

Project Name: Apprentice Progression Case Studies and Newsletter

Amendment History:

Version No.	Date	Reason for Amendment
-------------	------	----------------------

Name of Project Manager & Contact Details

Kim Cook, Herefordshire, Worcestershire and Shropshire Training Providers Association Tel: 07917 631342

Document Distribution

<i>Name</i>	<i>Location</i>	<i>Responsibility</i>	<i>Action/Information</i>
Kim Cook	HWSTPA	Operations Manager	Lead
Debbie Lambert	LLN	Manager of the LLN	For information
Prof.Geoffrey Elliott	UW	Members of the	To approve the
Chris Morecroft	WCT	Steering Group	proposal
Ian Peake	HCT		
Mike Rookes	OU		
Gail Rothnie	UoB		
Donna Obrey	LLN	Project Officer for the LLN	To track and monitor project

Background

Progression from an apprenticeship to HE at Level 4, HNC/HND or Foundation Degree is an opportunity in many vocational areas but there is a lack of awareness of the opportunities for both the apprentice and their employer. There are part time, flexible options for HE study available which would suit the learner and employer and materials have been produced to provide a matrix of these opportunities. Data collected from providers within the association have identified 72 apprentice progressions in 2009/2010 but it is known that the actual figure is much higher than this and that accurate data is not collected or collated by anyone

10 x L4 H&S Care progressions
27 x L4 Accountancy
6 x L4 Child Care
26 x HNC/HND Engineering
2 x Foundation Degree Engineering
1 x IT HNC
Total 72 progressions to HE from 10 providers

Objectives of the Project

The main objectives of the project will be to

- Raise awareness of the HE opportunities that are part time and flexible that would meet employers needs and enable the apprentice to progress to HE

- Complete 5 Apprentice Progression Case Studies, 1 in each of the occupational sectors of Health & Social Care, Accountancy, Child Care Learning & Development, Engineering and IT
- Produce a Newsletter 'Progressing from an Apprenticeship'
- Use the case studies and newsletter to promote to learners, schools, connexions, IAG advisors, training providers, 14-19 consortia, the HE opportunities available as a progression route from an apprenticeships

Project Approach

To work with training provider members of the association to identify suitable apprentices who have progressed into HE, to use as case studies. To then interview and compile a detailed case study of each learner and produce a newsletter with detailed information and photographs about their progression route. To include information about apprenticeships and progression to HE opportunities and details regarding the Higher apprenticeships

Scope:

A Key Products from the project

1. Produce 5 Case Studies of apprentice progressions to HE that can be used to promote the opportunity
2. Produce and circulate 1000 copies of newsletter

B Out of Scope

Payment for apprentice wage compensation

Constraints

- Availability of apprentices
- Complex nature of sectors involved

Initial Project Case

This project will result in a newsletter aimed at 'progressing from an apprenticeships' which will detail information about the opportunities available and will highlight 5 case studies.

Benefits of the Project

Benefits to the apprentice

- Raise awareness and inspire the apprentice to progress further after an apprenticeship
- Highlight the HE opportunities available

Benefits to the employer

- Raise awareness of the part time flexible HE opportunities that are available to them and their employees/apprentices
- Increased involvement with HE and improve employee skills to produce a highly skilled workforce at HE Level

Benefits to the LLN

- Increase the number of students entering HE with vocational qualifications
- Increase the number of part time students entering HE whilst continuing employment
- Engage with employers and Promote progression pathways to HE

Key Assumptions

- The willingness of employers and apprentices to participate

Timescale

To be completed and circulated by 31st December 2010.

Costs

	£
Identify, Interview and Produce Case Studies x 5 25 hours @ £29 per hour	725
Coordination, administration and production 15 hours @ £19 per hour	285
Printing and distribution of 1000 newsletters	750
Steering Group meeting expenses	120
Travel Expenses 100 miles @ 40p	40
Total	<u>1920</u>

How will the project be evaluated?

A Project Team will be established to design the content and look of the newsletter and case study information

The project will also be evaluated by the production and quality of the newsletter and case study materials and feedback from partners, members of the association and the project team.

How will the project be sustained?

The project is a one off project and sustainability is not necessary

Implications for Equality and Diversity

The case studies will be conducted in a manner sensitive to issues of inclusiveness and widening participation.

Initial Risk Log

The following table summarises the risks that have been identified that may prevent the project being completed to the required quality, budget and timescale. The probability and impact of each risk has been graded as low, medium or high to indicate the relative importance attached to each element of risk.

Risks	Probability	Impact	Containment Plan
Insufficient Case Study examples	low	high	Increase geographical area to include West Midlands
No collaboration from partner organisations	medium	high	Review/ revisit and refocus on committed provider

			organisations
Employer reluctance	medium	medium	1-1 Visit to highlight the benefits
Slippage in timescales in delivering project	medium	medium	Review impact and reschedule if appropriate, assign additional resources

Project Team

Kim Cook HWSTPA
 Phil Broomhead Riverside Training
 Helena Baxter Hit Training
 Rose Jones Kidderminster College
 Phil Round HGTA
 Mike Smith HWSTPA

Donna Obrey LLN Hereford –Worcester [LLN Project Officer monitoring and tracking]