

# **SERVICE PLAN**

## **FOR**

### **TRAINING SERVICES**

#### **2023/24**

#### **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	16-19 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 Electronic Individual Learning Plan.

To undertake literacy, numeracy and digital literacy assessments of all learners on Work Based Learning programmes.

To create and maintain electronic records for every learner.

To collate evidence to support compliance 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 Welsh Government compliance guidance in relation to funded programmes.

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

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

## 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 of 68% Achieved.
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. (However the contract value has been revised during the year).
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 50-55.  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

## KEY TASKS/SERVICE DELIVERY IN 2023/24

ACTIVITY	BUDGET £	DESCRIPTION	CORE VALUE	TARGET DATE	PROGRESS
To meet Start profiles for JGW+ programme and achieve viable contract value.	Nil	Start and Occupancy levels monitored monthly in line with profiles. Monthly contract value meetings with ITEC Ltd	CD6 – CD9 LE1 LE2 PW1	March 2024	
To meet Apprenticeship recruitment targets	Nil	113 starts profiled for the academic year 23/24	CD6 – CD9 LE1 LE2 PW1	On-going July 2024	
To secure funding for 40 PLA learners in transport routes	Nil	Secure initial allocation for PLA in 23/24 and apply for additional at quarterly reviews.	CD6 – CD9 LE1 LE2 PW1	March 2024	
Meet key performance indicators in all programmes and routes	Nil	Monthly review of all performance to be undertaken through review with lead organisations.	LE1 LE2 CD5 CD6	On-going	
To establish improved employer engagement on all programmes	Nil	Placement officer in place for JGW+ delivery supported by Lead Workers in all centres. In apprenticeships development of new employers in all routes especially Business Administration.	LE1 LE2 CD5 CD6	On-going	
To increase capacity of transport training team with the addition of another assessor and the development of Essential Skills delivery.	35,000	Bringing delivery in house and reducing reliance on external subcontractors who remain unreliable.  Current Programme Assistant to be developed into an Essential Skills Tutor	CD6 – CD9 LE1 LE2 PW1	December 2023	
To deliver two successful Prince's Trust Team Programmes.	Nil	Teams to commence September 2023 and February 2024.  Secure FE funding for cohort 20-24yrs	CD6 – CD9 LE1 LE2 PW1	May 2024	

## PERFORMANCE

INDICATOR MEASURE	PER 100 LEAVERS			
	YEAR TARGET	YEAR ACTUAL	½ YEAR TARGET	½ YEAR ACTUAL
	MARCH 2024	MARCH 2024	SEPT 2023	SEPT 2023
RECRUIT JGW+ LEARNERS	100		50	
JGW+ PROGRESSION RATES 60%	70%		70%	
COMPLETIONS – PERSONNAL LEARNING ACCOUNTS	30		15	
APPRENTICESHIP COMPLETION RATES	80%*		80%	

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