

SERVICE PLAN

FOR

TRAINING SERVICES

2024/25

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 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.

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 WG compliance guidance in relation to funded programmes.

To ensure all activities fulfil WG 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 2023/24

ACTIVITY	BUDGET £	DESCRIPTION	CORE VALUE	TARGET DATE	OUTCOME
To meet Start profiles for JGW+ programme and achieve viable contract value.	N/A	Start and Occupancy levels monitored monthly in line with profiles. Monthly contract value meetings with ITEC Ltd.	LE1 LE2 CD5 CD6	March 2024	ITEC suspended recruitment for a 2-month period while awaiting additional contract value allocation from Welsh Government. A value of £374,680 was awarded. Recruitment activities resumed and starts have been steadily increasing in the last few months of the year. New service level agreement with Coleg Sir Gar for centre-based delivery has commenced.
To meet Apprenticeship recruitment targets.	N/A	113 starts profiled for the academic year 23/24.	CD6 – CD9 LE1 LE2 PW1	Ongoing. July 2024	This revised profile of starts is 73 for the academic year. Logistics sector recruitment has been steady although some delays with starts in North Wales and locally where one major employer suspended recruitment following a cyber-attack. Business Admin and Customer Service sector has failed to engage with new employer base to recruit the required profile of learners in this sector despite best efforts of the team, staff resource has been reallocated to meet demand across council service areas.
To secure funding for 40 PLA learners in transport route.	N/A	Secure initial allocation for PLA in 23/24 and apply for additional at quarterly reviews.	CD6 – CD9 LE1 LE2 PW1	March 2024	PLA allocation met in Autumn 2023. Additional PLA funding suspended while Welsh Government redirect funds to priority groups. Bids for new courses to deliver LGV and PCV licences have been approved and additional funding allocated to support Tata Steel Port Talbot workers at risk of redundancy to retrain as drivers.
To meet key performance indicators in all programmes and routes.	N/A	Monthly review of all performance to be undertaken through review with lead organisations.	CD6 – CD9 LE1 LE2 PW1	Ongoing	All programmes performing well and responsive to meeting lead organisation requirements. JGW+ achieving 60%. Apprenticeship performance achieved 78% overall.

ACTIVITY	BUDGET £	DESCRIPTION	CORE VALUE	TARGET DATE	OUTCOME
To establish improved employer engagement on all programmes.	N/A	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.	CD6 – CD9 LE1 LE2 PW1	Ongoing	Employer networking and engagement has led to new employer collaboration in apprenticeships and JGW+ programmes. Marketing activities have been strengthened, social media, website development and attendance at events held across the region have increased profile and interest generating new demand.
To increase capacity of transport 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	Additional Assessor recruited with logistics qualifications and experience in October 2023. The Programme Assistant has undertaken successful professional development for Essential Skills Qualifications (ESQ) delivery and has supported several learners through successful achievement of qualifications in all three qualifications in the ESQ suite.
To deliver two successful Prince's Trust Team Programmes.	N/A	Teams to commence September 2023 and February 2024.	CD6 – CD9 LE1 LE2 PW1	May 2024	Team 14 won the Wales Community Impact Award at the Prince's Trust Wales Awards held in Cardiff during February 2024. Team 15 completed December 2023. This was the last team programme to be delivered, due to the lack of funding the subsequent team programme due to commence in February 2024 was suspended indefinitely.

KEY TASKS/SERVICE DELIVERY IN 2024/25

ACTIVITY	BUDGET £	DESCRIPTION	CORE VALUE	TARGET DATE	PROGRESS
To increase occupancy on JGW+ and achieve contract value.	£0	Start and Occupancy levels monitored monthly in line with profiles. Maintain ITEC occupancy and increase CSG numbers to achieve viable learner occupancy.	CD6 – CD9 LE1 LE2 PW1	March 2025	Referrals steady and occupancy is increasing.
To meet Apprenticeship recruitment targets.	£0	Monthly meetings with SAW to manage profiles to achieve viable contract.	CD6 – CD9 LE1 LE2 PW1	July 2024	Profiles under review.
To deliver the PLA Tata Steel project by training 50-60 drivers through LGV/PCV licences.	£0	Initial Contract for £120,000 allocated, due to demand for the licences, increase of £54,000 (Total £174K) allocated to support Tata Steel employees at risk of redundancy to retrain through Personal Learning Accounts.	CD6 – CD9 LE1 LE2 PW1	August 2024	24 recruited in May/ongoing.
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 2024, March 2025,	Monitoring learners to meet performance thresholds.
Timely progression opportunities for JGW+ learners.	£0	Develop progression opportunities to employment, apprenticeships and higher learning.	CD6 – CD9 LE1 LE2 PW1	March 2025	Working with the network and support agencies.
Develop vocational qualifications for JGW+ learners.	£0	Develop vocational qualifications and work collaboratively with the apprenticeship team to develop qualifications in Logistics sector, including a Level 1 Introduction to Warehousing & Logistics.	LE1 LE2 CD5 CD6	July 2024	Course under development.

ACTIVITY	BUDGET £	DESCRIPTION	CORE VALUE	TARGET DATE	PROGRESS
To relocate Training Centre to new premises in Carmarthen.		Fulfil commitment to reduce expenditure to ensure JGW+ is viable by vacating Penuel Street premises and relocating the service to Ty Myrddin.	CD6 – CD9 LE1 LE2 PW1	July 2024	New lease engrossed by council in June.
To secure PLA funding from August 2024.	£0	To secure funding for the academic year August 2024 – July 2025 for LGV and PCV licences.	CD6 – CD9 LE1 LE2 PW1	August 2024	Discussions ongoing with NPTC.
Explore and tender for funding for suitable educational funding streams.	£0	Explore opportunities for securing funding for the Skills and Talent Project and Multiply Project.	CD6 – CD9 LE1 LE2 PW1	September 2024	Meetings with project leads ongoing.

PERFORMANCE

INDICATOR MEASURE	PER 100 LEAVERS			
	YEAR TARGET	YEAR ACTUAL	½ YEAR TARGET	½ YEAR ACTUAL
	MARCH 2025	MARCH 2025	SEPT 2024	SEPT 2024
Recruit JGW+ Learners	65		33	
JGW+ Progressions	70%		70%	
PLA Completion	80%		80%	
Apprenticeship Framework Completion	80%*		80%	

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