

SERVICE PLAN

FOR

TRAINING SERVICES

2019/20

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: -

- 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.
- To play a leading role in the development of Skills Academy Wales consortia in South West Wales and beyond.
- 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, Wellbeing, Data Security and Equality, Inclusion and Diversity,
- To deliver high quality teaching, training and assessment and provide a range of appropriate, relevant and motivating learning programmes.
- 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.
- 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.
- 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	Wellbeing and Equality Group
Quality Group	Performance Group
Data Group	Health & Safety Group

KEY TASKS/ SERVICE DELIVERY 2018/19

ACTIVITY	BUDGET	DESCRIPTION	STRATEGIC AIM NO.	TARGET/ DATE
Meet Welsh Government requirements in relation to 'Go Digital' initiative	6,000	Work Based Learning information systems to go Digital by the end of the year. New software, hardware and training requirements.	R2 PW1	December 2018 DEFERRED
Complete year 3 of the Prince's Trust Programme and deliver 1 additional team in Carmarthen. Meet National Benchmarks for performance.	8,000	Teams 7-10 to be completed this year and 80% attainment and retention rates to be achieved.	LE1 LE2 CD6 PW1	March 2019 COMPLETED
Complete 90 successful Apprenticeship frameworks	N/A	Target in line with financial viability of department.	LE1 LE2, CD5 CD6 R1 R2	October 2018 NOT ACHIEVED
Secure contract/ contracts to deliver 'Working Wales' programme in 2019/20 and in subsequent years.	N/A	Working Wales represents a new approach to Employability Programmes in Wales with a tender taking place this year for delivery from April 2019	CD6 – CD9 LE1 LE2 PW1	November 2018 – Tender Result April 2019 – Delivery TENDER WITHDRAWN
Achieve 'GOOD' progression rates in the Youth Engagement Programme.	N/A	70% progression rates to be achieved from this programme	LE1 LE2 CD5 CD6	November 2018 Progression rates remained ADEQUATE for the 2018/19 Academic Year.

KEY TASKS/SERVICE DELIVERY 2019/20

ACTIVITY	BUDGET	DESCRIPTION	STRATEGIC AIM NO.	TARGET/ DATE
Complete 75 successful Apprenticeship frameworks	N/A	Target representing growth on last year of 100% and consistent with the timely completion targets set by WG.	LE1 LE2 CD5 CD6 R1 R2	October 2019 66 apprenticeship frameworks completed.
Achieve 70% progression rate from the youth engagement programme.	N/A	Minimum requirement for GOOD grading.	LE1 LE2 CD5 CD6	August 2019 69% progression rate achieved for 2018/19 statistics
Secure contract/ contracts to deliver 'Job Support Wales' programme in 2019/20 and in subsequent years.	N/A	Tender process for programmes replacing existing Traineeship contract.	CD6 – CD9 LE1 LE2 PW1	December 2019
Run 3 successful Prince's Trust Team Programmes and maintain retention rates of 84%	£5000	Teams to start in July 2019, November 2019 and February 2020.	LE1 LE2 CD6 PW1	March 2020
Increase the percentage of learners from under-represented groups in line with WG targets	N/A	Including targets for Disability and BME.	LE1 LE2 CD5 CD6	January 2020 (half year)

PERFORMANCE

INDICATOR MEASURE	PER 100 LEAVERS			
	TARGET	ACTUAL	TARGET	YEAR ACTUAL
	YEAR – JULY 2018	YEAR JULY 2018	YEAR JULY 2019	JULY 2019
COMPLETE 70 APPRENTICESHIP PROGRAMMES	90	35	75	66
COMPLETE 80 TRAINEESHIP PROGRAMMES WITH POSITIVE PROGRESSIONS	80	70	70	72
COMPLETE 4 SUCCESSFUL PRINCE’S TRUST PROGRAMMES MEETING BENCHMARK RETENTION TARGETS	80%	84%	84%	82%