, Global Talent Programmes Lead – GlaxoSmithKline

In attendance

Karen Woodward, Deputy Director, Employer Relations, National Apprenticeship Service (NAS)
Daniel Francies, Senior Manager, Apprenticeship Delivery Board, NAS
Jill Nicholls, Relationship Manager, Institute for Apprenticeships (IFA)
Mike Davies, Deputy Director, T Level Development, Education & Skills Funding Agency (ESFA)
Angela Friend, Strategic Communications Lead – Apprenticeships/Traineeships, Department for Education (DfE)
Rachel Flynn, Communications Manager, Office of Trudy Harrison MP

Apologies

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
Justin Hutchins CEO, HC1
Tim Cooper, Chief Executive, United Response
Sharon Forton, Head of Employer Strategic Networks Team, (NAS)

1. Welcome/Introductions

- 1.1. The Co-Chairs welcomed the group and especially those board members who were attending their first meeting, Helena Feltham and Danny Mortimer, also John O'Connor who deputised for Mark Reynolds and Richard Mould deputising for Mark Thurston

2. Actions from last meeting

- 2.1 The Co-Chairs went through the actions from the previous meeting held on July 24th 2018.
- 2.2 All of the actions from previous meetings are now completed or in progress, follow up actions as below.

Action 2018/11 NAS to provide a breakdown of higher/degree level apprenticeship starts by framework/standard. This data is now available and will be circulated to board members.

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

Action 2018/13 NAS support team to investigate if apprenticeship data is available based on the sector of the employer. Data based on sector of the employer will be released on October 25th and will be shared with board members.

Action 2018/18 link to Barclays Survey to be circulated, completed the link has been sent.

Action 2018/19 Link to DFT report on apprenticeships to be circulated, completed the link has been sent.

3 Name Change for the Board

- 3.1 It has been agreed that Apprenticeship Delivery Board will now be known as the Apprenticeship Sector Development Board with immediate effect.

4 ESFA update on Apprenticeship performance

- 4.1 Karen Woodward presented on Apprenticeship performance and the apprenticeship announcements made at the Conservative party conference.

Action 2018/20 Information on the apprenticeship announcements to be sent to board members

- 4.2 The Awards Event will be held at Old Billingsgate in London on the evening of November 28th and the ASDB has been allocated a table.

Action 2018/21 Board members to be invited to the awards evening

- 4.3 Karen reminded all present that National Apprenticeship Week 2019 will be from March 4 – 8 and encouraged all board members to think about activities for National Apprenticeship Week.

5 T level update

- 5.1 Mike Davies gave an update on T level development including work experience placements.

Action 2018/22 T level slides to be sent to board members

6. New Apprenticeships Campaign

- 6.1 Angela Friend gave an update on the new apprenticeships campaign, which is proposed to be launched in January 2019.
- 6.2 Board member's views were sought on the theme of the campaign and some proposed graphics

7 Board member updates

- 7.1 The Co-Chairs asked that board member sector delivery plans be completed by the end of December 2018.
- 7.2 Claire and Trudy also plan to arrange individual meetings with each board member before the next board meeting in February 2019.

Action 2018/23 Sector delivery plans to be completed by the end of December 2019

Action 2018/24 Co-Chairs to meet with each board member before the next board meeting in February 2019

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

- 8.1 The next meeting will be held on February 7th 2019. We shall seek to host the meeting from within the board.

Action 2018/25 NAS support team to consult with Co-Chairs and board members to confirm venue for the next board meeting

- 8.2 There is also a board meeting scheduled for May 16 2019

Action 2018/26 board meeting dates to be circulated for the remainder of 2019

Meeting closed.