

<b>Committee(s):</b> Education Board	<b>Dated:</b> 17/10/2023
– For Information	
<b>Subject:</b> Adult Skills, Education and Apprenticeship Service Update	<b>Public</b>
Outcomes in the City Corporation’s Corporate Plan.  <ol style="list-style-type: none"> <li>1. People are safe and feel safe.</li> <li>2. People enjoy good health and wellbeing.</li> <li>3. People have equal opportunities to enrich their lives and reach their full potential.</li> <li>4. Communities are cohesive and have the facilities they need.</li> </ol>	City’s Corporate Plan Outcomes contribute to a flourishing society.  1,2,3 and 4.
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>No</b>
<b>If so, how much?</b>	<b>N/A</b>
<b>What is the source of Funding?</b>	
<b>Has this Funding Source been agreed with the Chamberlain’s Department?</b>	<b>N/A</b>
<b>Report of: Dr Deborah Bell, Director of Education</b>	<b>For Information</b>
<b>Report author: Barbara Hamilton, Head of Adult Skills Education and Apprenticeships</b>	

The Adult Skills Apprenticeship and Education Service (ASES) provides an opportunity for young and older adults to actively change themselves through learning. Adult education is a crucial part of our civic society and is essential to the levelling up agenda. The Service actively promotes community and Skills based learning.

During 2022/2023, more 130 apprentices enrolled and completed an apprenticeship training course. The types of courses included Business Administration, Customer Service, Information Technology, Communication Technician Standards, Data Technician, Digital Marketing, Horticulture, AAT Accounting and Finance, Events assistant, Zookeeper and Aquarist and Human Resources. All courses are delivered at level 2 and 3. Some courses are delivered at level 4.

The apprenticeship training activities are funded through a ESFA’s Levy systems. The programme is either delivered inhouse, using venue facilities situated in the West Wing of the Guildhall or alternatively delivered in partnership with some specialist training providers, colleges, and Universities. For example, in areas such as Civil Engineering, delivery is provided by London Design and Engineering College and Richmond upon Thames College who deliver Project Control Technical Course level 4.

In 2022/23, 80% apprentices successfully completed their apprenticeships (In year completions). 73% of apprentices in training areas such as Customer Service,

Business Administration etc achieved a distinction level. This is the highest level that is awarded to an apprentice.

Apprentices are supported by the in-house additional learning support programme. This is a specialist area of support for young people with potential barriers to learning such as Dyslexia, Dyspraxia, and ADHD. Additional support for maths and English is also available.

An increased number - more than 60% - of those apprentices who successfully completed their apprenticeships, secured full time sustainable long-term employment. A small number of apprentices progress onto higher level apprenticeships, this includes level 6 and higher-level degrees.

Apprentices are usually recruited through a national advertising campaign. The focus for success for the apprentices is centred on the needs and actions of employers. ASES continues to work with many employers in Greater London and the South/South East of England. The programme is designed to ensure that young adults can benefit from good quality training, a national qualification, and potential employment.

The Adult Skills Education and Apprenticeship Service participates in competitive bidding processes to generate a large proportion of the funding that is needed to deliver the entire service. A much smaller proportion of the funding is allocated to the delivery of Community Learning. It is this provision that delivers courses such as Art, European Languages, Digital Skills English for Speakers of other Languages (ESOL) and Level one Functional Skills maths and English.

Accredited courses such as higher-level maths and English, Health and Social Care, Professional language courses, Bookkeeping, AAT Finance courses and level 3 and 4 in Essential Digital Skills qualifications are supported through the Adult Skills Budget (AEB).

## **Summary**

The purpose of the report is to present a programme update of the outcomes from the City of London Corporation's Adult Skills and Education Services activities. The report also provides a brief summary of its publicly funded programmes delivered during 2022/2023.

The ASES team is responsible for delivering London and UK wide accredited professional qualifications. For example, in addition to delivering a local/London skills agenda, it is also responsible for promoting a skills agenda that includes accredited skills, training and new qualifications which are part of the National Apprenticeship Programme. For example, ASES has recently successfully secured a contract with DEFRA to deliver a series of accredited qualifications in Fishery/Sea Food.

To enable ASES to deliver this new qualification, it must first acquire what is known as Centre Awarding Body Status. A recent successful application has enabled the Service to deliver and award these qualifications for the delivery of

Fishery and Seafood. This is a joint Apprenticeship and Skills programme with the Surveyors Department and Billingsgate Market.

ASES provides additional learning support (ALS) to all learners where an assessment confirms that ALS is needed. A detailed action plan is put in place to help the learners progress with their learning. There has been a steady increase in the number of learners who require ALS.

Please see below a summary table that shows the types and level of ALS that is needed.

<b>Apps Title</b>	<b>Declared LLDD/Needed ALS</b>
Digital Marketer Level 3	Other medical condition (for example epilepsy, asthma, diabetes)
Accounts / Finance Assistant Level 2	Other medical condition (for example epilepsy, asthma, diabetes)
Customer Service Specialist Level 3	Autism spectrum disorder
Accounts / Finance Assistant Level 2	Other medical condition (for example epilepsy, asthma, diabetes)
Information Communications Technician Level 3	Other physical disability
Infrastructure Technician Level 3	Prefer not to say

ASES' Employability programme is very carefully linked to the needs of local London businesses. The active promotion of the social mobility agenda and employer's engagement with the apprenticeship programme has meant that ASES can work with employers to ensure that they take advantage of the dual benefit of the apprenticeship and skills programme.

ASES' experience of engaging employers on the apprenticeship programme has provided the basis for the delivery of the SEND/Internship and Employment Forum programme.

### **Recommendation(s)**

Members are asked to:

- Note the report.

### **Main Report**

#### **Background**

1. The Adult Skills and Education Service (ASES) sits within the Department for Communities and Children's Services (DCCS). ASES receives funding from the Greater London Council (GLA), Department for Environment Food and Rural Affairs (DEFRA) and the Education and Skills Funding Agency (ESFA), the Community Learning and Adult Skills Budget and funding from the apprenticeship funding stream.

2. The table below shows a summary of funding agencies and the agreed targets for delivery in 2023/2024.

<b>Funding Agency</b>	<b>Programme Type</b>	<b>Delivery Outcomes</b>	<b>Target Numbers- 2023 and 2023/2024</b>	<b>2022/2023 Performance</b>
GLA	ACL-Adult and Community Learning	Adult Course Enrolments	800 Course Enrolments	1102 course enrolments
Department For Education/NDTI	Send/Internship	Interns/Work/Placements	20 Interns with EHCPs	Not in Scope
GLA	AEB	Accredited Qualifications level 2 and 3	150 Accredited Qualifications	160 Accredited
ESFA	ACL	External to London Enrolment	20 Enrolments	27
ESFA	Accredited Courses	AEB Qualifications - External to London	3 Enrolment	4
GLA	Digital Hub	Positive Outcomes – Employment/ Interviews	355 Positive Outcomes	290 -2 YEAR Project
GLA	Multiply	Numeracy Course Delivery	399 Enrolments	Not In Scope
GLA	Digital Bootcamps (3)	Cyber Security	320 Enrolments	317 Enrolments
GLA	Digital boot Camp (4)	Cyber Security	166 Completions	166 completions
GLA	Jobs and Skills for London	Accredited Courses – Employer Skills	658 Enrolments	Recently Started
ESFA	Apprenticeship	Apprenticeship /Course Delivery	30 Qualifications	28-Inyear Qualifications
DEFRA	Sea Food Training	School Engagements	300 – School student engagement	340 attendees to date

3. During 2022/2023 the project targets in most delivery areas were achieved. There were a few exceptions, for example, the recruitment numbers for the SEND/Internship programme were not achieved. Following the completion of the Digital Hub courses, a small number of learners secured employment in the non-digital sectors.
4. The continued success of ASES is determined by the quality of its Services. This means that ASES must continue to identify and successfully respond to invitations to bid for projects.

5. ASES continues to work with funding agencies to deliver a range of skills and employment programmes to support the training and engagement needs of local residents and people living in the wider areas of Greater London.
6. If the Service is successful in its response to a project bidding opportunity, funding agencies such as DWP, ESFA and GLA provide a level of funding to deliver an agreed number of qualifications/ skills trainings for different cohorts of learners. The funding is usually paid on an agreed beneficiary and an uplift unit price.

## **Current Position**

7. ASES is also involved with delivering what is referred to as the GROW Project. This is a programme that provides interview preparation and CV writing for learners who have completed their learning/qualifications and are seeking support with securing employment. There has been a steady increase in the number of learners who have worked with an employment engagement officer coach and, as a result, they have successfully secured employment in organisations such as the NHS, Residential Care Homes and in Hospitality sector.
8. ASES courses are delivered in more than 7 different venues. Each venue is chosen to cater for different cohorts of learners. For example, courses are delivered on the City of London Corporation's social housing estates. For many residents, it is important that the training that is being offered is delivered within their communities. The ASES courses are delivered in Community centres on or very close to their living accommodation. For example, accredited E3 and Level 1 language support courses are delivered two evenings each week to more than 45 residents who live on the estate. The 2022/2023 cohorts achieved a 98% examination success rate. All the successful learners have progressed into the 2023/2024 academic year's higher level courses.
9. The delivery of the Digital Bootcamp courses involved working with our delivery partners to enrol more than 300 learners. On completion of the Cyber Security level 3 course, a high proportion of learners, many who were previously unemployed, were able to secure employment.
10. Some high-level professional courses are delivered jointly with our external partners. An example of this is the level 3 Health and Social Care courses which are delivered with partners who specialise in this area of training. The same partners also work closely with employers who directly recruit from learners who have completed the ASES training. Such employers include Residential Care Homes, Hospitals, and some Care Agencies.
11. ASES was approached by several employers who are requesting the Service's assistance to upskill their staff. The majority of the requests are to deliver ESOL training to large groups of employees.
12. The continued work with Guys and St Thomas hospital is delivering well. ASES is delivering in 3 main training areas. They are the delivery of a series of ESOL

courses at different levels, Functional Skill Maths at level 2, and a specific programme to cater for employees who are seeking promotion into different work areas.

13. ASES engages with many London and UK wide employers to deliver its apprenticeship programme. The programme currently delivers more than 20 different qualifications at levels 2, 3 and 4. The number of apprentices who secure a distinction in areas such as Business Administration and Customer Service is 89%. The courses are directly delivered by ASES.
14. The Service was recently successful in securing a proposal to deliver a London wide training programme. The proposal involved delivering a programme of learning and skills development for unemployed and disadvantaged Londoners. The training courses respond to the reported skills gaps and include topics such as maths, English, Health and Social Care and high level ESOL.
15. ASES is currently leading a local authority partnership bid to respond to the skills and learning needs of young people between the ages of 19-25 years old. This programme will include delivery courses such as maths, English and Digital skills. Learners will also be supported to develop CVs and prepare for job interviews.
16. ASES has successfully secured a Good grade at the 2022 Ofsted Inspection. The Service has recently successfully submitted the MATRIX application to demonstrate the quality of its service.

Strategic implications – ASES is aligned to and will fully support the delivery of the Corporate Plan.

Financial implications    None

Resource implications    None

Legal implications        None

Risk implications         None

17. Equalities implications – ASES is fully compliant with our public Sector Equality Duty 2010. The Service descriptors within this report do not have any negative impact on people who are protected by existing equality legislation – age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

Climate implications       None

Security implications     None

## **Conclusion**

18. ASES provides a wide range of community-based learning to help adults acquire the skills that they need to enable them to progress into sustainable employment.
19. There has been an increase in the number of funded projects. ASES has extended its training activities to include a strong focus on skills and employment. This is clearly reflected in the project that the Service is now engaged in. For example, the ongoing work with large employers such as the NHS and the Central Criminal Courts.
20. The work that has recently started with Central London local authorities focuses on collectively working to delivery skills and employment training for more than 1500 young adults. The funding bid, as part of the UKSPF 20024/2026 project response will be submitted as a joint local authority project. The detailed delivery plan will be discussed and agreed if the bid is successful.

Appendix - 'None'

**Barbara Hamilton**  
**Head of Adult Skills Education and Apprenticeships**  
**Department of Community and Children's Services**

T: 07920 703087

E: [Barbara.Hamilton@cityoflondon.gov.uk](mailto:Barbara.Hamilton@cityoflondon.gov.uk)