



## PROGRAMME SPECIFICATION 2019/20

### Background

When the *Skills for Employment* programme was introduced in 2015, £2.4 million was available to fund activity until the end of the 2017/18 academic year. In February 2018, Warwickshire County Council (WCC) confirmed an additional £600,000 would be available for *Skills for Employment* from April 2018 to August 2020. In 2018/19 around half of the additional budget was spent on a range of activities including training and development of Careers Leaders. The main expenditure was on grants worth up to £3,000 for schools and colleges. It was the fourth consecutive year these grants were provided.

In Spring 2019 Careers Leaders in more than 20 Secondary schools and colleges were consulted on which aspects of the new national Careers strategy they are finding the most challenging to implement. Also, WCC supported a bid by Coventry & Warwickshire Local Enterprise Council (CWLEP) to the national Careers and Enterprise Company (CEC) for funding to establish a Careers Hub in Warwickshire to provide support and resources for schools/colleges. WCC support for the bid was based on the principle that the Hub would need to be available to all secondary schools/colleges who wished to join the Hub. In May 2019, the national CEC confirmed the bid was successful. Funding of the Hub is guaranteed until August 2020 initially. WCC and CWLEP are working closely together to ensure support provided by the Hub and by *Skills for Employment* are complementary and make the most effective and efficient use of the total funding available for schools/colleges.

Following the Spring consultation process, WCC considered a number of options to help schools and colleges to meet the requirements of the national Careers strategy while maintaining momentum in the *Skills for Employment* programme. In finalising the specification for the 19/20 programme to be funded, WCC has given priority to building capability and capacity in order to enable schools/colleges to meet the requirements of the national Careers strategy and to sustain activity when *Skills for Employment* funding ends in August 2020. The specification for the 2019/20 programme is set out below.

# Programme Specification 2019/20

The range of activities and support described below will be funded.

## 1 Capability and Capacity Grant

Schools and colleges can apply for a match-funded grant of up to £3,000. The purpose of the grant is to enable schools and colleges to develop and implement new types of sustainable activity and resources to help them meet the requirements of the national careers strategy.

The following will be eligible for funding:

### A Development programmes/projects

Planning and implementation of specific new development activity such as: extending work experience to additional year group; new employer engagement and managing contact with them; planning and delivering in-house development sessions for curriculum colleagues; developing Careers resources for curriculum colleagues to use in lessons; planning and taking pupils on visits to employers and key events.

N.B. Careers Leader standard salary costs will not be funded but additional staff costs to support the Careers Leader to develop the project will be. When the project and use of funds is reported on in July 2020, a statement from a senior leadership team member of actual itemised staff costs incurred will be required. Where staff resource is bought in, proof of payment to suppliers will be required.

Applications for this activity must be made on form **SfE/DPPF/1920** and submitted with the grant application form **SfE/SG/R6/AF**.

### B Careers Programme Management software/ licenses

For example, to manage all aspects of work experience and related pupil profiling/tracking. Licences must last more than one year.

N.B. Pupil-centred software/licenses such as Kudos and Fast Tomato will not be funded.

### C Preparation for a Careers Quality Award/Accreditation

Careers Leader salary time will not be funded but 'backfilling' costs to enable the Careers Leader to do this additional work will be.

### D Equipment/furniture/ resources to create or enhance a dedicated Careers space

N.B. All items funded must be wholly dedicated to Careers use.

Applications must be made using form **SfE/SGR6/AF** and submitted by 5pm 28<sup>th</sup> June 2019 to [skillsforemployment@warwickshire.gov.uk](mailto:skillsforemployment@warwickshire.gov.uk)

WCC aims to confirm decisions on applications by 12<sup>th</sup> July 2019. However, if amendments are required to applications to make them eligible, the process may not be complete until the start of the next academic year due to the summer holiday period for schools and colleges.

Grants will be paid by existing BACS arrangements within 15 working days of communication of decisions.

Grant recipients will be required to submit an evaluation report and proof of expenditure in mid-July 2020 and may be visited by WCC in Spring 2020 to discuss the impact being achieved.

## **2 Sector events and activity**

Several events will be commissioned by WCC for key sectors. For example discussions are advanced with Atkins Global Engineering, Balfour Beatty, HS2 and Medical Mavericks for provision of one-day events. *Interactive Futures* which ran in February 2019 will take place again next February and will be extended to include a day for schools and colleges. Other sectors we aim to provide events for include Construction, Creative, Design & Technology, Health & Care, Hospitality and Tourism.

All such events will be free and some may be held in both the North and South of the county. Participating schools/colleges will be required to agree to specific forms of impact evaluation such as simple pre and post-event pupil surveys, as well as providing longer-term feedback on the difference made such as: increased uptake of specific GCSEs or related KS5 courses; pupils moving into jobs with apprenticeships; increased number of work experience placements in related sectors/ occupations.

Travel bursaries will be made available for specific events.

Given the limited 'windows' in the academic year for this type of activity to take place and the need to provide a long lead-time to enable Careers Leaders to plan, a calendar of these events will be published by the end of September 2019. In setting dates, notice will be taken of major external events such as the CWLEP Careers Fair, national Skills Show and The Big Bang for Young Engineers and Scientists in order to avoid clashes.

## **3 Expert support service**

WCC will commission a service from an organisation with nationally recognised expertise in helping schools/colleges to meet the requirements of the national Careers strategy, one or more Gatsby benchmarks and Careers-related requirements of the new Ofsted inspection framework. A support session will be made available to all schools and colleges which have not already achieved a national Careers Quality Award or will be receiving similar support from the new Warwickshire CEC Careers Hub. The service will be commissioned in July/August so it is available from early in the Autumn term. The service will be available until Easter 2020.

Support sessions will take place on school/college premises on dates to be agreed between the school/college and service supplier. The focus of the support to be provided will be determined by the school/college. Full details of the service and how it may be accessed will be published in early September 2019 when more details of how the new CEC Hub will operate will be known.

In late September/early October 2019, a free development workshop will be provided for Careers Leaders on Careers-related aspects of the new Ofsted inspection framework. This will be led by the organisation commissioned to provide the new expert support service.

#### **4 Additional support and resources for Careers leaders**

WCC will enable and fund, where required, peer-to-peer workshops led by Careers leaders on key topics which could include: influencing curriculum colleagues; working with governors; engaging new employers; managing work experience.

In addition, a Careers workshop will be offered for governors and their Careers Leaders.

Labour Market Information support will be enhanced to build on the new borough/district Skills fact sheets published in March 2019.

Careers films for several key sectors will be hosted on the SfE webpages alongside the Hospitality & Tourism film. Some will be free to use from other sources like the recent film from the Design & Technology Association. A small number of others may be commissioned to fill significant gaps.

#### **5 Support for NEET young people**

For the past 3 years, WCC has made a financial contribution to the ESF-funded programme *Positive Futures* offered by Pet X-i Training for 15-24 year olds who are NEET or at high risk of becoming NEET. Delivery of this programme will end in Summer 2019. A new ESF-funded programme offered by Workpays was introduced in April 2019 which will be able to provide support for pupils aged 16 and under. There is a risk, however, that there may not be sufficient support available to older people so WCC has ear-marked some *Skills for Employment* budget to match-fund any future ESF application that may be made by a training organisation to support NEET young people up to the age of 24.

#### **6 Communications to support employer engagement**

WCC will continue to publish monthly news stories and press releases to increase employer awareness of the benefits of business/education collaboration and how to make contact with Careers Leaders. The WCC annual Skills conference in March 2020 will provide a major opportunity to promote this agenda to business. On a daily basis, the WCC Business Support team will work with strategic partners e.g. Chamber of Commerce and Federation of Small Businesses and individual businesses to promote the benefits of working with education providers.