

Young Apprenticeship Business & Administration

NEWS

JUNE 2008

Welcome to the first Business & Administration Young Apprenticeship newsletter for 2008.

I would like to start by congratulating the partnerships who were successful in their application to offer the Cohort 5 Business & Administration programme. This year saw an increased number of applications as the programme continues to become more and more popular. There are now a total of 46 Business & Administration partnerships approved for Cohort 5, many of whom have been involved for several Cohorts and are proving to be a great asset to the programme.

I would also like to welcome all new partnerships to the programme, and encourage them to utilise the support network of the CFA for any information or assistance they may need.

In this edition I have placed a strong emphasis on Health and Safety and the responsibilities of partnerships. With the Department for Children, Schools and Families announcement that SSC/Bs need to look at the possibility of merging the Young Apprenticeship Programme with the Diploma, James Holyfield, from the newly formed UKCES has kindly provided an update of where the future of YA may be heading.

In May, CFA Senior Development Officer Uta Sempf hosted a CEDEFOP study visit in London. CEDEFOP (The European Centre for the Development of Vocational Education) is a European agency used to promote the development of vocational education and training throughout Europe. The agency invites delegates from a variety of different

countries to come together to learn about Vocational Training Programmes run in other European countries. The CFA was awarded the privilege of hosting nine delegates from a variety of professions in the educational setting who were interested in learning about the Young Apprenticeship programme. Uta has kindly put together an article outlining the visit.

The last six months has seen me meet with a variety of partnerships at steering groups and regional meetings. I am hoping to schedule further meetings across the nation in the coming year and look forward to meeting you all.

From now on, the YA newsletter will be a twice yearly publication. Rather than a regular, smaller issue, the newsletter will now consist of more in-depth and extensive articles. They will cover a range of current issues and updates from a range of YA partnerships and relevant associations.

Thank you to all the partnerships who contributed to this newsletter. It is great to see that there is still a lot of interest in the programme.

Sara Vanderheld
YA Coordinator, CFA



Supporting Partnerships

Following the Cohort 5 selection process, the CfA have continued to provide ongoing support to YA partnerships.

The successful Cohort 5 partnerships were provided with samples of the four information leaflets provided to assist with Business & Administration YA recruitment.

The leaflets are:

- Information for Parent/Guardians
- Information for Pupils
- Information for Employers
- Business & Administration - What next?

Due to the popularity of Business & Administration within YA, it is not always possible to undertake regular visits to partnerships, therefore ongoing communication via phone and email has proved an essential way of keeping the communication lines open and ensuring partnerships are supported with any issues they may have.

NOF energy recruits YA to ensure future skills for industry

NOF Energy, the Washington-based business development organisation, has recruited a Young Apprentice to help spread the word about career opportunities in the oil, gas and energy-related industries. Paul Smith from Kingsmeadow School in Gateshead is working with NOF Energy to promote Business & Administration within the Energy industry to help encourage more young people in the vocational area.

Sue Tomlinson from Access Training looks at the advantages an organisation can gain from having a Young Apprentice and the knowledge it gives them in targeting the younger generation for promotion of energy sector careers.

To read Sue's article and learn more about Paul Smith and his role at NOF Energy, please visit:

www.cfa.uk.com/ya/news/summer08_nof.htm



PAUL SMITH

A new form of Young Apprenticeship provision

Following on from the recent announcement by the DCSF that SSC/Bs need to look at the possibility of delivering the Young Apprenticeship programme through the new Diplomas, James Holyfield from UKCES prepared a report on the changing landscape of the Young Apprenticeships Programme and the trial of a new form of YA provision, using Diploma frameworks. The UKCES suggests that SSC/Bs developing Diplomas incorporate and adapt the best

elements of the YA scheme, to avoid the loss of essential funding for YA Partnerships as Diplomas become the main form of applied learning for 14 to 16 year olds in England.

A trial of this new YA provision will be undertaken by a selected number of SSCs involved in the first line of delivery commencing September 2008. The following has been taken from James' report:

THE CHANGING LANDSCAPE

From September 2008, the qualifications landscape will be changing as the introduction of Diplomas becomes the main form of applied learning for 14-19 year olds. Established 14 to 19 Partnerships approved through the Gateway process will receive funds to deliver an applied learning curriculum and as these arrangements take hold, direct forms of funding such as those used to fund Young Apprenticeship programmes will disappear. Therefore, to maintain some form of Young Apprenticeship, a new form of Young Apprenticeship using Diploma frameworks will need to be explored and, if possible, developed.

Curriculum

Diplomas at level two for 14 to 16 year olds can include specialist and additional learning units that are purely practical and therefore vocational in nature. The aim is to create new Young Apprenticeship provision that delivers the vocational training elements of the Young Apprenticeship programme through the specialist units, extended project and extended work experience placement.

It would be sensible at this stage to acknowledge that these developments will change the Young Apprenticeship programme and future provision will be different. For example, it is unlikely that all sectors involved in the Young Apprenticeship programme will develop the same level of underpinning knowledge as they do now, simply because there will not be enough time. But if we are successful, we will:

- be able to add a work related focus to Diplomas
- be able to make Young Apprenticeship type provision a universal offer at Key Stage 4 across England

- put in place a programme that:
 - is tailored to how some young people like to learn
 - employers like, support and help deliver
 - is targeted at and designed for particular young people eager to concentrate their learning on a particular sector that interests them
 - encourages employers to take on apprentices post 16.

By creating a new form of Young Apprenticeship provision SSCs can start to preserve the elements of the programme that made it a success. For example, the new form of Young Apprenticeship provision through Diplomas must still include 50 days extended work experience, which can be successfully used to help young people develop positive attitudes about the world of work and develop their personal learning and thinking skills, which employers say they like about the programme.

→ continued overleaf

Pilots

The new form of Young Apprenticeship provision can only be piloted where Diploma and Young Apprenticeship provision coincide. The following table shows where the

Diploma will correspond with Young Apprenticeship provision from September 2008.

Diploma provision	Young Apprenticeship	SSC responsible for YA
Engineering	<ul style="list-style-type: none"> ● Engineering ● Motor vehicle ● Energy 	<ul style="list-style-type: none"> ● SEMTA ● Automotive Skills ● EU Skills
Construction and the Built Environment	<ul style="list-style-type: none"> ● Construction YA programme 	<ul style="list-style-type: none"> ● Construction Skills
Society, Health and Development	<ul style="list-style-type: none"> ● The YA in Health and Social Care 	<ul style="list-style-type: none"> ● Managed jointly by Skills for Health and Skills for Care
Creative and Media	<ul style="list-style-type: none"> ● Performing Arts YA programme ● Art and Design YA programme 	<ul style="list-style-type: none"> ● Creative and Cultural Skills ● Creative and Cultural Skills

The SSCs listed in the right hand column in the above table, who have an approved Young Apprenticeship programme in place, are invited to take part in the project by working with the lead Diploma Development Partnership.

The SSCs who are participating in the trial commencing September 2009 have been asked to develop guidance for their pilot partnerships on what these new integrated programme should look like and decide what direct support they will offer the pilot partnerships, as they move to offer the Young Apprenticeship programme through Diplomas.

Key messages

- The support of the SSCs and Sector Bodies has been crucial in making the Young Apprenticeship a success.
- Health and safety must not be compromised and pupils will need time before they go out on work experience to become aware of health and safety issues.
- So they are of use to employers, pupils will need time to develop those skills they can use and practise when out on their extended work experience.
- The Young Apprenticeship programme will need to maintain the features that make it unique.
 - The programme is aimed at well motivated pupils who can demonstrate a good track record in ability, behaviour and attendance and an interest in a particular sector

- Pupils must be capable of achieving five GCSEs at grades A* to C
- Pupils must take part in 50 days extended work experience
- The Young Apprenticeship programme must be run through a well organised local partnership
- Progression routes need to be identified
- The Young Apprenticeship programme needs to be organised around local needs.
- When developing new Young Apprenticeship provision that can be delivered through a Diploma, SSCs will need to be innovative and creative.

Queries

Discussions have started about the CfA's involvement in piloting the integration of the BAF Diploma and the YA programme in 2009.

For queries about the development of the Business, Administration and Finance YA Diploma or if you are interested in being a part of the development process please contact Sara Vanderheld at the CfA sara.vanderheld@cfa.uk.com.

LSC Blueprint ensures effectiveness of safe learner programmes

The Health & Safety team at the LSC has launched The Safe Learner Blueprint, to support funded organisations in ensuring their learners meet the LSC Standards for Health, Safety and Welfare.

Although the concept of the safe learner has been a requirement of the LSC for a number of years, the Blueprint is a template to assist funded organisations in developing safe learners. It provides organisations with a clear framework which should be followed and customised to ensure that appropriate inputs result in effective and desirable outputs.

Similarly, organisations may use the blueprint to ensure their current programmes are effective.

The safe learner blueprint is made up of six key elements which must be supported by **inputs** to ensure positive outputs. These elements are:

Environment

Initial Assessment

Learning Plan

Supervision

Information, instruction and training

Reassessment

The blueprint itself demonstrates the numerous organisations, individuals and processes which play a key role in the learning process. At the centre of the blueprint is the learner, surrounded by Funded Organisations, Working and Learning Environment, Tasks, Employers, Supervision and the Safe Learner Model, which maps the five stages of learning from pre-work briefing to lifelong learning.

These inputs and the learning process can then be evaluated appropriately by the outputs achieved through the learning process. The five outputs expected of a safe learner are:

Hazard Awareness

Understanding

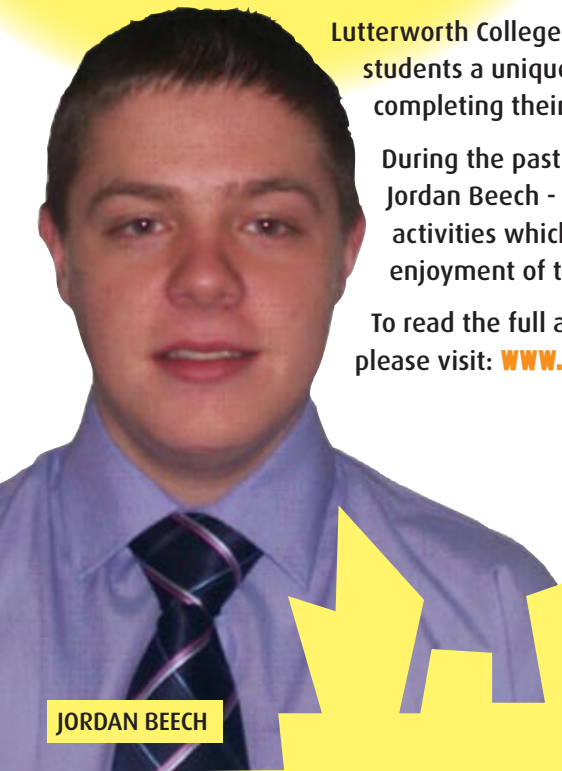
Confidence

Contribution

Behaviours

For further information on the Safe Learner Blueprint or the LSC Standards for Health, Safety and Welfare please visit www.safelearner.info

Lutterworth leading the way with enrichment



JORDAN BEECH

Lutterworth College have introduced an enrichment programme offering students a unique opportunity to widen their real-life experience while completing their Young Apprenticeship in Business & Administration.

During the past six months, students on the programme, including Jordan Beech - pictured, have participated in four unique and diverse activities which encourage young apprentices understanding and enjoyment of their course work.

To read the full article on Lutterworth College's enrichment programme, please visit: www.cfa.uk.com/ya/news/summer08_lutterworth.htm

Gloucester's Young Apprentices celebrate exam success

A presentation ceremony to mark the achievements of Young Apprentices in JHP Training's Gloucester and Cheltenham centres has been hailed "a tremendous success" by new company Chief Executive Officer Jim Chambers.

The event, which took place last month, was held to recognise the completion of the learners' Technical Certificates exams, Institution of Occupational Safety and Health Working Safely qualification and the High Achiever awards, presented every term.

For Chris Leese's full article on JHP Training's exam successes, please visit: www.cfa.uk.com/ya/news/summer08_gloucester.htm



YA Study Visit at the CfA

From the 7th – 9th May the CfA hosted a CEDEFOP Study visit under the theme of 'The Attractiveness of Vocational Training: The Young Apprenticeship in mainstream school'. Visitors attending this study visit included delegations from Poland, Italy, Hungary, Austria, Malta, Norway, Estonia and Spain. The group consisted of a rich-mix of secondary school teachers, vocational training providers, senior executives responsible for policy and strategy, regional co-ordinators for vocational education and training, professional proposal writers and employers.

The UK complimented the European blend of educationalists with guest speakers such as Tony Jordan, Young People's Access and Engagement Director from the Learning and Skills Council (LSC) National Office, employers, training providers, school teachers, YA co-ordinators and a group of Young Apprentices themselves. This gave everyone the opportunity to compare notes of best practice whilst exploring the commonalities and differences of the individual vocational education and training systems.

The morning of the first day focused on the logistics of the YA programme, looking at policy, strategy and funding. This was followed up with a visit to Lilian Baylis Technology School in Vauxhall.

Four Young Apprentices from the school, Richard Da Silva, Abukar Hussein, Raymond Symes and Isaac Appiah-Edunyah, were highly professional in how they planned and gave the guided tour and were extremely confident in answering questions about the programme. Richard Da Silva gave the group a presentation about his experiences as a Young Apprentice. The presentation focused on the relationships between the different groups involved with his Apprenticeship, the pitfalls and successes. Richard performed to a very high standard and delivered to the group with confidence and expertise.

The second day of the visit involved a visit to Circus Space, which is one of the top three circus schools in Europe. Circus Space is working in partnership with the public and private sectors at local, regional and international levels to redefine perceptions of circus and broaden its appeal and is one of many employers for the YA programme in London. The delegates had the opportunity to learn about Circus Space as an employer and observe Chelsea Bowen from Camden Girl's School operating within this unique environment. Eira Gibson, who is the Youth Programme Manager and Chelsea's line manager and Chelsea both openly shared their experiences with the group and gave a rounded view of the realities of the programme and what it meant for both as a YA and as an employer.

The afternoon was hosted by Camden ITeC, the training provider for the Young Apprenticeship in London. Four YAs, Lee Wheatley and Courtney Murphy from Camden School for Girls and Jordan Fraser and Junaid Patwary from Central Foundation Boys School also prepared a PowerPoint presentation. They confidently engaged with the delegates and maintained eye contact throughout the discussion period. The YAs answered a number of questions and were leading an interesting debate.

When asked about the benefits of the YA programme, all students independently agreed that the greatest benefit to them was to be treated and respected as an adult and that the programme positively influenced their general behaviour and attitudes in a greater social context. Throughout, the YAs demonstrated a high level of professionalism and self confidence when engaging with the group from Europe.

continued overleaf

The visit closed with a Mentoring workshop on the last day. The group explored the concept of mentoring and investigated the different forms of mentoring. It was a lively workshop which revealed cultural differences and the perceptions of mentoring. The CfA is hoping to extend this workshop into the European arena in the future.

Although the delegates came from diverse backgrounds, the group was able to establish common ground in that everyone was interested in learning more about the integration of young adults from school into the labour market. The visitors were particularly impressed with the good relationships and levels of trust that exists between the mentor and mentees and would like the CfA to follow the study visit up with a project on mentoring.

CEDEFOP DELEGATES



Kidderminster recognises commitment with student award



Eleanor Fallon

Excellent attendance and commitment to her course and placement has paid off for Eleanor Fallon, who has been awarded the Kidderminster College Diverse Curriculum Vocational Learning Experience Award.

Eleanor commenced her NVQ Level 1 in Business & Administration in September 2006. She attends college on Thursdays and works at Concept Furniture on Mondays. Eleanor has learnt a wide range of Business & Administration tasks which will help her in her future career. Eleanor is also undertaking a BTEC First in Business and hopes to pursue a full Apprenticeship when she has completed her YA.

To read more about Eleanor and the Kidderminster College Diverse Curriculum Vocational Learning Experience Award, please visit: www.cfa.uk.com/ya/news/summer08_kidderminster.htm

Case Study Charlie Bannister

Charlie Bannister has achieved great success since he started the Young Apprenticeship programme two years ago. Charlie's commitment to his Young Apprenticeship has been recognised by his peers and his trainers, who have commended his hard work and willingness to learn.

Charlie and his trainer, Dominic Vallier, have shared with us their experience of the Young Apprenticeship programme.

To read more about Charlie's Young Apprenticeship, go to:

www.cfa.uk.com/ya/news/summer08_charlie.htm



Young Apprenticeship Business & Administration

NEWS

Certification

As agreed with the LSC, from cohort 3 onwards partnerships will be required to pay for Young Apprentice certification. It has been agreed that the certification cost will be £25 per Young Apprentice.

Further details of the certification process will become available soon.

Regional Meeting

During discussions with several partnerships late last year it was decided that holding Business & Administration events at a regional level would better support partnerships.

On the 22nd of February 2008, the Cfa chaired the first regional meeting for Business & Administration in the South West with four out of the five Business & Administration partnerships in attendance.

The meeting was very successful and, as well as being a good opportunity to provide the partnerships with information from the LSC and the Cfa on changes to the YA programme for Cohort 5, Partnerships were also encouraged to bring along their centre's good practice materials to share and discuss with the group.

Due to the success of this first meeting, the Cfa have decided to continue with this type of a meeting in other regions. The next South West regional meeting is scheduled to be held in June. Watch out for a regional meeting in your area soon!

Evaluation

Later this year the Cfa will be evaluating the Young Apprenticeship programme. We will be seeking feedback from partnerships, employers, parents and learners on the Business & Administration Young Apprenticeships programme. More information will be released later in the year.

Child Protection Document

To assist the partnerships and learners, the Cfa has updated their Child Protection guidelines through the NSPCC to come in-line with recent changes to the child protection laws. First developed in 2005, with support from the LSC, this document has continued to prove a very useful resource for partnerships and learners.

The updated document has been distributed to all partnerships involved in YA as well as the YA managers from other YA SSC/Bs.

For further information about any of the subjects raised in this newsletter, please contact Sara Vanderheld at sara.vanderheld@cfa.uk.com or 020 7091 9626



Council for Administration
6 Graphite Square
Vauxhall Walk
London SE11 5EE
Tel 020 7091 9620
Fax 020 7091 7340
www.cfa.uk.com