



<b>Attending</b>	Paddy Bradley (PB), SWLEP Director Sally Burnett (SB), Swindon Borough Council Skills Lead Katie Cross (KC), Wiltshire Council Scott Green (SG), CEC Tina Pagett (TP), SEND representative (joined the meeting at 10.41am) Mandy Timbrell (MT), Wiltshire Council Louise Stanton (LS), Lead School Amanda Walton (AW), Lead College/Post-16 representative
<b>Apologies</b>	Daniel Busson (DS), Lead Employer Shona Taylor (ST), Careers Hub Lead
<b>Guest(s)</b>	Dragana Houston (DH)
<b>Chair</b>	Paddy Bradley (PB)
<b>Minutes</b>	Deborah House (DKH)
<b>Venue</b>	Via video / telephone conference
<b>Start time</b>	10.30am
<b>Finish time</b>	12.30pm

Item	Topic	Deadline
<b>1.0</b>	<b>Welcome and apologies, Conflicts of Interest</b>	
	PB welcomed attendees to the meeting and apologies were noted.  <b>Conflicts of Interests</b> None were declared.	
<b>2.0</b>	<b>Minutes of meeting on 10 December 2019, matters arising and Action Log</b>	
<b>2.1</b>	Minutes of the meeting held on 13 February 2020 were read and approved with one update.  <ul style="list-style-type: none"> <li>With reference to Page 6 Item 6.0 “SG stated that any monies remaining from the Central Hub fund needed to be spent by August or it would disappear and that the Grant Offer letters were currently being prepared.”</li> </ul> <p>SG updated the meeting by stating that the situation above had now changed. The funding did not now have to be spent by August, but it would be rolled forward into the next financial year.</p>	
<b>2.2</b>	<b>Matters arising transferred to Action Log.</b>  The updated Action Log from the meeting on 13 February 2020 was reviewed.	

	<p><b>Point 1. ST and DKH to discuss options for rescheduling meeting dates.</b> The discussion was originally needed because Daniel Baker from Malmesbury School had difficulty attending the meetings as he was teaching on Thursdays. As Louise Stanton was now back from maternity leave and could attend the meetings, this action was no longer required. <b>COMPLETED</b></p> <p><b>Point 5. LMI: PB to set up a meeting with two organisations who can supply LMI data at a granular level.</b> Licence agreements had been purchased from EMSI and Labour Insight. This allowed SWLEP to keep track of up to date job vacancies, the skills required, the employers who were seeking applicants and the information could be analysed town by town. EMSI had greater integration of skills data into national databases.</p> <p>The information had been used for the Skills Plan. DH had set up a working group with the Local Authorities with some interesting insights coming out of them. The data was recently used for supplying intelligence to Honda. This was really useful to have and for DH to add input. The LMI would not just be used for the Careers Hub but across all SWLEP activity.</p> <p>Labour Insight had a particular model for Careers Hubs, but this required an extra licence. If we decided this were needed, would the cost be taken from Careers Hub funding?</p> <p>(Lisa Pagett joined the meeting at 10.41am.)</p> <p><b>Point 6. Benchmark 6 - Experience of Workplaces and Employer Engagement dedicated resource needed to develop a platform to promote this.</b></p> <p>A document had been produced which would be discussed later in the agenda. Owing to Covid-19 impact CEC had been looking at virtual workplace experience models at a national level.</p> <p><b>Point 8. BM 6: produce an overall picture (1 pager) of what the journey looks like.</b></p> <p><b>Action: ST to retain on Action Log for further review.</b></p> <p><b>Action: ST to merge Points 6 &amp; 8 regarding Benchmark 6 into one.</b></p>	<p><b>May 2020</b></p> <p><b>May 2020</b></p>
<b>3.0</b>	<b>Summary of performance against target</b>	
<b>3.1 and 3.2</b>	<ul style="list-style-type: none"> <li>• <b>Careers Hub March 2020 Dashboard and</b></li> <li>• <b>Compass analysis March 2020</b></li> </ul> <p>In ST's absence, KC updated the meeting.</p>	



Wave One had 40 schools in the Hub, whereas there were only 12 schools in Wave 2. Some Benchmarks had decreased; with changes to Benchmarks 5 & 7 mostly in Wave 1 and Benchmarks 4 & 8 in Wave 2. The Compass analysis was submitted just as the UK went into lockdown.

SG stated that there would be a difference to what had been planned versus what had actually been implemented. Careers Leaders were projecting what would be actioned and not what had been already carried out. The next set of returns would have a backwards adjustment. Therefore, they would not hit the Benchmark in the manner that they thought they would, particularly in Benchmarks 5 & 6. There had been some virtual activity so CEC did not really know the outcome yet, but in the next Compass return they would be asked for the impact of Covid-19.

Separate reporting on the two Waves could be quite confusing, but at least it gave the overall direction of travel. It would show the line of performance between 2019 and Spring 2020 and demonstrate the impact of Covid-19. SG added that Benchmarks 5 & 6 had been negatively impacted nationally and was not as good as CEC would like, but he was not concerned with Swindon & Wiltshire's performance. The next round of grant funding would focus on Benchmark 1, A Stable Careers Programme. PB stated that it was difficult to hold discussions about the Hub's performance in such uncertain circumstances, but we still needed to be mindful of any changes.

SG explained that CEC was required to report to DfE in this manner for Waves 1 and 2 as they operated under different funding streams, but there was nothing to stop the Group from amalgamating the information itself for this meeting. That would then show the overall performance. He could work with Richard Dorney-Savage to come up with something more useful locally.

Institutions in Wave 1 were poorer against the national average and focussed peer to peer support could be offered to improve performance; performance overall would then improve. If the Hub were to look at the difference between the two Waves and compare and contrast, you would be able to drill down at an institutional level. That data could then be used to set the agenda for Careers Hub meetings and exchange of ideas. LS stated that Wave 1 institutions may have interpreted the Benchmarks differently and marked themselves too harshly.

**Action: ST to take forward the analysis**

**May 2020**



<p><b>3.3 and 3.4</b></p>	<ul style="list-style-type: none"> <li>• <b>Update on Careers Hub work since school/college closures on 20 March 2020 and action plan</b></li> </ul> <p>KC updated the meeting on the actions and activities the Hub had been undertaking despite the crisis with particular mention of AMBER and RED activities.</p> <p><b>Action plan for recruitment of Enterprise Advisors (EAs) to individual institutions vacancies</b> KC stated that there were currently seven vacancies for EAs. It was very difficult to hold these conversations with businesses at the moment when their priorities were elsewhere. SG stated that there had been a dip in numbers nationally. More SEND institutions would be involved in Wave 3, and it was harder to recruit EAs for these specialist schools.</p> <p>PB advised the meeting of the provision of data from NHS Digital on the employment of adults who needed long-term support for disability. This tracked how many were registered for paid employment. 2019 statistics for Swindon &amp; Wiltshire were reported separately and there were variations across the area, but the figures quoted were under 10% employed from this group. There was a significant challenge to find appropriate situations for them.</p> <p><b>Action: DH to send this data to the group.</b></p> <p><b>Collating information from colleges, training providers and 6<sup>th</sup> forms</b> This was RAG rated as AMBER as there was a lack of information received to date from providers.</p> <p><b>Action: ST to investigate the issues</b></p> <p><b>Action: PB and ST to follow up in a meeting regarding the actions rated at AMBER or RED.</b></p> <p><b>Develop virtual resources for key audiences</b> Resource Packs had been collated, with additional information on the Covid-19 situation. Filming had been completed, the video had already been used and was now being rolled out as far as possible via social media channels.</p> <p><b>Continue to plan for an Autumn Employer Conference</b> The question was asked as to whether there was still an appetite for an Autumn employer conference. Change the format to a shorter event with sharper focus, genuine engagement with authoritative voices. Numbers</p>	<p><b>May 2020</b></p> <p><b>May 2020</b></p> <p><b>June 2020</b></p>
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	<p>would have to restricted on the video conference method. Follow-up with webinars so the conference extended to a wider group. PB suggested investigating Conference software which would allow digital rooms for workshops etc.</p> <p><b>Develop case studies to help articulate impact</b> Discussions with individual stakeholders were ongoing. The mapping exercise would be completed by end of July to ensure that the stakeholder offer available to schools and colleges from September 2020 met the needs of all institutions and there was no overlap of provision.</p> <p><b>Complete Compass+ training session and online modules</b> This had been rolled out to all schools, and demonstration sessions had been booked for on-line module for training to virtual classroom to understand what Compass could do.</p> <p><b>Action: ST to analyse the actions by section and ascertain what number were at RED, what number at AMBER and what number at GREEN to focus on key areas.</b></p> <p><b>Action: to have a plan to eliminate the REDs and to focus on them at the next meeting.</b></p>	<p><b>May 2020</b></p> <p><b>June 2020</b></p>
<b>4.0</b>	<b>Lead School/College updates</b>	
	<p><b>LS gave an update to the meeting on the activity of Malmesbury School during the Covid-19 crisis.</b></p> <ul style="list-style-type: none"> <li>• Students and staff were making good use of Microsoft Teams to stay in touch</li> <li>• There was a Careers Section for students in Key Stages 3 &amp; 4</li> <li>• There were tutorial sessions for students in Key Stage 5 highlighting apprenticeships, CV writing and tutor group meetings</li> <li>• Virtual Open Days at school and University were available to students</li> <li>• The EA was available to conduct mock interviews and check CVs on-line</li> <li>• In-house Career Advisors were making calls on a weekly basis, giving priority to apprenticeships to ensure they were still available to students.</li> <li>• The school was matching students up with college courses for those who were at risk of NEET. At the moment there was only one student who could potentially be NEET.</li> <li>• Students were advised of the list of 10 companies offering virtual work experience. There had been a mixed uptake.</li> <li>• Regularly sending the careers letter to parents via school comms.</li> </ul>	



- Students were engaged and were taking up the opportunities for cv writing etc

A major concern for the school was that the Careers Advisor was leaving Malmesbury at the end of August. As yet there had been no applications to the post. LS was aware of three schools in Wiltshire which were currently advertising but had had no applicants. The school did have a back-up plan, via Adviza, but this could be expensive. The current job holder had a joint appointment across hub schools, Malmesbury and Sheldon, and had decided to reduce hours by working solely at Sheldon School. So, the remaining three days had been advertised or one post-holder working full-time across several schools.

With regard to apprenticeships LS advised that a couple of students had transferred to college courses, but apprenticeships were still in place so positive.

The examples of good practice were passed to Nicola Randy in Wiltshire Council who published in a bulletin to the wider network.

**AW updated the meeting on the situation for students at New College.**

- The March Compass return was based on previous activity.
- The Futures Fair had been cancelled.
- Work experience had been cancelled, although online versions for Speakers for Schools and Barclays Life Skills had gone ahead.
- Doing careers interviews on-line was more effective than physical face-to-face meetings with 175 interviews.
- Level 3 with places at University were still planning to attend depending on their Grades.
- The College was seeking to develop one-year courses for Level 3 students who wanted to defer.
- Level 1 students were concerned, as they were not sure where to go next so were being sign-posted to Swindon College because of the proposed merger.
- Year 11 transition activity underway.
- The College had launched its “Kick Start to College” programme; transition work across Levels 2 & 3 for Year 11 applicants with 633 website hits.
- Moving the June and August enrolment activity to on-line.
- Phoning round applicants who had not engaged with the college since an earlier interview and had not opened emails.



- There were mixed messages around apprenticeships with some companies going for January starts and getting their current apprentice back in after furlough.
- What to do with students who wanted to do apprenticeships but cannot match with an employer?
- Launch of the Get Ahead programme, a short sharp course with a financial incentive. This could be delivered on-line and would prevent young people from becoming NEET. So far this had received quite a good take up.
- Could that programme cope with all the students who needed to engage. The capacity may be OK, but what funding would be available? What other providers were there?

MT commented that this had been raised with the Skills Minister and an announcement was expected on 20 June for funding to be provided with SMEs to kick start the Apprenticeship landscape. It was important to get that messaging out to students and employers before the summer term started.

Funding for the Further Education sector needed to be agile and responsive at this time. Swindon College and New College had been looking at applications for Year 11, which stalled as soon as Lockdown started. Students could not see beyond the end of the week; it was proving a very difficult time for them. Could the curriculum be flexible enough to provide courses? There was a danger of losing these young people if they had not engaged since March. The offer was very unclear to Year 11 students and a tie in with secondary schools may be necessary.

There may be a capacity on 8 June for a small cohort of students to recommence their studies, but there may not be the staff to deliver. The FE sector worked to a different timetable than schools; FE terms finished on 18 June!! So, was there even any point in them returning?

Are students on the right level of courses? Come August, students would resurface, and engagement would pick up. Online and physical study options were being offered to get them back into education.

LS stated that Malmesbury School's Year 11 pastoral support team was still in touch with its students.

Those with an interest in moving on to A-levels still had all the transition work to do. Places were ready for September, but students were awaiting results to see whether they would attend schools or colleges. Places already offered at Swindon College, New College and Cirencester College were guaranteed. But students would be able to re-sit exams in November as per Government guidance. So once results were issued in August, there



	might be a lot of movement. Some students may prefer to go back to the safety of school where they were known and know the teaching staff.	
<b>5.0</b>	<b>SEND Update</b>	
	<p>TP updated the meeting regarding Covid-19's impact at Fairfield Farm School. As it was a special school it had been open throughout the period. Putting learning on-line was not appropriate for some students. Hands on teaching in the shops, café and with the animals had been halted. The links with external contact placements were also on hold. Small group not had opos. Supported internships. This was a difficult time for the students and the crucial transition phase to work would not now materialise. They were continuing to work on zoom etc but very diff and progression planning.</p> <p>The school's good practice was passed on to the wider network via Darren, the Careers Lead, who sat on number of groups and worked closely with KC. e so message was working really well.</p> <p>There were fortnightly meetings taking place on-line with the whole careers network and the third one was scheduled for this afternoon, 2 June. The sharing of information was going well. The first SEND provider virtual meeting was to take place the following week. <i>SEND in Mainstream</i> would be the major agenda item with SWLEP's Dragana Houston and Chris Stevens presenting to that meeting.</p> <p>The Hub now had Sharepoint on-line for Careers Leaders' resources and SEND would be added shortly.</p>	
<b>6.0</b>	<b>Engaging employers during the recovery period</b>	
	<p>The Overview of proposed platform document to develop an offer locally was discussed. The correct format would be scoped out together with the necessary specification. This would include costs.</p> <p>Careers Hub was undertaking a significant amount of work but was losing impact without a website. The site could be added to the main SWLEP website, much like that of Growth Hub and Higher Futures. In this way it would be quicker if we were clear on what was required.</p> <p>Although Careers Hub wanted a platform, there had also been a discussion about wider functionality; an interface with business to enable them to sign up with us.</p> <p>A group to be established to look at the specification and functionality of the website. This group to include:</p> <ul style="list-style-type: none"> <li>• The Careers Hub Lead, ST;</li> </ul>	





	<ul style="list-style-type: none"> <li>at least one representative from the schools /colleges, Darren, from Fairfield Farm College,</li> <li>at least one from Local Authorities, names to be advised; and</li> <li>PB to facilitate the discussion with RIKA.</li> </ul> <p><b>Action: meeting on the platform to discuss options and then agree on way forward via email with the rest of the Group.</b></p>	<b>June 2020</b>
<b>7.0</b>	<b>Funding update on current position</b>	
	<p>Year 3 Q2 I&amp;E – the information was not available at time of the meeting.</p> <p><b>Action: DKH to circulate once available.</b></p>	<b>May 2020</b>
<b>8.0</b>	<b>BM 8 Personal Guidance (standing item)</b>	
	<p>As seen above, there were difficulties recruiting Careers Advisors. (See Item 4.)</p> <p>How many schools in the area were advertising for school education leads and what were the success rates? SWLEP would need to propose some local action to resolve this issue.</p> <p>LS advised that previously Malmesbury School had employed a Careers Lead, trained them up on the job and paid for the University course. After a year the person had left to take up a post at UWE. It took over a year to train them completed via the Open University and a link to Northampton University. Malmesbury School had developed a flexible package offering three days which were negotiable, term-time only with the addition of results days and parents’ evenings etc.</p> <p>PB advised the meeting that unemployment in our area, had doubled since the lockdown, although the rate was originally low at 2.2%. There would be more unemployment in the area with a need to skill up and/or retrain the working age population. The Public Sector was expected to grow in attractiveness post Covid-19 for the potential stability it offered.</p> <p>MT stated that training an advisor up on the job should not be costing the institution money. This could be achieved by undertaking a Level 6 apprenticeship.</p> <p><b>Action: MT to ascertain situation and advise group.</b></p> <p><b>Action: Lead Practitioner and ST to prepare briefing note summarising the routes to employment.</b></p>	<p><b>May 2020</b></p> <p><b>June 2020</b></p>



	SG stated that this was a national issue. There was difficulty meeting Benchmark 8, as students were not having the conversations with qualified Careers Advisors. The salary offered was not commensurate with the Level 6 qualification required for the role. There were no solutions on offer at the moment, but CEC was aware of the problem.	
<b>9.0</b>	<b>Any Other Business and date of next Meeting</b>	
	<p><b>Confirm Lead provider availability for meeting dates in new academic year. COMPLETED. See section 2.2.</b></p> <p>It was decided to review the action plan considering the current circumstances as there were a lot of actions at RED and align with Career Hub capacity. If necessary, some actions should be postponed/cancelled.</p> <p><b>Action: PB / SB / MT and ST to discuss.</b></p> <p><b>Action: ST to present to the Growth Hub Governance Group to make them aware of what was going on with young people in school and colleges etc.</b></p> <p><b>Next Meeting:</b></p> <p><b>Maintain the meeting scheduled for:</b></p> <p>Thursday, 2 July – 10am to 12 noon</p> <p><b>Future Meetings 2020 dates:</b> Thursday, 17 September – 10am to 12 noon Thursday, 10 December - 10am to 12 noon</p>	<p><b>June 2020</b></p> <p><b>14 July 2020</b></p>
	<b>Meeting closed at 12.13pm</b>	

*Paddy Bradley*

**28 September 2020**