

# West Yorkshire Learning Providers

## Business Development Plan

**1<sup>st</sup> August 2017 to 31<sup>st</sup> July 2018**



## Executive Summary

The Business Plan is in respect of the 2017/2018 trading year and details the transitional arrangements of the services delivered over the next twelve months. The aims and objectives of WYLP remain the same; *to be the largest network of training organisations in the region and to effectively support all our members in the delivery of high quality apprenticeships, traineeships and skills training*, however, the delivery model will change.

The introduction of the levy/non-levy funding system in May 2017 means WYLP will no longer deliver apprenticeship starts from January 2018. However, WYLP will continue to manage the *Contracted Provision* throughout 2017 and the carry-in of apprentices into 2018 through a carry-in run-down contract with the ESFA..

WYLP will continue to deliver the Adult Education Budget through sub-contracted provision in 2017/18, but has not been successful in the AEB tender exercise and therefore WYLP has a one year rundown contract only.

WYLP will also no longer deliver 16 to 18 Traineeships after the 2017/18 contract year.

Finally due to the change to the funding rules Advanced Learner Loans delivery ceased on the 31<sup>st</sup> July 2017.

With effect from August through to December 2017, WYLP will develop and phase-in the delivery of a *Provider Support Programme* that will offer support to apprenticeship providers and employer providers with the management, quality and compliance arrangements required for the successful delivery of apprenticeships. The programme of support will be extended throughout 2018.

WYLP will also be strengthening its *Membership Services* to ensure that the network is the key representative body of training organisations across the Leeds City Region and the wider Yorkshire and the Humber region.

WYLP will also deliver projects under the *Apprenticeship Support Programme* including the delivery of the Apprenticeship Support and Knowledge in schools project across West Yorkshire throughout the 2017/2018 academic year

This Business Plan will be supported by a full-cost financial budget for 2017/2018 that will forecast income and expenditure for the period August to December 2017 and January to July 2018, including the change in operating structure and costs during this transitional year.

## Service Delivery

WYLP will provide a range of services to the network, its members and the wider stakeholders across the Region that includes:

**Membership Services** - representation at local, regional and national levels, policy development, information and advice, partnership working, conferences and events, website and directory promotion and network discount opportunities

**Provider Support Programme** - supporting apprenticeship providers and employer providers with the management, quality and compliance arrangements required for successful apprenticeship delivery

**Apprenticeship Support Programme** - supporting the LCR Apprenticeship Hub and delivering the Apprenticeship Support & Knowledge Programme in Schools. Employer levy support and referrals including End-Point Assessment support for employers and providers.

**Contracted Provision** – includes the 16 to 18 Apprenticeships and Adult Apprenticeship carry-in from 30<sup>th</sup> April 2017. The Non-levy apprenticeship starts allocation from 1<sup>st</sup> May to 31<sup>st</sup> December 2017 and carry-in to 2018. The Adult Education Budget for 2017/2018 and 16 to 18 Traineeships are also included in this years contracted provision

## **MEMBERSHIP SERVICES – includes**

**Representation** – The Chief Executive is a member of the Association of Employment and Learning Providers Strategic Forum that has dialogue and influence with policy and decision makers within the Department for Education and its agencies, including the Education and Skills Funding Agency, The Institute for Apprenticeships, The Education and Training Foundation and Ofsted, at national level. The Chief Executive is also the deputy chair of the Leeds City Region Skills Network and a member of the Leeds City Region Enterprise Partnership’s Employment and Skills Panel and its Advisory Panel on employability, accessing jobs and realising potential priorities. The Operations Director is a member of the national provider group for Prevent, this is a Department for Education task group to support and develop the sectors ability to respond to the Prevent Duty.

**Policy development** – Throughout the Apprenticeship Reforms and wider FE and skills reform programme, including; Ofsted Inspections and Prevent Duty. WYLP will continue to represent the views of its members on policy development by responding to consultation documents and attending consultation workshops at the national and regional level. The WYLP objective is to ensure that training organisations are fully prepared for the potential reforms that lie ahead and are able to strategically plan for their future.

**Information and Advice** – At the centre of the network WYLP operates an information bureau for member’s that is a matrix accredited service to provide the latest information and advice on Apprenticeship, Traineeships and other programmes including the ESFA funding rules. WYLP publishes a weekly electronic newsletter to all members with the latest news and developments across the FE and skills sector.

**Partnership working** - WYLP has a good reputation for working in partnership with other stakeholders across the region including the Leeds City Region Enterprise Partnership and Skills Network, West Yorkshire Consortium of Colleges, The Education and Training Foundation, Jobcentre Plus, Careers Companies and Local Authorities across West Yorkshire. WYLP is also a member of the Northern Provider Network helping to develop a North of England Provider voice in support of the Northern Powerhouse agenda. WYLP will also develop partnership working with the Universities through the Go-Higher West Yorkshire Partnership and offer Universities membership of the WYLP Network

**Conferences & Events** – WYLP hosts four local network conferences for members and stakeholders throughout the year, these are themed to the political or developmental focus at the time. WYLP is proactive in bringing in key sector speakers who can raise awareness and offer

support to members along with the support offered by WYLP staff. WYLP also regularly attends employment and careers fairs, school engagement opportunities, employer events and other networking events to represent its members.

**Network discount opportunities** – WYLP will, wherever possible & suitable, find opportunities for members to save money to their businesses by offering network discounts. This can include discounts on stationary supplies, marketing & promotion, awarding organisation discounts or recruitment opportunities.

**Website** – The WYLP website provides information and signposting on all aspects of apprenticeships and FE & Skills. The website has received an overhaul & update in 2017 and is focused at raising awareness of the network, our members and the services we offer to employers, learners and the sector. All members are represented on the website with links to their own websites and contact details.

**Apprenticeship Directory** - WYLP also produces an Apprenticeship Directory that contains the provision and contacts for all members. This directory is issued to all schools in West Yorkshire and key stakeholders, such as local authority and careers services.

**WYLP membership fees** are set by the board on an annual basis. Fees for 2016/17 are £550 per annum. It is envisaged that the fees for 2017/18 will remain the same.

## **PROVIDER SUPPORT PROGRAMME**

### **Management, Quality and Compliance**

WYLP will offer network members a comprehensive range of support services that will aid and enhance apprenticeship delivery from May 2017. Through the introduction of the Register of Apprenticeship Training Providers, many new and existing training providers will be directly funded for the delivery of apprenticeship provision. For some main route providers and employer providers the size of their organisation and provision may not justify the cost of having in-house systems and dedicated administration staff to manage an ESFA contract and the contractual and quality requirements. WYLP has extensive experience and knowhow of ESFA contract management and quality assurance requirements, including the Common Inspection Framework and Ofsted Inspection. This experience over the years has resulted in a 0% error rate at agency audits and a Grade 2 Ofsted Inspection in 2014. WYLP will offer training providers two levels of support with a **Standard** and **Advanced** service package under the Provider Support Programme. The support services are divided into each package with additional services for the Advanced. The services in each package can also be purchased as “off-the-shelf” stand alone activities as required.

### **Data Management**

A managed service utilising the PICS system to complete ILR validation and error checking, data input into PICS, completion of the monthly claim to ESFA, report generation monthly, quarterly, fiscal year and for Ofsted and funding monitoring reports.

### **Consultancy Support**

Bespoke consultancy, including support on specific projects, themes or areas of growth, new provision ideas or development on apprenticeships paperwork, including employer agreements, 20% off the job planning, commitment declarations or others.

The above programme of support will be introduced and phased-in from August through to December 2017 with the intention to extend the full programme delivery throughout 2018.

## **APPRENTICESHIP SUPPORT PROGRAMME**

**ASK for Schools Project** – WYLP is a delivering partner for the Apprenticeship Support and Knowledge for Schools project on behalf of the National Apprenticeship Service in West Yorkshire. Through the project WYLP will offer a range of inspirational and engaging apprenticeship and traineeship support to all schools and colleges offering provision to years 10, 11, 12 and 13. The project aim is to work with teachers, careers advisors and others to support schools to meet their statutory duties regarding the provision of impartial IAG, specifically in relation to apprenticeships and traineeships.

**Apprenticeship Hub** – WYLP will support the Leeds City Region Absolute Apprenticeships Programme delivered by Interserve and Alex Miles is representing the network on its Steering Group.

**End-Point Assessment Organisation** – WYLP will offer end point assessment support, development and signposting opportunities. WYLP also plan to set up an end point assessment consortium for business services end point assessments (inc business admin, management, customer service).

**Employer levy support** – WYLP will continue to offer employers support visits to discuss their levy, workforce development planning and signposting to suitable high quality providers across the membership base.

**HE Partnership** – WYLP will continue to support the development of Higher and Degree Apprenticeships through a collaboration with Go – Higher West Yorkshire Partnership and the WYLP Network and the HEFCE Degree Apprenticeship Development Fund.

## **CONTRACTED PROVISION**

WYLP is an approved training organisation on the Register of Apprenticeship Training Providers (RoATP) and on the Register of Training Organisations (RoTO).

The ESFA has extended WYLPs existing contracts for a period of 8 months from 1<sup>st</sup> May to 31<sup>st</sup> December 2017. Therefore, WYLP has a carry-in contract for all apprenticeship starts to 30<sup>st</sup> April 2017 together with a non-levy apprenticeship starts funding allocation from 1<sup>st</sup> May to 31 December 2017. And will receive a further carry-in contract for non-levy starts at the end of the year.

**Carry-in learners** (Apprentices that start before 1<sup>st</sup> May 2017) the ESFA has confirmed that apprentices that start before 1<sup>st</sup> May 2017 will be funded until the end of their programmes and will allocate funding in future years (2017 to 2018 and beyond) to meet the cost of these apprentices.

£459,881 for 16 to 18 apprenticeships

£507,738 for adult apprenticeships

**Non-levy Apprentices** (Apprentices that start from 1<sup>st</sup> May 2017) the ESFA has allocated funding for starts from 1<sup>st</sup> Aug to 31<sup>st</sup> Dec 2017

£166,722 for 16 to 18 apprenticeships

£79,929 for adult apprenticeships

**Non-levy Apprenticeship carry-in** (Apprentices that start from 1<sup>st</sup> May to 31<sup>st</sup> December 2017) and carry-in into January 2018 to be determined at year end.

**16 to 18 Traineeship** Funding Allocation for 2017/2018 is £106,000

## **Adult Education Budget**

Extended Funding allocation August to October of £35,000. Allocated funding from November 17 to July 18 is £62,833 rundown contract.

## **Key Performance Indicators**

- 1. Increase WYLP membership by 10% in 2017/2018**
- 2. Deliver 4 Network Conferences in 2017/2018**
- 3. Deliver 10 CPD workshops for members in 2017/2018**
- 4. Deliver 5 Provider Support Packages in 2017/2018**
- 5. Deliver up to 20 days of consultancy service to members in 2017/2018**
- 6. Deliver the ASK for schools project in 89 education establishments across West Yorkshire**
- 7. Achieve £106k of 16 to 18 Traineeship delivery in 2016/2017**
- 8. Achieve £97k of AEB delivery in 2017/2018**
- 9. Achieve £459k of 16 to 18 apprenticeship carry-in learners in 2017/2018**
- 10. Achieve £507k of adult apprenticeship carry-in learners in 2017/2018**
- 11. Deliver £166k of the 16 to 18 non-levy apprenticeship starts by December 2017**
- 12. Deliver £79k of the 19+ non-levy apprenticeship starts by December 2017**

## West Yorkshire Learning Provider – Operational Structure to December 2017

