

SERVICE PLAN

FOR

TRAINING SERVICES

2017/2018

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 Government (WG) 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 WG 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 | The ASR in engagement has improved – 93% for the academic year 2016/17. |
| Increase Positive Progressions in Traineeship Engagement to 70% | N/A | As per the National Comparator | LE1 LE2, CD5 CD6 T SP A6 | For 2015/16 this was 60%. In the academic year 2016/17 it was 65% |
| 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 | Performance Indicators have improved. Some further improvements necessary. |
| Meet Contractual Targets in Apprenticeship Recruitment. | N/A | 70 Apprentices to be recruited per annum | LE1 LE2, CD5 CD6 T SP A6 | 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 Most indicators will achieve a 'GOOD' grade. |
| 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 Tender has been put back and existing contract (WBL4) extended to April 2019 |
| 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 Team 4 successfully completed |
| 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 | Dec 2017 Audit takes place in October 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 | Dec 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 YEAR – JULY 2017 | YEAR ACTUAL JULY 2017 | TARGET HALF YEAR JAN 18 | YEAR ACTUAL JULY 2018 |
| COMPLETE 70 APPRENTICESHIP PROGRAMMES | 65 | 41 | 35 | |
| COMPLETE 80 TRAINEESHIP PROGRAMMES WITH POSITIVE PROGRESSIONS | 80 | 82 | 20 | |
| COMPLETE 3 SUCCESSFUL PRINCE'S TRUST PROGRAMMES MEETING BENCHMARK RETENTION TARGETS | 80% | 83% | 80% | |