

**Skills and Employability Guild Action Plan  
Progression Document**

**Date of last meeting 5<sup>th</sup> December, 2016. No. of attendees 20.**

**The Keys to its success are as follows:**

The way it is presented and introduced  
 The value it holds to each guild  
 Regular review held each quarter  
 This document is dated and is viewed as live  
 This document is presented to existing guilds and feedback gathered to develop best practice  
 That success is shared within the guild's network

**Goals behind the Action Plan:**

To give each guild a clear direction of travel in order to achieve their objectives  
 Employers to review agree and implement the action plan.

Key objectives to March 2017

<b>1</b>	<b>Aspiration: Promote a positive image of the sector and the opportunities</b>
<b>2</b>	<b>Attitude: Develop the employability skills to enable young people to sustain employment in the sector</b>
<b>3</b>	<b>Achievement: Develop a Curriculum offer in Kent that provides young people with appropriate qualifications and skills.</b>

Please note the activities outlined below should link in with the objectives 1, 2 and 3 outlined above

Activity	Start Date	Duration	Cost	Responsibility	Success Criteria / deliverables	Monitoring / Evaluation
1. Employer Led initiatives within educational establishments <ul style="list-style-type: none"> <li>• School visit</li> <li>• Employer Site Visit</li> <li>• Employer supported Interviews</li> </ul>	23/05/2016, 03/11/2016 Sub Groups formed for School Engagement Strategy.	Ongoing.		12 members of the Guild are working on in the two various strategy groups..	Undertaking a mapping exercise of all the bodies supporting the	Employer engagement delivered or offered in:-

<ul style="list-style-type: none"> <li>• Specialist careers events</li> <li>• Master class of a specific aspect/process in the sector</li> </ul>	Employer Engagement Strategy	Ongoing.		Resources from Primary Engineer & Kent & Medway STEM	<p>skills development of the industry and creating apprenticeship opportunities.</p> <p>A first newsletter to promote the sector and Guilds activities was produced in July 2016. A second newsletter was published in December 2016.</p> <p>Exploring schools and up and coming careers events the Guild can support.</p> <p>Developing a supply of resources employers can use in when delivery activities in schools with.</p>	<p>Holmesdale School, Goodwin Academy, The North School, St Simon Stock, Wrotham School, Leigh Academies Trust Herne Bay High School Folkestone Academy, The Norton Knatchbull.</p> <p>See school support document for full details.</p>
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				Primary Engineer to deliver CPD for teachers in schools.	At least 7 coastal schools to be supported, funded through the Careers Enterprise Company by Easter 2017.	Secondary Engineer Fluid Power Challenge offered in:- Dover Christ Church, Goodwin Academy, Hartsdown, Romney Marsh, Oasis, Herne Bay School Folkestone Academy.
2. Regular production and distribution of promotional/informative material showcasing the sector For example: Half yearly newsletter..	21/04/2016 and 12/09/2016, 26/02/2017 Guild members sending articles for the newsletter.	First deadline 20/06/16. Newsletter half yearly produced. Second newsletter to be published in December 2016.	Free.	Guy Robinson to produce newsletter. All guild members to contribute.	To create an initial newsletter for schools, colleges, employers, parents and young people.	First newsletter published in July 2016.  Second newsletter published in December 2017.  April 2017 Newsletter to be produced focusing on apprenticeship opportunities and advertising apprenticeship vacancies for 2017 year 11, 6 <sup>th</sup>
	30/06/2016. Meeting with the Mason Trust.	Ongoing. To discuss creating a Kent Engineering Guild model of the 'I can be a'	To be investigated.	Guy Robinson & Lorraine Kemp (ECITB)		

<p>Creating a KAMEG Guild logo.</p>	<p>01/12/2016. Deadline for first draft.</p>	<p>careers website.  This website to be presented to the main Guild meeting in employer engagement sub group in April 2017.  3 months.</p>	<p>£100.</p>	<p>Andrew Livesey and Mid Kent College students.</p>	<p>Students tasked with creating a logo for the Guild.</p>	<p>form leavers.  15/02/2017 Second draft received and being reviewed.</p>
<p>3. Creating work experience opportunities within the guilds</p> <ul style="list-style-type: none"> <li>• Informing young people of the sector and opportunities that are available and challenging their perceptions and attitudes of the industry</li> <li>• Provide skills and experience to enable the young person to make informed choices.</li> <li>• Encourage employers in the guild to offer meaningful work experience opportunities</li> <li>• Liaise with Kent schools to build better relationships in order to create opportunities for young people</li> </ul>	<p>21/04/2016 Investigating work experience programmes including Industrial Cadets and Crest.  10/11/2016</p>	<p>Ongoing.</p>	<p>For Industrial Cadets indication of £1500 per programme (12 – 15 students).</p>	<p>School Engagement &amp; Employer Engagement Strategy Groups.</p>	<p>School Engagement and Employer Engagement Mission statements to be in place by April 2017.  EBP to present on Crest Programme to enable comparison of the programmes at December 2016 Guild meeting.  Success will be measured on placements delivered.</p>	<p>Work exp. opportunities offered by P&amp;B Metals, Dover Port Authority, MEP and NuSteel.</p>

<p>4. Supporting a pipeline of upcoming events careers events in Kent</p>	<p>Guild members to inform of known and up and coming Careers Fairs and events in schools.</p>	<p>Ongoing to be added to a directory of events once known for academic year 2016/17.</p>		<p>All Guild members.</p>	<p>Events supported in the following schools in 2016:- The Goodwin Academy, St Simon Stock, The North School, Leigh Academies Trust, Homesdale School, Herne Bay High.</p>	
<p>5. Establishing a directory of employers who are happy to engage</p>	<p>20/04/2016. Guild now has a nominated an Industry Chair. Phil Hart from MEP.  Looking to promote Guilds activities with other employers.</p>	<p>Ongoing. Need to build the membership of the KAMEG Guild and establish a directory of employers.  Ongoing. To promote via newsletter, employer visits and events.</p>		<p>Employer Engagement Strategy Sub Group. First meeting 31/10/2016. Second meeting 28/02/2017</p>	<p>To have at least 20 employers engaged with the Guild activities by 2017.</p>	<p>20 employers now engaged with the Guild. 28/02/17.</p>

6. Establishing Ambassador programme for both employers and young people within each guild	12/09/2016 Kent and Medway STEM representatives have joined the Guild. Hellen Ward & Tsige Sherrington, Canterbury Christ Church University.			To discuss within Employer Engagement Strategy Group. Kent & Medway STEM to present to Guild at April 2017 meeting.		
7. Establishing Hub Schools for each sector <ul style="list-style-type: none"> <li>• Hub schools will act as flag bearers for other schools</li> <li>• Will deliver industry related qualifications</li> <li>• Share best practice</li> <li>• Influencing school curriculum pathways in light of sector skill requirement</li> </ul>	15/06/2016. Identify two volunteer Enterprise Advisers to work with Enterprise Co-ordinator.	To be in place completed by 01/01/2017		All Guild members.	To have two Enterprise Advisers working in coastal schools. See school engagement report from 30/01/17.	
8. To capture appropriate case studies depicting the young people's success in the sector	Case studies in process of being created by Guild members for newsletter.	December 2017 newsletter.		All Guild members.		
9. Ensure that the Guilds communicate their activities effectively to the local Careers Education Information Advice and Guidance networks.	01/09/2016 Employer Development Officers to share Guild's activities in CEIAG Network meetings	Ongoing.		EDO's and Participation & Progression Managers.	Schools become aware of the Guilds' activities and ask for support.	Guild offer presented to CEIAG networks across the county.
10. Develop a list of skills and experiences needed by young people in order to access careers within the sector <ul style="list-style-type: none"> <li>• Identifies the skills and experiences to be developed</li> <li>• Provides a process to record the skills and experiences</li> <li>• Provides a process to enable a young</li> </ul>	Guild members to suggest junior and secondary schools who will be happy to have visits by employers and visit employers businesses.	Plans to have a list of schools to work with by 2017.		All Guild members.		

<p>person to reflect on the skills and experiences developed</p> <ul style="list-style-type: none"> <li>• Employability Passport</li> </ul>						
<p>11. Ask employers to share their current apprenticeship programmes to influence future training opportunities</p>	<p>Guild members to advertise their Summer 2017 apprenticeship vacancies in a special newsletter.</p>	<p>Newsletter to be produced for April 2017.</p>	<p>Ongoing.</p>	<p>Employers in the Guild.</p>	<p>At least 15 apprenticeship vacancies to be made available in the newsletter,</p>	