

SERVICE PLAN

FOR

TRAINING SERVICES

2024/25

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, 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 2024/25

ACTIVITY	BUDGET £	DESCRIPTION	CORE VALUE	MID-TERM RESULTS	TARGET DATE
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	Itec - 56 learners with 9 learners waiting to start. CSG - 6 learners on programme. Any direct referrals will be processed through the CSG contract. CSG are also looking at 'transferring' some of their current learners to centre based provision at LRC.	March 2025
To meet Apprenticeship recruitment targets.	£0	Monthly meetings with SAW to manage profiles to achieve viable contract.	CD6 – CD9 LE1 LE2 PW1	Meeting apprenticeship recruitment targets – 39 recruited between April and September 2024. Meeting monthly with SAW to discuss contract.	July 2024
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	Sixty one TATA Steel individuals registered between 1 April and 31 July 2024. Contract value of £194,750 achieved	August 2024
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	Programme performance indicators with Itec and CSG have risen from 65% to 70%. We currently at 65.4% with a number of learners due to progress positively within the next six weeks.	July 2024, March 2025,
Timely progression opportunities for JGW+ learners.	£0	Develop progression opportunities to employment, apprenticeships and higher learning.	CD6 – CD9 LE1 LE2 PW1	This is currently ongoing, with our progression rates at 65%, staff have been working hard to source suitable opportunities for the learners whilst taking into account their personal situations and supporting them to overcome barriers to employment.	March 2025

ACTIVITY	BUDGET £	DESCRIPTION	CORE VALUE	MID-YEAR RESULTS	TARGET DATE
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	Youth and Apprenticeship team are working collaboratively in delivering an in-house warehousing qualification - we have currently five learners who are set to complete and achieve the qualification.	July 2024
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	Achieved 3 September 2024.	July 2024
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	Secured contract from August 2024 to March 2025 to train fifty drivers, approx. contract value £155,000.	August 2024
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	Informed Multiply funding will end December 2024 so quick turn-around was required. We did not have resources to develop Multiply projects within this short time period. We continue to work with NPTC to build Training Packages for TATA and access FE funding for individuals.	September 2024

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	31
JGW+ Progressions	70%		70%	65.4%
PLA Completion	80%		80%	86%
Apprenticeship Framework Completion	80%*		80%	79%

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