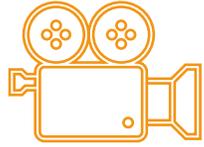




# ILM Quarterly Update

April 2024

# Housekeeping



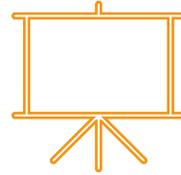
## **This session is being recorded**

The session is being recorded, which will be sent to all attendees after the webinar.



## **Everyone is on mute**

Everyone is on mute



## **Slides**

The slides will be sent to all attendees alongside the recording after the webinar



## **Questions**

Please add your questions into the question function on the control panel. Will we endeavour to answer all questions.



## **If the session cuts off**

Please use the original webinar link to gain access back into the session.  
To join over the telephone, select “Phone Call” in the Audio pane and the dial-in information will be displayed

# Agenda

- 1** Introductions from our new team members
- 2** Upcoming Events and Webinars
- 3** Update on JCQ Guidance (AI)
- 4** Quality Handbook update – Conflict of Interest
- 5** Price Changes from September 2024
- 6** ILM Assessment Service (ILMA)
- 7** Local Skills Improvement Plans (LSIPs)
- 8** Apprenticeship Focus
- 9** Q&A
-

# Speakers



Julie Rowlett  
ILM Technical Advisor  
[Julie.Rowlett@i-l-m.com](mailto:Julie.Rowlett@i-l-m.com)



Richenda Yates  
ILM Industry Manager  
[Richenda.Yates@cityandguilds.com](mailto:Richenda.Yates@cityandguilds.com)



Karen Egan  
ILM Technical Advisor  
[Karen.Egan@i-l-m.com](mailto:Karen.Egan@i-l-m.com)

# Upcoming Webinars and Events



# Here's what we have set up at the moment

## Webinars/ Virtual



Women in Leadership 6th June  
Link to follow



Leadership in a digital/virtual world  
July 2024 - Detail and link to follow



Coaching Special Interest Group  
(meets every 6-8 weeks)  
Contact [Karen.Egan@i-l-m.com](mailto:Karen.Egan@i-l-m.com)

## Face to Face Events



**Management Apprenticeships – Best Practice and Networking event for EPA 14<sup>th</sup> May Wakefield**

[Book your place here](#)



### **Coming soon:**

- Regional Face to Face networks
- Leadership & Management Special Interest Groups
- Roadshow

Please complete our survey at the end of the webinar to add your thoughts for other events



# Update on JCQ Guidance February 2024

Artificial Intelligence (AI)



# JCQ Guidance – February 2024

JCQ Bulletin: Updates AI Guidance [JCQ bulletin: Updated AI Guidance \(mailchi.mp\)](#)

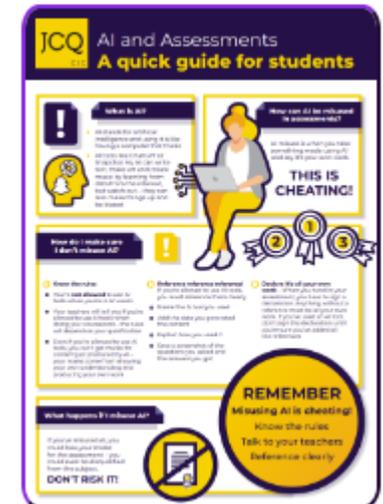
Updated guidance again: Use in assessment: [AI-Use-in-Assessments\\_Feb24\\_v3.pdf \(jcq.org.uk\)](#)

## Summary of what's changed in the guidance:

- Added real-life candidate malpractice examples involving AI that has not been referenced appropriately (see new appendix A)
- Added information on how to authenticate candidate work
- Added a new section, *AI use and marking*, to give clearer guidance on the impact on marking of student use of AI tools and on the use of AI tools by assessors when marking, with real-life examples (see new appendix B)
- Expanded the list of AI tools and AI detection tools.

## Extra support

- Poster for learners
- Guidance for teachers





## Face to Face events (London) How to Safely Implement AI in Your Organisation: Opportunities & Challenges

Aimed at senior leaders working in either training providers or colleges, there are 2 dates available and tickets will be on a first come first served basis

[London \(Giltspur Street\) Monday 20th May at 1pm](#)

[London \(Giltspur Street\) Friday 24th May at 1pm](#)



# Conflict of Interest

Changes to the City & Guilds/ ILM Quality Assurance Standards Centre Handbook.

- Section 4.1.5: **Centres wishing to register a staff member as a learner at their own centre**
- Section 4.4: **Assessment documentation and records**

The updated Handbook can be found here

[gas-centre-handbook-pdf.ashx \(i-l-m.com\)](https://www.cityandguilds.com/~/media/2018/01/14/gas-centre-handbook-pdf.ashx)

Queries to: [Quality@cityandguilds.com](mailto:Quality@cityandguilds.com)



# Price Changes from September 2024

For ILM customers, we will be maintaining the current minimum spend level of £2,500 and introducing a new annual approval charge from the next academic year.

More information can be found here

[New approval charge and price changes from 1 September 2024 - News | City & Guilds \(cityandguilds.com\)](#)



# ILM Assessment Service Customer Standardisation Sessions

Suitable for tutors or anyone involved in preparing and supporting learners with ILM assessments marked by the assessment service.

- **May 20th** (10am to 1pm) – Level 5 Coaching & Mentoring
- **June 18th** – (10am to 1pm) - Level 2&3 Leadership & Management
- **July 23rd** (10am to 1pm) - Level 5 Leadership & Management
- **Sept 20th** (10am to 1pm) - Level 2&3 Leadership & Management introduction – *please note this session is aimed at new tutors and will cover an overview of the ILM assessment verbs and criteria - **this is a repeat of the sessions held in March & November 2023 and March 2024***

To book your place contact [ILMassessmentService@I-I-M.com](mailto:ILMassessmentService@I-I-M.com) providing you name, email address preferred session date and centre name.



# Local Skills Improvement Plans

**Richenda Yates - ILM  
Industry Manager**

[Richenda.Yates@cityandguilds.com](mailto:Richenda.Yates@cityandguilds.com)



**Skills for Jobs: Lifelong Learning for Opportunity and Growth 2022 Gov.UK.**

**The national skills gap is now at an 18-year high.  
(Manpowergroup 2024).**

**Local Skills Improvement plan strategy (2023-2026)**





All **9** regions (38 LSIPS) were scrutinised to understand the employment landscape of the region, demographics and main employment sectors

Immediate employment gaps.

“Up and coming” skills shortage trajectories for the next three years.

Sectors that will experience significant growth.

Economic growth areas

Priorities for each region were then agreed with the Government. See example – North Tyne.





## North Tyne

The region's population is around 829,800, with 64% of working age.

The economy has shifted from heavy industry to services, with manufacturing and low-carbon technologies still significant.

The Adult Education Budget (AEB) was devolved to NTCA for upskilling and training.

84% of surveyed employers with vacancies struggle to fill roles.

The Construction, Finance, Insurance and Real Estate, and Education, Health and Social Care sectors face high vacancy rates.

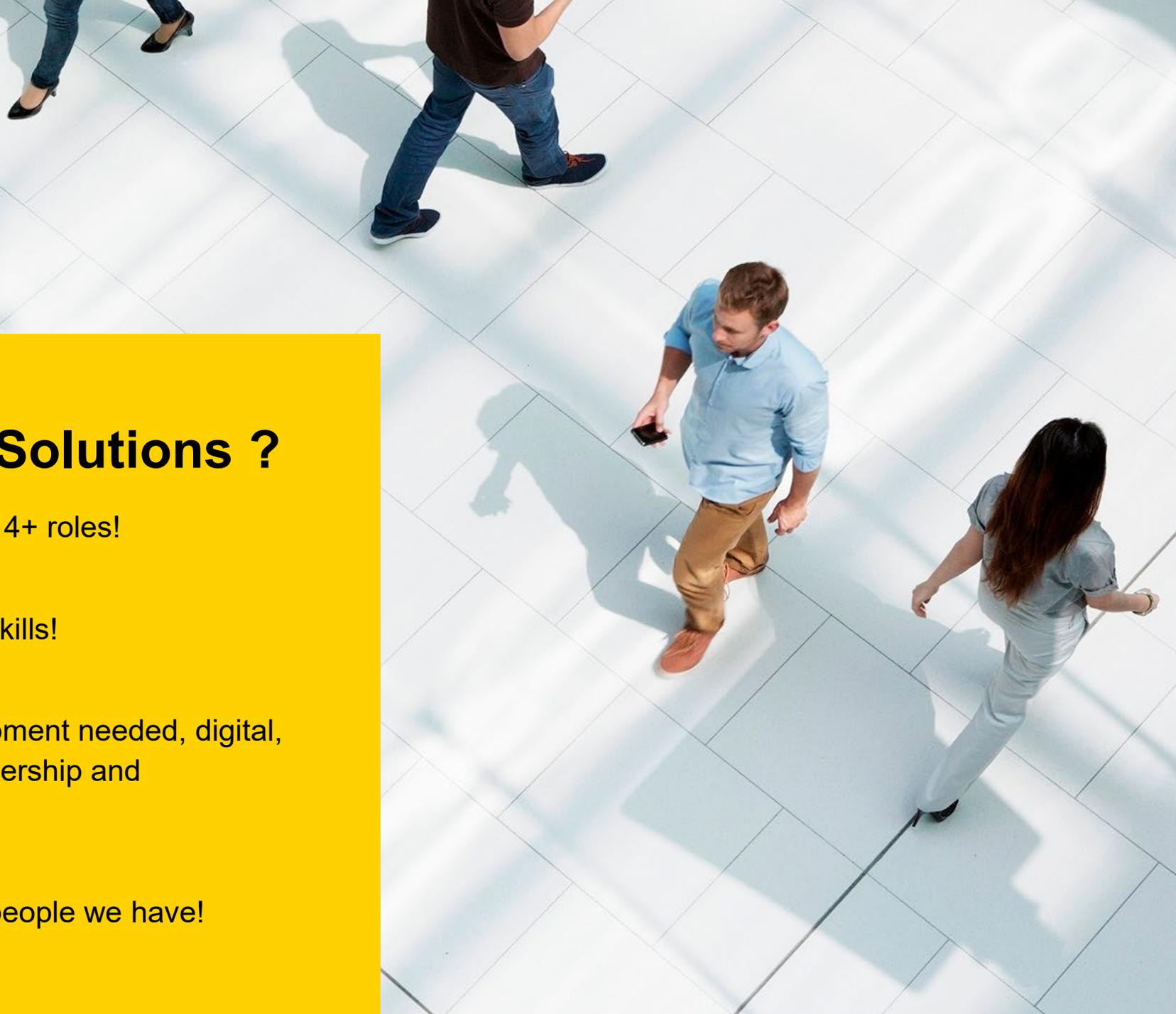
Deprivation, low pay, and in-work poverty affect the skills system.





## Findings and Solutions ?

- Biggest gap is for level 4+ roles!
- Qualifications are not skills!
- “Cross cutting” development needed, digital, employability and Leadership and management skills.
- Re-skill vs Upskill the people we have!





For a detailed report  
on your region,  
please contact me or find  
me on [Linkedin.com](https://www.linkedin.com).

[Richenda.yates@cityandguilds.com](mailto:Richenda.yates@cityandguilds.com)

Thank-you.



# Apprenticeship Focus



# Apprenticeship Focus



EPA Planning Meetings



EPA Event timelines from Gateway



Additional time within EPA



Level 5 and & 7 Proposal wordcount



Failed component critical timelines



Redundancy dispensations



# EPA Planning meetings

For Management Standards, planning meetings 'Optional' at apprentice registration in EPA Pro.

Were mandated in early set-up of Pro. Purpose was to agree date for the EPA event.

Now an optional field but not an opportunity to 'get to know your IEPA' or to discuss aspects of evidence.

Link to IEPA Bio included in confirmation email.

Potentially put candidates at ease if there are special considerations.



# EPA Event timelines from Gateway

## Level 3 Team Leader

- V1 4 weeks
- V1.1 4 weeks

## Level 5 Ops/Dep Manager

- V1 4 weeks
- V1.1 15 weeks

## Level 6 CMDA

- V1 4 weeks

## Level 7 SLMDA/SLA

- SLMA 4 weeks
- SLA 15 weeks

Timelines take account of:

- Gateway evidence checking
- Allocation of IEPA
- IEPA evidence review

IEPA's need minimum of two weeks from final submission to complete desk-based review and prepare questions.

# Clarification on additional 10% extra time on some Standards

Standard and code	Assessment Method	Timings	Discretionary 10% extra time allowed to enable the apprentice to complete their final question
Team Leader/ Supervisor 9308-22	Presentation with Q&A Professional Discussion	50 minutes 60 Minutes	
Operations/ Departmental Manager 9309-22	Presentation and Q&A Professional Discussion	60 minutes 60 minutes	
Senior Leader 9311-22	Presentation and Q&A Professional Discussion	60 minutes 60 minutes	

# Proposal word count

## Level 5 Ops/Dep Manager

- 4000-word Project proposal

## Level 7 Senior Leader Apprenticeship

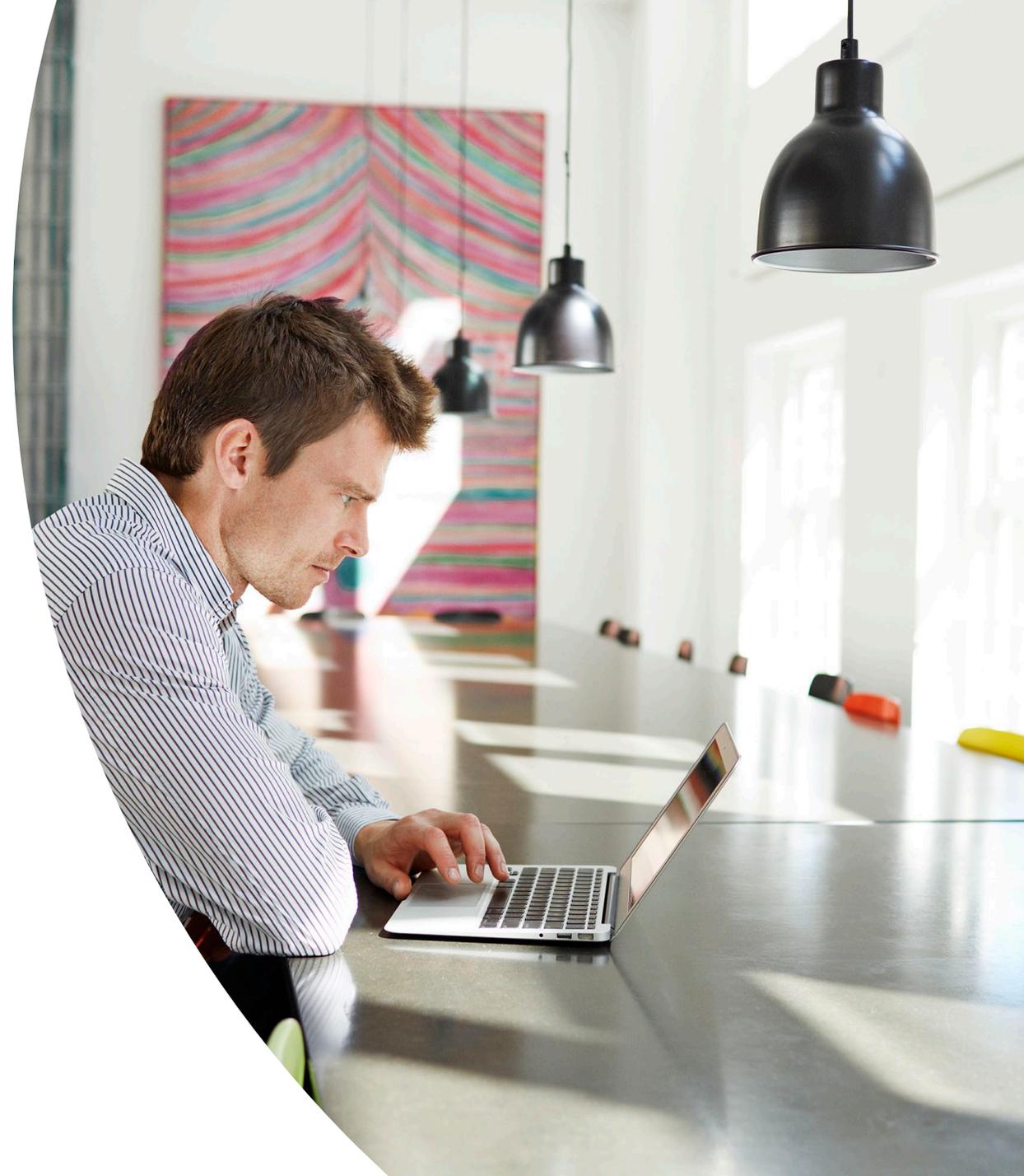
- 4000-word Strategic Business Proposal

## Excessive wordcount IfATE guidance

IEPA's to read up to word-count + 10% to the end of the sentence

Nothing onwards to be read or considered for marking

Report won't be returned – IEPA will just stop reading



# Failed component critical timelines

## Each standard has specific timeframes for re-sits and re-takes of failed components

- L3 Team Leader: Must be within 3 months of receiving fail notification otherwise entire EPA must be taken again
- [st0384\\_team-leader-supervisor\\_l3\\_ap-for-publication\\_22062020.pdf \(instituteforapprenticeships.org\)](#) P17
- L5 Ops/Dep Manager: For a failed project proposal the amended project proposal and presentation must be submitted within 3 weeks of fail notification. All assessment methods must be taken within a 6-month period of original fail notification, otherwise the entire EPA will need to be re-sat/re-taken. New project proposal.
- [st0385\\_operations-or-departmental-manager\\_l5\\_epa-for-publication\\_130121.pdf \(instituteforapprenticeships.org\)](#) P21
- L7 SLA: For a failed strategic business proposal, the amended Strategic Business Proposal and presentation must be submitted within 3 weeks of fail notification. All assessment methods must be taken within a 6-month period of original fail notification, otherwise the entire EPA will need to be re-sat/re-taken. New SBP.
- [st0480\\_senior-leader\\_l7\\_epa-plan-for-publication\\_23522.pdf \(instituteforapprenticeships.org\)](#) P18

# Apprentices nearing Gateway who are made redundant

If ATE have recognised an issue for Apprentices who on an apprenticeship where they need to undertake Project Management work within the Gateway Period of EPA and are made redundant immediately before they reach gateway. This specifically applies to **Operational/Departmental Manager** and the **Senior Leader** Apprenticeships.

If ATE may agree a dispensation to allow apprentices in these situations to complete their apprenticeships. To see the current dispensation please follow the links below

Operational/ Departmental Manager [Operational/ Departmental Manager Standard - IfATE](#)

Senior Leader [Senior Leader Standard - IfATE](#)

If you have learners in this situation then please contact our EPA Team in the first instance and they will guide you through [EPA@cityandguilds.com](mailto:EPA@cityandguilds.com)

# Current redundancy dispensations at Gateway (as at 16.4.24)

## Level 5 Operations/Departmental Manager

**Apprentices made redundant at Gateway will be allowed to use on-programme project based evidence to complete their project proposal.**

**Skills 1.2, 2.1, 2.2 and 3.1 will be assessed via the questioning component of the assessment.**

Use project undertaken on-programme  
EPAO to request dispensation  
EPA Gateway Redundancy  
form uploaded with other EPA GW  
evidence

Operations or departmental manager / Institute  
for Apprenticeships and Technical Education

## Level 7 Senior Leader Apprenticeship

**Apprentices made redundant at Gateway will be allowed complete a Strategic Business Proposal based on a theoretical topic. The Training Provider will step in as the employer for the duration of the EPA period in order to ensure apprentices can complete their apprenticeship.**

**Skill Statements S2 and S3 will be assessed via the questioning component of the assessment.**

Provider acting a Proxy employer  
EPAO to request dispensation  
EPA Gateway Redundancy form  
uploaded with other EPA GW evidence

Senior leader / Institute for Apprenticeships and  
Technical Education

# Questions & Answers



# Keep up to date and keep in touch

Our next quarterly update is on 10<sup>th</sup> July 2024

Register [here](#)



[Sign up to receive funding and leadership and management updates](#)



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Thank you