

Item 3 Annex 1 – Structure and content of the Local Skills Report

Chapter	Content	DfE Description
1	The role of SAPs	An overview of SAPs' strategic aims, objectives and governance. <i>This will be provided by DfE.</i>
2	Foreword (Chair of SAP)	An executive summary by the SAP Chair which offer their personal reflections on the SAP's progress and summarises the main points of the report.
3	Local context	An outline of the area's unique economy features (e.g. coastal, rural). Including any particular skills strengths or weaknesses. A summary with an accompanying hyperlink can be used if already published elsewhere.
4	Skills Strategy	An outline of the area's overarching skills strategy including its long-term vision and skills priorities for the local area. A summary with an accompanying hyperlink can be used if already published elsewhere.
5	Skills Action plan	An overview of the skills initiatives and actions the SAP intends to take in the local area. A summary with an accompanying hyperlink can be used if already published elsewhere.
6	Assessment of progress	A critical look at progress made against SAPs' skills strategies and action plans. Includes a reflection on the key achievements of the SAP and any challenges they have faced
7	Case studies / positive impact stories	An opportunity for SAPs to share success stories from their local area that show how skills mismatches are being addressed. For example, providers reframing curriculum to account for predicted labour market changes, or employers that have taken on large numbers of apprentices in target sectors.
8	Forward look	An overview of what SAPs hope to achieve between now and the next Local Skills Report. SAPs should consider their key areas for improvement and how local stakeholders can help them to overcome any potential challenges.
Annex A	Core indicators	Provided by the SAPs Programme Team, there will be a selection of skills data indicators for SAPs to supplement with supporting local analysis and intelligence.
Annex B (optional)	Additional indicators	A place for SAPs to hyperlink to additional relevant data that supports the report, or, to add any additional data they feel particularly relevant or referred to in the report.