

SERVICE PLAN

FOR

TRAINING SERVICES

2017/18

AIMS AND OBJECTIVES OF THE SERVICE

The Council's aims and objectives and a clear statement of our purpose and core values are set out in the Strategic Plan. In this context the aims of the service are: -

- A. To secure and deliver Welsh Government funded 'Work Based Learning' contracts as part of the Skills Academy Wales Consortium, achieving good to excellent results in relation to compliance, performance and quality benchmarks.
- B. To play a leading role in the development of Skills Academy Wales consortia in South West Wales and beyond.
- C. To respond positively to Welsh Government priorities for Post 16 Education and Training in Wales. Currently these include: ESDGC, Welsh Language and Culture, Literacy & Numeracy, Safeguarding and Equality, Inclusion and Diversity.
- D. To deliver high quality teaching, training and assessment and provide a range of appropriate, relevant and motivating learning programmes.
- E. To undertake a rigorous, Self Assessment process annually, and to continually plan for improvement. To use a variety of methods to capture the opinion of our learners, employers and partners.
- F. To involve the department wherever possible in partnership working within Skills Academy Wales, Local Initiatives, 14-19 Network delivery, Regional Learning Partnerships, Skills Sector Councils, Community Learning, DWP Delivery etc.
- G. To maintain an independent financially viable status for the Training Department.

DESCRIPTION OF SERVICE

To provide Training Services within Welsh Assembly Government funded programmes.

The Training Department is now a full partner within the Skills Academy Wales (SAW) consortia led by Neath Port Talbot College Group. As part of this organisation LRC Training is contracted to deliver the following programmes:

TRAINEESHIPS	(16 – 18 yrs)	Unemployed
APPRENTICESHIPS		Employed

To play a part in the development of the 14-19 network within Carmarthenshire and respond to all other Welsh Assembly Government priorities for post 16 education and training in Wales.

To liaise on a daily/weekly basis with Referral Agencies e.g. Job Centre Plus, Careers Wales.

To initially assess learners' needs and produce a suitable Individual Learning Plan.

To undertake basic skills assessments of all clients on Work Based Learning programmes.

To create and maintain an electronic Lifelong Learning Wales Record (LLWR) for every learner.

To transmit LLWR information to SAW

To collate evidence to support monthly Claims Procedure prepared by SAW.

To prepare monthly financial information for Council.

To risk assess the suitability of employers for involvement in learning activities.

To assist companies with recruitment of qualified employees.

To produce an annual Self Assessment Report (SAR) and quarterly Quality Development Plans (QDP)

To undertake self assessment of Health and Safety Management Procedures as specified in DfES Code of Practice.

To undertake annual audits of all procedures and meet WG compliance guidance in relation to funded programmes.

To ensure all activities fulfil WG and SAW priorities in relation to the Quality agenda.

To be represented on all Management Groups established by SAW. Currently these are:

Executive Group
Quality Group
Data Group
Health & Safety Group
Equality and Diversity Group
Performance Group

KEY TASKS/SERVICE DELIVERY 2016/17

ACTIVITY	BUDGET	DESCRIPTION	STRATEGIC AIM NO.	TARGET/ DATE
Increase Activity Success Rates in Traineeship Programmes to National Comparators.	N/A	Activity Success Rates (ASR) in the Level 1 programme in particular are below the National Comparator.	LE1,LE2, CD5 , CD6 T SP A6	JULY 16 / JAN 17 The ASR in engagement has improved – 91% for the academic year 2016/17 (as at April 17). In the Level 1 programme the ASR is still low. Ongoing
Increase Positive Progressions in Traineeship Engagement to 70%	N/A	As per the National Comparator	LE1 LE2, CD5 CD6 T SP A6	JULY 16 / JAN 17 For 2015/16 this was 60%. To date 16/17 it is 61% Ongoing
Successfully Manage Subcontracted Provision in Pembrokeshire and achieve all Performance Targets	N/A	Responsibility for Managing performance of FutureWorks provision in Pembrokeshire.	LE1, LE2, PW1 T SP A6	JULY 16 / JAN 17 Performance Indicators in Traineeships have improved but are still below National Benchmarks in some areas. - Ongoing
Meet Contractual Targets in Apprenticeship Recruitment.	N/A	70 Apprentices to be recruited per annum	LE1 LE2, CD5 CD6 T SP A6	MARCH 17 Ongoing
Achieve Viable Outcome for Training Department.	N/A	As per financial schedule agreed at Committee Level.	R1, R2	MARCH 17 Achieved

KEY TASKS/SERVICE DELIVERY 2017/18

ACTIVITY	BUDGET	DESCRIPTION	STRATEGIC AIM NO.	TARGET/ DATE
Maintain GOOD performance across all Key Performance Indicators as defined by Welsh Government	N/A	Framework Completion Rates, Activity Success Rates and Progressions to meet 'GOOD' grades.	LE1,LE2, CD5 , CD6	January 2018
Tender Successfully for Work Based Learning Contract PS5	N/A	Tender preparations to begin in Autumn 2017 for a contact commencing August 2018	CD6 – CD9 LE1,LE2,PW1,	February 2018
Complete year 2 of The Prince's Trust Programme and meet National Benchmarks	£15,000	Teams 4 – 6 to be completed this year and 80% attainment and retention rates to be achieved.	LE1, LE2, CD6 PW1	March 2018
Meet Welsh Government requirements in relation to Information Security	£1,000	Work towards ISO27001 approval along with SAW partners to meet tender requirements	R2, PW1	December 2017
Meet Welsh Government requirements in relation to 'Go Digital' initiative	£3,000	Work Based Learning information systems to go digital by the end of the year. New software, hardware and training requirements.	R2, PW1	December 2017
Complete 70 successful Apprenticeship Frameworks	N/A	Target in line with financial viability of programme	LE1 LE2, CD5 CD6 R1,R2	March 18
Complete 80 successful Traineeship Programmes	N/A	Target in line with financial viability of programme	LE1 LE2, CD5 CD6 R1, R2	March 18
Produce a Self-Assessment Report under the new Common Inspection Framework	N/A	The new framework is expected to be operational from September 2017.	CD6 – CD9 LE1,LE2,PW1,	March 18

PERFORMANCE

INDICATOR MEASURE	PER 100 LEAVERS			
	TARGET	ACTUAL	TARGET	YEAR ACTUAL
	YEAR – JULY 2017	YEAR JULY 2017	HALF YEAR JAN 18	JAN 2018
COMPLETE 70 APPRENTICESHIP PROGRAMMES	65		35	
COMPLETE 80 TRAINEESHIP PROGRAMMES WITH POSITIVE PROGRESSIONS	80		20	
COMPLETE 3 SUCCESSFUL PRINCE'S TRUST PROGRAMMES MEETING BENCHMARK RETENTION TARGETS	80%	83%	80%	