



**FE WEEK  
ANNUAL APPRENTICESHIP  
CONFERENCE 2017**  
**MAKING THE MOST OF THE LEVY**  
*The national conference for employers and  
 apprenticeship providers*  
 ICC, BIRMINGHAM | WED 22 - FRI 24 , MARCH 2017

IN PARTNERSHIP WITH



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## FE WEEK ANNUAL APPRENTICESHIP CONFERENCE 2017 - CONFIRMED WORKSHOPS

| Day       | WORKSHOP TITLE   | WORKSHOP OVERVIEW   | PRESENTER NAME | PRESENTER SURNAME | JOB ROLE           | ORANISATION          |
|-----------|--|---|----------------|-------------------|--------------------|----------------------|
| Thursday  | Recognising and developing Apprenticeship Champions in Secondary Schools (England)     | Following on from last year's conference when I gave a talk about building effective links with schools, I am developing a project with the National Apprenticeship Service to recruit 1000 Apprenticeship Champions in secondary schools throughout England. Join me and some of the Apprenticeship Champions to hear how we can make it easier to improve careers advice about apprenticeships in schools.  | Karen          | Kelly             | Director           | Associate consultant |
| Thursday  | Defining the 'standard' through expert judgement                                       | The workshop will be divided into two parts: Setting standards - discussion of different types of standards, and methods for setting standards. Maintaining standards - discussion of what it means to maintain standards, methods of doing so, which will be exemplified largely by the reform of vocational qualifications in the UK  | Sally          | Brown             | Head of Policy     | Cambridge Assessment |
| Wednesday | Effective supply-chain partnerships in supporting maths and English in apprenticeships | The session will draw on the learning from the Foundation's successful maths and English pipeline programme. The programme this year had a strand that was focussed on enhancing and expanding the level of maths and English support available to a range of different groups through online learning opportunities, development of mentor training opportunities and piloting employer-provider protocols. The workshop will present reflections from this work and provide the opportunity to find out about the support that is available to maximise the outcomes of maths and English in apprenticeships. Delegates will also have the opportunity to help shape and influence future support programmes. | Ian            | Grayling          | Executive Director | CETTAcademy          |
| Wednesday | The new sub-contracting requirements - Pitfalls and Possibilities                      | From May 2017, the apprenticeship sub-contracting arrangements and funding rules are changing significantly to encompass the added complexities of the different types of providers on who will be delivering. This workshop will explain the sub-contracting regulations for all types of provider, the do's and don'ts, the opportunities and what to be prepared for. If you have never sub-contracted before, or want to ensure your knowledge is updated in preparation for the May changes, this workshop is a must. The workshop is aimed at any organisation on the Register of Apprenticeship Training Providers (RoATP) or wishing to go on the Register, who is considering sub-                     | Bryony         | Kingsland         | Funding Manager    | City & Guilds        |

|           |  |  |         |           |                            |               |
|-----------|--|--|---------|-----------|----------------------------|---------------|
| Wednesday | End Point Assessment - The DIY Guide for managing and delivering quality services to apprentices | With over 5,000 apprentices now on standard based programmes a new market for end point assessments is emerging and this session will outline the risks and potential rewards for organisations wishing to offer EPA services. FDQ was one of the first Apprenticeship Assessment Organisations to gain approval to offer EPA services and has spent over a year developing end tests and application processes for Butchery apprentices. The session will provide an insight to the internal and external costs associated with the set up of this new commercial enterprise.   | Richard | Guy       | Policy Adviser             | City & Guilds |
| Wednesday | Introduction to Mentoring, Coaching/Assessing & Teaching Apprenticeship Standards                | Key to delivering and supporting apprenticeships will be the dual professionalism of individuals. Not only will they expect to have the vocational skills, knowledge and behaviours, but also demonstrate the attributes of a good mentor, coach/assessor or teacher. This session introduces the range of new standards required to be a successful apprentice within the FE sector; whether working within a business, colleges, local authority, private training provider or within public sectors, such as the MOD or NHS environment. The session will provide an opportunity to ask questions from members of the Standards Steering Group. | Paula   | Gibson    | Business Solutions Manager | City & Guilds |
| Wednesday | SHINING A LIGHT ON THE OPPORTUNITIES OF END-POINT ASSESSMENT                                     | City & Guilds is currently recognised to deliver end-point assessment (EPA) for 17 occupations. We are working with providers and colleges to establish a supporting role for them going forward. This session will highlight the opportunities and challenges from an employer, provider and EPA organisation perspective. We will cover:<br><br>Why EPA is important<br>Decisions you will need to make as a provider<br>Assessment plans and assessment delivery<br>Quality in EPA<br>The cost of EPA   | Bill    | Twigg     | Apprenticeships Manager    | City & Guilds |
| Wednesday | Leadership needs and apprenticeship delivery   | Sir Frank is currently scoping a new Top Leaders programme for the sector, which will inform leadership development for other tiers of leadership. The former chair of CAVTL, he is leading ETF's response to the Sainsbury Review. ETF provides specific leadership development to help apprenticeship delivery.  | Bryony  | Kingsland | Funding Manager            | City & Guilds |
| Wednesday | Quality of apprenticeships: what we know from inspection   | This workshop reviews findings from inspection to highlight best practice in current apprenticeship provision and to discuss common areas for development in provision that we judge to be inadequate or require improvement.  | Paula   | Gibson    | Business Solutions Manager | City & Guilds |
| Wednesday | Differentiating your offer to attain a high quality market position                              | The new structure of apprenticeships introduces flexibility to the roles of the employer and provider, the design of on-programme training and therefore, the price of delivery. In this new system, how will providers differentiate their offer to engage employers, attract recruits and ensure a quality experience? The City & Guilds "quality apprenticeships  | Richard | Guy       | Policy Adviser             | City & Guilds |

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|-----------|---|---|--------|-----------|---|-----------------------------------|
| Thursday  | Developing the right systems and process to support SME's and micro-businesses with Apprenticeships | From May 2017, a new funding system means that non-levy paying employers will need to financially co-invest 10% towards apprenticeship training for all ages. How are you engaging with SMEs and do you have the systems and process in place to support these employers deliver high quality apprenticeships?<br>City & Guilds and AELP have teamed together to bring you a solution focussed provider readiness workshop to explain the new requirements and what systems and processes will need to be place to ensure City & Guilds is currently recognised to deliver end-point assessment (EPA) for 17 occupations. We are working with providers and colleges to establish a supporting role for them going forward. This session will highlight the opportunities and challenges from an employer, provider and EPA organisation perspective. We will cover: · Why EPA is important · Decisions you will need to make as a provider · Assessment plans and assessment delivery · Quality in EPA · | Paula  | Gibson    | Business Solutions Manager                              | City & Guilds                     |
| Thursday  | Shining a light on the opportunities of End-Point Assessment  | From May 2017, the apprenticeship sub-contracting arrangements and funding rules are changing significantly to encompass the added complexities of the different types of providers on who will be delivering. This workshop will explain the sub-contracting regulations for all types of provider, the do's and don'ts, the opportunities and what to be prepared for. If you have never sub-contracted before, or want to ensure your knowledge is updated in preparation for the May  | Bill   | Twigg     | Apprenticeships Manager                                 | City & Guilds                     |
| Friday    | The new sub-contracting requirements - Pitfalls and Possibilities                                   | City & Guilds will be joined by an expert employer panel to guide providers on supporting employers optimise their levy contributions. Our 6-step process will help you guide employers on developing their HR People Plan, reviewing current training provision and designing their apprenticeship programme and delivery methods. This session will give you real insight into what levy-paying employers want from providers in this new system and how you can become the provider of choice.   | Bryony | Kingsland | Funding Manager   | City & Guilds                     |
| Friday    | Being the provider of choice to help get employers levy-ready                                       | This workshop will focus on the key areas that providers need to consider when thinking about delivering apprenticeship standards. It will cover areas including employer engagement and business development, organisational change management, plus where to find information about policy decisions as soon as they are made. Attendees will have the opportunity to hear from a provider who is delivering apprenticeship standards, explore and discuss the resources available through the Future Apprenticeships Portal including the provider toolkit, and to find out about the in depth support that is available through the Future Apprenticeships programme.   | Paula  | Gibson    | Business Solutions Manager                              | City & Guilds                     |
| Friday    | Future Apprenticeships - supporting the delivery of apprenticeship standards                        | The FE sector often complains that media isn't interested in them - in this session Ruth will discuss how organisations can change their approach to get more media coverage.   | Alison | Morris    | Head of Technical and Vocational Education and Training | Education and Training Foundation |
| Wednesday | Top tips for positive media coverage  | Eversheds Sutherland's education team is seeing an increasing volume of requests for support around contracts between providers and employers for the delivery of apprenticeships. This session will cover best practice in putting in place contracts, managing risk in them and other contracts   | Ruth   | Sparkes   | MD  | EMPRA                             |
| Wednesday | Apprenticeship delivery contracts with employers  |   | Mark   | Taylor    | Principal Associate                                     | Eversheds Sutherland              |

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| Thursday | Creating a talent pipeline for the future                                 | The session looks at delivering high quality work placements from both a provider and employer perspective. It considers how work experience and traineeships can act as pre-apprenticeship programmes and how they and the apprenticeship itself can be structured in a way that provides a high quality experience for the learner and tangible outcomes for all concerned.  | Rod    | Naikel   | Chief Executive                        | Fair Train                            |
| Thursday | How the Public Sector maximise it's investment in the Apprenticeship Levy | Building on Greater Manchester's experience of collaborative working across the public sector and devolution deals, this session will: * Highlight best practice and pitfalls in developing a shared services model of supporting apprenticeship delivery * Identify how through workforce development plans and Talent Strategies investment can be maximised to support the development of a future workforce through creation of cross organisational development activity  | Nic    | Hutchins | Head of Youth Initiatives              | Greater Manchester Combined Authority |
| Thursday | Working with the NHS on apprenticeship delivery                           | The NHS are going to be the largest Levy paying employer in the UK. Apprenticeship strategy is a key focus moving forward and with a target of 28,000 starts for 17/18 we need to ensure that providers are prepared and equipped to meet our needs. Partnership delivery will be key as many Trusts have extensive in-house expertise and we need a core bank of national providers who we can commission to work with us and deliver high quality programmes and ensure we can maximise our Levy spend. The NHS also has specific restraints around delivery and recruitment and knowledge on how to overcome these are crucial for providers. | Lucy   | Hunte    | Apprenticeship Lead                    | Health Education England              |
| Friday   | Experiences of Developing Degree Apprenticeships                          | With the introduction of the apprenticeship levy, it is anticipated that degree apprenticeships will expand significantly in number. A number of higher education providers will have developed degree apprenticeships in order to meet the expected demand from employers, and this session would provide an opportunity for interested providers to discuss their experiences and exchange ideas. Rather than a session that involves the presenting of information by a speaker, we will be facilitating discussion amongst participants enabling them to exchange experiences and insight.   | Darren | Watson   | HE Policy Adviser, Subjects and Skills | HEFCE                                 |

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| Thursday  | Growing Apprenticeships through Hub and Clearing House model with LEPs           | Apprenticeships already deliver real benefits to businesses and young people: new reforms aim to boost these even further. This workshop will give you a taster to focus on the challenges ahead for the work based learning sector and how learning providers can grow Apprenticeships. You will hear about an Apprenticeship Hub model and ideas of how they can be implemented within your local area, strengthening relationships with your Local Enterprise Partnership.   | Helena  | Baxter   | Owner                                    | HP Consultancy and Training |
| Wednesday | You're hired - closing the leadership skills gap with management apprenticeships | From May 2017, the apprenticeship sub-contracting arrangements and funding rules are changing significantly to encompass the added complexities of the different types of providers on who will be delivering. This workshop will explain the sub-contracting regulations for all types of provider, the do's and don'ts, the opportunities and what to be prepared for. If you have never sub-contracted before, or want to ensure your knowledge is updated in preparation for the May changes, this workshop is a must. The workshop is aimed at any organisation on the Register of Apprenticeship Training Providers   | Becky   | James    | Director of Business Development & Sales | ILM                         |
| Wednesday | Standards-based degree apprenticeships - our experience to-date                  | UCEM has been delivering standards-based degree apprenticeships in the built environment sector since Sept 2015, making UCEM something of a trailblazing provider. We currently have the largest number of built environment degree apprentices on programme and we consider that our delivery model is both innovative and inclusive. We track apprentice progress through an on-line e-portfolio system that has been customised to cover all aspects of each apprenticeship standard. This is a timely   | Becky   | James    | Director of Business Development & Sales | ILM                         |
| Wednesday | Maximising learner engagement and completion - "ask the experts" panel session.  | Did you know that on average a whopping 1/3 of Apprentices fail to complete their programmes? ILM's expert panel discuss the challenges faced with traditional apprenticeships and an approach to leadership which can increase retention and engagement with their programmes. Come along to join the debate, and receive a free end-to-end guide to best practice trailblazer delivery.   | Becky   | James    | Director of Business Development & Sales | ILM                         |
| Thursday  | You're hired - closing the leadership skills gap with management apprenticeships | From May 2017, the apprenticeship sub-contracting arrangements and funding rules are changing significantly to encompass the added complexities of the different types of providers on who will be delivering. This workshop will explain the sub-contracting regulations for all types of provider, the do's and don'ts, the opportunities and what to be prepared for. If you have never sub-contracted before, or want to ensure your knowledge is updated in preparation for the May changes, this workshop is a must. The workshop is aimed at any   | Becky   | James    | Director of Business Development & Sales | ILM                         |
| Friday    | Delivering the standards that employers want                                     | best practise session demonstrating how to integrate professional qualifications into new apprenticeship standards. Ensuring that employers and individuals get the qualifications they value whilst  | Richard | Marsh    | Apprenticeship Partnership Director      | Kaplan Plc                  |
| Friday    | Making apprenticeships accessible for all  | If we are ambitious for our young people, businesses and the wider economy, then we need to ensure that Apprenticeships are open to all - with no participation penalty for particular groups of young people. This is not currently the case: ethnic minorities are significantly under-represented, as are people with disabilities or mental health issues, and those leaving care or caring for others. Huge gender disparities also exist, with apprenticeships in low-paid sectors dominated by women. Drawing on recent research and practice, this workshop will share good practice on how to successfully recruit and support greater diversity within your apprenticeship programme. | Fiona   | Aldridge | Assistant Director                       | Learning and Work Institute |

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| Wednesday | Apprentices at the top table   | The National Society of Apprentices is pretty young, we've only been around for 3 years. We've been busy though. Supporting other apprentices to make apprenticeships better. During this session you'll meet apprentices who have been influencing decision makers both where they live and work and but also on a national scale. We'll be talking about 3 things: How much influence do your apprentices have within your organisation? What matters most to your apprentices? How | Ben       | Kinross | Apprentice Engagement Officer         | National Society of Apprentices |
| Wednesday | Navigating End Point Assessment  | A leading provider of quality apprenticeship solutions, NCFE can guide you through the changing apprenticeship standards and lead you through the gateway decision on apprenticeship assessment. Join us for a workshop that offers practical advice on how you can design and execute on the best EPA model for your organisation.   | Paul      | Turner  | Futures Leader                        | NCFE                            |
| Wednesday | Navigating End Point Assessment  | A leading provider of quality apprenticeship solutions, NCFE can guide you through the changing apprenticeship standards and lead you through the gateway decision on apprenticeship assessment. Join us for a workshop that offers practical advice on how you can design and execute on the best EPA model for your organisation.   | Charlie   | Freeman | Apprenticeship Leader                 | NCFE                            |
| Thursday  | Navigating End Point Assessment  | A leading provider of quality apprenticeship solutions, NCFE can guide you through the changing apprenticeship standards and lead you through the gateway decision on apprenticeship assessment. Join us for a workshop that offers practical advice on how you can design and execute on the best EPA model for your organisation.   | Charlie   | Freeman | Apprenticeship Leader                 | NCFE                            |
| Wednesday | Assessing Apprentices - Lessons from Ofqual's External Quality Assurance | As one of the options for external quality assurance, Ofqual reviews assessment plans to check they can lead to valid end-point assessments. This workshop will provide advice on creating assessment plans and developing end-point assessments from them, using the lessons learned from the reviews carried out. The workshop will also explain what external quality assurance from Ofqual looks like in practice.  | Catherine | Large   | Director of Vocational Qualifications | Ofqual                          |
| Thursday  | Ofsted expects ...   | This workshop considers the myths and legends about Ofsted's expectations of apprenticeship providers.  | Chris     | Jones   | HMI                                   | OFSTED                          |

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| Friday    | the future: inspecting standards based appre  | This workshop reflects on the potential changes to inspection practice as the transition to standards based apprenticeships gains pace.  | Chris   | Jones     | HMI                           | OFSTED                          |
| Friday    | Apprenticeship Achievement Reporting for the SFA and Ofsted   | Overview of the 2015/16 Qualification Achievement Rate (QAR) data and how you can replicate the SFA QAR dashboard at any level within your organisation. What impact the 2016/17 methodology will have on your data and how you can utilise software to analyse and preempt the 2016/17 rates and minimum standards.   | Janet   | Leclercq  | Product Manager               | ProAchieve and ProObserve       |
| Wednesday | Strategies helping those furthest from the labour market access apprenticeships                       | Rathbone (a national youth charity) have developed a range of strategies over the past 18 months aimed at increasing access to apprenticeships for those furthest from the labour market and least likely to be attracted by formal traditional recruitment practices. By  | Duncan  | Nicholson | Strategic Partnership Manager | Rathbone/Intraining (NCG Group) |
| Friday    | Supporting Apprentices with Mental Health Challenges  | Mental Health is extremely high on the agenda at the moment, particular around supporting young people in further education. In preparation for the levy, Remploy on behalf of Access to Work launched the mental health support service for apprentices. This is aimed supporting individuals who are experiencing mental health challenges retain employment. It is envisage that this Workshop would cover the service and what it entails, along with appropriate strategies and   | Chris   | Kingsbury | Disability Consultant         | Remploy Limited                 |
| Thursday  | Apprenticeship Audit and Compliance - now and beyond  | The session would focus on the outcomes of 15/16 funding audit re Apprenticeships and common themes. It would then explore current year ending on audit of the levy. This will be a joint session with the FASST team from the SFA.  | Karl    | Bentley   | Funding Audit Manager         | RSM UK Audit LLP                |
| Wednesday | Winning over Employers and Apprentices with your Blended Delivery of the New Apprenticeship Standards | In this workshop we look at the potential impact of the levy and new apprenticeship standards on apprenticeship providers. We explore how providers can meet employer's requirements, win business and go above and beyond employer's expectations utilising technology. <ul style="list-style-type: none"> <li>Identify how your apprenticeship model will meet employers requirements over and above your competitors' offer</li> <li>Understand the options available to apprentices and their employers with a blended learning model</li> <li>Raise awareness of added value opportunities for employers and apprentices with a blended learning model</li> </ul> | Carolyn | Lewis     | Managing Director             | Vocational Innovation Ltd       |

|           |   |   |       |        |                                |                         |
|-----------|---|---|-------|--------|--------------------------------|-------------------------|
| Friday    | Collaboration not negotiation. Making the reforms work for all - employer perspective | The government talk of suppliers and employers negotiating 'the best deal'. We believe this is the wrong approach to making the reforms work for all and organisations should be collaborating with providers to get the best outcomes for the learners. Our case study shows how by working together you can get so much more.   | Karen | Bailey | Head of competence development | Volvo Group UK and Eire |
| Wednesday | Charging strategies for apprentice providers  | This session will help providers set a strategy for charging employers whether under the Levy or co-funded regimes. It will be especially useful for providers who have never charged before.   | Matt  | Garvey | Managing Director              | WBTC                    |
| Thursday  | Going for Gold: How Competitions Can Assist CPD                                       | WorldSkills UK is launching a Professional Development Programme for teaching professionals and employers. Combining the latest global thinking in apprenticeship and technical skills delivery with WorldSkills UK's knowledge of producing world-beating apprentices, the organisation's CPD Programme informs how competition based activity can raise standards in any teaching or training programme. The Performance Management workshop is designed to introduce the concepts of performance management into the classroom and aid in the understanding of psychology of learning and act as a "taster" session for participants | Jo    | Maher  | Performance Coach              | WSUK                    |