Paper title:	ESFA Minimum Standards notification
Board/Committee:	Group Audit and Risk Committee
Date of meeting:	18 June 2020
Author(s):	Fiona Morey, PVC Compulsory and Further Education
Sponsor(s):	Dave Phoenix, Vice Chancellor
Purpose:	For Information
Recommendation:	The committee is requested to note receipt of the ESFA notification to the university.

Apprenticeships

The university made a strategic decision to enter into the Apprenticeship market in 2016, this decision aligns with the university's longstanding engagement in employer led education and national policy on apprenticeships. The Institute for Professional and Technical Education was created and is based at the Passmore Centre which was opened with investment from Southwark Council and HEFCE.

A new Apprenticeship team were appointed and tasked with the recruitment of 2000 apprentices by 2020. The first cohort of apprentices was recruited in September 2020 onto the Chartered Surveying standard. Growth in apprenticeships has been rapid with 1431 across 21 standards with provision in 6 out of the 7 schools.

School	Apprenticeship standard	No. enrolled
HSC	Senior Leader	15
	Healthcare Assistant Practitioner	42
	Nursing Associate	203
	Nursing Associate (NMC)	56
	Advanced Clinical Practitioner	1
BEA	Building Services Design Engineer	148
	Chartered Surveyor	440
	Building Services Engineering Technician	65
	Civil Engineering Site Management	2
	Architect	49
	Architectural Assistant	35
	Building Services Engineering Site Management	5
	Construction Site Engineering Technician	42
	Civil Engineer	131
BUS	Chartered Manager	24
	Digital Marketer	35
	Associate Project Manager	8
LSS	Chartered Town Planner	76

ACI	Post Production Technical Operator	9
ENG	Digital and Technology Solutions Professional	22
	Embedded Electronic Systems Design and Development Engineer	23

The School of Health and Built Environment and Architecture have the largest numbers with 317 (Health) and 917 BEA apprentices respectively. The Apprenticeship provision is worth £5.9 income in 19/20 and is set to increase to £9 million in 20/21. LSBU is 8th largest university provider of apprenticeships with another 15 standards due to start between July 2020 and July 2021. Manchester Met and the Open University are key players in the market with many more modern universities entering the market over the last 2 years.

Apprenticeships are a key component of the Government's skills strategy and have risen in profile over the last 5 years. They are run out of the DfE's Education Skills Funding Agency with quality of Level 4 and 5 provision overseen by Ofsted. Apprenticeships are complex qualifications (containing up to 5 separate components), involving co-ordination with employers, university departments and apprentices.

Engagement with employers adds a complexity to apprenticeship delivery. There are often competing demands in terms of apprenticeship including time out for off the job study and changes in employment. This relationship is particularly complex in the health sector. The Government has tasked NHS trusts, working with HEE, to recruit high numbers of apprenticeships. Trust struggle to meet these targets and put pressure on providers to recruit large numbers of apprentices. This can result in a number of tensions around compliance with regulations, entry qualifications and delivery models. This in turn places pressure on university teams to adapt the way it works, quiet significantly in many instances and this itself adds further complexities.

The provision is highly regulated requiring significant data gathering across a wide range of internal and external sources. Apprenticeship provision is subject to Ofsted inspection in regard to quality of provision. The university was inspected by Ofsted in February 2019 and graded Good https://files.ofsted.gov.uk/v1/file/50063010

Apprenticeship achievement data is published annually by the ESFA and benchmarked against national average rates by provider. The university's first set of data was published in March 2020 with a 0% achievement rate. This outcome was the result of 12 apprentices recruited in the 2018/19 academic year to the Assistant Practitioner apprenticeship. There were a number of challenges with this first cohort of apprentices including assessment planning, low levels of English and maths skills on entry and engagement of the Trusts.

The 0% achievement meant that apprenticeship provision fell below minimum standards and resulted in the university receiving notification from the EFSA. The university was notified on the 15th May that it had not met the minimum standards in terms of its 18/19 Apprenticeship achievement rates. The ESFA monitor achievement rates against minimum standards which the university did not meet. The ESFA did recognise the context and noted that "We have taken into account that you have a small number of leavers in the cohort and as a result of reviewing this we will not be taking any further action in respect to this failure. "

The 0% achievement rate is the result of none of the 12 Assistant Practitioner apprentices achieving all components of their apprenticeship by the planned end date. Of the Assistant Practitioner apprentices 21/40% have now completed all components of the standard. 42 have completed the foundation degree (13 subject to board) but have not yet achieved the apprenticeship due to non-completion of either English and/or maths, Care Certificate or End Point Assessment. Overall completion for 19/20 is predicted to be 69% a significant improvement on 18/19.

Achievement rates for 19/20 are predicted to improve significantly. In-year achievement is currently at 41% and predicted to be 55% by the end of the academic year and therefore potentially below NA. The COVID-19 pandemic has impacted the achievement of Assistant Practitioners with workplace based endpoint assessment unable to take place.

Apprenticeship standards	starts	retained	Pred. to achieve	Pred. achievement %	National Average
Chartered Surveyor	13	12	1	9%	N/A
Assistant Practitioner	56	42	39	69%	75%
Building Service Design Engineer	2	2	2	100%	N/A

*National Averages are unavailable

Risk
Apprenticeship provision remains high risk due to a number of complex and interrelated factors.

- Continuation in developing organisational understanding and expertise in knowledge and understanding of apprenticeship

- Challenge for university processes and systems to adapt to the needs of employers, apprentices and regulators

- Ownership and accountability of Apprenticeships into university departments and Schools with clear understanding of strategy and roles and responsibilities within this

- High levels of co-ordination required both internally and externally, with sometimes competing agendas

- National agenda on Apprenticeships is high profile and subject to constant change and review

- Loss of significant income if we were not in the apprenticeship market -£6.1m in 19/20

- Failure to improve student achievement could trigger an Ofsted inspection and loss of Good grade impacting on reputation

- Impact on relationship with employers if we do not respond to their needs

- No clear cross University B2B strategy, marketing or branding

  We are addressing the above through:

- Accountability across Executive leads for apprenticeship provision within areas of responsibility

- Clear guidance on roles and responsibilities for apprenticeships across the university

- Termly Apprenticeship meeting to support co-ordination and planning across schools and OSGs attended by Provost, Director of Education, Chaired by PVC Compulsory and Further Education

- Cross university Apprenticeship Group meeting every 6 weeks attended by the Provost, PVC Compulsory and Further Education, PVC Education and the Director of Apprenticeships, and representatives from the Schools and PSG areas supporting a whole organisational response to improving apprenticeship outcomes.

- Appointment of quality lead for apprenticeships sitting in the Quality team. Detailed self-assessment process.

- Investment in new software to support data gathering and reporting

- LEAP integration of apprenticeships into university wide processes and systems

- Entry criteria adjusted to include level 2 English and maths

- The new executive structure recognises the importance of B2B and place and impact

- New Enterprise board will provide the board with greater visibility of our work in this arena

15 May 2020

David Phoenix
Vice Chancellor
LONDON SOUTH BANK UNIVERSITY
103 Borough Road
London
SE1 0AA

(Sent by e-mail) phoenixd@lsbu.ac.uk

Dear David,

Minimum standards for 2018 to 2019 – All-age apprenticeship provision

We have recently published details of your organisation's performance in the national achievement rates tables 2018 to 2019, which confirms that:

- For all age apprenticeships, the proportion of leavers below the Minimum Standard threshold for your organisation is: 100%.

This is below the minimum standard as set out in our policy. We have taken into account that you have a small number of leavers in the cohort and as a result of reviewing this we will not be taking any further action in respect to this failure.

Intervention policy

The Department for Education published new intervention policies for colleges and independent learning providers on the 1 April 2019. As you are aware 2018 to 2019 was the last year of current minimum standards policy and we are developing new ways we can be even more transparent with education performance data to support our management of apprenticeship delivery, that will give all apprentices, parents, commissioners, and employers the best possible experience.

Complaints

If you consider that ESFA has acted unreasonably, or not followed a proper procedure, you can make a complaint under the procedure for dealing with complaints about the ESFA.

Freedom of information

If a specific request for information relating to minimum standards is received under the Freedom of Information Act 2000 the ESFA may be required under the provisions of the Act to disclose details of your organisation's underperformance and the decision/action we have taken (including any additional conditions of funding where applicable).

If you have any queries about this letter please contact Paul Whitehouse, Senior Manager, 07771343711, Paul.WHITEHOUSE@education.gov.uk .

Yours sincerely

Stephen Bagley
Interim Deputy Director
London and South East Territorial Team

cc:
Jos Parsons - Ofsted

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	CONFIDENTIAL
Paper title:	Cyber security update
Board/Committee:	Group Audit and Risk Committee
Date of meeting:	18 June 2020
Author(s):	Alison Chojna, Acting Executive Director of Academic Related Resources
Sponsor(s):	Nicole Louis, Chief Customer Officer
Purpose:	For Information
Recommendation:	The committee is requested to note the cyber security update

Executive summary

The below extract is taken from the joint ICT and Estates strategic update, due to be presented to the Finance, Planning and Resources Committee on 30 June 2020. The extract is included here to advise the committee on the actions currently taking place within the LSBU Group.

The committee is requested to note the update. The Acting Executive Director of Academic Related Resources and IT Security Manager will be present to provide a verbal update and answer questions.

2.3   IT Security, Compliance and Governance

2.3.1   The threat of cyber-attacks against the education sector is growing year on year as other sectors tighten their security postures, the education sector becomes a more attractive target. 173 different higher education providers engaged with Jisc's Computer Security Incident Response Team during 2018, with several high-profile attacks across Europe in 2019.

Since Covid19, attacks have significantly increased, particularly those that rely on human error, such as phishing attacked. The IT Strategy had set out some general principles to work towards:

•   ARR will be the gatekeeper for all IT procurement, ensuring acquisitions have passed security checks before being introduced to the IT environment.

- Cyber Essentials accreditation will be achieved and maintained for the Group. The recommendations of the BS31111 standard will be followed.
- The network will be redesigned in 2020 in line with current, best-practice security approaches.
- All systems will be patched and up to date, in line with the patching policy.
- Regular vulnerability scans will be performed as part of a vulnerability management policy, alongside penetration testing.
- Staff and students will be trained in information security, to know how to look after their data, to spot fraudulent emails and how to report when things go wrong.
- Training in research data management will be available to all researchers.
- An incident response plan will be in place, with annual testing performed.
- Software licensing will be compliant, managed through a central licensing record.
- All projects will have a business owner and emanate from the corporate strategy.

Where are we now?

2.3.2 A cyber security audit has just been undertaken and several priority areas have been identified that require attention across the Group. These are not beyond the norm but will need to be addressed and factored into work plans.

2.3.3 Based on our current organisation structure, there is a gap in centrally coordinated information security governance, with responsibility for cyber security mostly residing within the IT department. Group integration gives us the opportunity to consider how going forward, we exercise IT security and governance as part of a wider compliance remit, and we will be developing a separate recommendation to take to the Group Executive. Our current position is that LSBU has a dedicated cyber security resource, but the role does not currently cover the Group, and would not have capacity to do so.

2.3.4 British Standard BS 31111:2018 recommends that responsibility for cyber security, risk and resilience should be informed by, but not driven by IT. People and process are at least as important as technology when addressing cyber security risks. LSBU currently employs an IT Security Manager, reporting to the Executive Director of Academic Related Resources. Best practice is for the cyber security reporting line to sit outside of IT, to enable the role to bring appropriate challenge to technical decisions where necessary. SBC and SBA do not have a dedicated cyber security resource, and security is currently managed locally within their respective IT departments.

2.3.5 We will consider these points when making recommendations for the future oversight of IT security to the Group Executive.