

SERVICE PLAN

FOR

TRAINING SERVICES

2025/26

MID TERM RESULTS

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, Department for Work and Pensions 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, a subcontractor to ITEC Skills and Training Ltd and delivery partner to Coleg Sir Gar.

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, Youth Service.

To initially assess learners' needs and produce a suitable Electronic Individual Learning Plan (EILP).

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 and quality improvement plan.

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 2025/26

ACTIVITY	BUDGET £	DESCRIPTION	CORE VALUE	TARGET DATE	MID TERM RESULTS
To deliver a sustainable and financially viable budget to increase department reserves and safeguard future provision.	£0	Increase occupancy levels and meet recruitment targets across programmes to meet maximum contract values. Continue to deliver best value programmes and maintain control on expenditure.	CD6 – CD9 LE1 LE2 PW1	March 2026	Training Dept. management team meeting bi-monthly. Monitoring of income, contract profiles and expenditure is robustly controlled. JGW+ occupancy levels have decreased due to high number of leavers with record number of learners entering employment and college, 70%. Recruitment is crucial to bring occupancy levels to capacity, mid-term levels exceed targets for JGW+, Apprenticeship and PLA.
To increase recruitment and occupancy of Coleg Sir Gar learners on JGW+ to achieve maximum contract value.	£0	Start and occupancy levels monitored monthly against profiles. Increase Coleg Sir Gar numbers to achieve viable learner occupancy. Work closely with Working Wales/Careers to ensure referrals are signposted to both contracts.	CD6 – CD9 LE1 LE2 PW1	March 2026	CSG recruitment affected by Careers referrals to ITEC contract. CSG numbers are being targeted by using direct referrals to the programme, planned marketing activities to attract interest and fill spaces. CSG ALS funding income has increased to support CSG learners with additional learning needs, recent income analysis shows budget will soon be exceeded. ALS claims are not subjected to prime contractor management fees.
To meet Apprenticeship recruitment targets.	£0	Monthly meetings with SAW to manage profiles to achieve viable contract. Strict profile management required to meet Welsh Government thresholds.	CD6 – CD9 LE1 LE2 PW1	March 2026	Recruitment is above target for mid-term, Apprenticeship promotion events at employer sites have been successful in generating interest and translated to additional apprentices.

ACTIVITY	BUDGET £	DESCRIPTION	CORE VALUE	TARGET DATE	MID TERM RESULTS
To deliver ESW qualifications on JGW+	£100	Develop essential skills workshops for learners at Entry level and Level 1 to improve literacy and numeracy skills and learner attainment.	CD6 – CD9 LE1 LE2 PW1	December 2025	Ongoing target – the roll out of Achieve qualifications has taken priority. Plans to identify learners for a small pilot group in the new year.
Meet key performance indicators in all programmes and routes.	£0	Monthly review of all performance to be undertaken through review with lead organisations.	LE1 LE2 CD5 CD6	July 2025, March 2026	Apprenticeships – consistent results in all occupational areas across all levels achieving Good = 86% overall. JGW+ performance – particularly challenging to raise progression rates above the threshold required by ITEC and CSG 70% (Welsh Government 60%), recent success has resulted in achieving 70% for Engagement and 100% for Advancement learners, (75% overall). Close monitoring will be required to maintain learners at risk of withdrawal to maintain this performance in the second half of the year. PLA performance currently 67% will improve during the course of the year as new contract starts are recruited increasing completion attainment rates.
Timely progression opportunities for JGW+ learners.	£750	Develop progression opportunities to employment, apprenticeships, and higher learning.	CD6 – CD9 LE1 LE2 PW1	March 2026	JGW+ progression rates at a record high of 75% overall due to learners entering employment or college courses. Work to identify apprenticeship opportunities with employers is an ongoing priority.

ACTIVITY	BUDGET £	DESCRIPTION	CORE VALUE	TARGET DATE	MID TERM RESULTS
Develop Achieve qualifications at all levels	£800	Achieve to be delivered at Entry level to Engagement learners providing structure and qualification achievement in first period of learning. Level 1 Achieve to be delivered for Advancement learners.	CD6 – CD9 LE1 LE2 PW1	October 2025	Pilot delivery of the Achieve programme took place over the summer with a small group of learners after developing 2 units. Tutors have been working hard to develop resources to offer additional units for Achieve at Entry 3 and Level 1 in time to roll out delivery in October 2025 at Llanelli and Carmarthen centres.
Develop qualifications for JGW+ Advancement learners.	£0	Develop level 1 qualifications to deliver to the Advancement learners on JGW+. Customer Service qualifications be reviewed to roll out pilot delivery in 2026.	LE1 LE2 CD5 CD6	March 2026	A pilot of the Achieve qualification at Level 1 was successfully delivered to a group of learners in August, with 2 learners progressing to college in September.
To develop IQA staff resource to undertake internal quality assurance for qualifications. The IQA's re-appointment to Compliance Manager creates a gap in provision, IQA duties to be redistributed.	£0	Apprenticeship team have qualified IQAs to undertake vocational qualifications. Identify competent person for the ESW Tutor's assessment decisions. Identify a competent person to perform IQA role for JGW+ qualifications.	CD6 – CD9 LE1 LE2 PW1	March 2026	3 Apprenticeship Assessors have successfully qualified as IQA's for vocational qualifications and will be allocated candidates in due course. ESW Tutor has developed in IQA role for other tutors delivering ESW on apprenticeships. JGW+ ongoing process to identify person to undertake IQA for qualifications – Achieve, ESW, role will be allocated and developed in January to March.
To secure PLA funding from August 2025.	£0	To secure funding for the academic year August 2025 – July 2026 for LGV and PCV licences.	CD6 – CD9 LE1 LE2 PW1	August 2025	An initial contract in August for 35 drivers, this contract is under monthly review due to demand for licences, 14 recruited in September. The college has stated "it will not refuse any learners interested in the licence courses."

ACTIVITY	BUDGET £	DESCRIPTION	CORE VALUE	TARGET DATE	MID TERM RESULTS
Increase use of Welsh Language and Resources across programmes	£0	Develop practitioner use of translation tools and resources. Increase use of bilingual commentary during review, assessment, and feedback.	CD6 – CD9 LE1 LE2 PW1	March 2026	Welsh application forms and Welsh induction developed for the Customer Services Apprenticeship framework. Practitioners routinely using translation tools to provide bilingual comments to learners in reviews and feedback forms. Learners are encouraged to use Welsh language and in classroom activities.

PERFORMANCE

INDICATOR MEASURE	PER 100 LEAVERS			
	YEAR TARGET	YEAR ACTUAL	½ YEAR TARGET	½ YEAR ACTUAL
	MARCH 2026	MARCH 2026	SEPT 2025	SEPT 2025
Recruit JGW+ Learners	67		37	44
JGW+ Progressions	70%		70%	75%
PLA Completion	90%		80%	67%
Recruit Apprentices	62		30	35
Apprenticeship Framework Completion	80%*		80%	86%

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