

APPRENTICESHIP

WORKFORCE DEVELOPMENT

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The following exemplar action plan provides some suggestions as to the issues you might want to include in your action plan based on your learnings from the Effective Governance of Apprenticeships for Managers course. Your action plan will be a working document which you will want to add to and amend. It is, however, helpful to include some initial dates so that you can monitor your progress and amend accordingly.

TO NOTE: The roles identified in this action plan and the dates included are for illustrative purposes only. It is important that you work collaboratively across your organisation to identify who has the accountability, capacity, and capability to undertake the actions required.

16-02 EFFECTIVE GOVERNANCE OF APPRENTICESHIPS FOR MANAGERS					
AWD course and date	Issues/ gaps identified from AWD course/ session	Proposed actions I commit to undertaking following this course	By whom	By when	Status
Effective Governance of Apprenticeships for Managers 13/03/24	Not all leaders and governors have an in-depth understanding of the complexities and risks associated with apprenticeship delivery	1. Devise a survey for completion by the governance team to understand their current knowledge levels around the apprenticeship landscape. 2. Include within the Quality Improvement Plan (QIP) an action to fill gaps in knowledge levels of governors via 1-2-1 meetings, CPD/training and/or group discussions. 3. Monitor the quality of discussions via minutes of governance meetings and actions set. 4. Provide feedback on the quality of challenge and scrutiny being received from the governance team and its impact on apprentices, employers and staff.	Apprenticeship Manager Quality Manager Senior Leadership and Governance Team	19/03/24	Not Started
Effective Governance of Apprenticeships for Managers 13/03/24	The KPIs on the ESFA's Apprenticeship Accountability Framework (AAF) cannot be relied upon for managing and monitoring apprenticeship performance	1. Undertake a review of all data sources to evaluate the accuracy and reliability of data reports provided to the governance team 2. Provide the governance team with the most up-to-date figures from our performance trackers 3. Monitor the quality of discussions via minutes of governance meetings and actions set. 4. Provide feedback on the quality of challenge and scrutiny being received from the governance team and its impact on apprentices, employers and staff.	Funding & Compliance Manager Business Administrators Apprenticeship Manager Quality Manager Senior Leadership and Governance Team	20/03/24	Not Started
Effective Governance of Apprenticeships for Managers	There is lack of organisational accountability for apprenticeship performance and success	1. Review organisational understanding around who is responsible for the success of apprentices; when, where and how.	Trainers/Assessors Business Administrators Apprenticeship Manager	28/03/24	Not Started

13/03/24		2. Communicate and clarify the inter-dependencies between roles and how these impact on the success of apprenticeships 3. Set actions on how to improve accountability for apprenticeship success	Quality Manager Senior Leadership and Governance Team		
Effective Governance of Apprenticeships for Managers 13/03/24	We do not present data to leaders and governors in a format that facilitates effective scrutiny and challenge around our apprenticeship performance	1. Discuss with LMS Systems Provider if reports can be provided in a dynamic dashboard style/format 2. Work with the administrators to reduce the reliance on individual spreadsheets and to create Power-BI reports instead 3. Evaluate all sources of information to establish which data sources should be channelled into the Apprenticeship Governance Dashboard	LMS Systems Provider Funding & Compliance Manager Business Administrators Apprenticeship Manager Quality Manager	23/03/24	Not Started