

## Appendix E

### Work Based Learning (WBL) Equality, Diversity and Inclusion (EDI) Programme 2020 to 2026

This WBL EDI Programme (2020 to 2026) supports the WBL EDI Strategy. It is a working document and will be reviewed and updated periodically in response to the changing needs of apprentices and apprenticeship providers

Increasing Participation					
Strategic Outcome: To achieve diversity of apprenticeships					
Strategy Objective	How will this be achieved?	How will we measure progress?	Expertise and Resources needed	Timescales	
				From	To
<b>Apprenticeship Providers (APs) to recognise the barriers to participation from disabled learners and individuals from BAME backgrounds</b>  <b>Develop APs equality and diversity practice to apply appropriate support for learners with additional needs relating to their culture, social, disability or health conditions.</b>  <b>Demonstrate increased attendance of AP at EDI meetings from 88% to 100% by July 2026</b>	Deliver 4 quarterly online EDI meetings (March, June, September, December) per year for APs to share EDI practice and gain information on EDI matters  Organise 4 engagement events per year in conjunction with APs and external stakeholders to mark national awareness days such as Black History Month, International Women's Day, International Day of Disabled People, World Mental Health Day, Gypsy Roma Traveller Month	Monitor and record APs attendance at EDI Meetings  Evaluate feedback from engagement events from APs, stakeholders and attendees  Produce an Apprenticeships Engagement Evaluation report with lessons learned and recommended follow-up actions	SEDL NTfW and Welsh Government Marketing and Communications Teams AP Equality Leads Relevant external stakeholders Apprenticeships Engagement budget x 4 yearly events	Dec 2020	Jul 2026
	Undertake annual EDI reviews with all APS to measure impact of APs participation in the EDIP.	Produce an EDI Review report with breakdown of individual and regional participation in the EDIP		Jul 2021	Sept 2021

	Benchmark APs participation against the EDI activities			Sept 2021	Jul 2026
<b>Increase participation of disabled people taking up apprenticeships by 5% by July 2026. Currently at 7.1%</b>	<p>Organise 1 online event to inform development of a 3 yr Disabled People Engagement project with outcomes to demonstrate increased access and participation of disabled individuals in to apprenticeships</p> <p>Implement 3 yr Disabled People Engagement project with outcomes to demonstrate increased access and participation of disabled individuals in to apprenticeships to include the following activities:</p> <p>1 Roundtable Discussion event per year with APs, WG, disabled apprenticeship ambassadors, external stakeholders to identify the factors behind disability non-disclosures and barriers to participation</p> <p>1 Disability Engagement Event per year in community or online setting targeting disabled individuals, employment support agencies, APs, employer and external stakeholders to promote apprenticeships</p> <p>APs to produce a minimum 2 case studies <b>per year</b> featuring disabled</p>	<p>Feedback from external stakeholders and participants of Online event</p> <p>Quarterly EDI Monitoring and Evaluation Meetings and APs annual EDI Reviews</p> <p>Annual Disability Engagement Project Report outlining lessons learned, recommendations for follow-up actions to inform delivery for the next year.</p> <p>Feedback from Roundtable and Engagement events</p>	<p>SEDL NTfW Events and Marketing Team WG Communications Team Disabled People Engagement Project Budget AP Equality Leads External Stakeholders</p>	Jan 2021	Mar 2021
				Jul 2021	Jul 2024

	<p>apprentices to promote the opportunities, benefits and support available</p> <p>Continue 1% Yr on Yr target for APs to increase numbers of disabled people into Apprenticeships</p>	<p>APs achieve the targeted 1% increase of participation of disabled individuals into apprenticeships</p>		<p><b>Dec 2020</b></p> <p><b>Dec 2020</b></p>	<p><b>Jul 2026</b></p> <p><b>Jul 2026</b></p>
<p><b>Demonstrate increased participation of individuals from Black Asian Minority Ethnic (BAME) individuals taking up apprenticeships between June 2021 to July 2025</b></p>	<p>Organise 1 online event to inform development of a 3 yr BAME Engagement project with outcomes to demonstrate increased access and participation of individuals from BAME backgrounds in to apprenticeships</p>	<p>Feedback from attendees and BAME stakeholder groups</p> <p>Produce event report with suggested project outline and delivery partners</p>	<p>SEDL NTfW Events and Marketing Team WG Communications Team BAME Engagement Project Budget AP Equality Leads External Stakeholders</p>	<p><b>Mar 2021</b></p>	<p><b>Dec 2021</b></p>
	<p>Implement BAME Project to include the following activities:</p> <p>1 Roundtable Discussion event per year with APs, Welsh Government, BAME apprentices, external stakeholders to identify the factors behind ethnicity non-disclosures and barriers to participation</p>	<p>Feedback from external stakeholders and participants of Roundtable and Engagement events</p> <p>Monitor progress of BAME Engagement Project through Quarterly EDI Monitoring and Evaluation Meetings and APs annual EDI Reviews</p>		<p><b>Oct 2022</b></p>	<p><b>Oct 2025</b></p>
	<p>1 BAME Engagement Event per year in community or online setting targeting individuals from BAME backgrounds, APs, employer and external stakeholders to promote apprenticeships</p> <p>APs produce a minimum 2 case studies <b>per year</b> featuring BAME apprentices to promote the</p>	<p>Annual BAME Engagement Project Report outlining lessons learned, recommendations for follow-up actions to inform delivery for the next year</p>		<p><b>Jan 2021</b></p>	<p><b>Jul 2026</b></p>

	<p>opportunities, benefits and support available</p> <p>Produce 1st yr BAME Engagement Project Report</p> <p>Introduce yearly percentage participation target for BAME Engagement project to demonstrate increased take up of Apprenticeships</p>			<p>Oct 2023</p> <p>Oct 2023</p>	<p>Oct 2023</p> <p>Oct 2025</p>
<p><b>Identify the factors that impact on achieving gender balance across the apprenticeship programme</b></p> <p><b>Increase the numbers of males taking up apprenticeships in Healthcare and Public Sector by 3% by July 2026. Currently at 16%</b></p> <p><b>Increase the numbers of males taking up apprenticeships in Business Administration by 3% by July 2026. Currently at 32%</b></p> <p><b>Increase numbers of females taking up apprenticeships in construction by 3% by July 2026. Currently at 5%</b></p> <p><b>Increase numbers of females taking up apprenticeships in engineering by 3% by July 2026. Currently at 6%</b></p>	<p>Identify 4 female and male role models and apprenticeship ambassadors per year from construction, engineering and Healthcare and Public Sector backgrounds to promote apprenticeships at career development events</p> <p>AP produce a minimum 2 case studies <b>per year</b> of female apprentices undertaking engineering and construction apprenticeships and males undertaking Healthcare and Public Sector apprenticeships to address gender stereotyping</p> <p>Support Welsh Government to produce a Gender Streaming strategy which sets out to achieve equality outcomes for male and female learners who want to enter under-represented apprenticeships sectors</p> <p>Organise 1 event with relevant external stakeholders to discuss development of</p>	<p>Recruitment of role models and ambassadors</p> <p>Feedback from SEDL at Quarterly EDI Monitoring and Evaluation Meetings</p> <p>Produce report with suggested project outline and potential delivery partners.</p>	<p>SEDL Gender Project Budget</p> <p>AP Equality Leads involved in delivering Construction, Engineering and Healthcare and Public Sector apprenticeships</p> <p>Welsh Government</p>	<p>Dec 2020</p> <p>Jan 2021</p> <p>Jan 2021</p> <p>Sept 2021</p>	<p>Jul 2026</p> <p>Jul 2026</p> <p>Jul 2021</p> <p>Dec 2021</p>

	<p>3 year Achieving Gender Balance project</p> <p>Implement a 3 yr Achieving Gender Balance (AGB) project with outcomes to achieve gender balance across apprenticeships with activities to include:</p> <p>1 annual Apprenticeship Gender Development day per year to target females to take up apprenticeships in construction and engineering</p> <p>1 roundtable discussion event per year with male and female apprentices to identify factors of affecting the gender balance of apprentice programmes</p>	<p>Annual AGB Report outlining lessons learned, recommendations for follow-up actions to inform delivery to improve access and support to female and male apprentices underrepresented in</p> <p>Annual Apprenticeship Gender Development Day Report outlining lessons learned, recommendations for follow-up actions to inform delivery to improve access and support to females</p> <p>Annual AGB Report with recommendations for employers, APs and WG APs annual EDI Reviews</p> <p>APs achieve the targeted increases of male and female gender balance across the apprenticeship programme</p>		<p><b>Jul 2022</b></p>	<p><b>July 2025</b></p>
<p><b>Develop awareness and understanding of apprenticeships in ALN Centres to encourage take-up</b></p>	<p>APs in North, South-West and Mid and South-East Wales to organise 1 Have Go activity <b>per year</b> in 1 ALN Centre school for Year 10 to 13 pupils</p>	<p>Feedback from evaluation forms to assess understanding and follow-up actions needed</p>	<p>SEDL Apprenticeship Providers Career Wales/Working Wales</p>	<p><b>Sept 2021</b></p>	<p><b>Jul 2026</b></p>

<p><b>of Apprenticeships for disabled pupils in Years10-13 to expand careers options</b></p>		<p>Monitor the number of individuals enquires that lead to apprentices</p> <p>Debrief sessions with Career Wales and Schools will be captured and impact reported at the quarterly EDI meetings.</p> <p>Produce an annual report outlining the schools engaged and the impart of the Have a Go or Careers event activity</p>	<p>Have a Go Equipment</p>		
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## Training and Development

**Strategic Outcome:** To produce a cohort of proficient WBL equality, diversity and inclusion practitioners equipped to support the needs of diverse learners

Strategic Objective	How will this be achieved?	How will we measure progress?	Expertise and Resources needed	Timescales	
				From	To
<b>Develop AP's understanding of equality, diversity and inclusion legislation and how to appropriately apply their provisions.</b>	Through the quarterly EDI meetings providers will receive: 2 briefing sessions per year from the ALN Transformation Team to understand how to apply the ALN Bill provisions within a work-based learning context	Feedback from APs evaluation forms EDI Training events on how the training has improved their knowledge and understanding of the legislation within the context of work-based learning	SEDL Welsh Government ALN Transformation Team	<b>Dec 2020</b>	<b>Jul 2026</b>
	2 WBL specific EDI training sessions per year for APs and subcontractors on the Equality Act 2010 and Welsh Government related strategies	Record the number of APs attending the EDI Training		<b>Mar 2021</b>	<b>Jul 2026</b>
	4 briefings per year on related strategies, legislation and the Welsh Government changes to programme specifications that impact on our EDI delivery and outcomes through the quarterly EDI meetings	Questions raised and addressed at the quarterly EDI meetings			
<b>Equip APs with the necessary skills and knowledge to effectively support apprentices with additional learning needs</b>	Work with the Welsh Government to identify ways to simplify ALN funding process to increase take	Assess the increased take up of ALN funding from APs	SEDL Welsh Government AP Equality Leads	<b>Dec 2020</b>	<b>Jul 2026</b>
	Undertake Bi-annual training needs survey with APs and subcontractors to identify EDI gaps in knowledge and skills to address through appropriate training.	Analysis of APs training needs survey Evaluate how the training has impacted on WBL practice and outcomes with learners		<b>Sept 2021</b>	<b>Dec 2021</b>
<b>Develop APs digital skills to equip the them to support learners who struggle to learn solely through the medium of online delivery</b>	Work with Head of WBL Quality to incorporate training in accessible learning as part of APs Continuing Professional Development (CPD)	Quarterly EDI Meetings  Feedback from APs EDI Training evaluation forms Number of WBL providers attending EDI Training	SEDL Head of WBL Quality External Stakeholders Training budget	<b>Dec 2020</b>	<b>Jul 2026</b>

	Organise 2 webinars per year in conjunction with third sector organisations experienced in delivering online accessible learning for disabled apprentices and those with English as a second language	Evaluate how the training has impacted on WBL practice and outcomes with learners			
<p><b>Develop awareness of EDI to new and existing apprenticeship employers.</b></p> <p><b>There is a need to challenge workplace attitudes and behaviours towards equality, diversity to encourage recruitment from a more diverse pool</b></p>	Organise Bi-annual EDI training event for APs and apprenticeship employers in conjunction with third sector organisations, EHRC and the Wales TUC targeting employers to increase their understanding of EDI and how this applies to apprentices	<p>Feedback from evaluation forms</p> <p>Produce a report attendees outlining learning outcomes achieved and follow-up actions to be monitored through the EDI meetings and reviewed on a yearly basis</p>	<p>SEDL NTfW Events and Marketing Team External Stakeholders NTfW Apprenticeships Development Team Event budget</p>	<b>Oct 2021</b>	<b>Jul 2026</b>



## Monitoring and Evaluation

**Strategic Outcome:** Improved monitoring and evaluation system that captures and reflects the individual apprenticeship journey

Strategic Objective	How will this be achieved?	How will we measure progress?	Expertise and Resources needed	Timescale	
				From	To
<p><b>Identify core EDI targets that measure APs progress to achieve outcomes</b></p> <p><b>EDI targets set should be the same weight and status as performance targets at both an operational and strategic level</b></p>	<p>Work with Welsh Government to -</p> <p>Agree a consistent approach to analysing data across the sector to ensure a joined up approach to measuring progress</p> <p>Agree core targets that are endorsed across the WBL network</p> <p>Set appropriate equality and diversity targets APs to assess progress towards increasing the diversity of apprenticeships, particular BAME participation</p> <p>Benchmark APs participation in the EDIP</p> <p>Work with the Welsh Government and external stakeholders to identify and agree which profiling areas we should record, monitor and evaluate</p>	<p>Quarterly EDI Meetings where every third meeting will focus on Monitoring and Evaluation progress against -</p> <p>The number of apprentices who disclose ethnicities, disabilities and health conditions</p> <p>The type of support given to individuals with ALN but not disability such as apprentices who have dyslexia, autistic or learning difficulties, etc who don't have an official statement of educational needs</p>	<p>SEDL AP Equality Leads LLWR Team Welsh Government External Stakeholders</p>	<p><b>Dec 2020</b></p>	<p><b>Mar 2021</b></p>
<p><b>Capture data that reflects the learner's journey and key milestones that recognise personal and career achievement</b></p>	<p>Work with the Welsh Government to Identify how best to record, evaluate and record progression and achieved milestones for the apprentices and APs</p>	<p>Reduction in drop-out rates for disabled, BAME and female apprentices undertaking construction,</p>	<p>SEDL AP Equality Leads LLWR Team Welsh Government</p>	<p><b>Dec 2020</b></p>	<p><b>Mar 2021</b></p>

		<p>engineering or males undertaking Healthcare and Public sector frameworks.</p> <p>Conversion rates between traineeships and apprenticeships to identify how many disabled learners can progress</p> <p>Record key milestones achieved of disabled learners who may not complete a full apprenticeship</p>			
<b>Assess the impact of the ECIP to demonstrate progress towards the EDI outcomes</b>	<p>Benchmarked APs progress towards EDI against the core EDIP activities</p> <p>Work with Welsh Government Communications and Marketing and NTfW Events and Marketing Team to produce 2 media articles per year to publicise key achievements and milestones</p>	<p>Quarterly EDI Meetings where every third meeting will focus on Monitoring and Evaluation progress against -</p> <p>APs Annual EDI Reviews</p>	<p>SEDL APs WG Communications and Marketing Team and NTfW Events and Marketing Team</p>	<b>Dec 2020</b>	<b>Jul 2026</b>

## Measuring Success

**Strategic Outcome:** An inclusive apprenticeship model where all barriers for apprentices with a potential barrier are removed

Strategy Objective	How will this be achieved?	How will we measure progress?	Expertise and Resources needed	Timescales	
				From	To
<b>Reduce the risk factors associated with identified priority groups of individuals to access apprenticeship and that require most support and may impact on the EDIP's success</b>	Work with Welsh Government to - address the long-tail effects of Covid-19 which may impact on achieving the EDI strategy outcomes	Review of SEDL Project Claim Reports	SEDL NTfW Operations Director Welsh Government Apprenticeship Unit	<b>Dec 2020</b>	<b>Jul 2026</b>
	Organise 4 briefing meetings per year with Welsh Government Apprenticeships Unit to highlight project concerns and possible interventions needed to reduce adverse impacts to achieve EDIP outcomes	Feedback from APs at the quarterly Monitoring and Evaluation meetings			
<b>Increased participation and retention into apprenticeships from disabled people and individuals from Black Asian Minority Ethnic backgrounds</b>  <b>Achieved gender balance across the apprenticeships programme</b>	Review and apply lessons learned from project interventions for disability, ethnicity and gender	Increased take-up of Access to Work & referrals	SEDL NTfW Welsh Government External Stakeholders Apprentices	<b>Jul 2025</b>	<b>Jul 2026</b>
	Produce a Framework for success which suggests potential milestones and achievement indicators for apprentices and provider	Increased take-up of ALS Funding			
	Monitor EDI participation trends of apprentices, APs and external stakeholders	Increased participation of disabled learners in World Skills Event			
	Produce the EDIP Evaluation report with lessons learned and recommendations for sustainable outcomes	Providers Submission of BAME learners to Apprenticeship Awards			
		Providers Submission of Case studies to highlight good practice			
		Retained year on year 1% target increase of			

		<p>disabled people into Apprenticeships</p> <p>Achieved 3% target increase of females construction and engineering</p> <p>Achieved 3% increase of males into Business Administration, Healthcare and Public Sector</p> <p>Achieved increased take up of apprenticeships from BAME individuals from 2023 to 2025</p> <p>AP's attainment of Equality Marks – Disability Confident, Race Equality etc</p>			
<p><b>Apprenticeships recognised by external stakeholders and apprentices as equitable, diverse and inclusive</b></p>	<p>Produce a Framework for Success that defines achievements and key milestones for apprentices</p>	<p>Feedback from APs at the quarterly Monitoring and Evaluation meetings</p> <p>Monitor the requests for support from priority groups who want to access apprenticeships</p> <p>Increased number of ethnicity and disability disclosures</p>	<p>SEDL APs Apprenticeship Ambassadors External Stakeholders Welsh Government</p>		

		Increased gender balance of male and female apprentices where there is underrepresentation			
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