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London East
2003-2005

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Workforce Development Action Plan
Public Administration



Learning+Skills Council
London East

Actions for 2003-2005

<p>Increase understanding of the labour market and employers' needs</p>	<p>Partner organisations</p>
<p>We will:</p> <ul style="list-style-type: none"> • encourage employers to work together in understanding the issues behind skills shortages and gaps, and to work together to overcome supply-side issues, specifically those caused by an ageing workforce in public administration. 	<ul style="list-style-type: none"> • Association of London Government • Employers' Organisation for Local Government • Local authorities • Local education partnerships • London Development Agency • Society of Personnel Officers (SOCPO) • Unison
<p>Increase partnership working</p>	<p>Partner organisations</p>
<p>We will:</p> <ul style="list-style-type: none"> • support the sharing of good practice between local authorities, particularly through the use of umbrella bodies. 	<ul style="list-style-type: none"> • Association of London Government • Employers' Organisation for Local Government • Local authorities • Local education partnerships • London Development Agency
<p>Increase employer engagement in learning</p>	<p>Partner organisations</p>
<p>We will:</p> <ul style="list-style-type: none"> • support local authorities in their development as "Learning Local Authorities" • encourage local authorities to use more flexible and short course provision to meet staff learning needs (rather than a traditional long course approach) • encourage schools to develop strategies that enable support staff to increase their skill levels, and • develop closer working relationships with the London East LEAs and colleges. Provide support and encouragement to enable them to develop workforce development strategies for their teaching and support staff, and specifically to <ul style="list-style-type: none"> - increase the numbers of school-based Teaching Assistants trained to appropriate levels - increase the numbers of further education based Teaching / Learning Assistants trained to appropriate levels, and - increase the numbers of midday assistants, administrative staff and site services staff involved in learning, training and development. 	<ul style="list-style-type: none"> • Association of London Government • Employers' Organisation for Local Government • Further education colleges • Higher education institutions • Local authorities • Local education partnerships • London Development Agency • Schools

<p>Improve the range and quality of learning supply</p>	<p>Partner organisations</p>
<p>We will: (in the public administration sector)</p> <ul style="list-style-type: none"> • support the development of new opportunities to meet the needs of non-graduate public administration workers.¹⁷ <p>We will: (in the education sector)</p> <ul style="list-style-type: none"> • ensure a suitable level of provision exists in London East to meet the education sector workforce development needs, specifically to improve the ICT skills of staff across the whole education sector. 	<ul style="list-style-type: none"> • Further education colleges • Higher education institutions • Local authorities • Local education partnerships • London Development Agency • Schools
<p>Increase the awareness of learning opportunities</p>	<p>Partner organisations</p>
<p>We will:</p> <ul style="list-style-type: none"> • increase the opportunities for gaining information, advice and guidance about careers at levels in the sector • raise employer and employee awareness of learning opportunities, assessment and accreditation facilities, including e-learning 	<ul style="list-style-type: none"> • Careers Service • Connexions • Further education colleges • Higher education institutions • Information, advice and guidance partnerships (IAGs) • Local authorities
<p>Increase the capability of staff and prospective staff in the sector</p>	<p>Partner organisations</p>
<p>We will: (in the education sector)</p> <ul style="list-style-type: none"> • work initially with two LEAs to develop pilot programmes to increase the uptake of Teaching Assistant training • identify an initial two London East further education colleges who are interested in piloting appropriate NVQ training for their Teaching / Learning Assistants, and • work with the Lewisham and Bexley LEAs and their schools on the school support staff pilot programme with the aim of encouraging 40 people to take up learning and/or appropriate NVQ level training. 	<ul style="list-style-type: none"> • Association of London Government • Employers' Organisation for Local Government • Further education colleges • Higher education institutions • Local authorities • Schools

¹⁷ The University of Warwick has developed a new graduate programme for local government.

Some local authorities are seeking a Local Government Learning and Development Academy for non-graduates following this model.



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Investors in People

We will:

(in the public administration sector)

- support the sector in raising quality and gaining accreditation for its efforts, such as Investors in People (IIP) recognition. Specifically, it will support in-house consultancy for each local authority. This is with the purpose of preparing for corporate IIP assessment with the assistance of the internal facilitators.

(in the education sector)

- support schools and colleges in achieving Investors in People recognition.

Leadership and management

We will:

(in the public administration sector)

- support management and leadership development in partnership with the Employers' Organisation for Local Government and the Association of London Government.

(in the education sector)

- support the organisation of management and team leadership training for teachers, and encourage the take-up of NVQ level 4 in management.

Basic Skills

We will:

- support employees in the sector who lack basic skills, IT skills, or English language skills to access appropriate learning opportunities.

Improve participation and remove barriers to learning.
Encourage greater diversity in the sector's workforce

Partner organisations

Specific actions include:

- Ethnic Minority Teacher Priorities – we have invited bids in our funding prospectus for a project that will tackle teacher shortages in the area with a particular focus on increasing the proportion of minority ethnic entrants. A robust partnership is being sought to access key target ethnic minority groups of trainee teachers leading to 100 nationally accredited pre-entry training qualifications achieved, and 50 progressions on to accredited training programmes. A budget of £150,000 has been set aside for applicants to deliver this activity.

- Further education colleges
- Higher education institutions
- Local authorities
- Schools