Dear Firstname,

**RE: Train to Gain Bureaucracy Review – Telephone Research**

Thank you for your recent participation in JRA’s research on behalf of the Learning and Skills Council exploring the processes involved in Train to Gain and potential options to reduce bureaucracy within the programme. Your contribution in May 2009 was valuable to the LSC and we would like to invite your participation in further research, to re-visit your views.

During our forthcoming research in November 2009, we would like your impressions on:

- allocations for and setting up Train to Gain contracts
- day to day administration of Train to Gain contracts including evidence reporting and learner paperwork
- recent measures introduced to reduce bureaucracy within Train to Gain

The results of the survey will be used to make recommendations for process improvement and identify further areas for bureaucracy reduction. This is part of an ongoing process of review and further research will be carried out in the 2010/11 academic year. This is an important opportunity for you to have your say and influence future developments.

We would like to invite your participation in a 15 minute telephone questionnaire; during the next few weeks you may receive a telephone call from JRA asking for your participation in the research. When called, you can suggest a suitable day and time to be interviewed if you are busy when the interviewer calls.

We welcome your thoughts on the areas outlined above. If you are not the right person to speak to regarding these areas, please refer JRA to the most relevant person within your organisation.

I thank you in advance for your time and contribution to this important research project.

Yours sincerely,

Niall Smith
Research Manager
JRA Research
Dear Firstname,

RE: Train to Gain Bureaucracy Review – Telephone Research

JRA Research has been asked by the Learning and Skills Council to undertake a review of the processes involved in Train to Gain, following on from earlier research conducted in May 2009. JRA Research is an independent market research company with extensive experience of research of this kind.

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Niall Smith
Research Manager
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