



Skills & Training

REPORT CARD – January 2016

Outcome 5-People in Neath Port Talbot fulfil their learning potential

What We Do

Skills and Training has delivered Welsh Government funded specialist programmes of learning and training for over 30 years, covering work-based learning opportunities and offering bespoke commercial training to meet the needs of local residents, employers and their employees.

Skills & Training is a non-statutory service delivering a range of work tasters, learning programmes, qualifications and employment opportunity programmes for people from the age of 14 - 65. Current delivery services are across the Neath Port Talbot County Borough, Swansea Bay and Bridgend regions, the organisation engages with approximately 250-300 learners and job seekers at any one time.

With an annual turnover of £1m, the organisation is primarily funded through a contract with Skills Academy Wales/Welsh Government with a contract value of £1.2 from 1st April 2015 – 31st July 2016.

Staffing levels have reduced by half in the last three years; the organisation currently has 20 posts, 6 of which are part-time.

Skills & Training have been a Prince's Trust franchise holder since 1990. In 2015 The Princes Trust awarded Skills & Training the prestigious title of the 'Best Delivery Partner in Wales'. To date 150 Team Programmes have been delivered, supporting more than 2000 participants aged 16-25 to develop the self-confidence, employability skills and qualifications to reach their potential.

Welsh Government specialist 'employability' programmes are designed to engage people, address learning barriers and offer basic qualifications and work experience. The programmes cater for different client groups both under and over the age of 18, who are not in full-time education or employment.

Welsh Government Work Based Learning Programmes delivered:

- Apprenticeships- Level 3
- Foundation Apprenticeships- Level 2
- Traineeship Level One
- Traineeship Engagement
- Traineeship Engagement, Prince's Trust Team Programme
- Adult Work Ready Programme

Work Tasters in most occupational areas are available for Traineeship Engagement and Work Ready Learners.

Environmental Projects (Traineeship Engagement and Work Ready programme)

Specialised Occupational Areas for Level 1, 2 & 3:

- Early Years Care
- Health & Social Care
- Hairdressing
- Barbering
- Performing Manufacturing Operations
- Sport & Recreation
- Customer Service

Support includes:

- Open recruitment policy for access to programmes
- Two mini buses (pick up points for learners) to reduce barriers to accessing training
- Job Search facilities
- CV Writing
- Literacy & Numeracy development
- Motivational Training
- Essential Skills Wales Qualifications
- Allocated Learning Coaches & Welfare Officers
- Lunch & Listens' and Learner forums/focus groups
- Community Projects (Traineeship Engagement and Work Ready programme)

Skills and Training also offer a variety of training and qualifications as 'added value' or on a commercial basis to contribute to reducing the number of families living in workless households, improve the skill level of parents and young people in low income families so that they can secure well-paid employment and reduce inequalities in health, education and economic outcomes for children living in poverty, by improving the outcomes of the poorest.

Commercial courses delivered in 2015:

- Prince's Trust 'Get Started' Courses e.g. Get Into Cooking
 - Health and Safety
 - Manual Handling
 - CSCS Construction Site Safety Cards
 - IOSH Working Safely
 - IOSH Managing Safely
 - First Aid
 - Paediatric First Aid
 - Food Safety
 - Fire Awareness
 - Fire Warden
 - Manual Handling
 - Risk Assessment
 - Working Alone in Safety
 - COSHH (Control of substances hazardous to health)
 - Asbestos Awareness
 - Grass and hedge cutting
 - Sit on Mower
 - Forestry maintenance
 - Woodchipper

Skills & Training is an Accredited Centre for:

- City & Guilds
- Lantra
- CSCS Test Centre
- British Safety Council
- HSE Approved Centre for First Aid
- Chartered Institute of Environmental Health (CIEH)
- British Heart Foundation(BHF)

Neath Port Talbot Priorities

1. Improve our local economy and help reduce poverty.
2. Maximise the number of people who are able to access employment, by addressing barriers to employment.
3. Reduce the number of people not in work through key employment support initiatives.
4. Work with young people and disadvantaged parents to ensure that they have the skills and confidence so that they are best equipped to embark on working life.
5. Further develop training and employment opportunities for disadvantaged groups including young carers, care leavers, past offenders and unemployed 18-25 year olds.
6. Promote self-employment initiatives.

Who We Work With

Skills and Training are proud to be founding members of, and work in partnership with a diverse range of outstanding and like-minded providers known as Skills Academy Wales (SAW).

SAW was established as the first Work-Based Learning Consortium of its kind in Wales in October 2009 and has been operating as a single contract with the Welsh Government since August 2010, led by NPTC Group, offering provision for the delivery of Work-Based Learning programmes throughout North, Mid and South Wales.

Partner organisations for Skills Academy Wales are: Pathways Training; Learn-kit Ltd; Gwendraeth Valley Community Enterprise Ltd (Jobforce Wales); Llanelli Rural Council; ACO Training Ltd; NPT County Borough Council (Skills & Training); Swansea ITeC Ltd and Coleg y Cymoedd.

Skills & Training is also part of the NPT Adult Learning Network and works closely with:

- Neath Port Talbot Adult Community Learning (ACL)
- Gyrfa Cymru/Careers Wales
- Communities First
- Jobcentre Plus (JCP+)
- Natural Resources Wales
- The Fire Service
- Prince's Trust
- NPT Schools
- Flying Start
- Afan Park
- National Training Federation Wales (NTfW)
- Neath Port Talbot College Group
- Other Training Providers
- Third Sector Organisations e.g. Dove, Glynneath, Shaw Trust, NSA,
- Community Based Organisations
- ELLLs Directorate Teams
- Youth Offending Services
- Barclays Bank
- DEWIS Housing
- NPT Homes
- Tata Steel
- Owens Transport
- CGI
- Citizens Advice Bureau
- WACADA

Good relationships have been forged with many local employers over the years. These employers provide suitable learning environments for individuals; many of the learners continue learning and/or secure employment with them.

LINKED PARTNER PRIORITIES

Skills Academy Wales: To deliver high quality provision for learners, employers and the wider community, to support sustainable economic growth and regeneration, through effective partnership working.

1. To achieve excellence;
2. To transform provision through effective collaboration;
3. To be the first choice for learners, employers and other stakeholders; and
4. To be the leading work-based learning partnership in Wales.

Key areas: 1. Outcomes
2. Teaching & Learning
3. Leadership

Welsh Government

1. Work Based Learning Provider Return for Community Benefits-Skills & Training produce reports to SAW to contribute to responses to WG.
2. Skills implementation plan (July 2014)
www.wales.gov.uk/educationandskills
3. Other related WG documents that WBL uses and follows are: The Learning Country: Vision Into Action; Skills That Work for Wales: A Skills and Employment Strategy and Action Plan; Welsh-medium Education Strategy; Literacy & Numeracy Framework.
<http://gov.wales/topics/educationandskills/publications>
4. Youth engagement and progression framework- (Welsh Government, 2014)- e.g. Youth Guarantee & reporting information for CAP (Common Area Prospectus)- Reducing the number of NEETS
5. WG-Qualified for Life The Review of Qualifications for 14- 19-year-olds in Wales. <http://gov.wales/docs/dcells/publications/141001-qualified-for-life-en.pdf>

Estyn

Key areas inspected below, these are reflected in all of the overarching themes of provision within Skills & Training:

Attainment

Literacy & Numeracy

Digital Literacy

Equality, Diversity and Inclusion

Welsh Language and Culture

ESDGC

Health & Well being

Staff Development/CPD

Estyn Inspection Outcome in 2014 , grade awarded based on judgements made on the three key questions for Skills Academy Wales Performance was:

Estyn Grade Awarded – Good

Self Assessment Grade - Good

The second overall judgement represents inspectors' confidence in the provider's ability to drive its own improvement in the future. These normally relate closely to the overall judgements for the quality indicators for leadership and/or improving quality.

Estyn Grade Awarded – Good

Self Assessment Grade – Good

How Much Did We Do?

In 2015 Skills and Training engaged with 250-300 individuals via the Work Based Learning contract.

In addition to this 800 individuals to date have benefitted from attending training courses delivered through our commercial section in 2015/2016.

In 2013/2014 approximately 1250 individuals benefitted from attending training courses delivered through the Safety Education Centre.

2014/2015 statistics confirm at least 358 individuals undertook training, however the data set may be incomplete and therefore may not be a true representation of all courses delivered during this time, due ER/VR of staff and the subsequent loss of the Safety Education Centre (as was known)

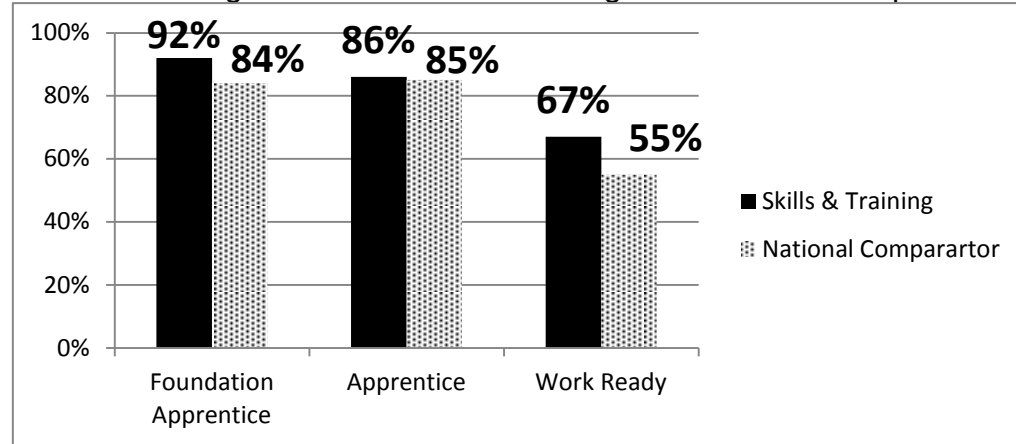
Delivery for Prince's Trust Team programme has increased from 3 2014/2015 teams per year to 6 teams per year 2015/2016.

5 charitable fund raising events took place during 2015 to support disadvantaged groups in the local community.

6 Community/Environmental project activities took place for learners to engage with and make a difference to their communities.

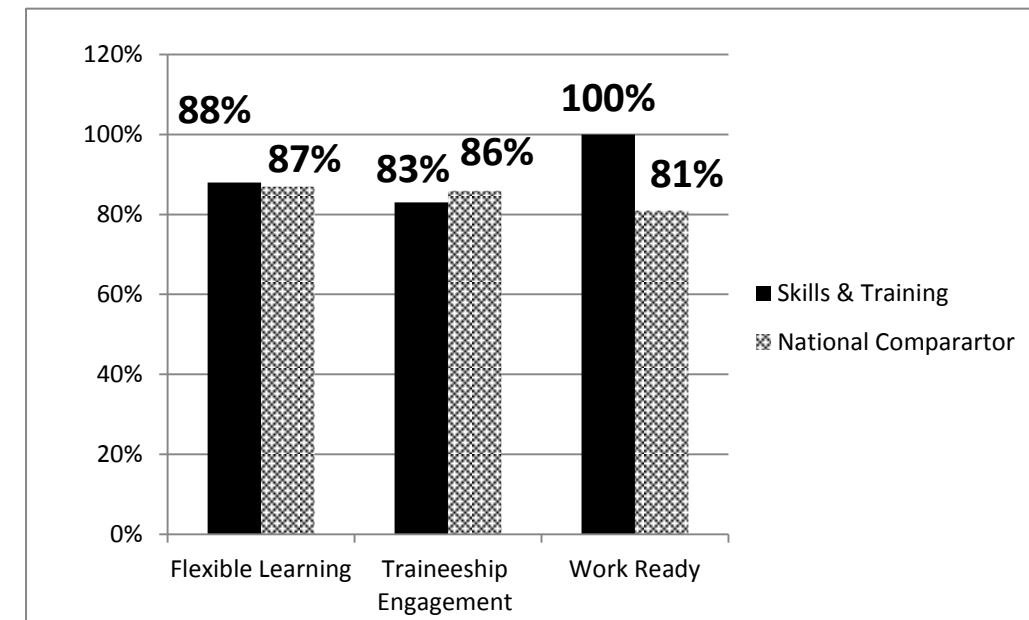
How well did we do 2014/2015 ?

Skills & Training achievers success rate against National Comparartor

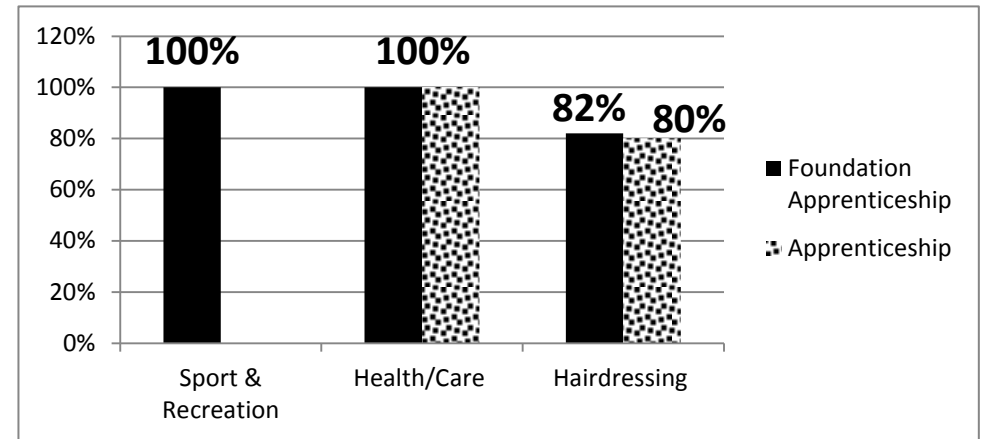


Employability Programmes

Skills & Training achievers success rate against National Comparartor



Success rates by Training Programme and Occupational area



Contractual Changes 2015

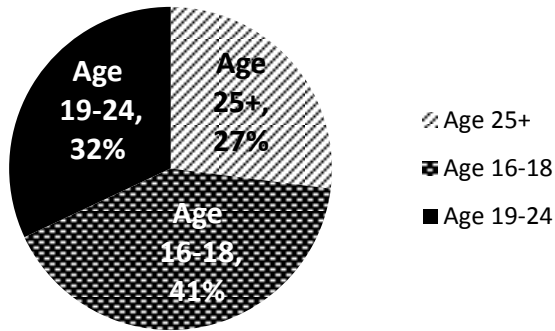
Welsh Government (WG) have made one substantive change to the format of the 2014/15 Learner Outcomes Reports i.e. not reporting Traineeship destinations.

This year the WG introduced a new approach to recording learners' destinations for the Traineeship programme, based on immediate progressions i.e. within four weeks of leaving. This means for 2014/15 there is not a full year of data based on this new measure.

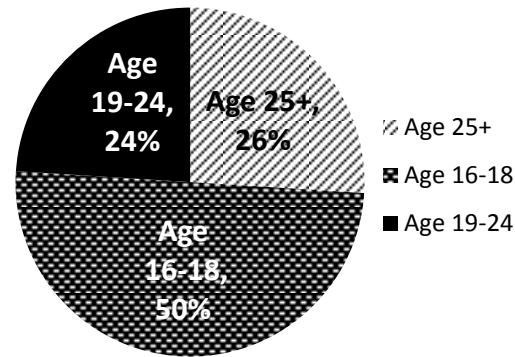
The phasing out of the Young Recruits Programme and the restricted funding for the over 25 age group is having a negative impact on recruitment and progression opportunities across all sectors. The Health Care sector has been particularly affected by the over 25 age issue, as employers and age restrictions favour the older learner.

The increase in the minimum wage and the introduction of co-funding has the potential to further limit opportunities with some employers

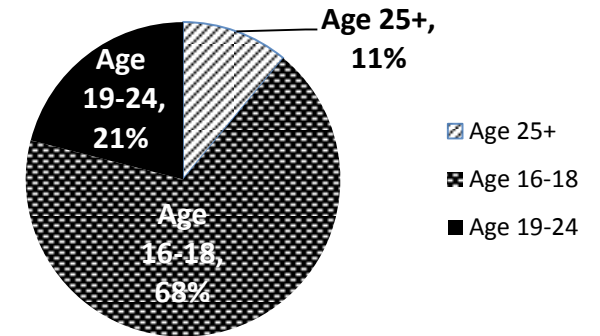
Age groups in Learning August 2013



Age groups in Learning August 2014



Age groups in Learning in August 2015



Changes in Welsh Government policy limiting the number of Apprenticeship opportunities for the over 25 age group has had a significant impact on the in-learning age profile from 27% to 12% in the time period captured as the pie-charts demonstrate. The percentage of 16-18 year old learners on programmes has increased whilst the numbers in the 19-24 age cohort has decreased by 11% in three years.

Story Behind the Data

During 2013/2014 Skills and Training implemented a new staffing structure to make sure it remained 'fit for purpose' and to align with the Local Authorities strategies for 2014/2015.

During 2014 Skills & Training as part of Skills Academy Wales were inspected by Estyn, and the organisation moved premises from Neath, its base for over 30 years to Port Talbot, resulting in many adaptations, disruption and procedure changes.

In the early part of 2015 a consultation took place regarding a potential transfer of WBL provision. At this time Skills & Training experienced further reductions in staffing levels, expertise and reduced transport routes as a result of a further 'round' of Early Retirement (ER) and Voluntary Redundancy (VR) opportunities within the Local Authority.

Skills and Training staff have embraced the many changes and challenges faced in a relatively short period of time and have continued to support learners that do not go straight into employment, further education or training from school. Employees have also assimilated the caseload of full time posts lost during the ER/VR process to ensure delivery in both commercial and Work Based Learning continues.

All staff attends an annual Employee Development Review with a Senior Team member as part of our Quality Cycle. Appraisals include individual analysis and the development of their individual training plan. 85% completion rate in 2015.

Effectiveness is evaluated through learner feedback whilst on programme as well as during topical delivery sessions, through portfolio evidence, review processes Learner and staff forums are held quarterly in each sector “you said, we did”, results/outcomes displayed in the entrance foyer /reception area.

Any reports of External Award Verification visits, safe guarding issues and complaints are recorded and reported monthly to the Skills Academy Wales (SAW) Quality Management Group. During 2015 there were no reported incidents/ issues.

Skills and Training has held the standard for ‘Positive about disabled people’ for a number of years. Flexible room usage and fully equipped ICT suits provide adequate resources for learner needs.

Skills and Training have been identified within the Forward Financial Plan to achieve/ contribute £100,000 in 2016/17.

Next Key Actions To Do Better

What?	Who?	By When?
Continue to improve benchmarking data (completion, attainment and success) to be above the National Comparator for all Work Based Learning programmes.	Managers	31 st July 2016
Continue to work with partners to strengthen employer engagement strategies and take a pro-active approach to securing alternative funding streams.	Managers	31 st July 2016
Further develop feedback processes to learners and stakeholders via digital platforms	Managers	June 2016
Continue to work with colleagues to explore the feasibility of utilising electronic on line booking systems.	Managers	June 2016