



Name	Role	Attendance
Sally Burnett (SB)	Swindon Borough Council Skills Lead	✓
Helen Carpenter (HC)	representing Wiltshire Association of Secondary School Heads (WASSH)	To be confirmed
Sally Cook (SC) / Karen Taylor (KT)	DWP	Apologies (SC)
Katie Cross (KC)	Wiltshire Council	✓
Kathryn Davis	Director, Education & Skills, Wiltshire Council	
Doug Gale (DG)	SWLEP Board Director, QinetiQ	Apologies
Jo Grenfell (JG)	Wiltshire College & University Centre	✓
Guy Keith-Miller (GK-M) and / or Simon Flenley	representing HEI Pathways & Provisions Group	✓
Iain Hatt (IH) - Chair	SWLEP Board Director, Wiltshire College & University Centre	✓
Mike Holliday (MH)	Gloucester and Wiltshire Partnership of Training Providers	Apologies
Col Matt Palmer	South West Commander	NA
Chris Parsons (CP) / Owen Walters (OW)	Cities & Local Growth Unit representative	
Mandy Paterson (MP)	Inspire by Wessex Chamber and Chair of Wiltshire skills, education, and employment skills board	✓
Neil Pouney (NP)	Head of School, UTC	To be confirmed
Debby Skellern (DS)	SWLEP Acting Chief Executive	✓
Andrew Steele (AS)	representing Swindon Association of Secondary Heads (SASH)	Apologies
Beverley Walker	DfE	
Employers		
Name yet to be advised	Representative from Gooding Accounts	
Awaiting new name	Siemens	
Rick Kavanagh (RK)	Representative from MoD	



Name	Role	Attendance
Ruth Lambert (RL)	FSB, representing the SWLEP Business Intelligence & Network Group (BING)	Apologies
Matt Leach (ML)	Beards Construction	
Awaiting new name	Wavin	
	NHS Salisbury	
Phil Townsend (PT)	Littelfuse	Apologies
Guests		
Laura Arlott (LA) SWLEP Skills Lead, Tim Burghes (TB) Head of Marketing & Comms and Chris Stevens (CS) Head of Business Support	SWLEP Ltd	✓ ✓ ✓
Matt Butcher (MB)	New College Swindon	Apologies
Ian Gardener (IG)	Representing DWP	Apologies
Adele Blaker (AB)	Representing DWP	✓
Darran Marks (DM)	Institute of Technology	Apologies
Steve Haines (SH)	Swindon & Wiltshire Careers Hub	✓
Matt Tudge (MTu)	Business West - LSIP Designated Employer Representative Body	Apologies
Chair:	Iain Hatt (IH)	
Minutes:	Deborah House (dkh)	
Venue	Online	
Start time	9.45am	
Finish time	11.45am	

Item	Topic	Deadline
1.0	Welcome, introductions and Conflicts of Interest	
	<p>The meeting opened at 9.48am and apologies were noted. Welcome was extended in particular to Adele Blaker, as the DWP representative at her first meeting of the Subgroup, standing in for Ian Gardner. She introduced herself and her role.</p> <p>Item 6.0, DWP's Universal Support and supporting adults into work, would not be discussed at this meeting, but would be brought forward to the next meeting.</p>	



	<p>Conflicts of Interest No further conflicts of interest were declared.</p>	
2.0	Minutes and matters arising	
2.1	The minutes of the meeting held on 12 January 2024 were read and approved.	
2.2	<p>Matters arising:</p> <ul style="list-style-type: none"> • ST and DG to make contact outside the meeting to discuss the point of contact for teachers into the workplace of Qinetiq. ST had moved on from her role and DG was not present at the meeting. It was unclear if this had taken place. SH to follow up. <i>Update: contact had been established. Qinetiq was keen to be involved in the Teacher Encounters and would be hosting a session at its site in May.</i> • Bring forward an agenda item on Universal Support and supporting adults into work. Ian Gardener to liaise and ascertain who would be best placed to present at the meeting. <i>Update: the item would be taken forward to the next meeting.</i> • MTu to forward the draft funding steams survey to IH for comment. <i>Update from IH was that the work was still not live. He would follow up with Matt Tudge.</i> • MTu and DS to liaise on the potential to link the RESG and Agri-tech groups on this work. <i>Update: DS connected MTu with South West NetZero Energy Hub with regard to the green skills work Business West was undertaking so as to avoid duplication and to add value. This was not directly linked with the RESG, but other work regionally.</i> • Membership/organisations to engage. <i>Update: IH had followed up with some contacts, but it was ONGOING.</i> <p>Other Matters Arising were completed or on the agenda.</p>	
3.0	Apprenticeship Week activities	
	<p>Careers Hub – Appren-T-fest</p> <p>SH presented to the meeting on the recent Careers Hub activity around Apprenticeship Week targeted at Year 10s working with other stakeholders, detailing the numbers of students, parents and employers who attended. The presentation can be accessed by following the link below.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/skills---talent-2024/6-march-2024/careers-hub-appren-t-fest-update-6th-march-2024.pdf?sfvrsn=de087610_3</p>	



- The event at Salisbury on 24 January 2024 was considered very successful with 11 out of 14 secondary schools attending and positive feedback received. Planning was already underway for next year's event.
- Four out of seven schools attended the Trowbridge event.
- 10 secondary schools attended the Swindon event, which meant therefore that 4/5 did not. The question here was around reach.

SH advised that schools were mainly sending smaller cohorts to the events and bringing those that had already expressed an interest in apprenticeships. There was concern around the fact that schools appeared to be making the decision on who should attend these events and who should not, which would limit the exposure of other students as to what was available. It was felt that this should be considered in order to increase the volume of students next time to be given the opportunity.

The question was asked if the cost of transporting students to venues had been a factor. In response, SH agreed this may have contributed, but equally finding available coaches had also been a problem.

The number of parents/carers attending in the evenings with their young people showed that there was an appetite for information on what was available.

The Chippenham event had been postponed owing to the challenge around schools attending. One of the secondary schools which had been bringing an entire year group pulled out which impacted attendance. Other schools were bringing much smaller cohorts. There was good employer engagement. The Subgroup discussed the fact that there had been other careers events held in the area recently including one run by two local MPs. There was a need to be mindful of other similar events taking place in future scheduling as well as exploring collaboration opportunities.

The National Careers Service and JobCentres had an overarching remit to support events such as this and already held a large careers fair in Bristol, which could be replicated in Swindon and Wiltshire. In response, AB stated that there was no issue to bring this together, and staff was ideally placed to take this forward.

Asked if apprenticeships could be taken on the road to all schools in the form of a roadshow/bus, this had been tried before. The National Apprenticeship Service had funded the apprenticeship bus in the past, but this model had experienced some footfall and engagement issues.



The question was raised as to whether the evaluation would demonstrate the uptake of apprenticeships after the events. In response, it was explained that the events had been targeted at Year 10s, and there was probably too long a lag to be able to demonstrate impact and causality. However, the Appren-T-fest held last year in Swindon might give quicker answers for this year's Year 11s if surveyed.

Overall, the Appren-T-fest was a series of tremendous events with great involvement of partners and employers.

Roundtable update

Attendees were then invited to share the activities they undertook during Apprenticeship Week.

Wiltshire College & University Centre

JG updated the meeting:

- there had been a lot of activity across the colleges. Apprenticeship Week formed the first week of progression month. Many employers delivered talks and interviews to students across all Wiltshire campuses and in Swindon;
- social media campaigns showcased current apprentices of all types demonstrating the diversity of the offer and the different types of people involved in apprenticeships;
- stands at all events promoted T-level and land-based and digital sectors were new to the offer;
- attended The Business Exchange's business breakfast at Cumberwell Park with 30 employers attending. An apprentice on the panel shared his experiences with the audience; and
- the Apprenticeship Awards took place at City Hall, Trowbridge. It was a superb evening celebrating their achievements with videos showing a day in the life of the apprentices, demonstrating what they did, and letting the employers see how important they were to a business.

JobCentres

There was a cohesive campaign of employer events held across all job centres in Wiltshire (29 sites across the patch) focused on young people, including re-skilling and up-skilling. Planning was already underway for next year. The over 50 group was of interest.

4.0

Apprenticeships: how to identify and offer wrap around support for unsuccessful application



IH gave an introduction to the item and explained that it had been a question raised at the recent Swindon and Wiltshire Careers Hub Steering Group meeting.

KC spoke to the paper and explained that the ESFA Vacancy Report listing was released weekly, based on Find an Apprenticeship data for Swindon and Wiltshire. The caveat was that not all employers advertised vacancies via this means.

The data showed how many people had applied for these vacancies, but the questions posed for discussion were:

- what had happened to those applicants that had not been successful in applying for a vacancy/ices?
- how could applicants be encouraged to reapply for another vacancy?
- for vacancies which showed no applications at all, was there an opportunity to broker help to these employers?
- for those that did not offer apprenticeships, could they be supported to consider doing so?

JG advised that Find an Apprenticeship was discussed at all Wiltshire College & University Centre events. Its applicants were added to a talent pool and a team of student recruitment consultants supported students on their journey. Those students that applied and were not successful, were also offered a full-time back-up course as a real alternative. Employers were heavily supported throughout all the steps of the process, including writing their adverts, and even posting these for them.

The point was made that SMEs were busy in the day-to-day running of their businesses. The apprenticeship process for employers was long-winded and time-consuming, so they would need all the support on offer. If they knew of a talent pool and what sort of talent was available, it might just push them to thinking about offering an apprenticeship.

Action: MP and JG to discuss offline, covering all aspects including GDPR etc.

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Apprenticeships should be focussed on being inclusive. Unfortunately, there was no resource for this any longer within Swindon Borough Council, but toolkits had been developed to work with employers. The link to these is given below.



	<p>Education, employment and training toolkit Pathways into ...</p> <p>Universal Support could be offered to assist a person into an apprenticeship from the supported model.</p> <p>The Subgroup discussed the fact that partners may not know who the unsuccessful candidates were or even if they were in our area. What was attractive about the oversubscribed vacancies compared to others for the same sector? Was it salary; company reputation or something else? Was other data available from the spreadsheet?</p> <p>Action: KC to follow up with ESFA as to what data was available. Has a trend analysis already been done.</p> <p>Employer names on the list of the spreadsheet, could this be explored through the LSIP employer engagement events.</p> <p>Action: IH to discuss with Matt Tudge at BusinessWest.</p> <p>LA stated that training providers supported their apprentices, but that asking them to build in destination data was probably not realistic. The Lightcast database provided a story around vacancies and recruitment but not applicant data.</p> <p>The Subgroup felt that as a stakeholder group, its role should be to steer a strategy around apprenticeships and the skills priorities for the area.</p> <p>Action: item to be maintained for the agenda for future discussion.</p>	
<p>5.0</p>	<p>Labour Market Intelligence (LMI) for early years</p>	
	<p>At the previous Subgroup meeting, the question had been raised as to where early years occupations fell within the data classification, under education and / or health. The Standard Occupation Classification (SOC) codes had been researched using the Lightcast LMI system. LA talked to the paper which explained the information available on early years occupations. A detailed breakdown of available data had been included as appendices. Data for one SOC, for Nursery Nurses and Assistants, was not available. This issue had been raised with Lightcast.</p> <p>The reports demonstrated the breadth of early years SOCs in the education sector. LA and DS were thanked for the research and paper.</p>	
<p>6.0</p>	<p>Universal Support and supporting adults into work</p>	
	<p>This item to be brought forward to the next meeting.</p>	



7.0	Local Skills Improvement Fund (LSIF) update	
	<p>JG presented to the meeting on the progress of projects within the Local Skills Improvement Fund. Swindon and Wiltshire had been allocated £2.5m from this fund with Wiltshire College & University Centre, New College Swindon and the local training provider GWP working in collaboration to submit the bid in response to the Local Skills Improvement Plan (LSIP). The presentation can be accessed by following the link below.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/skills---talent-2024/6-march-2024/lep-skills-talent-lsif-update-march-2024.pdf?sfvrsn=39b8ade6_3</p> <p>The projects fall under key themes from the LSIP:</p> <ul style="list-style-type: none"> • NetZero and environment: with the Eco House, sustainable construction techniques and green automotive workshops; • Tech Trowbridge: digitalisation, media and networking; and • Logistics and warehousing: with new qualifications launched. <p>A key part of this work had been engagement with employers, such as Amazon and Panettoni for logistics and warehousing and the Innox Mills development for the outdoor gallery space in Trowbridge.</p> <p>There was also significant investment in activities for T levels. The theme of health mentioned in the LSIP was a different funding stream from the LSIF.</p>	
8.0	LEP Functions update	
	<p>DS presented to the meeting and outlined the background and progress of the government’s policy for LEP functions’ transition to local authorities. SWLEP, Swindon Borough Council and Wiltshire Council were working together to ensure as smooth a transition as possible and to retain the continuity of service for businesses via the Growth Hub and schools/colleges and their students via the Careers Hub.</p> <p>Wiltshire Council would be taking the lead as Accountable and Managing Body for LEP transition which covered business representation, economic strategy development and analysis, and programmes. An integration plan would be submitted to government.</p> <p>Members of the Skills and Talent Subgroup, along with other partners and stakeholders, would be informed of the delivery route and timeline after the cabinets and Board had held their meeting in March.</p>	



	<p>The presentation can be accessed by following the link below.</p> <p>https://static.swlep.co.uk/swlep/docs/default-source/sub-groups/skills-talent/skills---talent-2024/6-march-2024/lep-transition-update-6-march-2024-final.pdf?sfvrsn=f7dad4db_3</p> <p>The role of skills and talent was important and both councils valued the involvement of stakeholders, acknowledged the good work of the group, and were looking at what would continue to be delivered in 2024/25 and thereafter. Government had been very clear that delivery needed to continue across functional economic areas, that is, Swindon and Wiltshire. Future governance and delivery structures would be agreed by Local Authority members and would be communicated to stakeholders in the future.</p>	
9.0	Items for future meetings	
	<p>Brought forward from 12 January:</p> <ul style="list-style-type: none"> • Steve Haines to report on activities around SEND for the next meeting. • SB and KC to brief the Skills & Talent Subgroup about SEND in their respective areas. • Skills Strategy update – Sally Burnett / Katie Cross <p>Additional prospective items:</p> <ul style="list-style-type: none"> • Curriculum reform • Changes to funding for September for FE colleges for English and Maths • Funding Survey – Business West • Green skills mapping and demand – Business West 	
10.0	AOB	
	<p>Apprenticeship & Technical Education (ATE) process – CEC study</p> <p>SH advised that the Careers Enterprise Company would be undertaking the Apprenticeship & Technical Education (ATE) study again this year, and a workshop would be arranged with key stakeholders, probably in May either in Chippenham or online. The process would be similar to last year, with a scoring of the eight factors to see if there had been any movement. This would advise the direction of travel and inform the priorities for next year. The CEC was recommending a maximum of 12 attendees this time.</p>	



Action: SH to circulate the existing report and the proposal for the session.

The Chair thanked attendees for the good debate to the key discussion points.

Meeting closed at 11.33am

Draft