

# **SERVICE PLAN**

## **FOR**

### **TRAINING SERVICES**

**2021/22**

#### **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 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 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
Operational Management Group	Marketing and Digital Group
Data and Compliance Group	Health & Safety Group

## KEY TASKS/SERVICE DELIVERY 2020/21

ACTIVITY	BUDGET	DESCRIPTION	STRATEGIC AIM NO.	COMPLETED
Progression rate from the Traineeship Engagement Programme	N/A	To achieve in excess of 72% progression rate as the requirement for GOOD Grade meeting performance threshold.	LE1 LE2 CD5 CD6	July 2021 62% achieved. Key Performance Indicators have all been affected by the pandemic and disruption to WBL activities.
To achieve favourable contract terms for Apprenticeship delivery from August 2021	N/A	Tender process has been completed by SAW for contract commencing August 2021. Contract Award will be known March 2021.	LE1 LE2 CD5 CD6 R1 R2	March 2021 NPTC Group of Colleges have been successful in winning a contract for apprenticeship delivery. 2021-26/28
To meet all requirements of Born Digital Delivery	5000	Smart Assessor Platform has been introduced to all programmes. 2020/21 Academic year to be completed as first year of digital data. Training ongoing.	CD6 – CD9 LE1 LE2 PW1	July 2021 Smart Assessor has been in use for the past year.
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	July 2021 BAME and Disability representation continues to be a focus for the sector in general. There continues to be a small increase year on year.
Introduce blended learning interventions to facilitate effective remote learning	N/A	Actions to include development of on line lessons and interventions. Staff development in blended learning techniques. Online Safety Guidance. Meeting digital poverty challenges amongst many learners.	CD6 – CD9 LE1 LE2 PW1	March 2021 Blended Learning Policy produced by SAW. Various interventions used during lockdown.

## KEY TASKS/SERVICE DELIVERY IN 2021/22

ACTIVITY	BUDGET £	DESCRIPTION	CORE VALUE	TARGET DATE	MID YEAR RESULT
Progression rate from the Traineeship Engagement Programme	N/A	To achieve in excess of 72% progression rate.	LE1 LE2 CD5 CD6	March 2022	N/A
To complete a pilot 'Kickstart' programme for 20 young people.	N/A	The Kickstart scheme is currently available until December 2021 for new starts.	LE1 LE2 CD5 CD6 R1 R2	Dec 2021	N/A
To achieve a contract for Jobs Growth Wales + Programme	N/A	The tender result is to be announced in August 2021 for delivery from March 2022. This is the successor programme to current traineeship.	LE1 LE2 CD5 CD6 R1 R2	March 2022	N/A
To reinstate learner numbers in line with pre covid pandemic levels	5000	Improve employer engagement and recruitment practices to meet target numbers in all programmes. Traineeship 75 learners. Apprenticeship 80 Learners.	CD6 – CD9 LE1 LE2 PW1	September 2021	N/A
To embed updated quality procedures to meet all awarding body and Estyn requirements.	N/A	Quality assurance paperwork and practices to be standardised and embedded across the department in line with digital delivery methods	CD6 – CD9 LE1 LE2 PW1	March 2022	N/A

## PERFORMANCE

INDICATOR MEASURE	PER 100 LEAVERS			
	TARGET	YEAR ACTUAL	TARGET	YEAR ACTUAL
	YEAR JULY 2021	JULY 2021	JULY 22	JULY 22
ENROL APPRENTICES IN 2021/22	40		70	
ENROL TRAINEES IN 2021/22	60		80	
ENROL 20 KICKSTART PARTICIPANTS IN 2021/22	15		N/A	N/A