

## **LSC Update to PiP - end November 2008**

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**LSC office**                          North Yorkshire

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### **1. Aims**

The aim of this paper is to provide updates to PiP members, which assist understanding and evaluation, and to assist dialogue and development. It is important for providers to benchmark their performance against regional and national levels; and to be aware of developments in order to prepare for the future.

### **2. Performance**

#### **Performance Data**

We are still in the process of cleansing the data received for 2008/9 and the final data submission for 2007/8.

As a result no data is included in this report – it is hoped that the December report will provide details.

#### **LSC Yorkshire and the Humber Region**

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### **3. Information Updates**

#### **Apprenticeship Website**

The [Apprenticeships website](#) was successfully launched on Monday 10 November.

The website has been completely redeveloped and will provide visitors to the site with information to help them really understand what Apprenticeships can offer.

Features include:

- key information on the benefits of Apprenticeships for both potential apprentices and employers
- videos of apprentices and their employers
- search facilities to find different types of Apprenticeships and job roles
- frequently Asked Questions specific to each audience. Current examples include; *'do I get any holidays?' and 'is being an apprentice anything like the TV programme?'*

The website aims to use plain English and be jargon free.

Visitors to the site can register their interest in finding out more by completing a simple webform.

Over the coming weeks there will be news articles, press releases, performance data and useful links.

#### **Access to the Vacancy Matching Service**

From 8 December the website will also become the external portal into the Vacancy Matching Service (VMS). There will be links from the website to the VMS landing page.

Employers, and the colleges and training providers they work with, will be able to load Apprenticeship vacancies onto the system.

From January, individuals will be able to search for Apprenticeships in their area.

#### **Future development**

Two further phases of website development are scheduled for December and February 2009.

## **Qualified Provider Framework (QPF)**

Just a quick reminder to say that you will need to access Bravo Solutions and complete the relevant questionnaires before 10<sup>th</sup> December in order to take part in 2009 tendering.

## **Area Wide Prospectus**

Providers are reminded that information on the Area Wide Prospectus needs to be updated regularly, to ensure that information is correct.

## **Apprenticeship Vacancy Matching Service (AVMS)**

Provider training on the AVMS system will start from 28th November, providers have been invited to attend and we urge you to confirm your attendance at the earliest opportunity.

The regional training centre for the AVMS system is Mercury House in Bradford. The system is due to go live from the 8th December which will allow providers to both load their profile (i.e. who we are, what we do, what we offer) and load vacancies onto the site with closing dates either near the end of January and beyond.

From January candidates will be able to search and apply against vacancies. A briefing note is also included within this brief on the National Apprenticeship Service.

## **Connexions Information**

As part of the drive to reduce the proportion of young people not in education, employment or training we would like to remind all providers to keep their Connexions contacts informed of all starts, leavers and offers made to young people. We plan to gather together both providers and Connexions to build on the good practice that already exists within the area and hopefully reduce bureaucracy.

## **Apprentice Redundancies**

The LSC is seeking information regarding those apprenticeships that are “at risk” of being made redundant, and those who have been made redundant. PiP will co-ordinate a weekly round up of information and send this through to the LSC.

Information will need to include:

- name of employers
- location
- volume of redundancies
- sector

## **MLP Guidance**

The MLP guidance will be publicly launched at the end of November, it's anticipated that the MLP framework level will increase to 50%, however, SSA tier 1 data will also be used to filter out any potential anomalies and provide a more flexible approach.

## **Requesting PFR's**

Providers are reminded to request a provider funding report when submitting batch transmissions, this will give you the opportunity to interrogate the data that you submitted.

If you're aware of any significant errors within the PFR can you contact your Adviser at the earliest opportunity.

## **4. Briefing Note**

### **National Apprenticeship Service Briefing Note - November 2008**

#### **Background**

Over the past ten years, the numbers of people undertaking an Apprenticeship has more than doubled and this is due in no small part to the work being done by colleges and training providers, working with employers and learners, to improve the quality and success of Apprenticeships.

Ten years ago only 75,000 people took up Apprenticeship places. Today that number is nearer to 200,000 and by 2020 the Government is committed to ensuring that there 400,000 Apprenticeships in England, with 250,000 starts and 190,000 completions.

Government wants to see a genuine step-change in Apprenticeships –in the numbers of those applying across all age ranges but particularly amongst young people; in the quality of the training they receive; in the range of sectors and businesses offering Apprenticeships and seeking apprentices.

Colleges and training providers delivering Apprenticeships are central to achieving this ambition.

#### **National Apprenticeship Service**

The National Apprenticeship Service (NAS), announced earlier this year, will be established in April 2009. This new service will work closely with colleges and

training providers delivering Apprenticeships, as well as with key stakeholders including CBI, BCC, Connexions and local authorities, and with employers themselves.

The service will drive forward the Government's ambition for a renaissance in Apprenticeships, which brings a significant growth in the number of employers offering Apprenticeships and provides sufficient opportunities to enable one in every five young people to take up an Apprenticeship place.

The NAS will provide an end to end service for Apprenticeships that includes: Employer Services; Learner Services; and a web-based vacancy matching system.

The web based system will be supported by three core components:

**Employer Services –supporting employers to:**

- Raise their awareness and understanding of Apprenticeships and how they can be utilised in their business
- Encourage and support them to use the VMS
- Decide which Apprenticeship vacancies they should advertise
- Work with their Sector Skills Council to develop an Apprenticeship Framework where one doesn't already exist
- Develop and deliver Apprenticeship programmes for their workforce by providing information, guidance and facilitation

**Learner Services - supporting organisations who work with learners to:**

- Better understand the Apprenticeship offer and how the vacancy matching element works
  - Promote Apprenticeships to young people and their parents
  - Strengthen the Apprenticeship experience and improve attitudes to vocational training
  - Provide the best opportunities to apply for Apprenticeships
- Exceptionally, Learner Services will work with partners to support learners who haven't been able to secure the help they need.

**System Support Services –supporting the users of the system to:**

- Understand the what the system can do- and what it can't
- Solve problems that arise in the use of the system
- Provide key management information and data.

## **The System**

A new **web-based vacancy matching system (VMS)** will help individuals to better understand Apprenticeships and search through live vacancies and it will help employers, and their colleges and training providers, to advertise their vacancies to a wide range of interested applicants.

The VMS will also track the learners and employers progress through the system

and identify where intervention is needed. This will help NAS to better understand and manage supply and demand for Apprenticeships.

The interactive, web-based matching system will begin to be introduced from December 2008 when employers and colleges and training providers will be able to load their current Apprenticeship vacancies.

The new web-based system is based on Apprenticeships Online, and builds on the piloting activity in Hampshire and the Isle of Wight, Cambridgeshire and the West of England.

The web-based system will become accessible for individuals of any age from early January 2009, and will match individuals with employers offering Apprenticeships.

#### Key Points:

##### Vacancies

- The web-based system will allow Apprenticeship vacancies to be advertised - by the employer where they hold a direct contact with the LSC - or by their choice of college or training provider who holds an Apprenticeship contract with the LSC.
- The system will not advertise training vacancies –nor will it incorporate programme-led Apprenticeship vacancies.
- Employers and colleges and training providers who wish to advertise a vacancy will need to submit the vacancy details (via the web-based system) for visual approval using a standard format..
- The NAS team will approve each vacancy and will also check to confirm that the employer exists on the LSC's employer registration system (used by Train to Gain).
- Only approved colleges and training providers delivering Apprenticeships, and those employers who have a direct Apprenticeship contract with the LSC, will be able to upload vacancies onto the system.
- The system will help new employers choose which college or training provider to work with
- Each Apprenticeship vacancy will be linked, through the system, to the correct employment sector.
- Providers will be able to use the system to manage the matching process against each vacancy advertised.
- There will be areas within the site for employers and colleges and training providers to create individualised areas containing more information on their organisation.
- In their designated area - employers can provide details for prospective individuals - colleges and training providers will be able market themselves to employers and individuals.  
Individuals
- Individuals will be able to select Apprenticeship vacancies in their chosen occupational area.

- Individuals will be able to apply for the vacancies either using the on-line application for that particular vacancy –or where specified, through a link to the employer or provider’s own application process.
- The system will include a standard application form for completion by the individual –this can be used to submit an application against one or more vacancies in the system.
- Individuals will be able to tailor the search criteria to help them identify the most suitable Apprenticeship Opportunities.

[www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)

The Apprenticeship website is being redeveloped to support the introduction of the web-based vacancy matching system. The new website will be content rich and will have improved functionality to enable employers, learners and their supporters to navigate the system quickly and effectively.

The completely redeveloped website will provide visitors to the site with information to help them really understand what Apprenticeships can offer.

**Individuals** will be able to search for different types of Apprenticeships and the job roles that they could follow in that area. They will find information on salary levels and progression routes, and in time they will be able to watch real case studies.

Once the vacancy matching system goes live in January, individuals will be able to search for live Apprenticeship opportunities.

The Apprenticeship website will provide **employers** with information on the key business benefits that employing apprentices will bring them. There will also be a simple web-form so that they can register their interest in finding out more about Apprenticeships.

The website will also provide parents, career advisers and teachers with information.

The website aims to use plain English and be jargon free.

### **Introducing the System**

We are working hard to ensure that the system is ready to roll out to employers and colleges and training providers from December. Inevitably, there are a number of areas that will need fine tuning as the system goes live.

We have extensively tested the web-based VMS in four ‘model offices’ over the past six weeks. This has provided us with valuable information in how the system works and will help the effective introduction of the system from December.

Experts in each LSC region and in the National Employer Service will be trained on how to use the web-based system –and will be there to support colleges and

training providers, and employers, as they use the system.

Colleges and training providers will play an important role in loading Apprenticeship vacancies onto the system.

Regional training sessions on using the web-based system will begin in November for colleges and training providers. Details of venues and dates have recently been issued to colleges and training providers through the regional Apprenticeship teams.

We will write out to colleges and training providers with regular updates on the VMS and on NAS as it develops over the next few weeks.

Please visit the Apprenticeship page on the LSC's website for the most up-to-date information.

**What do colleges and training providers need to do next?**

- Identify the right people to attend the web-based system training sessions
- Begin to draft your provider profile/area ready to load onto the site in December.
- Identify Apprenticeship vacancies which can be loaded onto the site from 8 December

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