

# **SERVICE PLAN**

## **FOR**

### **TRAINING SERVICES**

#### **2022/23**

#### **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 contribute towards the management and development of Skills Academy Wales consortia.
- To secure a viable subcontract with prime providers delivering the Job's Growth Wales + programme.
- To meet all the programme requirements and key performance indicators as stipulated by the JGW+ specification.
- To respond positively to Welsh Government priorities for Post 16 Education and Training in Wales. Currently these include: Carbon Literacy, 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-Evaluation 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 partner within the Skills Academy Wales (SAW) consortia led by Neath Port Talbot College Group. LRC Training is partner/subcontractor to ITEC Skills and Training Ltd and ACT Ltd.

LRC training delivers the following Work Based Learning Programmes

APPRENTICESHIPS	Employed	All age
JOBS GROWTH WALES +	Unemployed	16-18 years

To respond to all 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 collate evidence to support monthly Claims Procedures as per lead organisation requirements

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 Evaluation Report (SER) and Quality Improvement Plan (QUIP)

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

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

To be represented on Management and foc groups established by lead providers.

## KEY TASKS/SERVICE DELIVERY IN 2021/22

ACTIVITY	BUDGET £	DESCRIPTION	CORE VALUE	TARGET DATE	RESULT
Progression rate from the Traineeship Engagement Programme	N/A	To achieve in excess of 72% progression rate.	LE1 LE2 CD5 CD6	March 2022	ACHIEVED 75%
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	11 YOUNG PEOPLE COMPLETED THE PROGRAMME
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	ACHIEVED
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 (JGW+)75 learners. Apprenticeship 80 Learners.	CD6 – CD9 LE1 LE2 PW1	September 2021	ONGOING. Apprenticeship numbers have met the target. JGW+ learners increasing – not yet at target.
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	ACHIEVED

## KEY TASKS/SERVICE DELIVERY IN 2022/23

ACTIVITY	BUDGET £	DESCRIPTION	CORE VALUE	TARGET DATE	PROGRESS
Meet minimum performance indicators in JGW+ delivery	N/A	To achieve in excess of 60% progression rate from Engagement and Advancement Strands	LE1 LE2 CD5 CD6	March 2023	Progression rate is currently 61.9%
To secure an apprenticeship contract allocation of £523K for the academic year 2022/23	N/A	Initial Contract Value equal to 21/22 figure.	CD6 – CD9 LE1 LE2 PW1	August 2022	Achieved
To secure an allocation for Personal Learning account Funding for 2022/23	N/A	Secure initial request for 40 starts in logistics.	CD6 – CD9 LE1 LE2 PW1	November 2022	Contract value of £165K received for 2022/23
To reinstate learner numbers in line with pre covid pandemic levels	N/A	JGW+ started in April 2022. Build learner numbers to 70.	CD6 – CD9 LE1 LE2 PW1	September 2022	Numbers averaging around 40-45.  Average hours of attendance increased.
To increase capacity to meet demand in logistics provision.	£30,000  £25,000	Recruit a new assessor to the logistics team  Secure service of external subcontractors to deliver elements of the programme  Secure access to DSA Testing through Driving Schools	CD6 – CD9 LE1 LE2 PW1	September 2022	Assessor Recruited.  Subcontractors have been engaged but service is unreliable.  Backlog has been reduced significantly

## PERFORMANCE

INDICATOR MEASURE	PER 100 LEAVERS			
	YEAR TARGET	YEAR ACTUAL	½ YEAR TARGET	½ YEAR ACTUAL
	MARCH 2023	MARCH 2023	SEPT 2022	SEPT 2022
RECRUIT JGW+ LEARNERS	90		40	25
JGW+ PROGRESSION RATES 60%	60%		60%	61%
COMPLETIONS – PERSONNAL LEARNING ACCOUNTS	50		25	9
APPRENTICESHIP COMPLETION RATES	80%*	85%	80%	85%

\* Apprenticeship completion rates are to the academic year-end – July.