

Adult Skills

Leadership and Management

27 July 2021

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Agenda

- **Introducing Adult Skills**
- **Upskilling/ Re-skilling**
- **Restart - Adult Skills for Leadership and Management**
- **Traineeships**
- **Supporting your Adult Skills provision**
- **Contact us**
- **Keeping in touch**
- **Questions and Answers**



Supporting Upskilling and Reskilling



Why Adult Skills and digital skills matter

With over 800 qualifications (Awards, Certificates and Diplomas) from Entry Level to Level 3 that are funded by the Adult Education Budget (AEB), we have one of the largest ranges of AEB funded qualifications available.

We've worked with employers and training providers to ensure our programmes are fit for purpose and give learners the skills they need to succeed in their chosen career and life.

As we emerge from the pandemic, we're starting to see a higher take-up of our adult skills industry qualifications due to the demand for further development in both basic and specialised skills for employment.

In summary Adult Skills are needed now more than ever!

cityandguilds.com/-/media/cityandguilds-site/documents/what-we-offer/digital-transformation-and-the-adult-education-budget-report-pdf.ashx



Support Information

City & Guilds New Adult Skills webpage contains:

- The City & Guilds and ILM Funded Course Directory
- Links to past and future webinars
- City & Guilds and ILM Research Reports
- Links to information on all Adult Skills programmes – AEB, Traineeships, Restart, Apprenticeships.
- Contact details for support
- Weblink -

[Adult Skills - Funding | City & Guilds \(cityandguilds.com/adult-skills\)](https://cityandguilds.com/adult-skills)



The screenshot shows the City & Guilds website header with the logo and navigation menu. The main content area features a large image of a smiling man and the headline 'Flexible programmes for future adult skills'. Below this is a breadcrumb trail: Home > Qualification delivery > Funding for training > Adult Skills. The main heading is 'Introducing Adult Skills with City & Guilds'. A text block explains that over 800 qualifications are funded by the Adult Education Budget (AEB). A circular infographic states: 'Did you know? 59% of the unemployed can't afford to pay for training courses.' A 'Contact us' button is present. A 'Funding and Policy update' section invites users to register for a webinar on 30 June. Below this is a section for a report titled 'Digital transformation and the Adult Education Budget' by Emsi and ILM, with a 'Read The Report' button. A final 'Contact us' section states the goal is to provide support.

City & Guilds
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SEARCH EVERYTHING FIND COURSE / QUALIFICATION FIND CENTRE
Search the site: SEARCH

COVID-19 OUR OFFER QUALIFICATIONS APPRENTICESHIPS TECHNICALS T LEVELS **QUALIFICATION DELIVERY** INTERNATIONAL EVENTS HELP

CENTRE DEVELOPMENT EXAMS AND ADMIN DIGITAL CREDENTIALS **FUNDING FOR TRAINING** OFFER OUR QUALIFICATIONS

Flexible programmes for future adult skills

Home > Qualification delivery > Funding for training > Adult Skills

Introducing Adult Skills with City & Guilds

With over 800 qualifications (Awards, Certificates and Diplomas) - from Entry Level to Level 3 being funded by the Adult Education Budget (AEB), our Adult Skills courses provide a great stepping-stone for gaining future relevant skills. We've worked with employers and local authorities to ensure our programmes are flexible and fit for purpose, giving your learners the skills they need to succeed in their career and life.

Did you know? 59% of the unemployed can't afford to pay for training courses.

Contact us >

Funding and Policy update

Register for our funding webinar on 30 June to keep up-to-speed on the latest funding rules, policy development and reforms.

Sign up to our webinar >

Digital transformation and the Adult Education Budget

Creating the path for digital reskilling in a post-Covid economy

Read our short report focusing on our recommendations to support online learning interventions and funding mechanisms.

Read The Report >

Contact us
Our number one goal is to provide



Restart & Adult Education Budget Working together

Over 22 million workers feel they lack skills needed for future opportunities - HRreview

What is Restart?

Restart is a new multi-billion pound funding scheme commissioned by The Department for Work and Pensions (DWP).

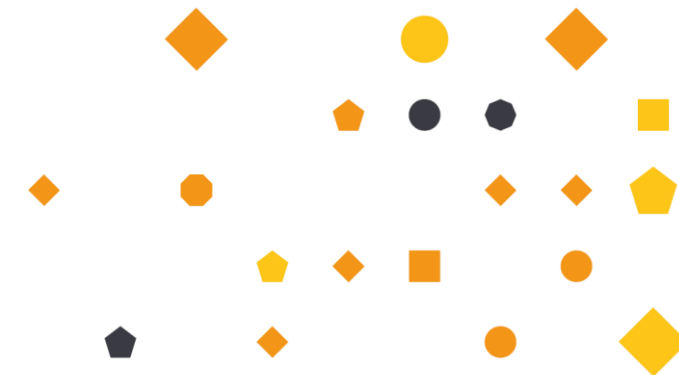
It's aim is to give enhanced support to Universal Credit claimants aged 18 and above and who have been unemployed for 12 to 18 months. The Scheme is designed to support individuals from across England and Wales back into employment over a three-year period, through a structured and tailored support plan of up to 12 months.

Over the last few years, we have been championing the need to retrain and reskill individuals to combat the skills and employment crisis. We have done this by lobbying with government and policy makers through our research and reports such as:

- **Building Bridges Towards Future Jobs** – focusing on the reskilling and retraining of displaced adults.
- **Missing Millions** – discussing the displacement of many workers that will need to partially retrain over the next decade.
- **Recovery and resilience** – calling for lifelong learning hubs to be developed to help adults who were displaced by the Covid-19 pandemic to retrain.

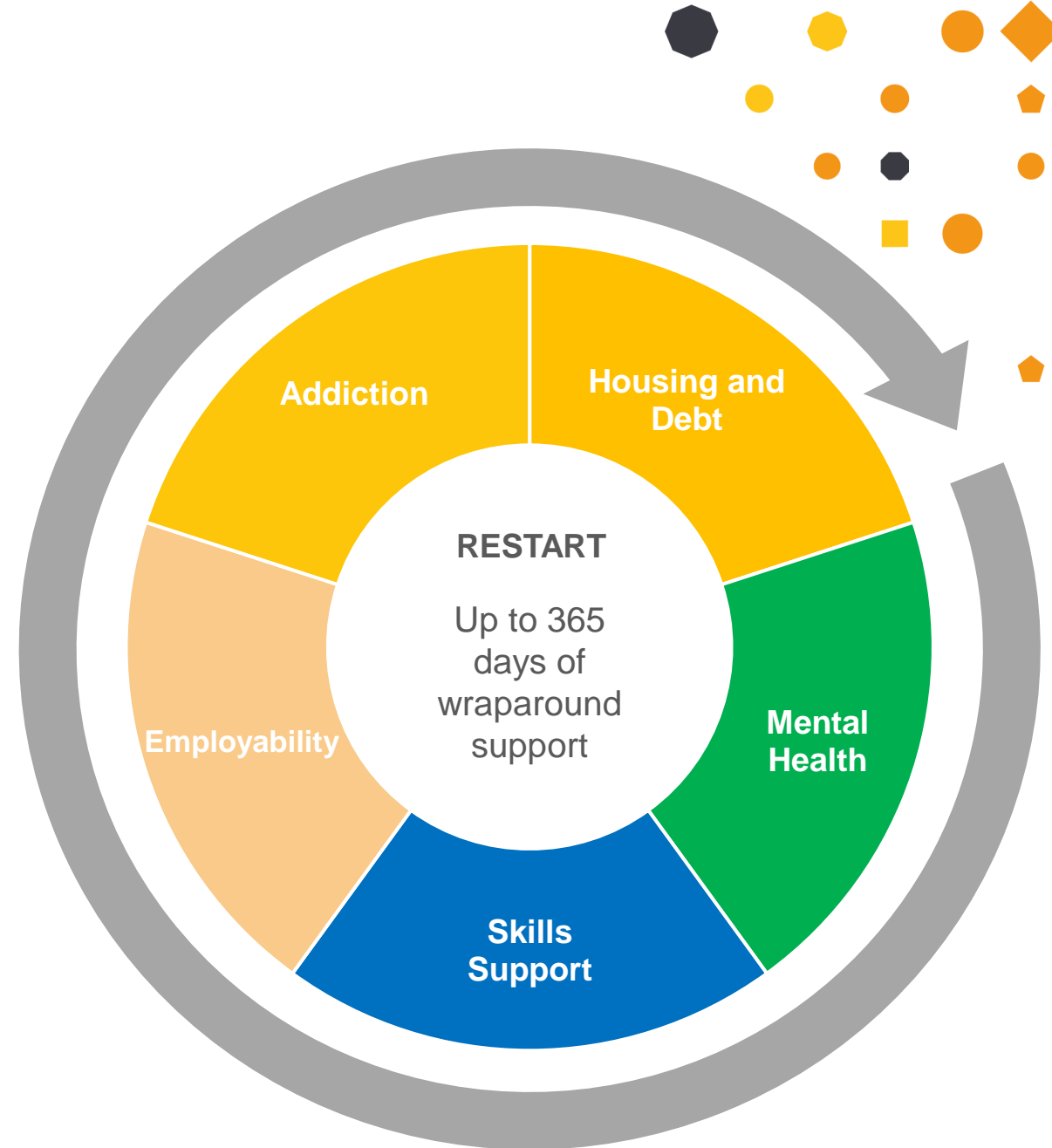
For more
information on
Restart please
visit:

[cityandguilds.com/
delivering-our-
qualifications/fundi
ng/restart](https://cityandguilds.com/delivering-our-qualifications/funding/restart)



Restart Overview

- The RESTART Scheme was announced in the November 2020 Spending Review.
- It is a 3-year long, £2.9 billion programme that will give Universal Credit claimants (aged 18 and over in England, and 16 and over in Wales), who have been out of work for at least 12 months, enhanced support to find jobs in their local area. The scheme will provide up to 365 days of tailored support for each participant.
- Funding for the scheme sits with Department of Work and Pensions (DWP), it is NOT a DfE programme.
- AEB funding can be used to support skills needs – additionality for DWP Primes
- The functional aspect of the programme will be managed via Jobcentre Plus (JCP). JCP will assess claimant suitability and refer eligible/suitable claimants to the relevant DWP prime provider.
- The prime providers and their delivery partners (specialist charities, small and medium-sized enterprises) are intended to complement the work of JCP with extra expertise, investment, innovation, and the additional capacity needed for intensive support.



Restart Contact Details and Support Resources

**Restart Lead Business Support
Manager – Joe Bell**
Joe.Bell@cityandguilds.com

Restart Website -
<https://www.cityandguilds.com/delivering-our-qualifications/funding/restart>

City & Guilds Group Press Worldwide Offices

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CENTRE DEVELOPMENT EXAMS AND ADMIN DIGITAL CREDENTIALS **FUNDING FOR TRAINING** OFFER OUR QUALIFICATIONS

[Home](#) > [Qualification delivery](#) > [Funding for training](#) > Restart scheme

Restart – into a job with City & Guilds

The Restart Scheme is a new £2.9 billion funding scheme commissioned by the Department for Work and Pensions (DWP). Its aim is to give enhanced support to Universal Credit claimants aged 18 and above and who have been unemployed for 12 to 18 months.

The Scheme is to support individuals from across England and Wales back into employment over a three-year period, through a structured and tailored support plan of up to 12 months.

<https://www.cityandguilds.com/digital-credentials>

Register for the webinar on 27 May

Get Ready for Restart

[Sign up to our webinar >](#)

Tackling the unemployment and skills crisis

Find out more about the current challenges of unemployment through our research reports.

Building bridges towards future jobs City & Guilds Group

Introducing Adult Skills

Leadership and Management

Flexible programmes for future
adult skills





City & Guilds **Work-Ready transferable skills frameworks**

A set of skills frameworks to support development and recognition of someone's soft skills wherever someone may be in their career/skills journey.

TRANSFERABLE SKILLS

City & Guilds **PRE-EMPLOYMENT**

- Interpersonal Skills
- Communication
- Equality & Diversity
- Working With Others
- Problem Solving
- Confidence Building
- Understanding Risk
- Decision Making



City & Guilds **UPSKILLING / RESKILLING**

- Understanding Conflict at Work
- Customer Focus
- Effective Communication
- Environmental Awareness
- Team Working Skills
- Dealing with Challenges
- Time Management
- Critical Thinking



ilm **LEADERSHIP & MANAGEMENT**

- Developing Yourself as a Team Leader
- Workplace Communication
- Improving Performance
- Developing the Work Team
- Diversity in the Workplace
- **Coaching & Mentoring**
- **Conflict Management**



Persona: Juno

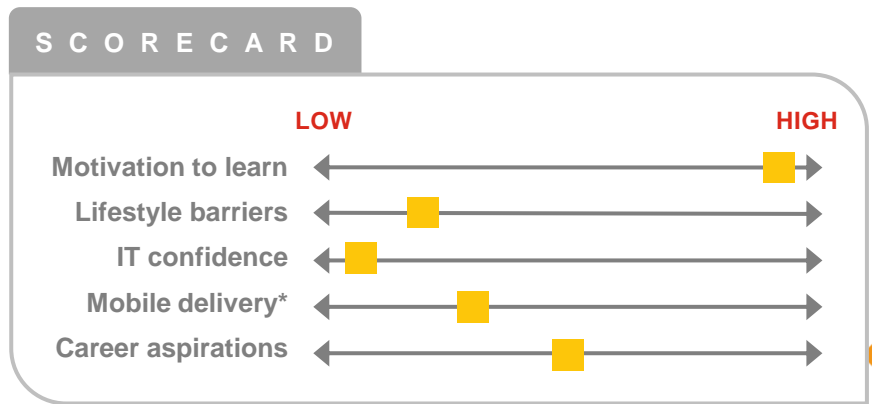


ABOUT JUNO (she/her)

After 5 years in the same job, Juno was made redundant as a full time cleaner within commercial premises. She is looking to get back into work and is happy to consider moving into another sector.

She has lots of transferable soft skills, but no formal qualifications in maths & English. Juno is a great team worker and made friends easily at work. Prior to redundancy she had just been promoted to a team leader, overseeing 4 other cleaners. Juno has great time management skills but lacks confidence in interviews. Juno hasn't used technology much in her previous role and feels she will need to be upskilled. She does however use the internet at home.

Name	Juno
Age	25
Previous Job	Commercial Cleaner – team leader



* Whether mobile delivery is a priority to this person

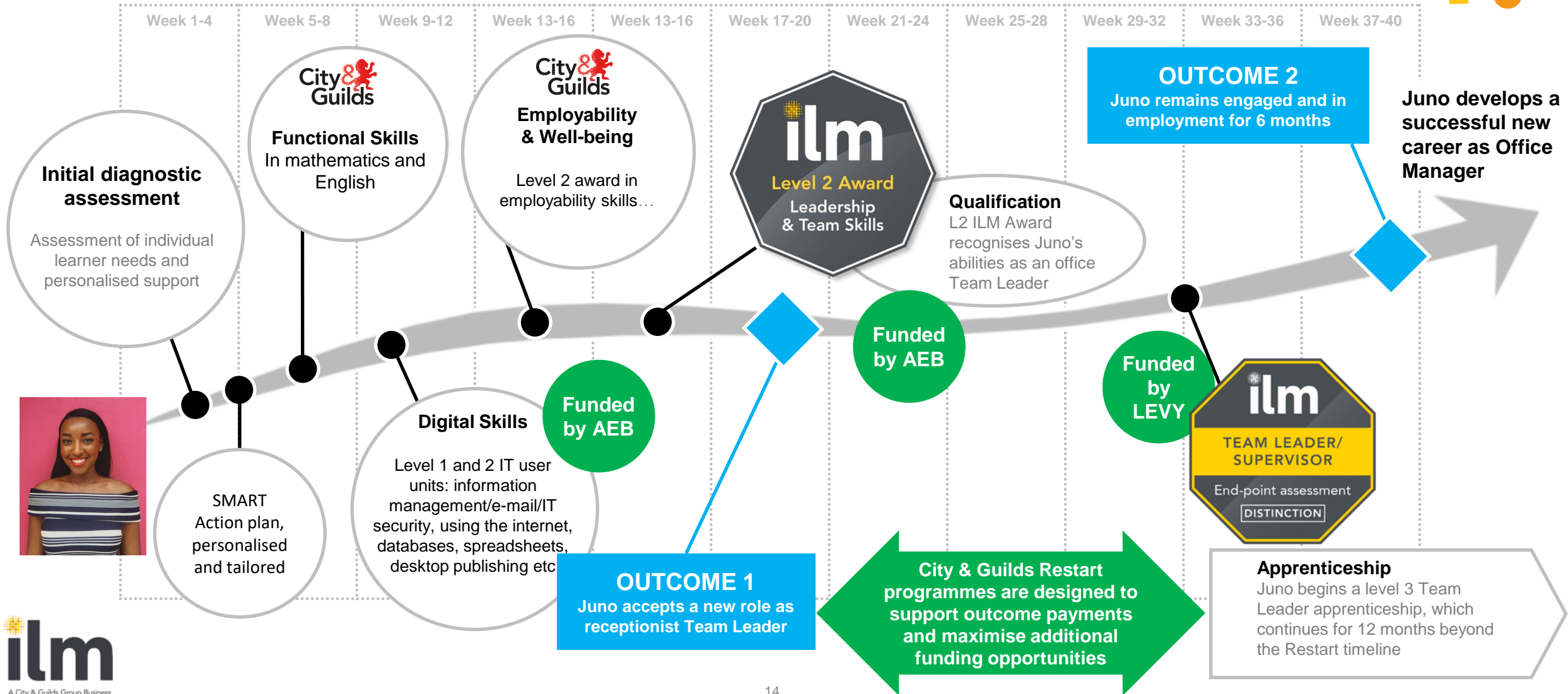
Challenges

Juno has no formal qualifications but is very good at managing time and prioritizing workloads. Juno was taught basic IT skills at school but hasn't really put them in to practice in her role. Juno also lacks confidence at interviews as she previously hasn't had many .



Our Proposition: Juno's skills bridge

Supporting her retraining and reskilling to create a bridge back into employment



Example: funding

19 + AEB Funding	
English functional skills	£724
Maths functional skills	£724
Level 2 Award in Employability	£150
Digital Skills IT User	£50 - £168 per unit
Optional Vocational Element	
Level 2 Award Leadership and Team Skills (8000-11)	£150
Levy funding	
Level 3 Team Leader/ Supervisor Apprenticeship	£4,500 (max)



Traineeships



City & Guilds Traineeship Support

- The current Traineeship flexibilities have been extended into 2021-22.
- No further news on the 16-19 traineeship commercial process, although ESFA say is it on the cards.
- Traineeship policy developments –
 - Sector based traineeships
 - Move towards traineeships becoming L2 progression route to apprenticeships standards and T Levels – linked to qualification reforms.
 - And to IfATE work on occupational maps/standards

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CENTRES LEARNERS EMPLOYERS

Traineeships

Home > Our offer > Centres > Work ready > Traineeships

Traineeships

What are Traineeships?

Traineeships are an education and training programme created to help learners who are interested in securing an apprenticeship, or employment.

To support the economic recovery from Covid-19 the UK government announced further funding opportunities for traineeships and pledges to provide 30,000 new traineeships to get young people in England into work. Government funding is available for traineeships which are aimed at 16 to 24 year-old-learners who need support in developing their learning and skills, to subsequently help them to progress to an apprenticeship, employment or further education.

Eligible providers for traineeships must have an Ofsted Inspection grading of good or outstanding.

Our traineeship flyer to be used with your learners and their parents to explain what traineeships are.

Who are traineeships designed for?

What's included in a traineeship?

Traineeship - Business Administration Level 2 webinar

Traineeship programme factsheets by sector

Looking for a traineeship?

A list of traineeship providers are available on the [government's website](#).

Contact us

Create tailored programmes to meet the needs of your learners. Contact us today for more information or how to become a City & Guilds centre.

For more information on offering our qualifications at your organisation, visit our [Offer our qualifications](#) page.

QUICK LINKS

A summary of **traineeship Framework and Flexibilities**

Eligibility



16-24 (25 with EHCP)

Qualified up to Level 3

(opening up programme to more 19-24-year olds who need support to find a job or apprenticeship)

Duration



Min 6 wks, **max 1 year**

Most complete within 6 months

Learners further away from labour market benefit most from longer courses

Referrals



As now, but built on **stronger joint local working** with JCP referral and career advisers

Content

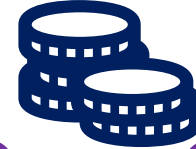


Vocational offer of **70-240 hrs**

English, maths and **digital**

Sector-focused vocational learning to **prepare for progression to occupational standards**

19-24 AEB



Increased AEB learning aim unit cost to £1500 to reflect extra costs for planning and coordinating work placement and preparation

Employer incentive



£1000 per trainee (max 10) for employers offering new work placements



ILM Traineeship Example Funding (19+)

Programme Area	Funding Elements
Traineeship Core Element (work preparation and work placement)	£1500
English Functional Skills	£724
Maths Functional Skills	£724
Optional Vocational Element Example: City & Guilds Level 2 Certificate in Leadership and Team Skills	£724
Award in Employability	£300
Total Potential Funding	£3,972

N.B. for Adult Education Budget (AEB) funded Traineeships, Education and Skills Funding Agency (ESFA) may apply a job outcome payment, depending on the type of programme being delivered. More information on this can be found in the ESFA Funding Rates and Formula Guidance [HERE](#)

* During 2020-21, there is a £1000 employer incentive for each trainee taken on, up to a maximum of 10 trainees per employer

Learn more at [cityandguilds.com/traineeships](https://www.cityandguilds.com/traineeships)



ILM Qualifications attracting funding

AEB Funding

Learning Aim Reference (QAN)	Learning Aim Title	Qual Level
60059278	Award in Effective Team Member Skills	2
6005928X	Award in Leadership and Team Skills	2
60059308	Certificate in Effective Team Member Skills	2
6005962X	Certificate in Leadership and Team Skills	2
60132164	Diploma in Team Leading	2
60137812	Certificate in Team Leading	2
60177093	Award for Young Leaders	2
6017710X	Extended Award for Young Leaders	2
60336924	Award in Effective Mentoring Skills	2

<https://www.i-l-m.com/assessment-and-resources/funding>

Digital learning to support your delivery

As a result of the Covid-19 pandemic, workplaces and colleges closed, which forced the rapid improvisation, innovation, and adoption of online teaching. Real-time online teaching requires more focus, where lecturers and learners must work together to achieve the right blend of 'intensive' and 'extensive' learning.

Enhance your learner's training experience with our range of interactive learning solutions. From our e-learning packages and SmartScreen learning materials, to our digital platforms, we've developed flexible and relevant digital solutions which support blended learning across a range of funded programmes. These are also relevant for self-guided learning. For more information on our digital products please visit our [digital learning page](#).

We'll walk you through how to use it

Find out how we can support your with Restart, AEB funded qualifications, Traineeships and Apprenticeships, with our suite of digital materials and online platforms.

[Register for our free Adult Skills Digital Solutions demo on Tuesday 17 August](#)



Digital Solutions Webinar

Date: Tuesday 17 August

Time: 09.00-10.00 (BST)

[Register now](#)

ILM Level 2 Award in Leadership & Team Skills

High-quality digital learning resources supports remote/blended provision of this Level 2 Award. Specifically designed for mobile delivery this offer includes eLearning resources, activities and research tasks. Videos with high production values, humorous scripts, laugh-out-loud gags and a variety of famous faces drive home key learning points.

ILM L2 eLearning

- Developing Yourself as a Team Leader
- Workplace Communication
- Improving Performance
- Developing the Work Team
- Diversity in the Workplace



All learners (and tutors) have access to complimentary membership with **The Institute of Leadership & Management** for 12 months, giving access to a range of resources and eLearning



The Institute of Leadership & Management

All centres and learners have access to complimentary membership with **The Institute of Leadership & Management**. Automatic enrollment through *Walled Garden*.

- Access to expertly curated online resources, including interactive tests, guides, journals, webinars, blogs, podcasts and leadership events.
- Award-winning e-learning and tools to identify strengths and areas of development
- Access to a range of online resources
- Network with like-minded professionals
- EDGE online journal and cutting-edge research



We're here to help

For general enquiries about Adult Skills:

+44 (0)192 420 6709

For information on how to become a centre [visit our webpage](#).

Email: directsales@cityandguilds.com

#CGAdultSkills

For digital learning enquiries:

For further information and support with our digital learning, learning materials and platforms including; SmartScreen, Portfolio Plus and e-Functional Skills Reloaded:

Email: digitalsales@cityandguilds.com

+44 (0)1924 206 709

cityandguilds.com/digital-learning



Keep in touch

- Visit the **Adult Skills web page** for the latest information: cityandguilds.com/adult-skills this includes quick links to AEB, Traineeships and Restart information.
- Register to receive the latest 'Funding' and 'Leadership and Management' updates here: ilm.com/email-updates
- Join the conversation, follow us across our social media channels:



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Any Questions?

