



Education & Skills
Funding Agency



European Union
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Social Fund

NEET/AT RISK OF NEET

Development Plan

ESF 2014-2020

Education and Skills Funding Agency

Provider Name	PRESTON COLLEGE
Contract Number	ESF-5079 LANCASHIRE

Section 1 Overview

The ESF NEET/at risk project in the Lancashire LEP area is being delivered by The Lancashire Colleges Delivery Network (LCDN), with Preston's College as its Lead Accountable Body (LAB). The LCDN comprises 20 delivery partners (including Preston's College) including colleges, private training providers, specialist and third sector organisations.

The contract runs from 1 April 2019 to 31 July 2021 with the last date for new starts being 31 December 2020. The ESF contract value is £1,817,021 with 1154 young people to be supported. Young people eligible for support are those aged 15-16 identified as being at risk of becoming NEET and those aged 16-18 (19-24 for those with an EHCP) who are NEET or identified as being at risk of becoming NEET.

This Development Plan summarises the activities that will be undertaken by LCDN to address the specific requirements set out in the Invitation to Tender Specification published by the ESFA. As Preston's College (with TLCDN members and other partners) delivered the previous ESF NEET and ESF ATE contracts in Lancashire (that ended 31 March 2019) many of the activities included in this Development Plan build on those that were delivered as part of the Capacity Building plan for those earlier projects.

Section 2 Stakeholders

This Development Plan has been prepared in consultation with colleagues from the Lancashire Skills and Employment Hub, part of the Lancashire Local Enterprise Partnership (LEP).

It will be shared for information with the project steering group and the Lancashire Skills and Employment Panel (a sub-group of the LEP) as will progress reports regarding its implementation on a regular basis. Stakeholders with a particular interest in the project and are represented on the Steering Group include the LEP/Skills and Employment Hub, Local Authorities and Job Centre Plus.

Section 3 Proposed Activity

Describe the activity the plan will deliver (including the rationale for this activity)

A - Ensuring strategic fit - to ensure that the project adds value, complements and avoids duplication with other activities available for the target group in the LEP area.

B - Targeting and priority setting - to ensure that provision is flexible and responsive to local conditions, takes into account local LMI and focuses on those areas of highest need.

C - Marketing and promotion - to support the recruitment of young people to the project, directly and through referral agencies. To encourage employers to work with the project to offer opportunities and progression routes for learners and to inform curriculum design.

D - Building the capacity and responsiveness of LCDN - to support delivery partners in meeting local needs through this and future projects and programmes.

E - Evaluation

Section 4 Action plan

(including timescales and responsibility)

Action	Timescales	Lead
A - Ensuring strategic fit		
Provide a resource to work with in partnership with Lancashire's Skills Hub to co-ordinate delivery between this project and other ESIF projects in the area.	By 1 April 2019	IS
Formally request that the LEP's Youth Steering Group becomes the Steering Group for this new contract.	March 2019	IS
Chair LEP's Youth Steering Group, ensuring that ToR and membership are relevant to new contract and includes leads for other projects available for the target group	1 st meeting May 2019 & bi-monthly	JJ
Participate in Youth Steering Group to share information and intelligence with the providers of other projects and activities, share good practice, etc.	As above	RF/DK
Maintain and update the Youth Opportunities Map, retaining on 'Moving On' website and ensuring mobile functionality	On-going	DN/JJ
Engage LEAs (Lancashire, Blackpool and Blackburn with Darwen) to ensure that they are aware of the project and agree referral protocols.	On-going	JJ
B - Targeting and priority setting		
Provide MI to the ESFA who will develop reports for use by the Youth Steering Group and the Skills and Employment Panel to support an analysis of participation rates and the agreement of future priorities and areas for additional focus.	Monthly	IS/DK
Review final evaluation report for 2016-19 ESF NEET contract to ensure lessons learned influence the priorities for this project.	July 2019	RF/JJ
Work with Lancashire County Council to define and agree data sharing requirements with respect to supporting them in their statutory duties to relating to the participation of young people in education or training.	By Sept 2019	IS/JJ
Review and refresh the Gap Analysis research to show the availability of flexible provision for those aged 16-18 compared with identified needs.	By Oct 2019	JJ
Research into the availability of Traineeships and Supported Internships in the LEP area, the opportunities, barriers and examples of good practice.	By Dec 2019	
Pending the findings of the research, agree further actions to encourage increased availability of / progression to Traineeships and Supported Internships from the project.	Late 2019	All

C - Marketing and promotion		
Make press release re award of contract to LCDN	March 2019	DN
Seek permission from LESEP Board for the 'Moving On' project website and Twitter page to be used for this new contract.	March 2019	RF
Update the project website to reflect the new project in order to help promote it to referral agencies, employers and other key stakeholders.	April 2019	DN
Develop marketing collateral to promote the project to the target group and referral agencies (leaflets, banner stands etc.)	April 2019	DN
Research the effectiveness of different social media channels in reaching the target audience to inform the development and delivery of a social media campaign.	May 2019	DN
Attend local partnership groups that have a youth/NEET focus to promote the project and agree referral protocols.	On-going	JJ
Attend key local events e.g. jobs fairs to promote the project to young people, their parents/carers and referral agencies.	On-going	JJ/DN
Engage Boost and LA Economic Development (or similar) teams to promote the project and agree referral protocols for employers.	On-going	JJ
D - Building the capacity and responsiveness of LCDN		
Establish an Operations Group for the project as a forum for providing updates and information to LCDN partners as well as for them to network and share intelligence and good practice.	1 st meeting Feb 2019, quarterly	DK
Provide 1-2-1 training for LCDN partner staff when required on systems, processes and paperwork e.g. when there are changes to key personnel.	On-going	DK
Undertake a scoping exercise to identify topics for CPD opportunities, building on the substantial CPD programme delivered through the previous projects. One example might be providing information about the 'Care Leavers Local Offer'	June 2019	RF
E – Evaluation		
Conduct an evaluation at the end of the project to determine the strengths and weaknesses of the contract from commissioning through to delivery to inform future practice and priorities.	July 2021	RF/IS

IS – Iain Stott, Head of Department: MIS, ICT & Data Services, External Grants & Funding, Preston's College
 JJ – Janet Jackson, Strategic Partnership Manager, Lancashire Skills and Employment Hub
 RF – Rosie Fearn, Operations Director, The Lancashire Colleges
 DK – Darren Kellett, Assistant Head of Department: Externally Funded Projects, Preston's College
 DN – Debbie Newell, Marketing and Promotions Co-ordinator, The Lancashire Colleges

Section 5 Impact of Activity

Activity	Impacts
A - Ensuring strategic fit	<ul style="list-style-type: none"> - Increased understanding among referral agencies of how project differs from other activities. - Increased and more relevant referrals to project.
B - Targeting and priority setting	<ul style="list-style-type: none"> - Project is focussed on supporting individuals from LEP priority groups. - Lancashire County Council have greater awareness of which young people are on-project, supporting the in their statutory duties. - Greater understanding of the flexible provision available in the area for young people, informing future investment priorities.

	<ul style="list-style-type: none"> - Greater understanding of the Traineeship and Supported Internship market in the area, informing future priorities.
C - Marketing and promotion	<ul style="list-style-type: none"> - Increased referrals and self-referrals to project, particularly of young people from LEP priority groups. - Awareness of contribution of ESF to LEP area is increased. - Increased employer engagement in the project, providing progression opportunities.
D - Building the capacity and responsiveness of LCDN	<ul style="list-style-type: none"> - Increased understanding of contractual requirements among delivery partners, supporting eligible activity. - Impact of any staff changes is minimised. - CPD programme is developed, delivery partners have increased awareness of the challenges faced by young people and support available, young people are better-supported.
E - Evaluation	<ul style="list-style-type: none"> - Improved understanding of the strengths and weaknesses of the contract from commissioning through to delivery. - Influences ESFA and LEP priorities and commissioning and contracting arrangements. - Influences LCDN and PC delivery models and project management arrangements.

Section 6 Key Risks

Risk	Likelihood	Impact	Mitigation
Key personnel change	Low	Low	Partnership approach to this plan means no individual is critical to its delivery. Progress will be regularly monitored.
Insufficient funding is available to enable delivery of the plan	Medium	Medium	Plan is designed such that most actions will be delivered at little or no cost, other than staff time. We will explore options to work with other ESF projects if appropriate to share costs and achieve economies of scale, e.g. CPD.
Key stakeholders do not engage in project or for other reasons are unable to make referrals	Low	Medium	Delivery partners have established relationships that have proved successful to-date. Use case studies to promote impact of previous project on individuals to agencies to encourage referrals. Marketing and promotional activity will encourage referrals from stakeholders and individual young people.
Insufficient funding is available in ESF contract to meet local demand	High	High	Delivery network will receive contracts that cover the full project period, ensuring that some level of provision is available until July 2021. Steering Group will identify priorities and monitor performance. Skills Hub will review case for additional funding with the ESFA at the appropriate time.
Employers do not engage in project meaning limited job/apprenticeship progression opportunities available	Medium	Medium	Delivery partners have established relationships that have proved successful to-date. Skills Hub have employer networks and will facilitate relationships with employers looking to grow their workforce or who sign up to the Lancashire Skills Pledge, etc. Use case studies to promote how previous project has helped other employers. Marketing

			and promotional activity will encourage employers to deliver on CSR, etc.
Lack of appetite for CPD among LCDN delivery partners	Low	Low	Will undertake initial scoping exercise to judge demand and develop programme that responds to need. Invite wider stakeholders to fill spare places. Work with other ESF projects if appropriate to pool demand and share costs.

Section 7 Meeting the LEP Priorities

The LEP priorities listed in the contract specification are young people who are:

- resident or educated in Blackburn with Darwen, Blackpool and Lancashire County Council areas with a specific focus on a defined list of wards
- aged 15-16 who are at risk of becoming NEET
- 16-18 (19-24 LLDD) who are NEET

The mix and balance of delivery partners involved in the project will ensure that each of these priorities is supported. We will provide MI to the ESFA who will develop reports for use by the Youth Steering Group and the Skills and Employment Panel to support an analysis of participation rates against these priorities and the agreement of future priorities and areas for additional focus.

Section 8 Monitoring and Review

This Development Plan will be shared for information with the project steering group and the Lancashire Skills and Employment Panel (a sub-group of the LEP) as will progress reports regarding its implementation on a regular basis.

The individuals named in the Action Plan will jointly review progress and risks to ensure that activities are on-track, they will also consider whether any additional activities or actions should be added to the plan as the project progresses.

Section 9 Measures of Success

The main measure of success will be the extent to which the contract is successfully delivered and met LEP priorities.

The MI provided to the ESFA and included in reports for use by the Youth Steering Group and the Skills and Employment Panel will indicate the extent to which this has been achieved.

Completed By Rosie Fearn, The Lancashire Colleges

Date 2 May 2019

LEP Approval date

ESFA Approval date