

**Jobcentre Plus and Local LSC  
Joint Delivery Plan 2006- 2007**

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Leading learning and skills

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## Introduction:

### National Perspective and Background

The NEP's report *Welfare to Workforce Development* was published in February 2004 and accepted by the Chief Executives of the LSC and Job Centre Plus. The report sets out 35 recommendations for the Department for Work and Pensions (DWP), Department for Education and Skills (DfES), JCP and the LSC to take forward.

National Employment Panel: <http://www.nationalemploymentpanel.org.uk>

The recommendations are designed to improve the productivity of British businesses and the prospects of JCP customers as they move from welfare to workforce development. The LSC and JCP have agreed to take forward 23 of the recommendations; the remaining 12 are the responsibility of DWP and DfES to progress with support from the LSC and JCP.

The NEP report suggests eight recommendations that are the keystones for reform, including the need for joint LSC and JCP local delivery plans with measurable objectives for key collaborative activities.

Each organisation has issued guidance on joint planning to the effect that the plan should cover any area of joint activity that the two organisations find useful to meet local needs.

In 2004/2005 the focus of the joint delivery plans has been on planning and gaining a greater understanding of each other's agendas and services. Good progress on joint delivery plans has been made with 95% of local LSCs having joint delivery plans in place by January 2005. In 2006/2007 delivery plans need to include measurable and specific objectives as detailed in the NEP report to bring about the clear links that are required between skills training and employment opportunities as outlined in the LSC's National Annual Statement of Priorities.

This template is designed to ensure that plans are consistent with the priority activities they are working together on whilst maintaining the flexibility to address regional and local priorities and needs. **DN – is this part of the standard paragraph or can we remove?**

## Local Perspective

Greater Merseyside is one of England's most densely populated urban areas with 1.5 million people living in the six districts of Halton, Knowsley, Sefton, St Helen's, Liverpool and Wirral.

The Greater Merseyside sub region is co-terminus with the boundaries serviced by the Learning and Skills Council for Greater Merseyside (LSCGM) and the two JCP Districts of Liverpool and Wirral and Greater Mersey.

LSC Greater Merseyside and JCP made a commitment in 2004 to implementing the recommendations of the NEP welfare to workforce development report and a joint delivery plan has been in place since March 2005. Good progress has been made within the areas of developing an understanding of each organisations objectives and the identification of priority groups and key areas for the development of joint interventions.

**DN – do we want to make links here to our local Annual Plan and connectivity to other plans such as CRDP, MAP and NW LSC/JCP Strategy?**

## Background

Despite an expanding local economy and improving employment situation, Greater Merseyside continues to suffer from relatively high levels of deprivation, unemployment and inactivity (**DN – is that the right expression?**), low employment rates and a declining population. This is particularly evident in specific areas across the sub-region with the Indices of Deprivation 2004 suggesting that just under half of local residents (49%), equivalent to 724,700 people, live in the 20% most deprived Super Output Areas (SOAs) in the country. Many areas of Greater Merseyside are amongst the poorest in England, with 10% of local SOAs in the top 1% most deprived nationally.

Whilst employment rates in Greater Merseyside are improving, they are far lower than the national average, with just 68.1% of the working age population estimated to be in employment compared to 74.7% nationally. In addition, unemployment rates are higher than the national average at 6.5% compared to 4.7% nationally.

As would be expected for an area with high levels of unemployment, across Greater Merseyside there are 241,600 residents of working age who are economically inactive. Of this group, around one in eight, equivalent to 120,185 (aged between 16 -64), were in receipt of an Incapacity Benefit in August 2004 (**DN – Do we have more recent data?**). Regionally the proportion is around one in ten and nationally around one in thirteen. In addition, Greater Merseyside has particular issues with the proportion of claimants who can be considered to be long-term, i.e. claimants for more than one year: 87.3% locally compared to 86.5% regionally and 85.4% nationally.

The above issues are compounded by a working age population that is less well qualified, with a much higher proportion of the population having no qualifications (22.8%) than the national average (14.8%). Locally it is estimated that there are 358,000 working age adults who have not attained a Level 2 qualification; this equates to 40% of the population not possessing the nationally defined minimum qualification leading to sustainable employment and enhanced earning and career potential. Shortfalls in literacy and numeracy skills further exacerbate the problem. Data (2001) from the Basic Skills Agency reveal that Greater Merseyside has a higher proportion of the population with poor literacy skills (27.3%) and poor numeracy skills (28.9%) compared to 24% nationally for both in England.

For young people, whilst we have made great in-roads in reducing the number of 16 -18 year olds who are outside of learning, the proportion of young people who are not in education and training (NEET) is still significantly higher in Greater Merseyside (9.1%) compared to the national average of (7.1%). We know that there are multiple factors which affect young people's propensity to participate in learning and many of these factors are linked to deprivation, poor health and parental unemployment. **DN – do we want to comment on the numbers claiming 'hardship allowance' ?**

### **Sector Priorities/ Opportunities**

Greater Merseyside is home to just over 26,000 businesses, a volume that is relatively low when compared to other sub-regions. VAT registered business however, are growing at a quicker rate than nationally, and a higher proportion of Greater Merseyside businesses survive their first year, 94% compared to 92% in both the North West and England.

In Greater Merseyside there continue to be a number of sectors that are important to the continued growth and competitiveness of the local economy. We need to ensure that we maximise the job and learning and skills opportunities linked to these sectors, which for 2006/07 include:

- Construction
- Hospitality and Tourism
- Retail
- Health and Social Care
- Public services, including education

**DN – do we want to talk about specific growth sector opportunities in overview here, for example ‘Paradise Street’ development?**

The above statistics outline a significant challenge and opportunity for LSC GM and JCP to raise skills for life levels and attainment at Level 2 and Level 3 for adults and young people. Through collaborative working we will create a continuum approach to employment and skills that increases the number of working age that are economically active and improves employability and productivity through a higher skilled workforce. **DN – Does this paragraph live here or at the end of the background section?**

**DN – do we need to consider in overview somewhere, transfer of Basic Skills from JCP to LSC, numbers involved April to July 2006 and possible activity from August 2006?**

### **Key Objectives and Priority Policy Development Areas and Groups**

This joint delivery plan includes a number of actions and measurable key milestones for implementation during 2006/07 linked to the development of this continuum approach, which is an agreed view of the most appropriate route to secure sustainable productive employment in the local labour market. **(DN – what ‘continuum approach’ – do we need to clarify what we mean here?)**

The key objectives of the plan are to:

- Create a strong and seamless link between skills training and employment opportunities to enable low skills **(DN – skilled?)** people, employed as well as unemployed, to develop the skills, and achieve the qualifications necessary to enter and progress in the labour market;
- Ensure effective assessment, information and guidance for inactive claimants on the best routes into employment (particularly those without basic skills and level 2 qualifications);
- Improve the literacy, language and numeracy skills of adults and young people;
- Maximise job opportunities for local people by increasing the engagement of employers in the design and delivery of training provision and creating demand-led route ways linked to specific growth sector opportunities; and,
- Develop strong joint working and influencing strategies across the broader partnership agenda and with other key stakeholders, for example with Local Authorities linked to the introduction of Local Area Agreements, and other planning frameworks, for example CRDP, MAP.

The key priority groups/ policy development areas for LSC Greater Merseyside and JCP have been identified and agreed as:

- Incapacity Benefit Claimants
- Lone Parents
- Older Workers (50+)
- Black and Minority Ethnic Groups
- Disabled People
- People in need of Skills for Life provision
- Offenders [Learning and Skills](#)

## **Equality and Diversity**

**DN Add Chris Troughton paragraph when available**

## Offender Learning and Skills

The Learning and Skills Council is responsible for the implementation of an integrated Offenders' Learning and Skills Service (OLASS) for individuals in custody and/or under supervision in the community. The vision for OLASS is:

*"that offenders, in prisons and supervised in the community, according to need, should have access to learning and skills, which enables them to gain the skills and qualifications they need to hold down a job and have a positive role in society".*

The LSC plans and manages OLASS across the region in partnership through OLASS Criminal Justice Area groups, which report to the NW OLASS Partnership Board. The Merseyside OLASS Criminal Justice Area group covers Merseyside, whilst Halton is part of the Cheshire Criminal Justice Area. The actions in this plan reflect the offender learning and skills needs of Merseyside in custody and the community. A more detailed range of actions are available in the Merseyside OLASS Criminal Justice Area Plan and the Cheshire equivalent.

## **Arrangement and Structures for Implementation and Monitoring**

The lead responsibility for ensuring that the milestones within this plan are achieved through appropriate action and sharing of good practice is jointly held by two nominated senior member of staff: Jackie Mason JCP; and, Simon Pierce LSC.

Lead officers will be supported by a small core operational partnership team and will be responsible for reporting quarterly to Mike Scott and Jill Mortlock, JCP District Managers, and to Elaine Bowker, Area Director LSC Greater Merseyside. They have overall strategic responsibility for the joint planning agenda at a local level and for reporting progress against agreed milestones at a regional level.

**DN – need make-up of local group, frequency of meetings etc**

**DN – do we need a standard paragraph about regional reporting timescales and monitoring for all plans?**



## National Priority

### Skills for Life

Priority / Objective	Overall Responsibility			
<p>To improve the literacy, language and numeracy skills of adults and young people, by increasing the numbers of JCP clients, especially those from the identified priority groups accessing Skills for Life and ESOL provision.</p> <p><b>DN Targets: To be confirmed</b></p>	Joint JCP/LSC			
Planned Milestones 05/06	Lead	Timescale	Progress	Completed / update
<ul style="list-style-type: none"> <li>• Good Practice identified from Partnership Agreement operating in Halton in terms of referral mechanisms, access and process of operation between JCP and Colleges.</li> <li>• Partnership Agreements extended and implemented in 5 other boroughs.</li> <li>• Mapping exercise completed re S4L and ESOL community provision available across the sub region.</li> <li>• Volumes of clients requiring access to LSC provision April – Sept identified and agreed</li> <li>• Route map of Skills for Life and ESOL provision established and available for JCP staff.</li> </ul>	<p>Partnership Directors and JCP</p> <p>“</p> <p>LSC Working Together Co-ordinator</p> <p>JCP</p>	<p>May 2006</p> <p>Sept 2006</p> <p>May 2006</p> <p>April 2006</p> <p>May 2006</p>		

<ul style="list-style-type: none"> <li>• Wider implications and issues identified and recommendations for actions made in respect of ESOL provision linked to Migrant Workers Study being carried out in Sefton</li> <li>• <b>DN – we need an activity(s) related to procurement of SfL provision from August 2006, once details are confirmed.</b></li> </ul>	LSC LSC/JCP	Sept 2006		
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## National Priority

### Apprenticeships

Priority / Objective	Overall Responsibility			
<p>To maximise opportunities for New Deal 18 – 24 clients to continue skills development to achievement of full apprenticeship framework</p> <p>Target:</p> <ul style="list-style-type: none"> <li>• XXX New Deal clients referred to Apprenticeships/ Train to gain Providers</li> <li>• XXX Apprenticeship Starts</li> </ul>	LCP and LSC			
Planned Milestones 05/06	Lead	Timescale	Progress	Completed / update
<ul style="list-style-type: none"> <li>• Rolling Roadshow delivered by Provider Federation and LSC to capacity build 18-24 ND Advisors</li> <li>• JCP 18-24 Advisors have appropriate literature and route ways to promote apprenticeships as a progression route from New Deal for both employers and clients.</li> <li>• Management information systems established and in place to capture progress against targets.</li> <li>• Links developed between Employer Engagement Managers (JCP) and Regional Skills Teams (LSC) in place and operating to share employer engagement</li> </ul>	LSC/ Provider Federation	July 2006		
	LSC /JCP	Sept 2006		
	JCP	Aug 2006		
	JCP/LSC	Sept 2006		

and SSC knowledge and opportunities for collaboration.				
<b>DN – JCP to establish baseline data?</b> <b>Role of Federation as referral point?</b>				

## National Priority

### Creating Demand–Led Routeways

(Start with a standard routeway that will meet sector needs & will be varied to meet local labour needs)

Priority / Objective	Overall Responsibility			
<p>To maximise the job opportunities for local people by increasing the engagement of employers in the design and delivery of training provision and creating demand-led route ways for key target groups linked to specific growth sector opportunities.</p> <p>Targets for priority groups            XX Jobs accessed in Public Sector            XX Jobs accessed in Retail Sector            XX Jobs in Health Sector            XX Accessing Train to Gain provision            XX Employers referred to LSC brokerage service</p>				
Planned Milestones 05/06	Lead	Timescale	Progress	Completed / update
<ul style="list-style-type: none"> <li>Public Sector Academy model developed and running in 5 LA areas.</li> <li>Transferable employability training programme developed and implemented to support the anticipated growth in the retail sector (6000 jobs by 2008).</li> <li>Package of interventions developed and in place to support and encourage employers</li> </ul>	<p>LSC</p> <p>LSC/JCP</p> <p>JCP/ LSC</p>	<p>Aug 2006</p> <p>Feb 2007</p> <p>Dec 2006</p>		

<p>to engage with and employ people from key priority groups.</p> <ul style="list-style-type: none"> <li>• Enhancements to OLASS provision (investment £600K ESF) to be developed, tendered and available.</li> <li>• Ambition Health Programme integrated successfully in to LSC mainstream activity</li> </ul> <p><b>DN – could we look at ways of extending this model?</b></p> <ul style="list-style-type: none"> <li>• Train to Gain and Brokerage service marketed by JCP staff to employers to promote routes to L2 particularly focused at identified priority groups. Process route map in place.</li> </ul>	<p>LSC/ JCP</p> <p>LSC/JCP</p> <p>JCP</p>	<p>Specification Sept 2006 Tender Oct 2006- In Place Jan 2007</p> <p>August 2006</p> <p>August 2006</p>		
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## National Priority

### Information Advice and Guidance – (including Skills Coaching where applicable)

Priority / Objective	Overall Responsibility			
<p>To ensure effective assessment, information and guidance for inactive claimants on the best routes in to employment (particularly those without basic skills and level 2 qualifications);</p> <p><b>Targets</b></p> <p>XX JCP clients accessing Next Steps provision</p>				
Planned Milestones 05/06	Lead	Timescale	Progress	Completed / update
<ul style="list-style-type: none"> <li>Existing SLA between Connexions and JCP reviewed.</li> <li>Mapping of existing JCP and Next Step provision with a move towards integration of intervention – regional programme centre provision and Next Step provision</li> <li>Capacity Building event for Programme Centre Advisors delivered with regard to availability of provision</li> </ul>	<p>JCP</p> <p>JCP/ LSC</p> <p>JCP/ LSC</p>	<p>June 2006</p> <p>July 2006</p> <p>Sept 2006</p>		

## Local Priorities

These are additional areas that JCP and LSC may be working on locally that are not covered by the previous sections.

Priority / Objective	Overall Responsibility			
<p>To develop strong joint working and influencing strategies across the broader partnership agenda and with other key stakeholders e.g. Local Authorities linked to the introduction of Local Area Agreements and other planning frameworks e.g. CRDP, MAP.</p> <p><b>Targets: ?????</b></p>				
Planned Milestones 05/06	Lead	Timescale	Progress	Completed / update
<ul style="list-style-type: none"> <li>Joint Management Development Programme agreed and implemented across JCP and LSC.</li> <li>Joint review of Partnership engagement strategies completed.</li> <li>Joint partnership influencing and engagement strategy developed and implemented.</li> </ul>	LSC/ JCP HE	Oct 2006		
	LSC/ JCP	Sept 2006		
	LSC /JCP	Oct 2006		

DN – do we need something specific around OLASS as a separate area?

## Local Priorities

These are additional areas that JCP and LSC may be working on locally that are not covered by the previous sections.

Priority / Objective	Overall Responsibility			
<p><u>That offenders, in prisons and supervised in the community, according to need, should have access to learning and skills, which enables them to gain the skills and qualifications they need to hold down a job and have a positive role in society.</u></p> <p><u>DN Targets: To be confirmed</u></p>	<p><u>LSC through the management of the Merseyside OLASS Criminal Justice Area. This is a working group of the LSC NW Offender Learning and Skills Service (OLASS) Partnership Board, which forms part of the Employment Learning and Skills Pathway of the Regional Reducing Re-offending Action Plan.</u></p>			
Planned Milestones 05/06	Lead	Timescale	Progress	Completed / update
<ul style="list-style-type: none"> <li>• <u>Broker progression into mainstream learning and skills for offender learners to increase employability by:</u> <ul style="list-style-type: none"> <li>○ <u>Raising awareness of offenders with local colleges and WBL providers as a priority through Development Plans.</u></li> <li>○ <u>Work with local learning providers to prioritise the entry of offenders, provide suitable progression routes and identify</u></li> </ul> </li> </ul>	<p><u>LSC and JCP with MCA and GMPF</u></p> <p><u>LSC</u></p>	<p><u>Start May 2006 – ongoing</u></p> <p><u>June 2006 start</u></p>	<p><u>Offenders included as priority in Dev plans.</u></p>	

	<p><u>suitable provision.</u></p> <ul style="list-style-type: none"> <li><u>Procure additional learning support for offenders under supervision in the community on Merseyside using LSC co-financed ESF resources.</u></li> <li><u>Work with Ufi to support delivery to offenders including skills for life with linkages to probation.</u></li> <li><u>Work with the NEP offender Job Developer role on Merseyside to ensure linkages to Train2Gain and other offender workforce development support.</u></li> <li><u>Ensure Mercia Partnership as the lead OLASS provider for Merseyside work with HMP Liverpool and partners to enable achievement of the prison Reducing Reoffending strategy.</u></li> </ul>	<p><u>LSC</u></p> <p><u>LSC / Ufi</u></p> <p><u>NEP / LSC</u></p> <p><u>LSC / HMP Liverpool</u></p>	<p><u>June 2006 start of procurement process</u></p> <p><u>Referrals from Sept 2006</u></p> <p><u>In post from Sept 2006</u></p> <p><u>May 2006 onwards</u></p>	<p><u>Registration form and adverts released 26<sup>th</sup> May 2006</u></p> <p><u>Regional action plan developed</u></p> <p><u>Job Description developed.</u></p> <p><u>First draft produced May 2006</u></p>	
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**DN – We agreed to include these, but we now have more glossary than plan – perhaps we should have a link to these on the Web rather than include them in their entirety?**

### **Glossary of DWP Departmental Terminology**

<b>Term</b>	<b>Acceptable abbreviation</b>	<b>Comments and guidance for use (see also introduction and general points)</b>
<b>A - D</b>		
Agency	N/A	Lower case for agencies in general e.g. 'one of the Department's agencies'. Upper case when for a specific agency e.g. 'Child Support Agency'
Affinity	None	Affinity is a consortium information technology supplier. The consortium comprises Electronic Data Systems (EDS), International Business Machines (IBM), Price Waterhouse Coopers (PWC) and A.T. Kearney
Appeals Service	AS	Updated
business	N/A	Lower case. A generic term to refer to one or several of the delivery businesses. These are: The Pension Service, Jobcentre Plus, Child Support Agency, Child Benefit Centre, Disability and Carers Service and the Appeals Service. It should not be used to refer to other units in the Department. These should be referred to either by their title or by the use of 'area' e.g. "x is a matter of concern across all these areas"
Child Benefit Centre	CBC	Part of Inland Revenue from April 2003
Child Support Agency	None	CSA abbreviation no longer to be used
client groups	None	Lower case in generic use. The Department has three main client groups: children; people of working age; and, pensioners. Disabled people and their carers may belong to any of those three.
Corporate Centre	None	This is a generic term which may be used to describe all Department's central support services and non-operational functions. As well as the corporate and shared services, it encompasses the Pensions and Disability Client Group and the Working Age and Children Group.
Corporate and	None	These cover a number of Directorates (Group

shared services		Finance Directorate, Human Resources Directorate, Programme and Systems Delivery Directorate, Analytical Services Directorate , Law and Special Policy Group, Communications Directorate, and Private Office), which provide services to the Department as a whole. They are not a management unit and wherever possible individual Directorates should be referred to. For certain planning and control purposes their budgets are treated together as the Corporate and Shared Services Work Programme.
<a href="#">Criminal Justice Area</a>	<a href="#">CJA</a>	<a href="#">A group of local boroughs co-terminus with the local probation areas.</a>
Customers	N/A	<p>The following definitions are to avoid confusion between use of 'customers', 'clients' and 'claimants'.</p> <p>The term 'Customers' should be used to describe people who are actively engaged with a business. E.g. a person receiving Jobseeker's Allowance is a customer of Jobcentre Plus. (Further consideration of this use may be needed for the Child Support Agency as the nature of customer engagement is a different one.)</p> <p>The term 'Clients' describes people who have no direct individual relationship but are part of a group of people whose needs the Department is here to serve. E.g.: 'I am a client of The Pensions Group in that they are working to provide a pension for me in the future, but I currently have no involvement with them.'</p> <p>Practically, these definitions mean that frontline staff should always refer to the people they deal with as 'customers'. At the same time, it is still relevant to speak of 'client groups' and the Departmental 'client' base.</p>
Debt Centre	None	
Debt Management	None	Debt Management Service must not be used because there is an existing commercial organisation with this name. Where relevant, Debt Management service can be used.
Department for Work and Pensions	DWP only used on logo otherwise use the Department	In printed documents, try to avoid the DWP abbreviation and use 'the Department' where possible.
Departmental Board	DB	

Departmental Framework	N/A	The Departmental Framework documents the key roles for different parts of the Department, its shared Values and how the Department is seeking to work together to deliver its shared agenda.
Disability and Carers Directorate	DCD	
Disability and Carers Service	DCS	
<b>E – K</b>		
Empower	None	A project within The Pensions Group devising models for the long term delivery of pensions work.
Executive Team	ET	
<a href="#">Greater Merseyside Learning Provider Federation</a>	<a href="#">GMLPF</a>	<a href="#">A federation gathering the Greater Merseyside General Work Based Learning Providers and other private providers.</a>
Group Finance Directorate	None	John Codling's Directorate
Human Resources Directorate	HR Directorate	Kevin White's Directorate. HR replaces all references to Personnel
Jobcentre	None	Only for Jobcentre Plus offices which are ex-ES and not yet integrated
Jobcentre Plus	None	No alternatives and no abbreviations
Jobcentre Plus office	None	Office capitalised when specific e.g. Streattham Jobcentre Plus Office.
<b>L – R</b>		
Law and Special Policy Group	LSPG	Law and Special Policy Group is made up of the Solicitor's Office (SOL) and the Adjudication and Constitutional Issues Division (ACI)
<a href="#">Merseyside College Association</a>	<a href="#">MCA</a>	<a href="#">A forum gathering the Greater Merseyside General FE Colleges</a>
<a href="#">Offender Learning and Skills Service</a>	<a href="#">OLASS</a>	<a href="#">The LSCs response to its responsibility for the implementation of an integrated Offenders' Learning and Skills Service (OLASS) for individuals in custody and/or under supervision</a>

		<a href="#">in the community</a>
pension centre	None	Capitalised when specific e.g. Burnley Pension Centre
Pensions and Disability Client Group	None	
Pension Organisation Project	POP	
Programme and Systems Delivery Directorate	PSDD	Joe Harley's Directorate
<b>S – V</b>		
Secretary of State	None	The abbreviation SoS is to be avoided
social security office	None	Only for Jobcentre Plus offices which are ex-BA and not yet integrated.
The Pensions Group	None	Always capitalised. Pensions plural. No alternatives.
The Pension Service	None	Always capitalised, including The
Values	N/A	Upper case for Departmental Values
<b>W – Z</b>		
Working Age and Children Group	WACG	
<a href="#">Youth Offending Teams</a>	<a href="#">YOTs</a>	<a href="#">Typically working as part of a Local Education Authority in England and Wales, YOTs are responsible for co-ordinating the work of the youth justice services.</a>

## **Glossary of LSC Terminology**

This section has been included for your reference, should you come across any of the special terms or the various abbreviations that we sometimes see, both at the National Office and in the local Councils.

You don't have to learn all of these abbreviations! This is here to help you if you come across any that you don't know. You will soon become familiar with the common ones and those that you need to use in your job.

### **A**

AB	Award Body
ABI	Area-Based Initiative
ABI	Annual Business Inquiry
ABS	Adult Basic Skills
AC	Accredited Centre
ACAS	Advisory Conciliation & Arbitration Service
ACC	Association of County Councils
ACE	Advisory Centre for Education
ACL	Adult & Community Learning
ADSET	Association for Database Services in Education & Training
AEA	AEA Technology (Atomic Energy)
AEB	Associated Examining Boards
AFE	Advanced Further Education
ALBSU	Adult Literacy & Basic Skill Unit
A-Level	Advanced Level
ALI	Adult Learning Inspectorate
ALN	Additional Learning Needs
ALP	Association of Learning Providers
AMA	Accelerated Modern Apprenticeships
AoC	Association of Colleges
APEL	Accreditation of Prior Experience & Learning
APL	Accreditation of Prior Learning
ASE	Assessment for Selection in Employment
ASN	Additional Social Needs
AT	Adult Training
AT	Approved Trainer
AT	Assessor Training
ATB	Agricultural Training Board
ATL	Association of Teachers & Lecturers

### **B**

BA	Bachelor of Arts
BA	Benefits Agency
BA	Business Advisor
BAC	British Accreditation Council
BBW	Basic Business Workshop
BC	Borough Council
BEd	Bachelor of Education
BEM	Business Excellence Model
BF	Bring Forward
BiC	Business in the Community
BIS	Business Information System
BL	Business Link
BME	Black and Minority Ethnic
BOTC	Business Office Training Centre
BPS	British Psychological Society
BS5750	British Standard 5750
BSA	Basic Skills Agency
BSc	Bachelor of Science
BSN	Business Support Network
BSTE	British Science & Technology in Education
BSU	Business Start Up
BTA	British Tourist Authority
BTEC	Business Technical Education Council
BTI	British Trade International
BV	Best Value

## **C**

CAP	Common Agricultural Policy
C & G	City & Guilds
CA	Community Action
CAB	Citizen Advice Bureau
CAL	Computer Aided Learning
CATS	Credit Accumulation & Transfer Scheme
CBI	Confederation of British Industry
CCJ	County Court Judgement
CCTE	Chamber of Commerce Training & Enterprise
CDL	Career Development Loan
CDT	Craft Design & Technology
CEDC	Community Education Development Centre
CEG	Careers, Education & Guidance
CEML	Centre for Excellence in Management & Leadership
CETIS	Central Education & Training Information Service
CFE	College of Further Education

CFO	Co-Financing Organisation
CiB	Connections in Business
CIF	Community Investment Fund
CIHE	Council for Industry & Higher Education
CITB	Construction Industry Training Board
CLS	Community Legal Service
CLSP	Community Legal Service Partnership
CODA	LSC's Accounting System
COI	Central Office of Information
CoRT	Consortium of Rural TEC's
CoSHH	Control of Substances Hazardous to Health
CoVE	Centre of Vocational Excellence
CMI	Chartered Management Institute
CMS	Client Management System
CMS	Contract Management System
CP	Corporate Plan
CPA	County Planning Authority
CPD	Continuing Professional Development
CRAC	Careers Research & Advisory Centre
CRE	Commission for Racial Equality
CRT	Coalfields Regeneration Trust
CS	Connexions Service
CSR	Comprehensive Spending Review
CTS	Client Tracking System
CUC	Committee of University Chairman
CV	Curriculum Vitae
CVCP	Committee of Vice Chancellors & Principals
CVE	Counting Vocational Education
CVS	Council for Voluntary Service

## D

DCA	Data Collection & Analysis
DCMS	Department of Culture, Media & Sport
DD	Direct Development
DDA	Disability Discrimination Act
DEFRA	Department for Environment, Food & Rural Affairs
DfES	Department for Education & Skills
DH	Department of Health
Dip HE	Diploma of Higher Education
DLG	Derelict Land Grant
DoE	Duke of Edinburgh
DPA	Data Protection Act
DPAS	Drugs Prevention & Advisory Service

DRC	Disability Rights Commission
DRTF	Disability Rights Task Force
DSS	Department for Social Security
DTI	Department of Trade & Industry
DTLR	Department for Transport Local Government Regions

## E

EA	Employment Action
EAGGF	European Agricultural Guidance & Guarantee Fund
EAZ	Education Action Zone
EBP	Education Business Partnership
EC	European Commission
ECU	European Currency Unit
ED	Executive Director (Head of local LSC)
ED	Enumeration District
E&D	Equality & Diversity
EEI	Enterprise & Education Initiative
EFQM	European Foundation for Quality Management
EGG	Employing Graduates for Growth
EHE	Enterprise in Higher Education
EMA	Educational Maintenance Allowance
EMS	European Monetary System
EMU	European Monetary Union
ENR	Error Notification Report
ENTO	Employment National Training Organisation
EO	Equal Opportunities
EP	English Partnerships
EP	European Parliament
EqPA	Equal Pay Act
ERDF	European Regional Development Fund
ES	Employment Service
ESF	European Social Fund
ETB	English Tourist Board
EU	European Union
EYDCP	Early Years Development Childcare Partnership

## F

F&GP	Finance for General Purposes
FACE	Facility for Access to Creative Enterprise
FCO	Foreign & Commonwealth Office
FE	Further Education
FEC	Further Education College

FENTO	Further Education National Training Organisation
FEU	Further Education Unit
FF	Family Friendly
FMA	Foundation Modern Apprenticeship
FRCA	Farming & Rural Conservation Agency

## **G**

GCE	General Certificate of Education
GCSE	General Certificate of Secondary Education
GDP	Gross Domestic Product
GED	General Education Diploma
GLA	Greater London Authority
GMS	Grant Maintained Schools
GNVQ	General National Vocational Qualification
GOWM	Government Office for the West Midlands
GR	Generic Research
GSVQ	General Scottish Vocational Qualification

## **H**

HAZ	Health Action Zone
HCC	Hospitality Career College
HE	Higher Education
HEFC	Higher Education Funding Council
HEFCE	Higher Education Funding Council for England
HEFCW	Higher Education Funding Council for Wales
HEIs	Higher Education Institutions
HEIST	Higher Education Information Services Trust
HEQC	Higher Education Quality Control
HESA	Higher Education Statistics Agency
HESES	Higher Education Student Early Statistics
HESIN	Higher Education Support for Industry in the North
HEURO	Association of UK Higher Education European Officers
HLP	Higher Level (Development & Access) Project
HLT	High Level Training
HMSO	Her Majesty's Stationary Office
HNC	Higher National Certificate
HND	Higher National Diploma
HRD	Human Resource Development
HSE	Health & Safety Executive
HLVQ	Higher Level Vocational Qualification

## I

IAG	Information Advice & Guidance
IAP	Individual Action Plan
IASU	Information & Advice Services Unit
IBS	Information Business Systems
ICL	Individual Commitment to Learning
ICQ	Internal Control Questionnaire
ICT	Information & Communications Technology
IIP	Investors in People
ILR	Individual Learner Record
ILT	Information Learning Technology
IoD	Institute of Directors
ISR	Individual Student Record
IT	Information Technology
ITE	Initiative Training & Enterprise (Limited)
ITEC	Information Technology Education Centre
ITO	Industrial Training Organisation
ITP	Individual Training Plan
ITT	Initial Teacher Training

## J-K

JANET	Joint Academic Network
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## L

LA	Local Authority
LAD	Local Authority District
LAR	Local Area Review
LB	Lead Body
LCCI	London Chamber of Commerce & Industry
L&D	Learning & Development
LEA	Local Education Authority
LEC	Local Enterprise Council
LfL	Learning for Life
LFS	Labour Force Survey
LfW	Learning for Work
LGB	Lesbian, Gay & Bisexual
LIF	Local Initiative Fund
LILB	Local Industry Lead Bodies
LIS	Learner Information Suite
LL	Lifelong Learning
LLDD	Learners with Learning Difficulties and/or Disabilities

LLMI	Local Labour Market Information
LMA	Labour Market Assessment
LMI	Labour Market Information
LRC	Learning Resource Centre
LSC	Learning & Skills Council
LLSC	Local Learning & Skills Council
LSDA	Learning & Skills Development Agency
LTU	Long Term Unemployment

## **M**

MA	Master of Arts
MASN	Maximum Aggregate Student Number
MBA	Master of Business Administration
MBC	Managing Business Change
MCI	Management Charter Initiative
MEP	Member of European Parliament
MoD	Ministry of Defence
MP	Member of Parliament
MSc	Master of Science
MVC	Management Verification Consortium

## **N**

NACETT	National Advisory Council for Education & Training Targets
NACRO	National Association for the Care & Rehabilitation of Offenders
NAHT	National Association of Head Teachers
NAO	National Audit Office
NBL	New Business Link
NC/ND	National Certificate/National Diploma
NCE	National Commission on Education
NCET	National Council for Education Technology
NCITO	National Council of Industry Training Organisations
NCT	New Career Training
NCVQ	National Council of Vocational Qualifications
NEAB	National Education & Assessment Board
NERIS	National Education Resources Information Service
<a href="#">NEP</a>	<a href="#">National Employer Panel</a>
NETTS	National Education & Training Targets
NFER	National Federation of Educational Research
NFU	National Farmers Union
NIACE	National Institute for Adult Continuing Education
NICEC	National Institute for Careers Education & Counselling
NOMIS	National Online Manpower Information Service

NRA	National Record of Achievement
NTA	National Training Award
NTETs	National Targets for Education & Training
NTP	National Training Partnership
NUS	National Union of Students
NVQ	National Vocational Qualification

## O

O2	Objective 2
O3	Objective 3
O-LEVEL	Ordinary Level, GCE (redundant)
OECD	Organisation for Economic Co-operation & Development
OFSTED	Office for Standards in Education
<a href="#">OLASS</a>	<a href="#">Offender Learning and Skills Service</a>
OLF	Open Learning Foundation
OP	Occupational Psychologist
OPQ	Occupational Personality Questionnaire
ORF	Output Related Funding
OSS	One Stop Shop

## P

PA	Positive Action
PAC	Public Accounts Committee
PAT	Professional Association of Teachers
PBA	Personal Business Advisor
PFA	Provider Financial Assurance (Audit Team)
PFI	Private Financial Initiative
PGCE	Post-Graduate Certification in Education
PhD	Doctor of Philosophy
PI	Performance Indicator
PIU	Performance & Innovation Unit
PLASC	Pupil Level Annual School Census
PMC	Programme Monitoring Committee
PMR	Provider Monthly Report
PO	Purchase Order
PRF	Performance Related Funding
PSA	Public Service Agreement
PVC	Pro-Vice Chancellor
PYBT	Prince's Youth Business Trust

## Q

QA	Quality Assurance
QAC	Quality Assessment Committee
QAD	Quality Assessment Division
QCA	Qualification & Curriculum Authority
QIT	Quality Improvement Team
QR	Quality- Related Research

## **R**

RAG	Rural Advisory Group
RCC	Regional Cultural Consortium
RDA	Regional Development Agency
RDC	Rural Development Commission
RDO	Regional Development Organisation
RDP	Regional Development Plan
RDP	Rural Development Programme
REF	Rural Economic Forum
RES	Race Equality Scheme
RES	Regional Economic Strategy
RIS	Regional Innovation Strategy
RMS	Returns Management System
RO	Regional Office
ROA	Record of Achievement
ROSPA	Royal Society for the Prevention of Accidents
RPG	Regional Planning Guidance
RPU	Regional Policy Unit
RRA	Race Relations Act
RRAA	Race Relations Amendment Act 2000
RRF	Rapid Response Fund
RSA	Royal Society of Arts
RSC	Regional Service Centre
RSG	Revenue Support Grant
RSO	Regional Supply Office
RTG	Real Terms Guarantee
RVQ	Review of Vocational Qualifications

## **S**

S Level	Special Level
SADAC	Staff Assessment Development & Accreditation Consultancy
SBS	Small Business Service
SCAA	School Curriculum & Assessment Authority
SCIP	School Curriculum Industrial Partnership
SCOP	Standing Conference of Principals

SCOTVEC	Scottish Vocational Education Council	
SDA	Sex Discrimination Act	
SDF	Skills Development Fund	
SEAC	School Examination & Assessment Council	
SEB	Scottish Examination Board	
SEBF	Strategic Education Business Forum	
SEN	Special Education Needs	
SENDA	Special Educational Needs and Disabilities Act know as Part IV of the Disability Discrimination Act)	(also
SEU	Social Exclusion Unit	
SEU (DfES)	Standards & Effectiveness Unit	
SFR	Statistical First Release	
SHA	Secondary Heads Association	
SIC	Standard Industrial Classification	
SIR	Staff Individualised Record	
SLA	Service Level Agreement	
SLDD	Students with Learning Difficulties & Disabilities	
SMEs	Small & Medium Sized Enterprises	
SMT	Senior Management Team	
SOC	Standard Occupational Classification	
SOFTI	Successes Opportunities Failures Threats & Improvements	
SRB	Single Regeneration Budget	
SRP	Sub-Regional Partnership	
SSP	Statutory Sick Pay	
SSI	Social Services Inspectorate	
SSSI	Site of Special Scientific Interests	
STN	Special Training Needs	
SVQ	Scottish Vocational Qualification	

## T

TAP	Training Access Point
TAS	Training Advisory Service
TCS	Teaching Company Scheme
TDLB	Training Development Lead Body
TfW	Training for Work
TLTP	Teaching & Learning Technology Programme
TNA	Training Needs Analysis
TOC	Training Occupational Classification
TPS	Teacher Placement Service
TQ	Total Quality
TQASM	TEC Quality Assurance - Supplier Management
TQF	Total Quality Facilitator
TQM	Total Quality Management

TSC	Training Standards Council
TSS	Training Support Services
TSU	Training Support Unit
TTA	Teacher Training Agency
TU	Trade Union
TUC	Trade Union Congress
TUPE	
	Transfer of Undertakings (Protection of Employment) Regulations
TVEI	Technical Vocational Education Initiative
TWA	Travel to Work Area

## **U**

UBI	Understanding British Industry
UCAS	Universities & Colleges Admissions Service
UCSDA	Universities, Colleges & Staff Development Association
UE	Unemployed
Ufi	University for Industry
ULIN	Unique Learner Identification Number
UPIN	Unique Provider Identification Number
UPN	Unique Pupil Number

## **V**

VAT	Value Added Tax
VDU	Visual Display Unit
VET	Vocational Education & Training
VfM	Value for Money
VQ	Vocational Qualification

## **W**

WBL	Work Based Learning
WBLA	Work Based Learning for Adults
WBLYP	Work Based Learning Young People
WP	Word Processing
WRFE	Work Related Further Education

## **X**

XANSA	Software House
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## **Y**

YE Young Enterprise  
YT Youth Training

**Z**