



Apprenticeships and Social Value Targets Guidance

For Development Partners,
Contractors, Suppliers and Service
Providers

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INTRODUCTION

The purpose of this guidance note is to provide outline details of the apprenticeship and social value targets which are listed on the Monitoring Suite tool, which was designed to facilitate the management and monitoring of apprenticeships and social value outputs. The guidance details the requirements for evidencing the targets and the definitions for measuring outputs.

All targets relate to local small and medium sized enterprises (SMEs) and local residents.

Definition of local: permanent operation of business or location of home within the administrative area of Lewisham borough.

LOCAL EMPLOYMENT

1. New Apprenticeships

New apprentices recruited to the workforce as a direct result of the project or contract.

The new apprentice must follow a formal apprenticeship framework/standard.

Reporting: Quarterly updates, specifically Employment Related Outputs worksheet

Evidence: As performance indicator schedule (Appendix A)

Outcome: 1 individual represents 1 outcome

Apprenticeship Framework

<https://www.gov.uk/government/publications/apprenticeship-frameworks-live-list>

2. Continued Apprenticeships

An apprentice, who is already working for a contractor, supplier or service provider (via legal or contractual relationships with LBL) and is working directly on the project/contract.

This outcome can include an apprentices who have been moved from one contract to another or newly recruited to the workforce allowing them to continue/resume their apprenticeship framework.

This is the only outcome where a non-Lewisham resident may be considered an outcome achieved. Where a non-Lewisham resident is being proposed please consider this the exception rather than the rule. Each case should be referred to a member of the Local Labour and Business Scheme team for clarification.

Apprenticeship Training Agency outcomes are to be recorded under this category. The expectation is that ATA recruits should be Lewisham residents.

Reporting: Quarterly updates, specifically Employment Related Outputs worksheet

Evidence: As performance indicator schedule (Appendix A)

Outcome: 1 individual represents 1 outcome

3. Finished Apprenticeships

Completion of a formal apprenticeship framework/standard

Reporting: Quarterly updates, specifically Employment Related Outputs worksheet

Evidence: As performance indicator schedule (Appendix A)

Outcome: 1 individual represents 1 outcome

4. Recent Graduates / Under Graduates

University students who have recently graduated (within the last 4 years) or an undergraduate placements.

Reporting: Quarterly updates, specifically Employment Related Outputs worksheet

Evidence: As performance indicator schedule (Appendix A)

Outcome: 1 individual represents 1 outcome

5. Community Involvement Activities

This includes

- Carrying out workshops (content to be agreed with Lewisham council) within schools, youth centres or on site with Lewisham residents, businesses and students.
- Other work within the community such as supporting job fairs, community events (Lewisham People's Day), careers fairs, school partnering, contractors'/supply

chain/subcontractors' workshops, meet the buyer events, mentoring and volunteering for projects.

Please refer to a member of the LLBS team to agree proposed activity.

Reporting: Planned activity can be captured on the Community Involvement Activity sheet of the Employment, Skills and Business Monitoring Suite. The report should then be updated once it has taken place.

Evidence: As performance indicator schedule (Appendix A)

Outcome: 1 workshop/activity represents 1 output.

6. Percentage of Total Hours Worked by Lewisham Residents Employed to deliver the Project/Contract.

Contractors will use reasonable endeavours to achieve the agreed target of employing Lewisham residents for and during the project/contract.

This refers to the contract or construction works, end use recruitment and employment and will be monitored.

Reporting: Monthly updates, specifically Workforce Monitor worksheets. See Monitoring Suite User Guide.

Evidence: By submitting the monitoring, contractors are self-declaring that the information provided on the workforce monitor, is a true representation of on-site activities and has been checked and verified.

Outcome: Hours worked by members of the workforce, contributes to the overall local percentage; the postcode identifies and confirms a Lewisham resident.

7. 16 Years and Over Work Experience (16+ WEX)

The 16 years and over work experience placements (WEX) are to target unemployed local residents and those (19 years and over) in full-time education. 16 years and over WEX enables local residents to gain work experience in the industry of their choice.

It is envisaged that 16+ WEX candidates will be referred through Job Centre Plus, however referrals may come directly through other employment and training partners supporting Lewisham residents and/or directly through Lewisham council.

The aim of 16+ WEX is to provide direct entry into paid employment.

The minimum duration of one work experience placement should be 10 working days.

Reporting: Quarterly updates, specifically Employment Related Outputs worksheet

Evidence: As performance indicator schedule (Appendix A)

Outcome: 1 individual represents (minimum) 1 outcome

8. 14 – 16 Years Work Experience (14 – 16 WEX)

The 14 – 16 WEX target is to provide Lewisham young people with a variety of choice when selecting their work experience placement in years 10 and 11. This can also include supporting students up to the age of 18 –who are in the sixth form or where the student has special educational needs and disabilities (SEND).

The majority of pre-16 placements last for two weeks; however, post-16 placements may vary in length depending on the course being followed. Please request the London Borough of Lewisham schools work experience timetable (see useful contacts).

Reporting: Quarterly updates, specifically Employment Related Outputs worksheet

Evidence: As performance indicator schedule (Appendix A).

Outcome: 1 individual represents 1 outcome

9. Jobs Advertised Through the Local Labour and Business Scheme

The aim is to identify job opportunities at an early stage as well as to encourage the utilisation of Lewisham council, Jobcentre Plus (JCP) and employment and training partners to source potential employees.

Lewisham council require resource schedules to be submitted at the commencement of the project/contract and updated prior to the commencement of each financial year. This is intended to be an estimate of the staff required to resource the project/contract identifying the number of new posts to be recruited.

A job description including qualifications and experience required is to be submitted for all new roles/posts identified along with the resource schedule.

An example of the information required in the resource schedule is below;

Role	Maintenance Operative	Cleaner	Technician
Total No. of Staff Required	6	12	4
No. Existing Staff	5	9	4
Approximate No. New Posts	1	3	0
Approximate Date Required.	05/06/2012	11//11/2012	N/A
Job Description Attached	Yes	Yes	No

Provision of the above information will allow all employment and training organisations to forward plan training and work experience around future employment opportunities.

On commencement of the recruitment process, jobs identified are to be notified to Lewisham residents and Lewisham council 7 days ahead of general release - where possible.

All reasonable endeavours must be used to ensure that job opportunities are advertised locally.

Lewisham's Local Labour and Business Scheme can assist by circulating job alerts to the Lewisham's employment and training partners' network.

Reporting: Quarterly updates, specifically Employment Related Outputs worksheet.

Completed Job Alert and deadline – listing role, job description, salary, working hours, location of place of work, annual leave and other benefits copied to Lewisham council.

Evidence: Copy of Advertisement/Job Alert sent to press/local employment vehicle, Local Labour and Business Scheme along with details of where the advertisement was placed.

Output: 1 job role represents 1 output.

10 - 11. Jobs Starts

The target describes recruitment of Lewisham residents to the workforce. A Job start outcome is defined as an individual securing employment. This target is in two categories. The categories are jobs lasting less than 6 months and roles lasting 6 months or more. These targets are designed to ascertain the levels of sustained employment secured by Lewisham residents.

Reporting: Quarterly updates, specifically Employment Related Outputs worksheet

Evidence: As performance indicator schedule (Appendix A)

Outcome: 1 job role represents 1 outcome

UPSKILLING THE WORKFORCE

12. Accredited Training Achievement for individuals working in the project supply chain

This target describes accredited training (excluding supervisor and management training) undertaken by Lewisham residents working on the project/contract including the project/contract supply chain (This is over and above those reported in apprenticeship outputs).

Sector specific accredited training, licences etc. should be identified, detailed and offered. E.g. Construction Safety Skills Certification (CSCS) and Security Industry Authority (SIA). (This is over and above the accredited training reported in apprenticeship outputs).

Reporting: Quarterly updates, specifically Skills Related Outputs worksheet

Evidence: Training registration documents, Completion/Pass Certificate or confirmation of achievement from the training provider.

Outcome: 1 individual represents 1 outcome

13. Non-Accredited Training Achievements for individuals working in the project supply chain

Data regarding non-accredited training completed by Lewisham residents working on the project/contract including the project/contract supply chain. E.g. Tool Box Talks, Assertiveness Training, Confidence Building, CV writing, Information, Advice and Guidance (IAG) etc.

Reporting: Quarterly updates, specifically Skills Related Outputs worksheet

Evidence: Signed training registration documents and/or Completion Certificate

Outcome: 1 individual represents 1 outcome

14. Training Delivery Plans for Supply Chain members

This target describes each instance of the creation of a supply chain company training delivery plan, detailing provision of training for workforce engaged on the project/contract. Please note that although this target is in the 'Up skilling the Workforce' category it is actually reported in the Business Journey worksheet.

Reporting: Quarterly updates, specifically Business Journey worksheet

Evidence: Company Training Plan

Outcome: 1 Company Training Plan represents 1 outcome

15. Supervisor Training for individuals working in the project supply chain

Training undertaken and successfully completed by local supervisors working on the project/contract. Courses delivered against this target must be at least one day in duration.

Reporting: Quarterly updates, specifically Skills Related Outputs worksheet

Evidence: Completion certificate

Outcome: 1 individual represents 1 outcome

16. Management Training for individuals working in the project supply chain

Accredited training is to be sector and occupation specific. The course undertaken by managers who are Lewisham residents must be specifically related to enhancing management skills. Courses delivered against this target must be at least one day in duration.

Reporting: Quarterly updates, specifically Skills Related Outputs worksheet

Evidence: Completion certificate

Outcome: 1 individual represents 1 outcome

17. Advanced Health and Safety Training for individuals working in the project supply chain

Sector specific health and safety related training should be identified and offered. Training which can be delivered against this target includes SMSTS (5 day and refresher), SSSTS (2day), NEBOSH (National examination board in Occupational Safety and Health) or IOSH courses (Institute of Occupational Safety and Health).

Reporting: Quarterly updates, specifically Skills Related Outputs worksheet

Evidence: Completion certificate

Outcome: 1 individual represents 1 outcome

18. Training Other

Other contract/project or sector specific training should be identified, detailed and offered in this target.

Reporting: Quarterly updates, specifically Skills Related Outputs worksheet

Evidence: Completion certificate

Outcome: 1 individual represents 1 outcome

LOCAL BUSINESS

19. Prequalification Questionnaire Completed by local businesses

This target describes each instance of a Lewisham business completing and submitting a prequalification questionnaire (PQQ), including submission to 2nd tier organisations.

The definition of a PQQ is the procedure as set out by the contract awarding organisation. A PQQ may take the form of a written document which must be completed and submitted by the tenderer then approved by the awarding organisation. A PQQ procedure may also be an informal process e.g. a telephone interview leading to an email confirmation of approval.

Reporting: Quarterly updates, specifically Business Journey Outputs worksheet

Evidence: Letter (or email) from approving organisation confirming receipt of submission.

Copy of letter (or email) confirming approval.

Outcome: 1 Lewisham based business submitting one completed PQQ document represents 1 outcome

20. Invitations to Tender sent to Local Businesses

Invitations to tender sent to businesses, where possible, for each procurement opportunity within the contract. Lewisham's Local Labour and Business Scheme along with Lewisham's Business Advisory Service may be able to assist with identifying appropriate businesses for each opportunity.

Reporting: Quarterly updates, specifically Business Journey Outputs worksheet

Evidence: Copy of the invitation to tender letter

Outcome: 1 ITT sent to a Lewisham based business represents 1 outcome

21. Value of Business Contract Secured by Local Businesses

This target describes the cumulative value of contracts/orders secured by Lewisham businesses.

Reporting: Quarterly updates, specifically Business Journey Outputs worksheet

Evidence: Copy of the contract, order or instruction which shows the contract value, date, name of the awarding organisation, local business name' address and contact.

Where the above is not available or where call off contracts have been used, a declaration on the procuring organisation's headed paper signed by an authorised company representative, will be accepted. The declaration should confirm the name, address and postcode of the local business awarded the contract along with the order value and date contract awarded.

The declaration letter can be submitted referring to the relevant quarterly report by date and the total contract value output achieve during that quarter.

Outcome: Every £ awarded to a Lewisham based SME counts toward the target outcome.

OTHER SOCIAL VALUE OFFER

21 & 22. To Be Detailed by Tenderer

This is an opportunity for the tenderer or landowner/contractor to propose other areas of added social value, which can be offered. The tenderer or landowner/contractor must demonstrate where the activities in proposal have previously delivered and provide evidence of outcomes achieved.

Please talk to a member of the LLBS team at Lewisham council to agree this outcome.

Reporting: Please propose

Evidence: Please propose

Outcome: Please propose

APPENDIX A PERFORMANCE INDICATORS –	EVIDENCE/QUALITY CRITERIA
Apprenticeships/ Graduates	<p>1. Copy of wage slip; contract of employment ; or letter from employer confirming that the beneficiary has started employment; beneficiary name; job title; start date; anticipated duration of post, postcode and whether post is full or part time.</p> <p>2. Apprenticeship registration certificate, number for new and continuing apprenticeships, a completion or qualification certificate for completers.</p> <p>3. Graduate university registration and achievement certificate.</p> <p>ITEM 1 AND 2 OR 3 MUST BE SUBMITTED FOR THIS TARGET AREA.</p> <p>4. Please specify the apprenticeship framework number. Please find a link https://www.gov.uk/government/publications/apprenticeship-frameworks-live-list</p> <p>Please note: self-declaration of employment will not be accepted.</p>
Full and Part-time Jobs	<p>Copy of wage slip; contract of employment ; or letter from employer confirming that the beneficiary has started employment; beneficiary name; job title; postcode; start date; hours and whether post is full or part time.</p> <p>The declaration letter from employer can be submitted referring to the relevant quarterly report by date and the name of the beneficiaries reported as outputs achieved during that quarter.</p> <p>Please note: self-declaration of employment will not be accepted.</p>
Work Experience Placements	<p>Feedback form from employer confirming that the beneficiary has started the work placement; beneficiary name; work category; postcode, start date and completion date. Brief summary of work undertaken.</p> <p>14 – 16 Work experience placements (up to 18 if SEN or in further education) are consider to be local if their place of learning has a Lewisham postcode.</p>
Community Involvement	<p>Copy of correspondence or meeting minutes, leaflets or publicity indicating the type of work to be undertaken in the planned activity. On completion a register signed by individual participants and participants' full postcode.</p> <p>Copy of feedback forms from participants.</p>
Number of PQQs submitted	Copy of covering letter or email sent with PQQ
Number of ITTs submitted	Copy of covering letter or email sent with ITT
Value of contracts won	Copy of contract or declaration where appropriate and agreed.

