**WBL (ACP and JGW+) Data Management and Compliance Reference Group**

**Friday 7 June 2024**

**09.30 - 11.00am**

**Via MS Teams**

**Notes and Actions:**

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| **Members:**  ACT Training Ltd – Matt Burnett  B-WBL:   * Glenn Bunyan * Jenny Badger   Cambrian Training Company:   * Cai Watkins   Cardiff and Vale College   * Maureen Bielski * Lauren Moulton   Coleg Cambria -  Educ8 Group:   * Cheryl Palmer   Gower College Swansea – Dani Williams  Grŵp Llandrillo Menai:   * Clive Thomas * Emma Williams   Grŵp NPTC Group:   * Louise Akers * William Hughes   Itec Skills and Employment   * Annmarie Evans * Ross Williams   Welsh Government:   * Bernie Page * Lisa Pugh * Catherine Jenkins * Brian Lewis | **Chair:**  Angela Maquire-Lewis (Cambrian Training Company and NTfW Board Member)  **Secretariat:**  ColegauCymru - Jeff Protheroe  **Meeting Invitees:**  N/A  **Apologies:**  Cardiff and Vale Colle – Matthew Cohen  Grŵp Llandrillo Menai:   * Emma Williams * Sarah Jones (COPA)   NTfW - Lisa Mytton |

1. **Welcome and apologies (Chair)**

Angela Maquire-Lewis (AM-L) welcomed everyone to the meeting and noted the apologies received.

1. **Notes and actions from previous meeting (Chair)**

As the last meeting was some time ago, it was felt that the notes and actions were of little value, as things had moved on in that time.

**3.** **Matters** **arising**

There were no matters arising.

1. **Review of the Terms of Reference**

Overall, everyone was content with the Terms of Reference (ToR) but it was agreed that the frequency of the meeting be extended to once a quarter.

**Action** – ToR to be amended to reflect the decision that meeting will move to quarterly (after the next meeting)

**4.** **Update from the LLWR Data Management Team:**

Bernie Page (BP) provided the following updates:

* Data Submission Principles – Bernie discussed the principles and confirmed all in attendance understood them. He went on to ask if the sharing of this data would be welcomed as a standing item of future meeting (anonymised or not?). There was some discussion around the ‘Awards data’ and BP committed to sending out individualised data to all providers, inviting a follow up discussion if they wished.

Catherine Jenkins (CJ) reinforced the message of the timeliness in submitting data to Welsh Government, as this will inform the Apprenticeships Commission Programme (ACP) Quarterly Performance Review process.

Providers asked that any calls made for changes to the data principles and/or subsequent changes made be widely communicated across the whole provider network.

There was some discussion around the inconsistent recording of a learner’s (previous) school data. Although an optional field, BP would encourage all to do.

* Expected End Dates (for ACP) – through a discussion there appeared to be an inconsistent approach across the provider network to changing expected end dates. It was felt that this could be as a result of the changes to the funding methodology when the move was made to ACP

BP confirmed that there would be no changes to LLWR data fields for the forthcoming 2024/25 year, although there would be some relaxations to some fields, details of which will be sent out via the LLWR mailbox.

* Storage of validation rejections – Data will be transferred to the Commission (now to be known as Medr) on a nightly basis, therefore there is a requirement to reduce the data being held and transferred.
* Other – BP went on to outline:
* Changes to LLWR Previous Transactions and locking functionality
* Feedback in relation to the LP04 rule change in February
* Data quality feedback in terms of timeliness, completeness and accuracy.

**Action** – Providers to outline their preference to receiving the data (anonymised or not) as a standing item of future meetings.

**Action** – BP to email out provider own ‘Awards data’ for them to review and discuss with BP if required.

**Action** – LLWR Team to ensure that any changes made to the data principles, called for by providers, are routinely and widely disseminated across the provider network

**Action** – BP and/or CJ will speak to a colleague (Dean James) to seek and provide clarity

Bernie Page went on to provide a response to the Issue(s) raised by providers prior to the meeting:

* *LLWR Manual – Still working off 2022/23 v4.0 –**Been mentioned several times since last year that a new revised one was expected*

*Not releasing yet, as need to understand any branding requirements for Medr (CTER). No significant changes expected*

* *Suspensions & Employer Data Reconciliation**– Completed an initial reconciliation exercise around April 2023 for Scott @ WG. Was expected that further reconciliations would take place and that data anomalies should hopefully be expected to be available on LLWR Inform under Data Quality Reports. Any updates on this?*

*Have now received the specifications and need to run through them. The transition to Medr (CETR) have delayed this, but they should be released soon*

* *[Can Welsh Government] make a list of provider contacts available on LLWR Inform, ensuring it is regularly maintained and updated - This will enable providers within the network to contact each other and swiftly resolve learner overlaps. Identifying and obtaining the correct contact details of the appropriate person within a provider organisation is a huge challenge.  The named person would need to be responsible for working with us to resolve the overlapping issues and ensure action is taken prior to the next claim freeze.  This suggestion was raised in the recent WG Audit Evidence Workshop yet I’m unsure if the suggestion has filtered down to the right department internally within WG for it be actioned.*

*Could you not use the distribution list of this group? There are overlaps with data, and it is important to know that named contacts. Action – for us to consider*

**Action** – Providers to consider whether or not this can be shared amongst members of this group

* *The current dropdown menu in LP90 doesn’t provide an option for learners who have ALN but do not require an IDP.  Currently, we are recording these learners as code ‘1 - Learner has a learning difficulty or disability but does not have ALN’ but it is not suitable.  Our ALNCo is attending a network meeting this Thursday and will seek advice from other providers on their approach but I said I would raise this at our meeting too.*

*Raised with ALN Manager. They are consulting with colleagues internally.*

**Action** – BP to provide an update once received.

* *Reason for Suspension – Is it suitable to categorise a learner who is suspended from the workplace pending investigation under ‘personal reasons resulting in a period of employment absence’?  Spec provides examples for caring for sick relative, bereavement.*

*This should be recorded under ‘other’. The data is looked at by contract managers*

* *We haven’t received any update on changes to eligible evidence requirements for next year which is unfortunate as it would have been a good opportunity to discuss these in the meeting although, I would like some clarification whether it is acceptable to have 1 digital signature to sign off all eligibility evidence rather than a digital signature for each piece of evidence obtained.*

**4.** **Welsh Government** **Updates**

1. **Apprenticeships**

Catherine Jenkins (CJ) provided the following updates:

* Evidencing Learner Eligibility – Nikoleta is leading on this currently. Looking at what, why, and how. Working with a range of teams. Recommendations have been put forward and are awaiting approval. Need to also ensure Medr are supportive of changes. A meeting on Mon 10 Jun – will hopefully have an update after this. Any changes will also need to be reflected in the Programme Specifications too. We should see an update coming out in the next couple of weeks.

AM-L outlined that she would be happy to convene an extraordinary meeting of this group to discuss the impact of any proposed changes.

1. **JGW+**

Lisa Pugh (LP) provided the following updates to issues raised prior to the meeting:

JGW+ Update (May 2024) –In the latest update it states **‘**Contractors now have 8 weeks from the participant’s leaving date to achieve and record the immediate destination outcome’

The statement requires a little clarification, as it could be read to imply that if a learner has achieved positive progression on the 8 week (56 day) deadline then also on that 56th day the outcome needs to be recorded and uploaded to LLWR which is impossible, so we assume that the statement should be read as ‘we now have 8 weeks (56 days) to identify positive progression and record on LLWR by the 3 month locking of record.

LP clarified that it is 8 weeks to record and identify (after the 3 months period of locking the data)

JGW+ Neutral Outcomes - We know in recent months there was discussion on the relaxation or removal of holding evidence for neutral outcomes and at one point the instruction went out to providers that neutral outcome no longer required evidence. We know that some providers including ourselves raised this as a concern as it could turn into a ‘free for all’ whereby providers could easily switch learners to neutral which then affects LOR. The instruction was quickly revoked. Can we have confirmation please that evidence required for both positive and neutral outcomes remains unchanged as per programme specification and that we are still waiting for any further guidance to be released?

LP stated that this needs to remain

JGW+ Specification Guidance - Ever since the start of the JGW+ programme it is and has been very difficult to compile 1 set of clear and accurate guidance for the programme. On top of the initial JGW+ programme specification which has been revised several times, there has been many monthly update emails along with extra guidance emails, clarification emails etc therefore specific rules and guidance could be in several notification or documents. We are awaiting a significant update to the JGW+ programme specification which we hope will become the main accurate guidance document, but would it be possible to update the programme specification as and when new rules are issued?

The latest version should be published in the next two weeks. Updates have been given through the monthly newsletters. Providers see value in these

LOR data – is an ongoing process, so there is no data freeze. Information is shared on the monthly newsletters

1. **Any Other Business**

Maureen Bielski informed everyone that she will be retiring on 2 Aug 24. Everyone wished her well

1. **Date of next meeting**: Friday 2 August 2024 (09.30 – 11.00am)

**ACTIONS**

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| **Action** | **Lead** |
| **Action** – ToR to be amended to reflect the decision that meeting will move to quarterly (after the next meeting) | **JP/LM** |
| **Action** – Providers to outline their preference to receiving the data (anonymised or not) as a standing item of future meetings. | **All** |
| **Action** – BP to email out provider own ‘Awards data’ for them to review and discuss with BP if required. | **BP** |
| **Action** – LLWR Team to ensure that any changes made to the data principles, called for by providers, are routinely and widely disseminated across the provider network | **BP** |
| **Action** – BP and/or CJ will speak to a colleague (Dean James) to seek and provide clarity | **BP/CJ** |
| **Action** – Providers to consider whether or not this can be shared amongst members of this group | **All** |
| **Action** – BP to provide an update once received. | **BP** |