



## Lifelong Learning Sector End of year Report August 2019-September 2020

### Introduction

Directorate Priorities for Lifelong Learning Sector	
<b>Priority 4</b> -The Lifelong Learning Sector meets the academic, training and development needs of the people of St. Helena	<b>Priority 5</b> -Give opportunity to children to remain in education or training until they reach 18 years.

During the reporting year of September 2019 to August 2020, the Lifelong Learning Sector continued to increase the academic and vocational learning opportunities for up-skilling the island workforce both SHG and private sector with the aim of increasing learner, employer and wider stakeholders partnerships. These partnerships were and will continue to be of critical importance to the Lifelong Learning Sector especially for provision of Apprenticeships and workforce development.

### St Helena Community College (SHCC): Training

At present, statistics shows that 949 members are enrolled with SHCC for 2019 – 2020 an increase from the previous year of 765 registered members. This demonstrates nearly one fifth of the islands adult population ranging in age from 16 to 60+ are participating in continuing education and up-skilling. A highlight for SHCC during this reporting year was the targeted key performance indicator percentage of 60% training needs identified has been met and exceeded to 65%. These training needs were identified from both private and SHG organisations.

SHCC continues to offer adult education at all levels, core skills Maths, English and ICT, Access to Higher Education, professional studies, university-level courses and vocational education. These are courses that will better prepare and better qualify people for work and support apprenticeship programmes.

IT courses have been and continue to be offered at all levels from basic start up to professional programming and networks. The uptake of these courses have been well attended especially basic IT start-up whilst other specialist courses have had lower uptake. It was pleasing to see that out of the 32 registered members 16 are clients from SHAPE. This was challenging but with the support of the SHAPE trainers the training was manageable for all. Further offering of IT training for beginner's and basic start up is being negotiated for 2020-2021 based at PAS IT suite for those who are unable to get into the SHCC and for staff from ENRP who weren't able to attend the last session.

During 2019-2020 there has been a high demand for virtual conferencing, webinars, online learning programmes and materials which involved live streaming of videos, downloading of study guides and virtual proctoring for exam provisions, this increase started from March 2020 when Covid-19 became present. A highlight for SHCC was the hosting of the Virtual Summit.

For the month of September SHCC hosted the learning provision for 1 student who is on island but needed to start college studies in UK. This student came in and studied here at SHCC and was able to access her study materials and contact tutors and college personnel. Starting in November SHCC will also host the learning provision for one of the island Scholarship students again due to Covid-19 will start studying here on island in the first instance.

Provision is also in place for another student who was due to go overseas for training but is studying here on island for the same reason (Covid) this student accesses her learning materials webinars and materials through SHCC.

Examination Entry Fees have been a challenge for SHCC due to the bandwidth; as overseas centres are now requesting online proctoring for exams. This has come about due to Covid. With this request it is difficult to administer the exams and honour the OLP as the exam bandwidth line is 1mbp line and for the OLP to be done this as well requires up to at least 2.5mbp line. However there have been discussions with IT and our Director and we have written to SURE to seek upgrading of the lines.

All functional Skills examinations will be written in November as it was not possible for these to be done in May/June due to Covid-19. In total the number of members entered for November are 19 Functional Skills (FS) Maths, 16 FS English, 14 GCSE Maths which includes Apprentices and adult learners, 6 GCSE Maths re-sits and 2 GCSE English re-sits. These results will be made known in January 2021.

A new challenge for SHCC this year came from members from the public registering themselves privately for courses and during their process of registration not having liaised with SHCC to enquire if it is possible to have the exam administered through the online exam provision. Due to SHCC bandwidth 1mbp capacity it was not possible to host these exams as the bandwidth requirement was at 3mbp. It has been decided that SHCC will only entertain online exams for courses that have been registered through SHCC for which all requirements would be processed before the course is confirmed.

A revised proposal was submitted to ESH for the Institute of Director training; this was approved in principal but was awaiting confirmation for DIFD approval. Unfortunately, this approval was declined so this training is on hold until further funding can be considered.

Summary of Applications and Registrations Processed	Year	Private Sector	Public Sector	Total per year
<b>Course Registrations</b>				
Number of course Registrations	2018-2019	209	628	837
Number of course Registrations	2019-2020	146	294	440
<b>Percentage increase/decrease</b>				<b>-47.50%</b>
<b>SHCC Memberships</b>				
Number of Memberships	2018-2019	225	540	765
Number of Memberships	2019-2020	62	122	184
Total Memberships August 2020				949
<b>Percentage increase/decrease</b>				<b>-76%</b>

Summary of Roll over students	Number of Students		
Country of Residence	2018-19	2019-20	2020-21
St Helena Island	85	85	79
Ascension Island		1	1
Falkland Islands			
<b>Total:</b>		<b>86</b>	<b>80</b>

Summary of Examinations	Number of Entries and Pass Rate				
Exam Subject	Type	2018-19 Entries	Achieved a Pass	2019-2020 Entries	Achieved a Pass
ACCA Accounting	O	8	7	6	4
CILEX	O	1	1		
CIPFA	O			4	4
CIPS (Procurement)	O	4	3	6	**
Pearson Vue	O	4	2	3	2 Passed 1**
SAICA (Accounting)	O			1	**

#### Entries

Exam Subject (Cont'd)	Type	2018-19 Entries	Achieved a Pass	2019-2020 Entries	Achieved a Pass
Strategic Planning	O	1	1		
UFS	P			1	**
Audit	O			1	1
Functional Skills Maths	P	15	13	19	**
Functional Skills English	P	11	9	16	**
GCSE Maths	P	6	4	14	**
GCSE Maths Resits	P			6	**
GCSE English Resits	P			2	**
ECDL (IT)	O	11	8	6	4
<b>Total:</b>		<b>61</b>	<b>48</b>	<b>85</b>	<b>15</b>
<b>Pass rate percentage</b>			<b>79%</b>		<b>18%</b>

Note O: Online P: Paper Based \*\* Nov 2020 Series

## Summary of Courses on offer

Course/Subject Offered	Delivery Type	Course/Subject Offered	Delivery Type	Course/Subject Offered	Delivery Type	Course/Subject Offered	Delivery Type	Course/Subject Offered	Delivery Type	Course/Subject Offered	Delivery Type	Course/Subject Offered	Delivery Type
18th Edition Electrical Training – Beginners	O	Access to HE: Nursing & Midwifery	O	Apprenticeship: Time Management	L	CHE: Education Studies (Primary)	O	Document Organisation	O	Email Etiquette	L	GCSE: Environmental Science	O
18th Edition Electrical Training – Update	O	Access to HE: Nursing	O	AS: Biology	O	Communicating Effectively (VC)	O	Economics & Mathematical science	O	Emergency First Response	L	GCSE: Maths	TL
A-Level Biology	O	Apprenticeship Scheme	L	Assertiveness in the workplace	L	Confidentiality in the work place	O	Effective Supervision	O	Fire Marshall	O	Mindfulness	L
A-Level: Business Studies	O	Apprentice Skills for Success	L	Automated External Defibrillator	L	Conflict & Stress management	O	Emergency First Response – Care of a Child	L	Food Hygiene & Safety	O	Minute Taking	L
A-Level: Marine Biology	O	Apprenticeship: Good Work ethics/ Productivity	L	BKSB Assessment: English	O	Conflict in the work place	O	Emergency First Response - Renewals	L	Food Hygiene	O	MOS Essentials: Access	O
A-Level: Marine Science	O	Apprenticeship: Equality & Diversity	L	BKSB Assessment: Maths	O	Conflict Resolution in the work place	O	Enterprise & Marketing Level 2	O	French Language	L	MOS Essentials: Excel	O
A-Level: Maths	O	Apprenticeship: Health & Safety	L	CACHE L3 Teaching & Learning	O	Coursera Inspire:	O	Environmental Management	O	Functional Skills: English	TL	MOS Essentials: Word	O
Accounting: Level 2	O	Apprenticeship: Personal Motivation	L	CIPS		Customer Care	O	Equality & Diversity	L	Functional Skills: Maths	TL	Basic IT Operations	L
ACCA	O	Apprenticeship: Requirements	L	CISCO Python Programming		Cyber Security Details		Establishing good customer services (int)	O	Functional Skills: ICT	TL	MTA: Fundamentals	O

Access to HE: Criminology & Psychology	O	Apprenticeship: Skills workshop	L	CISCO CNNA		Dealing with customers		ECDL	TL				
Developing a high performance team	L	Fire Safety Training	O	GCSE: English	O	NVQ Level 2 Diploma	TL	<b>SHCC Core Skills</b>	TL				
NVQ Level 3 Diploma	TL	<b>Supervisory Skills</b>	L	Prince 2: Foundation	O	Introduction to Cyber security	O	Personal Time Management	O				
OU: Badged Course	O	<b>Teamwork (VC)</b>	O	Prince 2: Practitioner	O	Library & Archives Information system: L3 diploma	O	Pet Care/Veterinary Assistant Diploma	O				
OU: Critical Reader	O	<b>Time Management</b>	L	Python Programming	O	Nails: Level 2	O	Personal Motivation (VC)	O				
OU Intro to childhood studies	O	<b>Touch typing and shorthand</b>	L	QGIS Training	TL	Managing Challenging conversations (VC)	O	GCSE: Biology	O				
OU: Learning & teaching in primary	O	<b>Working with others (VC)</b>	O	<b>SHCC Get Connected</b>		Managing Challenging Customers	O	NCTJ Certificate: Foundation Journalism	O				
OU: Short Courses	O	<b>Zoology: Level 3</b>	O	Getting the most out of meetings	L	Managing Stress Pressure	O						
OU: Introduction to computing and information technology 1	O	<b>Other Languages</b>	L	IGCSE: Accountant	O	Manual Handling	L						
OU: Introduction to computing and information technology 2	O	Personal Time Management (VC)	O	IGCSE: Science Double award	O								

**Vocational Training** - Vocational training continues at PAS in Automotive and Construction for the year 10 students and apprentices. The Vocational Quality Assurance Coordinator (VQAC) works closely with the Technical staff especially with examinations and unit specifications.

Due to the low uptake for the work-based qualification we are continuing to lose accreditation. The requirement for accreditation is to have at least 10 candidates registered in 3 years, but this has not been possible due to various factors such as funding and assessor personnel. 4 candidates have been registered during 2019 -2020 through The Open University for Business administration; two at level 2 and two at level 3. To date 1 candidate has now completed with the completion dates for the remaining 3 expected in February 2021. This route has proven to be cost effective as the requirement of assessors and IQAs are limited. Vocational staff now supports students with their studies.

Health & Social Care continues to be popular and the commitment from the Directorates of Health and Children and Adult Services are supportive to staff which is now demonstrating success for these candidates.

#### **CITY AND GUILDS - CANDIDATES REGISTERED FROM 2018 TO 2020**

SUBJECT AREAS	YEAR REGISTERED	YEAR REGISTERED	YEAR REGISTERED	YEAR REGISTERED	NUMBER OF CANDIDATES	COMMENTS
ENVIRONMENTAL CONSERVATION L2					0	**IN DANGER OF APPROVAL BEING LOST
HEALTH & SOCIAL CARE L2/3	Jan-18				2	OLD ROUTE
ADULT CARE L3		Jul-19			3	
CARE L2		Jul-19			9	
CHILDREN & YOUNG PEOPLE'S WORK FORCE L2		Sep-19			1	
CHILDREN & YOUNG PEOPLE'S WORK FORCE L3					0	** LOST APPROVAL
HOSPITALITY & CATERING					0	** 3 YEAR REGISTRATION PERIOD EXPIRES THIS MONTH - SEPT
PROFESSIONAL COOKERY					0	** 3 YEAR REGISTRATION PERIOD EXPIRES THIS MONTH - SEPT
HOSPITALITY SUPERVISION					0	** 3 YEAR REGISTRATION PERIOD EXPIRES THIS MONTH - SEPT

BEVERAGE & FOOD L2					0	** LOST APPROVAL
BEVERAGE SERVICE L2					0	** LOST APPROVAL
CUSTOMER SERVICES L2/3					0	** LOST APPROVAL
BUSINESS & ADMINISTRATION L2/3					0	** LOST APPROVAL
TAQA ASSESSOR AWARD L3					0	** LOST APPROVAL
V1 VERIFIER L4					0	** LOST APPROVAL
<b>VRQ PRINCE ANDREW SCHOOL</b>						
VRQ HOSPITALITY ENTRY 3/ L1					0	** PAS CHOSE TO GO JWEC AWARDDING BODY, THEREFORE, LOST APPROVAL
VRQ AUTO L1	2019	2020			4 + 6	
VRQ AUTO L2	2019				4	
VRQ CONSTRUCTION L1	2019	2020			5 + 7	
VRQ BENCH JOINERY L2						

**Work Development (Apprenticeships and Work Experience)** The work development section in partnership with Corporate Human Resources (CHR) continues to build a strong profile with local employers together they have developed 2 year apprenticeship funded placements within SHG and are continuing to develop sponsors within private sector businesses. The aim is to continue growing employer-facing work by making the apprenticeship and other training programmes more flexible, more responsive and better tailored to individual employer needs especially where there are skills gaps identified as per the Labour Market Strategy (LMS).

The Apprenticeship policy is still to be reviewed along with the working documentation and framework. The framework is being revamped to align with the skills gaps identified in the (LMS). Part of the training for the Apprentices now includes the AQA Unit Awards which are done through PAS and based at the workplace. The first group of apprentices started these awards in January 2020 and are now finalising the work for moderation and certification by the end of their Apprenticeship completion date..

See tables below for the statistics from 2017 – 2020

Year	Number of Year 11 students	Band 3a Apprentices	Work based Apprentices	Total Recruited for the year.	NEET	No recruited in respective training area
2017 -18	45	5 Yr13	20	33	0	13
		8 Yr12				
2018 - 19	27	6 Yr13	25	41	1	14
		10 Yr12				
2019 - 20	29	8 Yr13	15	35	2	1
		11 Yr12				
2020- 21	35	10 Yr. 13	18	38	0	
		10 Yr. 12				

2019-2020 Work based Apprenticeship placements

Apprenticeship Placements	Number of Apprentices		Private Sector	Public Sector
	2019-2020	2020-2021		
Plumbing	1	1		✓
Hospitality	1	1	✓	
Electrical	2		✓	✓
Mechanics	2		✓	
Conservation	1	1	✓	
Construction	2	3	✓	✓
Linesmen	1		✓	
Fish Processing	1		✓	
Police	1	2		✓
IT Assistant	1			✓
Teacher Assistant	2	2		✓
Office Assistants		2		✓
Dentistry		1		✓
Jewellery		1	✓	



**Public Library Services** - The focus for this reporting year at the Public Library has been on the upgrading of study materials for specific subject studies and junior fiction books processed for accelerated reader.

Students from PAS can now select junior fiction reading materials from the Public Library by selecting books from their reading band in Accelerated Reader. These books are being processed with the identification on the spines for Accelerated Reader and provide information to the reader when selecting their books linked to their reading bands. This is a bonus for the students as the Public Library has a wide selection of books that can be borrowed and then used in school to do the Accelerated Reader quiz.

Due to Covid, the holiday's activities from March to June were cancelled, and only restarted again in August. Visits to the sheltered accommodations, CCC and Ebony View, radio programmes and holiday clubs were also affected by Covid-19 due to social distancing. Also having only 2 staff members from September 2020 has had an effect on the activities. The staffing issue is currently being addressed and due to the Fit for Future review it is planned to have a temporary person in place until the decisions have been finalised for the review in December. This post does not have specialist requirements so there is an option for redeployment if necessary.

The total number of members to date are: 832 adults and 286 children.

The statistics below demonstrates the number of Users from 2018 through to October 2020.

Number Of books borrowed	Junior Users		Adult Users		Total
	Male	Female	Male	Female	
Year 2018 - 2019	881	774	2665	11'076	15'396
Year 2019-2020	1364	1391	3328	15'581	18'664
Year 2020 – To Date	499	802	1371	7368	10'040