
Education and Skills Alternative Delivery Model

Service Specification

Service name	Post-16 Education and Skills
Document owner	Elaine Runswick

Contents

1	Not used	3
2	Service overview	3
2.1	Introduction	3
2.2	Service outcomes	4
2.3	Service challenges.....	5
2.4	Scope of the service	5
3	Service requirements – FOR THE COUNCIL	6
4	Service requirements – FOR OTHER PARTIES (traded services)	14
5	Key interfaces / Relationships	15
6	Performance indicators.....	16
7	Data room documents	16

Document name	Service specification – Post-16 Education and Skills
File path in 4Projects	London Borough of Barnet > Education and Support Services > Education Services > Data Room > Service Information > Service Specifications
Version in 4Projects	E
Date uploaded to 4Projects	24/09/2015

1 Not used

2 Service overview

2.1 Introduction

Provide strategic leadership to ensure that the young people of the borough have a sufficient and high quality offer of provision for the 16-19 phase, resulting in the highest possible participation in Education, Employment and Training throughout the 16-19 phase, and successful progression to further education, higher education or employment.

In order to achieve this, the two teams in the Service (Participation and Placement Team and the 14-19 Team) have the following functions:

- Support local providers (schools, colleges and training providers) to ensure their combined offer meets local needs
- Monitor the local post-16 offer to ensure sufficiency
- Provide support to schools on managing the transition of young people from school to new providers, including FE and Training providers
- Provide a mechanism (Risk of NEET Indicator system) for secondary schools and colleges to identify the cohort at risk of non-participation; broker associated support.
- Careers Education Information Advice and Guidance (CEIAG) ; provide a Traded Service to schools for Careers Guidance
- Maintain statutory data collection systems use and this data effectively to further develop policy
- Promote post-16 participation within relevant agencies of the local authority, and partner organisations

The current level of resource is:

- Participation and Placement Team – 4fte and 2fte temporary posts, including Operational Manager
- Post 16 Education and Skills Team 3.1 fte including Overall Service Manager

2.2 Service outcomes

- Best possible curriculum offer in the locality to ensure all young people have a post-16 pathway. Offer must match the needs of young Barnet residents and school leavers, including vocational, academic and mixed pathways for students seeking provision from Entry level to L3 and above; pathways to employment such as Apprenticeships; pathways for students with high needs; and support to achieve further progression to higher education and/or employment.
- Accurate tracking and identification systems, including, for vulnerable young people, the ‘Risk of NEET Indicator’ (RONI) to give clear focus for allocation of additional support
- Appropriate support provision for vulnerable young people to enable their participation and progression, and to ensure smooth and seamless transitions between providers at age 16-18
- As close to 100% as possible of cohort participation (98% is a more realistic target) including sustaining and improving levels of participation of vulnerable groups, to ensure maximum level achievement and skills, and eventual employment
- High uptake of support offered by teams to schools, including CEIAG, curriculum and accountability to improve guidance and support available to young people resulting in young people making transitions at age 16 and 17 with realistic career aspirations and pathways leading to higher levels of employment
- Rising levels of attainment by post-16 learners (attainment of L2 and L3 by age 19) to achieve more highly qualified Barnet population with better employment prospects
- Sustained and rising uptake of Apprenticeships by Barnet residents and school leavers, to enhance employability
- Robust partnership relationships which support and strengthen pathways to employment
- Good or better Ofsted inspection outcomes for LA school effectiveness descriptors, which maintain and raise uptake of services by schools which in turn support rising skill levels and employability

2.3 Service challenges

How to champion the needs of young people and meet statutory responsibilities through influence and partnership in a climate of provider autonomy:

- Government policy:
 - Co-ordination of academies, EFA funded providers and externally-funded third sector providers requires maintenance of a network of strong partnership relationships
 - Oversight of curriculum sufficiency requires breadth of expertise and co-working e.g. with regeneration over Apprenticeships
 - Curriculum and qualification changes, and post-16 accountability changes in 2015 are substantial
 - Widely recognised that careers guidance in schools is of variable quality and breadth
- Financial pressures on schools and post-16 providers

2.4 Scope of the service

- Securing sufficient education and training, ensuring the pattern of provision continues to meet need (statutory)
- Champion the importance of young people making good choices in post-16 provision that support well-informed career aspirations (statutory)
- Support the creation of new pathways and provision at post-16
- Encouraging, enabling and supporting young people to participate (statutory) – publicise local post-16 provision
- Data (statutory returns and tracking participation - statutory)
- Oversight and organisation of re-engagement provision through external providers
- Linking schools and the post-16 community to the borough's approach to skills and employability

3 Service requirements – FOR THE COUNCIL

Ref	Function	Service Requirement	Current key volumes or frequency requirements	Applicable service standards
P1	Post-16 Education and Skills strategic advice	Lead the development and delivery of post-16 education and skills services and be the main strategic adviser to the council on all matters in relation to post-16 education and skills in relation to young people.		
P2	Securing sufficient education and training, ensuring the pattern of provision continues to meet need (statutory)	<p>Set out and map local provision, including Barnet and travel to learn patterns across neighbouring areas and post-16 re-engagement with the intent of the local EET offer leading to jobs in the local economy.</p> <p>This includes:</p> <ul style="list-style-type: none"> • analysis of Learning Aims by provider in Barnet to demonstrate sector coverage and link to LMI; • analysis of prospectuses of local colleges; • identification of sector pathways; • collection and analysis of travel to learn data from LCCIS. <p>Identify, map and publicise pathways by providing public facing information (on website and via advisors) for student progression to HE and work, including Apprenticeships and Higher Apprenticeships</p>	<p>Annual</p> <p>Ongoing website and</p>	<p>Meeting statutory requirements; ensure that all local young people are made an offer under the September Guarantee (national initiative under RPA to guarantee every young person aged 16 or 17 an EET place by 31.8.15)</p>

Ref	Function	Service Requirement	Current key volumes or frequency requirements	Applicable service standards
		<p>- to support young people and parents with choices about their 16-18 options.</p> <p>The provider should analyse the extent to which the local 16-19 offer meets needs of young people and the local economy and provides access to courses for young people at all levels of. Analysis of access and attainment data should be used to support developments that will help vulnerable groups have outcomes that match All learners; that underachieving groups are supported; and that pathways are built for all learners, especially in the context of changing curricula.</p> <p>The provider should seek to identify unmet demand through analysis of Labour Market Information, showing skills gaps and needs of local employers. The provider should work with partners (including but not limited to all post-16 providers, e.g. Schools for A level subject gaps, Training providers for Apprenticeships and Colleges for Vocational Qualifications) to address unmet demand by influencing stakeholders, effectively using evidence and lobbying Senior Management and Governors. Unmet demand can also be addressed by obtaining funding to commission additional opportunities.</p>	<p>advisor info</p> <p>Termly</p> <p>Annual</p>	
P3	Champion the	Support schools in the delivery of their CEIAG offer,		

Ref	Function	Service Requirement	Current key volumes or frequency requirements	Applicable service standards
	importance of young people making good choices in post-16 provision that support well-informed career aspirations (statutory)	<p>for which they have a statutory duty in respect of Years 8 to Year 13, by keeping their Careers Leaders up-to-date on policy, responsibilities, provision, and resources.</p> <p>Work with schools to identify young people who are most at risk of making an unsuccessful transition to post-16 education and training, or who may not sustain participation till age 18. Provide RONI (Risk of NEET Indicator) system and data from school census so schools can verify their at-risk cohort and offer appropriate support to prepare them for a successful transition.</p> <p>Provide LA transition support for those at risk of non-participation, by seeking additional funds to provide IAG capacity and mentoring support, if appropriate, for those at risk of non participation.</p> <p>Continue to work with other council agencies to track non-participants using data sources collaboratively.</p> <p>Make information about local provision freely available through website and other formats, including use of social media. Information will include but is not limited to information for parents and young people about local EET opportunities, pathways</p>	<p>Termly</p> <p>Ongoing</p> <p>Quarterly</p> <p>Ongoing</p>	<p>Sustained uptake of support by schools.</p> <p>Retained relationships with key agencies allowing access to data. Data will include, but is not limited to DWP data on unemployed 16-19s; Careworks data for those LAC; all CCIS and NCCIS services; Tribal for SEN.</p> <p>Appropriate communications in place, reviewed and updated annually</p>

Ref	Function	Service Requirement	Current key volumes or frequency requirements	Applicable service standards
		<p>and providers; for example, Apprenticeships, Jobs and College courses in the Barnet locality.</p> <p>Actively share local labour market information and local skills needs data with schools.</p>		
P4	Support the creation of new pathways and provision at post-16	<p>Secure links and develop and support partnership working to create and maintain collaborative pathways across providers (e.g. Collaborative Sixth programme, IAG network, Oakbridge)</p> <p>Promote partnership working and collaborative delivery between sixth forms, to maximise opportunities for young people in sixth forms</p> <p>Support partnership working between the Secondary Special Schools and Barnet and Southgate College and other local colleges, in order to facilitate a smooth transition into FE for young people with High Level Needs and to improve the quality of provision</p> <p>Raise awareness of the role of vocational pathways and learning at post-16 in schools, and support quality delivery of vocational qualifications by working with schools and colleges... .</p> <p>Provision of training seminars and information exchange opportunities to</p>	<p>Ongoing and review annually</p> <p>Ongoing</p> <p>Termly</p>	

Ref	Function	Service Requirement	Current key volumes or frequency requirements	Applicable service standards
		<p>support sixth forms to develop new offers and pathways in line with DfE reforms, e.g. Linear A levels, Applied General and Tech level qualifications, Core Maths and Functional Skills.</p> <p>Support providers to develop a range of re-engagement strategies for young people not participating</p>	Termly Termly	Support collaborative arrangements with annual evaluation of effectiveness
P5	Encouraging, enabling and supporting young people to participate (Statutory) – publicise local post-16 provision	<p>Compile, publish and promote the offer of 16-19 courses and supporting provision accessible for Barnet learners, including SEN to Barnet young people, and update information (prospectus and website) regularly</p> <p>Put on annual promotional events and activities to ensure offer is understood for year 11 and other groups; support schools as required in publicising the offer to Barnet young people</p>	Ongoing Annual calendar	Ensure offer is on platforms most accessed by young people
P6	Data (statutory returns and tracking participation - statutory)	<ul style="list-style-type: none"> • Collect and analyse participation data from CCIS and other appropriate databases; check returns for key published national data, organise collections from schools for: Intended Destinations (annual cycle) <p>Complete returns and tracking, including:</p> <ul style="list-style-type: none"> • September Guarantee (annual) 	Annual and monthly data cycles set down by national requirements and managed through West	Ensure data is accurate and meets all DfE requirements including return deadlines.

Ref	Function	Service Requirement	Current key volumes or frequency requirements	Applicable service standards
		<ul style="list-style-type: none"> • Actual Destination (from 5/9) • Joiners and leavers from post-16 provision (London-wide portal system) • Maintain CCIS database and liaise with regional CCIS data managers and partner boroughs (ongoing) • Activity Survey (annual) • Participation Data, including RPA Duty to participate returns (quarterly) • NEET figures up to age 19 (4 year groups age 16-19 (24) monthly • Import data from Council databases e.g. Tribal, Careworks, School Census 	London data service contract	
P7	Oversight and organisation of re-engagement provision through external providers	<p>To the extent achievable using Good Industry Practice identify and list young people not meeting statutory duty to participate; make contact and offer support. Follow local policy on support and challenge to non-participation (letters and referral pathways; monitoring and interviews as required)</p> <p>Work with relevant providers of services to deliver additional support to young people, schools and colleges and to ensure a co-ordinated offering .Co-ordinate provider offering provision through Youth Contract and European Social Fund contracts, subject</p>	<p>Ongoing</p> <p>As required through provider reporting systems and at least termly</p>	<p>Accurate picture of local offer and sufficient engagement with local agencies that allows all needs to be met. Local agencies include but are not limited to providers, Intermediate Agencies, DWP, Safeguarding Boards, SEN and voluntary sector agencies</p>

Ref	Function	Service Requirement	Current key volumes or frequency requirements	Applicable service standards
		<p>to these contracts being in place.</p> <p>Co-ordinate arrangements to signpost non-participants to re-engagement opportunities and monitor cases to progression to full participation.</p>	Ongoing	
P8	Linking Schools and the post-16 community to the council's approach to skills and employment	<p>Develop and implement a strategy for links between schools/college and business to create better pathways to employment – e.g.. ‘Let’s talk Shop’ (an initiative to support Retail and hospitality sectors skills development linked to Brent Cross development) as a model, and extend to other business sectors.</p> <p>Maintain links with schools and colleges on Apprenticeships and support National Apprenticeship week events and follow-ups.</p> <p>Develop new pathways across providers which open new opportunities (e.g. level 2 programmes in schools to traineeships in other providers).</p> <p>Raise awareness of apprenticeship opportunities to young people in Barnet to increase the take up of these opportunities.</p> <p>Liaise with and provide advice to the council’s corporate and delivery leads on regeneration, employment and enterprise in relation to skills development and opportunities for young people.</p>	<p>Policy development new initiative in development to create and sustain this capacity</p>	<p>Respond to new curricula and emerging needs – review annually</p>
P9	List of functions	<p>Exercise the following functions on behalf of the LA:</p> <ul style="list-style-type: none"> • Support local providers (schools, colleges and 		

Ref	Function	Service Requirement	Current key volumes or frequency requirements	Applicable service standards
		<p>training providers) to ensure their combined offer meets local needs</p> <ul style="list-style-type: none"> • Monitor the local post-16 offer and develop proposals to manage sufficiency • Provide support to schools on managing the transition of young people from school to new providers, including FE and Training providers • Provide a mechanism (Risk of NEET Indicator system) for secondary schools and colleges to identify the cohort at risk of non-participation; broker associated support. • Maintain statutory data collection systems and use this data effectively to further develop policy • Promote post-16 participation within relevant agencies of the local authority, and partner organisations • Make proposals to the LA designed to secure sufficient education and training for young people aged 16-19 and that the pattern of provision continues to meet need (statutory) • Champion the importance of young people making good choices in post-16 provision that support well-informed career aspirations (statutory) • Support the creation of new pathways and provision at post-16 		

Ref	Function	Service Requirement	Current key volumes or frequency requirements	Applicable service standards
		<ul style="list-style-type: none"> • Encouraging, enabling and supporting young people to participate (statutory) – publicise local post-16 provision • Data (statutory returns and tracking participation - statutory) • Oversight and organisation of re-engagement provision through external providers • Linking schools and the post-16 community to the borough's approach to skills and employability Support the council in bidding for external funding relevant to these functions • Where agreed with the council, deliver projects on the council's behalf where the council has secured additional external funding or been appointed as sub-contractor for services. 		

4 Service requirements – FOR OTHER PARTIES (traded services)

Ref	Function	Service Requirement	Current key volumes or frequency requirements	Applicable service standards
P9	Traded IAG service	Provide to the extent achievable using Good Industry Practice a high quality CEIAG traded service and progression/employability skills advice to schools and other providers that reflect DfE guidance to schools.		

5 Key interfaces / Relationships

Interface	Details (please add details if there are any particular complexities or expectations)
CSG – finance, HR, IT	
Press Office	
RE	Deliver adult skills and regeneration projects (with Section 106 money) which have training element and job opportunities for young people Expect this relationship to deepen in the future as a greater vocational focus
Work with corporate services – Entrepreneurial Barnet	Commissioner for Skills
Partnerships West London Alliance Other London Boroughs	
Schools and colleges	
Voluntary sector links (esp.)	

motivational programmes)

6 Performance indicators

See spreadsheet: ‘SKPI performance bands and list of all PIs - 15.9.15’.

7 Data room documents

File path on 4Projects

London Borough of Barnet > Education and Support Services > Education Services > Data Room > Service Information > Service Specifications > Post-16 Education and Skills data room documents

Ref	Document name	Link or file name on 4Projects	Description
6.1	Participation of Young people: Statutory Guidance - Sept 2014	https://www.gov.uk/government/publications/participation-of-young-people-education-employment-and-training	DfE RPA guidance
6.2	NEETs Briefing Paper - Nov 14	NEETs Briefing Paper - Nov 14	Briefing on Barnet’s approach to NEETs
6.3	RPA – Barnet web-site	https://www.barnet.gov.uk/citizen-home/schools-and-education/schools-and-colleges/raising-participation-age.html	

6.4	Barnet Careers Service booklet	Barnet Careers Service (A4 booklet) Barnet Careers Service (A5 booklet)	
6.5	Update on Raising the Participation Age	Education Scrutiny Report - RPA update 19.03.14	
6.6	Careers guidance and inspiration – Guidance for general further education colleges and sixth form colleges	Careers_Guidance_College_Guidance_Marc h_2015	
6.7	Careers guidance and inspiration – Statutory guidance for governing bodies, school leaders and school staff	Careers_Guidance_Schools_Guidance_Marc h_2015	
6.8	Participation of young people in education, employment or training – Statutory guidance for local authorities	RPA Guidance	
6.9	Single Delivery Unit for Education and Skills	Single Delivery Unit - February 2014	This paper presents a rationale for moving the Placement and Participation team from Youth and Community to the Post 16 Commissioning Team in order to create a single delivery unit to respond to the challenges of the Raising of the Participation Age agenda and develop our Destination and Tracking Service for NEETS
6.10	Transformation Challenge Award 2015- 16 Final Bid Form B	Transformation Challenge Award 15-16 - Final	