

*now what!—*

# **CORVID-19 WEB FORUM**

## **Friday 5 June 2020**

**Adrian Anderson, UVAC**

**Mandy Crawford-Lee**

**Rebecca Rhodes, UVAC**

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# Webforum Protocol



You will be on mute for the duration of the webforum



Slides and webcast will be available after the session on the UVAC & CDA website



Type into the question box and we will raise them during the session – **if we can unmute you we will !**



Raise your queries, read our FAQs or share what you know on the Centre for Degree Apprenticeships [HERE](#)



A quick survey follows the webinar close and contains space for comments or questions



## **Covid-19 Forum**

**Friday 12 June 12.00pm**

Register [HERE:](#)

**Transition Webinar**

**Thur 18 June 3.00 - 4.15 pm** [Register HERE:](#)

# THIS WEEK

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# Comms to Note – ESFA & Wider

## ESFA Update to The Apprenticeship Programme response to coronavirus

Also see :

- The Apprenticeship Guarantee - [People Manager](#)

Following on from the coronavirus (COVID-19) related emails we have recently sent you in relation to apprenticeships, we are writing to you again to keep you informed of our latest developments and coronavirus related guidance for the sector.

Our [guidance](#) has been updated with:

- [Information](#) on which apprentices should be prioritised in the offer of face-to-face training in line with the Prime Minister’s announcement that further education settings can broaden the number of 16-19 learners attending on-site delivery from 15th June
- The Institute for Apprenticeships and Technical Education have put in place a [flexibility](#) that enables apprentices to take end-point assessment (EPA) ahead of receiving their calculated functional skills qualification results later on in the summer.

We would encourage employers to speak to their training providers about the [changes](#) we’re making to help apprentices continue learning and complete their apprenticeship.

The guidance includes a [frequently asked questions section](#) and further information to help guide and advise you throughout this unprecedented period.

Our information should be read alongside [the government’s COVID-19 guidance and support for businesses](#). Please check the guidance regularly for updates and more detail.

Should you have any queries about the content in this communication please visit the [apprenticeship service help centre](#) where you can also find useful articles about the changes.

# This Week (\*\*see RESOURCES for annotated versions)

1. ESFA coronavirus response guidance & FAQ : **02.06**
2. IfATE Corvid-19 FAQ: 06.05
3. ESFA UPDATE: **03.06**
3. IfATE Corvid-19 Response – not updated
4. IfATE list of Agreed Flexibilities : **04.06** \*\*none for Higher Education
5. Updated EPA Guidance: **02.06** Apprenticeship gateway & resits for EPA
6. 18/19 Final Year Funding Values

# Update 030620

## **Submission of annual accounts**

- Organisations with a current ESFA funding agreement must submit their latest full and final financial statements each year - no later than 9 months after the year-end.

## **R10 in-year qualification achievement rate**

- ESFA have confirmed that they will not publish an in-year QAR at R10 (June) so you will not have to check your in-year QAR data.
- Decision is still pending on whether they calculate the in-year R12 and the final QAR.  
...WTS


## **ILR reporting for learners affected by COVID-19**

- Valid for use from 21 March 2020.
- LDM code 368 if a learner was on a programme funded by us and who is currently unable to continue with their training and education as a direct result of COVID-19.
- LDM code 369 - for when a learner whose start date has been delayed by the impact of COVID-19 has now started their programme.

## **National Careers Service Virtual Jobs Fair**

- In May, over 1000 jobs, apprenticeships and volunteering opportunities promoted
- In June from Monday 8 to Friday 12 June with a date for each region to give employers the chance to post current opportunities on their social media then promoted by NCS
- Follow social media channels [@NationalCareers](#) and [NationalCareersService](#)
- Info, questions or getting involved call the helpline on 0800 100 900 8am until 10pm.

# Provider 2018/2019 Final Year Funding Values

 Education & Skills Funding Agency		Apprenticeships Carry In (Including 16-18, Adult, 16-18 Non Levy, Adult Non Levy) - Delivered	Apprenticeships Carry In (Including 16-18, Adult, 16-18 Non Levy, Adult Non Levy) - Funded	Adult Apprenticeships (Procured) (Non-Levy) - Delivered	Adult Apprenticeships (Procured) (Non-Levy) - Funded	16-18 Apprenticeships (Procured) (Non-Levy) - Delivered	16-18 Apprenticeships (Procured) (Non-Levy) - Funded	16-18 Traineeships - Delivered	16-18 Traineeships - Funded	Apps Levy - funded
1										
2										
3										
4										
5										
6										
7										
8										
9	Provider Name									
10	1ST CARE TRAINING LIMITED	£6,307	£6,307	£0	£0	£0	£0	£0	£0	£16,604
11	2 SISTERS FOOD GROUP LIMITED	£0	£0	£0	£0	£0	£0	£0	£0	£275,208
12	360 RECRUITMENT LIMITED	£0	£0	£0	£0	£0	£0	£0	£0	£120,994
13	5 E LTD.	£54,123	£54,123	£76,890	£76,890	£16,925	£16,925	£4,251	£4,251	£136,915
14	A R C ACADEMY UK LIMITED	£0	£0	£121,049	£121,049	£47,930	£47,930	£0	£0	£333,140
15	AAA TRAINING SOLUTIONS LIMITED	£0	£0	£0	£0	£0	£0	£0	£0	£1,168,946
16	ABACUS TRAINING GROUP LIMITED	£0	£0	£0	£0	£0	£0	£0	£0	£0
17	ABBEYDALE VETLINK VETERINARY TRAINING LIMITED	£0	£0	£0	£0	£0	£0	£0	£0	£23,156
18	ABINGDON AND WITNEY COLLEGE	£195,797	£195,797	£105,734	£105,734	£348,176	£348,176	£0	£0	£970,706
19	ABM TRAINING (UK) LTD	£0	£0	£114,197	£114,197	£12,071	£12,071	£0	£0	£134,657
20	ABSOLUTE CARE TRAINING & EDUCATION LTD	£8,335	£8,335	£204,251	£204,251	£0	£0	£0	£0	£15,625
21	ABSOLUTE HR SOLUTIONS LTD.	£0	£0	£13,414	£13,414	£18,021	£18,021	£0	£0	£68,832
22	ACACIA TRAINING AND DEVELOPMENT LTD	£433,363	£433,363	£184,151	£184,151	£168,052	£168,052	£22,207	£22,207	£257,101
23	ACACIA TRAINING LIMITED	£485,544	£485,544	£849,850	£849,850	£175,528	£175,528	£0	£0	£175,222
24	ACADEMIES ENTERPRISE TRUST	£4,174	£4,174	£0	£0	£0	£0	£0	£0	£151,669
25	ACADEMY FOR PROJECT MANAGEMENT LTD	£0	£0	£0	£0	£0	£0	£0	£0	£202,200

# ESFA Guidance Updated 2 June

Updated Pack : 020620

- No new FAQs

## In Summary /Key Themes:

- Which apprentices to prioritise in a return to face to face delivery
- How face to face should be organised
- Confirming a preference for remote training as the 'predominant mode' for delivery
- Confirming/clarifying the EPA Functional Skills flexibility [\(see the updated EPA Guidance \)](#)

## Highlighted : For all

- For Apprentices
- For Employers
- For Providers & EPAOs

0 New Questions

5 New Topics

3 Statements

## All new topics are relevant for all parties

- [Apprentices returning to work](#)
- [Apprentices returning to undertake EPA within assessment centres](#)
- [Apprentices returning to train in an educational setting](#)
- [New EPA flexibilities](#)
- [EPA flexibility for functional skills qualifications \(FSQs\)](#)



# NEW Statements

- [Guidance] also includes training taking place in educational settings in line with the new the [guidance on wider opening from 15 June 2020](#) and [guidance for further education providers](#)
- Confirming flexibilities to allow furloughed apprentices to continue their training, and to take their EPA, and to all existing furloughed employees to start a new apprenticeship, as long as it does not provide services to, or generate revenue for, their employer
- Confirming that, where apprentices are made redundant, it is our ambition to find them alternative employment and continue their apprenticeship as quickly as possible and within 12 weeks

# NEW TOPICS - Apprentices returning to Work

- [Apprentices returning to work](#)
- [Apprentices returning to undertake EPA within assessment centres](#)
- [Apprentices returning to train in an educational setting](#)
- [New EPA flexibilities](#)
- [EPA flexibility for functional skills qualifications \(FSQs\)](#)
  
- [Guidance, published on 11 May](#), covers workplace settings which are allowed to be open.
- Remote training should remain the predominant mode of learning for most apprentices during this time. However, where a provider is able to do so safely, apprenticeship training can be delivered in the workplace where the apprentice is a critical worker or is returning to work, where that workplace meets new 'COVID-19 secure' guidelines on ensuring the workplace is safe.

# NEW TOPICS - Apprentices returning to learning

- Subject to the government's 5 tests being met, from the week commencing 15 June providers **can broaden the number of 16 to 19 learners attending on-site delivery**, in line with the [guidance on wider opening from 15 June 2020](#) and [guidance for further education providers](#). **This includes apprenticeship training taking place in any educational setting, including training centres within employer-providers.**
- From the week commencing 15 June, providers **should offer** some face-to-face contact for 16 to 19 year old apprentices where possible and practicable to do so
- Apprenticeship training taking place in educational settings should also be prioritised for 16 to 19 apprentices. We support offering face-to-face contact to any 16 to 19 apprentice, although training providers may decide to offer face-to-face training to certain groups of 16 to 19 apprentices, for example those who:
  - **are on the first year of an apprenticeship**
  - **require face-to-face training to help them complete their apprenticeship**
  - **have upcoming key assessment dates and would therefore particularly benefit from face-to-face training**
- If older apprentices attend on site delivery, the maximum number of 16 to 19 year olds attending on site at any one time must be reduced to ensure the setting remains within the overall limit.

# TRANSITION PLANNING

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# Transition Planning

- PURPOSE :
  - CONTROL OVER CHANGE
  - A managed period of return to what ever business as usual is
  - Preparation for the unexpected but likely
  - To ensure compliance can be maintained
  - Mitigation of threats or risks
  - A targeted deployment of resources

Thursday 18 June TRANSITION WEBINAR - **Register [HERE](#)**

- Key planning tools and information
- Setting out the actions for Delivery, EPA, EPAO, new starts, BiL or Furloughed returning apprentices
- Where the risks for compliance exist and how to address these
- For Programme delivery teams and others

# Transition

## THE 1<sup>st</sup> GOLDEN RULE of TRANSITION HAVE A PLAN & IMPLEMENT THE PLAN

1.  Create and update your **CHECKLIST** of changes, flexibilities, and new rules required as part of this plan:
  - a. For return to work
  - b. For return to learning
  - c. For Standards
  - d. For delivery
  - e. For starts
  - f. For EPA
  - g. For compliance & control
2.  Consider also 1. Provider 2. EPAO responsibilities
3.  Create a **Change Calendar** to confirm month by month when flexibilities end or change
4.  Create a **Transition Matrix** for each Standard that you deliver which documents which flexibilities apply, when they end, and how these should affect apprentice and employer

# Transition

## THE 1<sup>st</sup> GOLDEN RULE of TRANSITION HAVE A PLAN & IMPLEMENT THE PLAN

1.  Document apprentice status by employer e.g. their approach to furlough, break in learning
2.  Review the impact of all of these elements together - Identify and prioritise, programmes, cohorts, sectors, apprentices, employers most at risk - and assess resource implications
3.  Decide on mitigating actions and expedite those at most risk - keep the dialogue more frequent, refocus employer engagement activity etc
4.  Update your apprenticeship programme **RISK MATRIX** and escalate as needed.
5.  Brief ALL staff affected and assign responsibilities e.g. to Academic Mentors for contact schedules and reporting back, Business Development for employer/sector news, etc
6.  Update Governance structures and ensure they monitor, review and act decisively.

# Principles

**THE 2<sup>nd</sup> GOLDEN RULE of TRANSITION**  
**DOCUMENT & RECORD EVERY CHANGE THAT YOU MAKE TO AN APPRENTICESHIP**

**THE 3<sup>rd</sup> GOLDEN RULE of TRANSITION**  
**ESTABLISH & TRACK THE 'STATUS' & RETURN DATE OF EVERY APPRENTICE**

**THE 4<sup>th</sup> GOLDEN RULE of TRANSITION**  
**GET AHEAD WITH DATA & RECORDS FOR THE R14 (OCTOBER) ILR HARD CLOSE**

**THE 5<sup>th</sup> GOLDEN RULE of TRANSITION?**

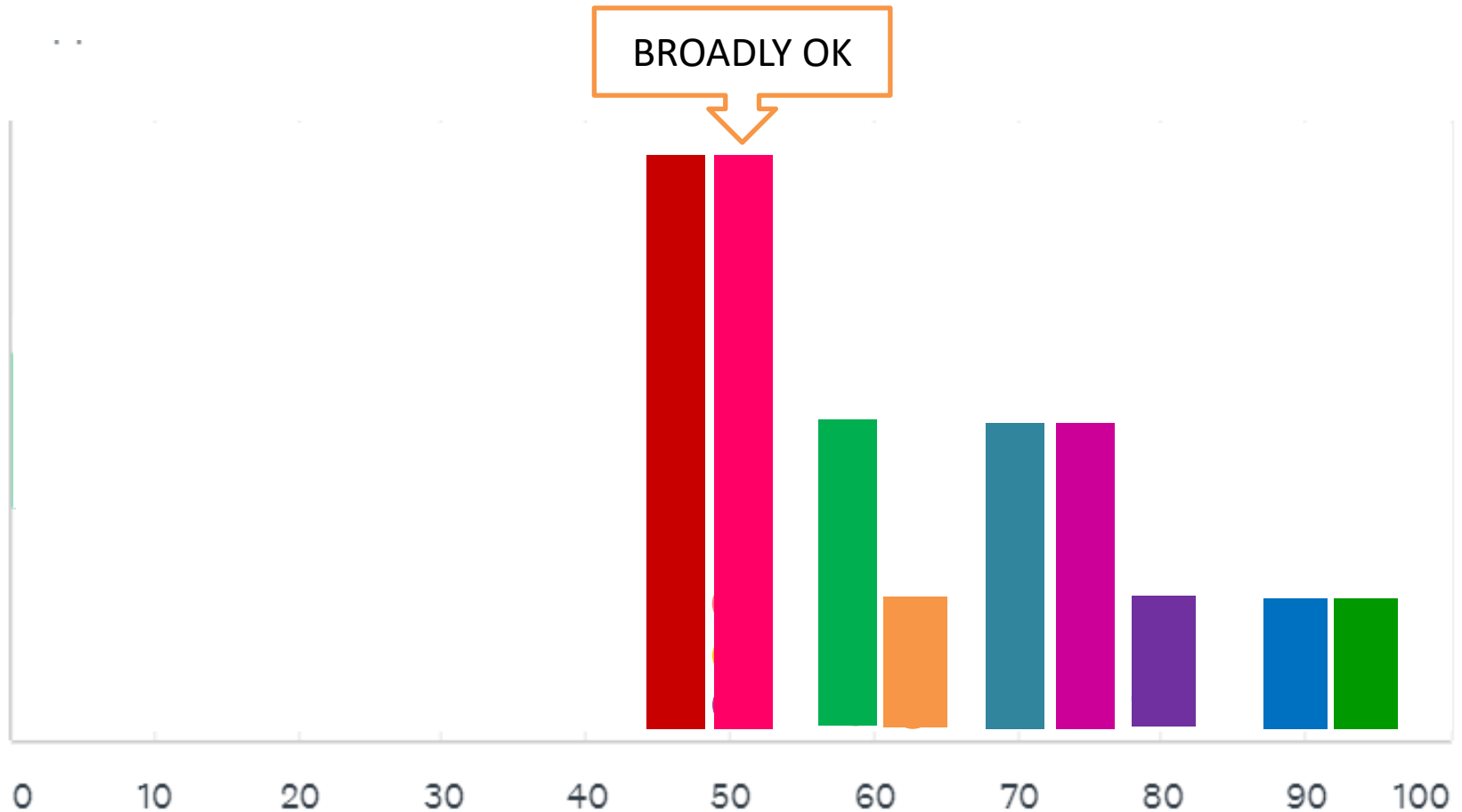


# FUTURE FOCUS TEMPERATURE CHECK

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# How are you feeling today ?



# Impact on Numbers

## Growth (least affected)

- Police Constable
- Social Worker
- Nursing Associate
- Data Scientist
- Senior Leader
- CMDA
- Lab Scientist
- Architect
- Rail Engineer

20% of respondents reported between 25-50 delayed End-point Assessments

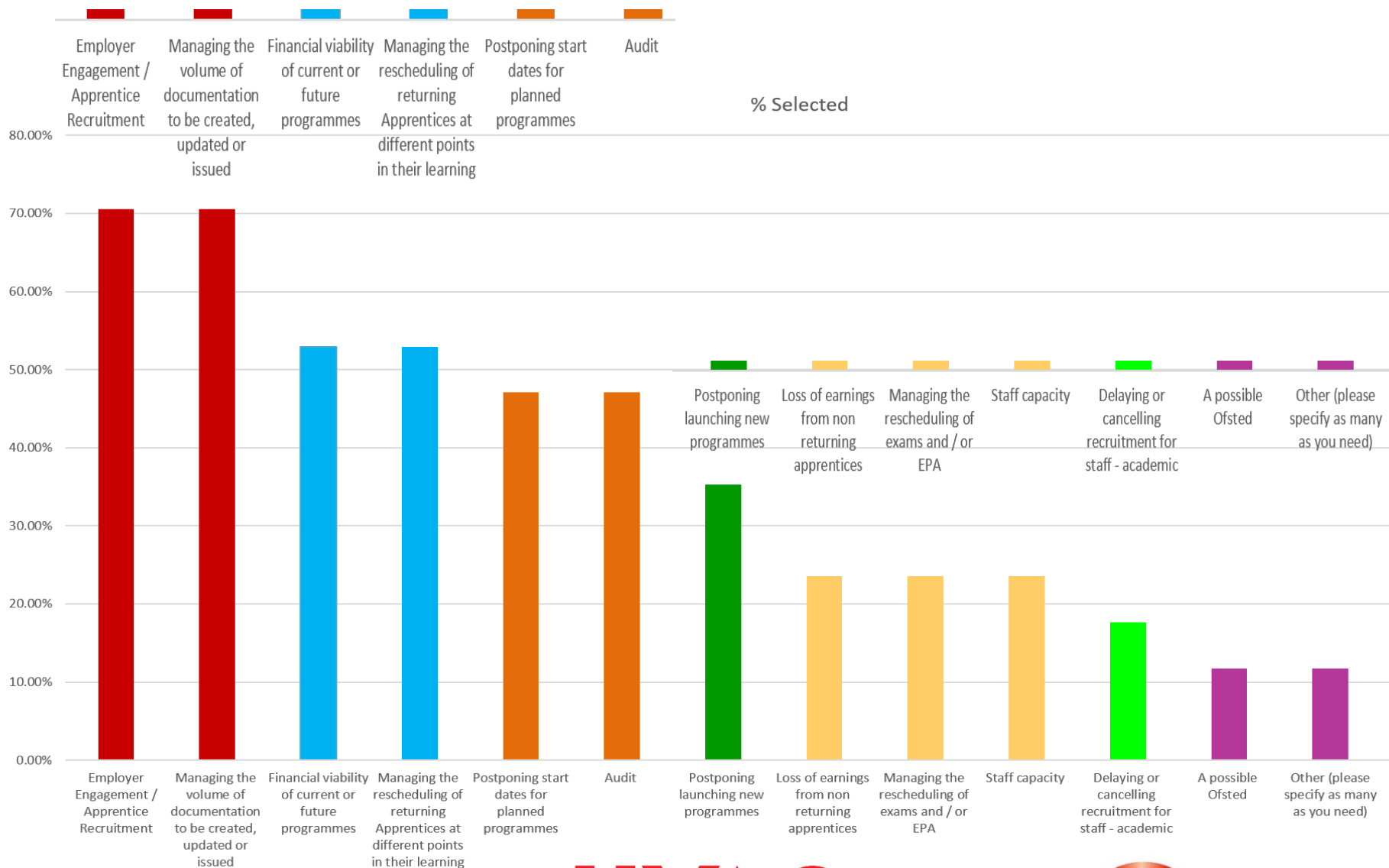
## Decline (most affected)

\*average 25

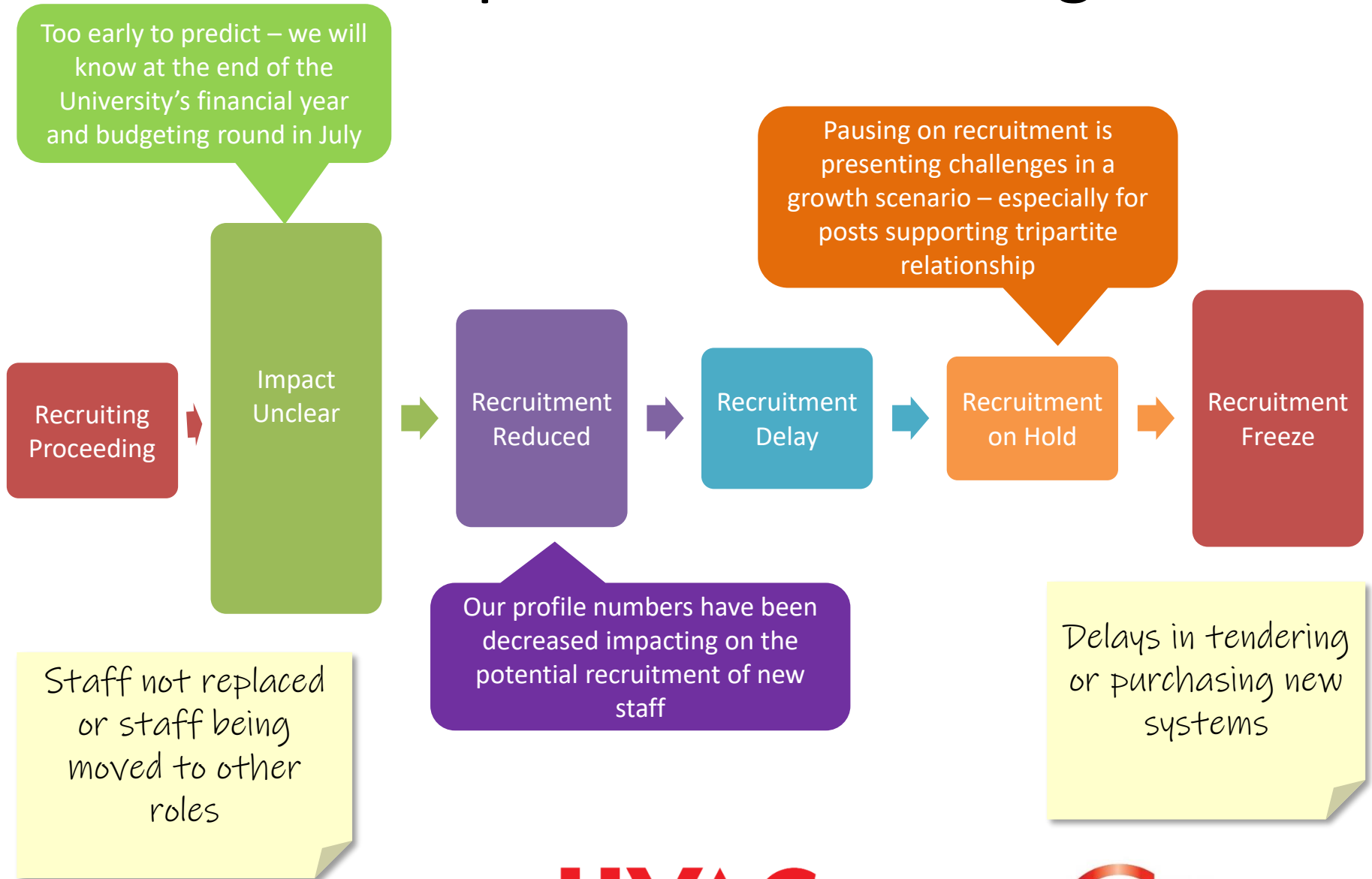
- Senior Leader\* (50% reported a reduction)
- Registered Nurse
- Nursing Associate
- Data Scientist
- ACP
- Healthcare Assistant Practitioner
- Operations Department Manager
- Civil Engineering
- Quantity Surveying
- Teacher (20% reported delays to cohorts)
- Town Planner

How many starts may not take place?  
35% said 50-100  
18% said 25-50  
18% said 10-25

# Challenges



# Impact on Resourcing



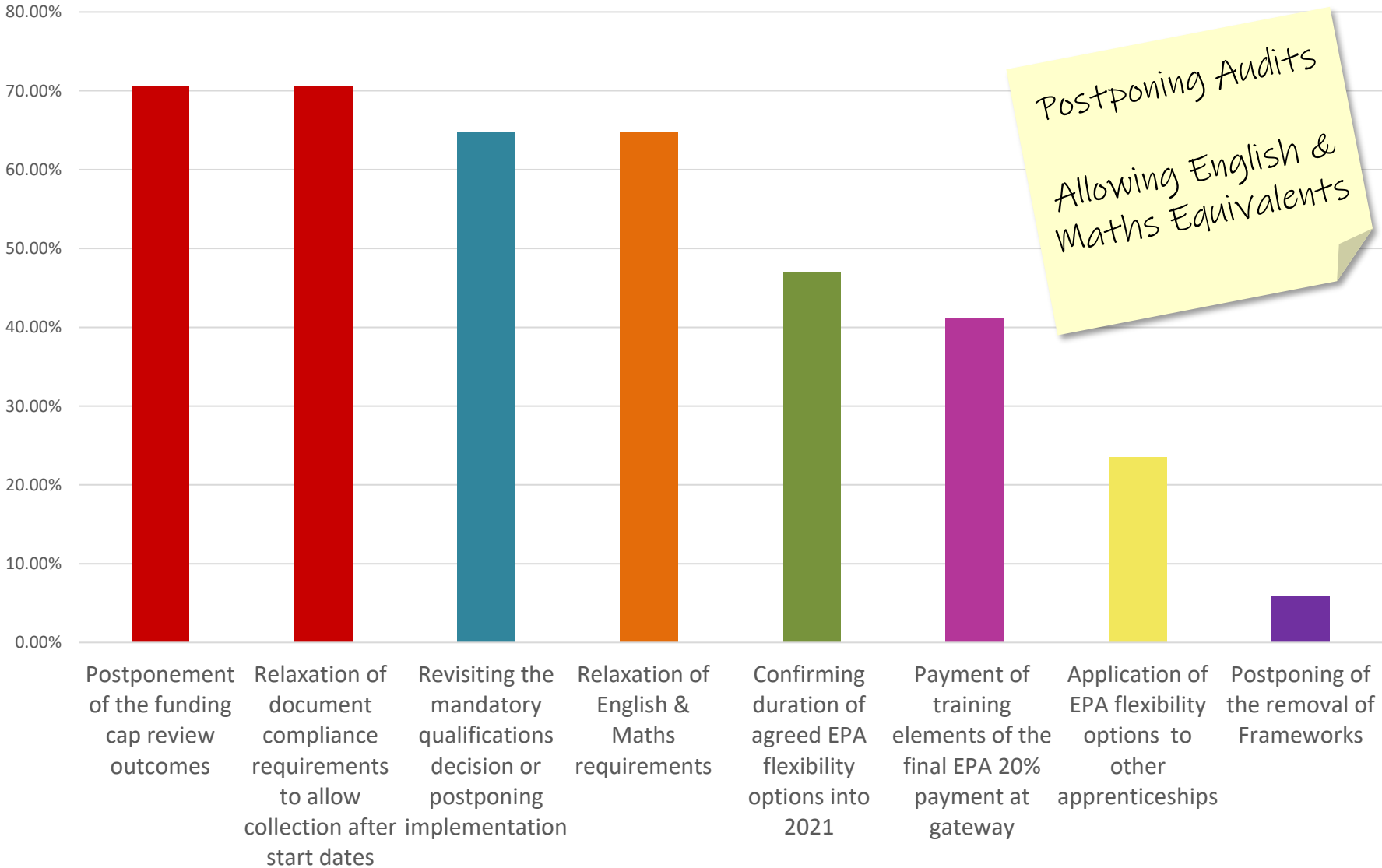
**WHAT KIND OF SUPPORT, ACTION OR  
ACTIVITY WOULD MAKE MOST  
DIFFERENCE TO YOU...:**

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UNIVERSITY VOCATIONAL AWARDS COUNCIL



# Which policies flexibilities do you feel would make the MOST positive difference to your recovery?



# What support, action or activity by government or other organisation would make most difference to you this/ next week ?

Maintaining consistency of funding for apprenticeships - don't mess with the funding bands for a while!! Do not do anything with apprenticeship policy around the review of the levy that will have an intended or unintended negative consequence for learners in older ages groups, return to learning, career changers or those upskilling!!

BiL paperwork compliance flexibilities and signatures

We are currently still working through the functional skills announcement. Confirmation of extension of the EPA flexibilities would be beneficial

There are too many reviews/consultations going on at the minute looking at making changes to apprenticeships, now is not the time for these.

Flexibility on requirements for eligibility checks - can this be done virtually?

Real clarification on Functional Skill delivery and confirmation of extensions to RN EPA flexibility and suspension of HAP EPA to bring it in line with NA and RN

Simplify paperwork, increase access to funding,

IfATE continue with a more collaborative approach in reviewing the funding bands, as this allows universities (as the main training provider) to make useful contribution for shaping a fit for purpose and sustainable funding system needed to supply high quality apprenticeships training at all levels.

UVAC continue with useful networking events and information sharing- a great source and unique platform for knowledge exchange

Cancelling the funding band review or rejecting its outcomes

I feel that we are just hoping that our record keeping and actions during COVID-19 are suitable for any future audit. It would be helpful to have some further information and advice about how to keep records correctly during this time.



# Priorities NOW

## Audit, Records, Evidence

- Definitive, and 'reasonable' approach to record keeping
- Not making the collection of actual OTJ hours a mandatory ILR field in 20/21.
- Flexibilities around sign up and allowing virtual eligibility checks. Not having to update and get signatures on commitment statements for those returning from a break in learning.
- Audit – clarity on what and when

## Lobbying

- New Rules for 20/21 - could these be delayed
- Cancelling the funding band review or rejecting its outcomes
- IfATE continue with a more collaborative approach in reviewing the funding bands
- Relaxation of English and Maths L2 Functional Skills for Level 6/7
- Alternative testing e.g. rather than a qualification
- Recognition of delivery issues e.g. local FE college is closed.

## Networking

- Events and information sharing- a great source and unique platform for knowledge exchange
- Webinars on latest changes and direction of travel

# Over the next 3-6 Months

## Clarify & Inform

On the constantly changing information and changes to regulations, rules and Standard distributed by various sources.

Keep going with the regular web forums

Keep us informed with updates and webinars on any changes and any best practice - especially during

## Information Exchange

how to enact government advice or act in the absence of such advice

Best Practice

Help with future audits.

## Lobbying

Keep lobbying IfATE, ESFA, DfE :

For delayed implementation of any outcomes to consultations / audits.

Stop the reviews on apprenticeships, especially the funding bands, this could completely destroy apprenticeships in universities.

About Senior Leader :

- Keep battling to get the removal of the mandatory qualification in the Senior Leaders stopped.
- Clear advice and communication about the revised Senior Leader standard and the implications to expect.

# How Can UVAC Help You this week?



# IMMEDIATE ACTIONS

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# Immediate Actions – Web Forum

## Web Forums

- Weekly webinars until End June – then check in
- **When appropriate** move to :
  - Regular monthly Update webinars
  - Scheduled webinars in line with consultation timetables
  - Adhoc sessions as issues arise

## Webinar Programme: Dates published on Next Week

- Transition
  - Delivery & EPA/EPAOs
- Audit & Compliance e.g.
  - Preparing and running an internal sample check
  - Using DSAT and how to manage your data quality
  - Surviving a mock audit
- Catch UP & Refresher for new starters ( apprenticeship team **and** academic leads )
  - INA and prior learning
  - Tri-partite review and progress reviews
  - KPIs and Monitoring Progress

# IMMEDIATE AND 3-6 MONTHS

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# 1. Immediate Actions

Policy lobbying focus with ESFA, IfATE, Others in government:

Student number caps  
Funding Band review - to result in meaningful and robust funding bands reflecting viable delivery  
Mandatory quals rule to allow greater flexibility for inclusion  
Employer Choice  
Promoting research, the HESWBL Journal and case studies to government  
Relationships with HMT, government and government bodies

Positioning the apprenticeship programme as a productivity contributor

Productivity gap remains  
Equal status with social agenda – recognition that access to 5 and above e.g. Nursing Associate to Registered Nurse is also mobility  
Use of cross cutting skills to support e.g. 'social good' - senior leader helping the NHS provide greater patient care  
Rebutting other agendas which seek to exclude the contribution of degree apprenticeships or the reach and appeal of degree apprenticeships to the full range of employers and individuals, of all ages and wider demographic mix

Engaging other organisations in the discussion and giving them a role

Trailblazers e.g. Life Science and Industrial Science; church ministry  
UUK  
OfS e.g. Board representation  
QAA e.g. EQA of EPA pilot

# 2. Horizon Scanning

We need to have a clear view about what the future skills landscape will look like:

- What is our contribution ?
- What is the contribution of apprenticeships ?
- What is the wider contribution of other skills programmes?
- What does quality look like?
- How will we deliver?
- Who will we need to deliver to ?
- Engaging with the wider skills 'family' - full time, top ups, CPD, new qualifications
- Alternative routes to higher education and / or skills and competency



# Policy - Recent

1. Treasury Review of the Apprenticeship Levy and the Comprehensive Spending Review. See our letter to the Chancellor [HERE](#)
2. Covid 19, Economic Recovery and Apprenticeship and Skills. See our proposition [HERE](#) and letter to the IfATE's chief executive [HERE](#)
3. IfATE Consultation on Changes to the Funding Band Recommendation Process. SEE our response [HERE](#)
4. DfE/IfATE Mandatory Qualification Rule
5. Senior Leader Apprenticeship and Chartered Manager Degree Apprenticeship. See our response [HERE](#)

**NO DECISIONS YET**

# Policy – Now & Future

1. Towards a Sustainable Apprenticeship and Skills Funding Model. See our blueprint [HERE](#)
2. A Post Covid-19 System for Quality Public Sector Services, Economic Recovery and Long-term Economic Success
3. One in a generation – *once in two generations* – opportunity to reframe the language and demonstrate additionality
4. HE position on “skills” – what is skills policy about?
5. What about wider TVET aspects? See details of our HE/AO forum and our initial response to the T levels consultation [HERE](#)

**OPPORTUNITY TO INFLUENCE**

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# 3. Sector & Member Services

- Knowledge Sharing via CDA [www.cda.uvac.ac.uk](http://www.cda.uvac.ac.uk)
  - Creating the resource library of tools, webcasts and slides
- Journal – Volume: 1 Issue: 1, to Volume: 10 Issue: 3; FREE access online for members <https://uvac.ac.uk/free-online-access-to-our-official-journal-higher-education-skills-and-work-based-learning/> -
  - 3 Special Issues on apprenticeships (2012, 2016, 2018) and 2 forthcoming in 2020 (Equality and Diversity; Changing Perspectives in Public Sector Degree Apprenticeships)
- Consultations
- Papers
- Meetings

# 3. Sector & Member Services

- Member Lobbying positions - e.g. EDSK 'fake apprenticeships' see our response <https://uvac.ac.uk/edsk-report-fake-apprenticeships-uvac-response/>
- Networking
  - Targeted areas of growth and opportunity
  - Informing and sharing good practice
- Case studies – <https://uvac.ac.uk/case-studies/> (forthcoming on CMDA and SLDA benefits co-branded/owned with CMI)
- Conference – Wednesday, 31 March 2021; themes under consideration:
  - Productivity matters: how higher level vocational, technical and professional education contributes to economic success and recovery
  - The apprenticeship lifecycle in HE: maturity of delivery in higher and degree apprenticeships
  - The next generation of leadership in higher and degree apprenticeships: design in motion

# RESOURCES

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# Resources from Today's Session

1. **ESFA coronavirus response guidance & FAQ : 02.06**  
**See the UVAC version with changes highlighted in yellow HERE**
2. **ESFA UPDATE: 03.06**
3. **IfATE list of Agreed Flexibilities : 04.06 \*\*none for Higher Education**  
**See the UVAC Version with changes highlighted HERE**
4. **Updated EPA Guidance: 02.06 Apprenticeship gateway & resits for EPA**
5. **18/19 Final Year Funding Values**

# Further Information



- Listen to the 5 June Forum Webcast: [HERE](#)
- June 12 Forum 12.00 Register [HERE](#)
- **Register for the 18 June TRANSITION WEBINAR [HERE](#)**



- Queries: email me [r.rhodes@Bolton.ac.uk](mailto:r.rhodes@Bolton.ac.uk) or post
- [questions on the COVID-19 Forum Page](#)



- [ESFA COVID Response for apprenticeships](#)
- [IFATE Response for end-point assessment :](#)  
[enquiries.ifa@education.gov.uk](mailto:enquiries.ifa@education.gov.uk)  
(title in the subject box: EPA\_Covid 19 plus your org name)
- DfE coronavirus helpline – Telephone 0800 046 8687