Purpose

1. The purpose of this protocol is to outline joint working principles and arrangements between Skillfast-UK and the Learning and Skills Council regional skills teams to ensure that the shared aims of the Skillfast-UK sector compact are delivered and that the skills requirements of employers within Skillfast-UK’s footprint are met through Train to Gain. The anticipated outputs agreed within the compact are set out in Annex A.

2. This protocol sets out the relationship and responsibilities between Skillfast-UK and the Learning and Skills Council (LSC) regional skills teams in the delivery of the Skillfast-UK sector compact.

General Principles

3. This protocol will be supported and reinforced by a wider range of protocols between both parties and other key partners including the regional brokerage services and providers.

4. Delivery of the compact will complement and align with existing regional skills brokerage arrangements. Where this is not possible, different arrangements will be documented and agreed.

5. All provider referrals resulting from the arrangements within Train to Gain agreed in the compact will be made by the brokerage services utilising existing provider databases.

6. Skillfast-UK will not make direct employer referrals to providers. This agreed approach will reinforce the concept of a single point of contact between providers and the wider brokerage network.

7. The LSC and Skillfast-UK will agree working arrangements covering regional partners including specialist provider network and employer networks.

8. The role of the NSA in supporting the outcomes of the compact will be set out clearly and a protocol agreed between the Fashion and Textile NSA and Skillfast-UK.

9. Promotion and marketing of Train to Gain in support of the objectives of the compact will be jointly planned, agreed and branded both Train to Gain and Skillfast-UK.
10. A baseline will be set for employer engagement, learner starts and the range of outcomes agreed in the compact based on available performance information for the sector from 2007-2008 LSC data.

Roles and Responsibilities

Skillfast-UK

11. Skillfast-UK will:

11.1. Fulfil the actions detailed in the Skillfast-UK / regional skills brokerage protocol.

11.2. Nominate a lead link person to work with the LSC in each region (see Annex D).

11.3. Agree regional review and monitoring arrangements with the LSC and the regional brokerage service. This will include initial monthly and then subsequently quarterly meetings to review performance against regional targets and identification of areas for further development / action.

11.4. Work with the regional LSC to agree an engagement strategy for working with existing networks including providers for completion in the first quarter.

11.5. Work with the regional LSC to agree and deliver a provider communications plan (updated within the first quarter of each year of the compact).

11.6. Work with the regional LSC to develop a regional employer engagement strategy (updated within the first quarter of each year of the compact) which takes into account:

- company size, sub-sector and location
- regional and local priorities for example critical industries and those with potential for growth current penetration rates for employer engagements and
- learner starts vs potential

11.7. Work with the regional LSC and brokerage services within the first quarter of each year of the compact to develop and agree a regional employer engagement plan to include:

- employer targeting strategy
- baseline and progress figures
Engaging Employers and Driving up Demand

The Learning and Skills Council

12. The LSC will:

12.1. Fulfil the actions detailed in the Skillfast-UK / regional skills brokerage protocol

12.2. Nominate a lead link person to work with Skillfast-UK in each region (See Annex C)

12.3. Utilise the national marcomms principles and plan to agree a regional marketing and promotion plan strategy and approach with Skillfast-UK which will promote the Train to Gain sector offer agreed with Skillfast-UK.

To include:
- Train to Gain
- The Skills Pledge
- Broader business support

12.4. Agree regional review and monitoring arrangements with Skillfast-UK and the regional brokerage service. This may include initially monthly and then subsequently quarterly meetings to review performance against regional targets.

Measures of Success / Targets for the Compact

13. National Employer Skills Survey (NESS) will be used to gain an understanding of each of the following within the employer engagement strategy and monitoring baselines:
- Recruitment activity (this will give an indication of skills shortages)
- Skills gaps
- Companies engaged in training their employees

14. LSC will report on the impact of the compact using information collected nationally / regionally through LSC National Broker Contract Management System (BCMS) and ILR systems. Information collected will include:

14.1. Total number of employers in the footprint engaged in training indicating penetration rates;
14.2. Learner starts and completions, first and additional, at level 2, 3 and 4 by priority aim, Skills for Life achievements, Leadership and Management Development grants and apprenticeships. This will also indicate penetration rates;

14.3. Number of providers engaged and delivering (a provider is defined as a contract holder who is delivering provision)

14.4. Skills Pledges signed by employers in the Skillfast-UK footprint to be measured as a cumulative figure and change from September 2008

15. Skillfast-UK will also develop measures to assess the impact on productivity and profitability by the first anniversary of the compact

15.1. LSC may commission additional evaluation on the compact as part of Train to Gain employer satisfaction evaluation.

LSC/ Skillfast-UK
27 February 2009
Annex A

Anticipated Outputs (over three years)

- Minimum 1,500 employer engagements and referrals to Train to Gain Skills Brokers in England
- An increase of 8,000 learners at full Level 2 NVQ above the current baseline figure, of which 70% will be first achievements and 30% second achievements
- An increase of 2,500 learners at full Level 3 NVQs above the current baseline figure, of which 80% will be first achievements and 20% second achievements
- 1,000 Skills Pledge commitments
- 200 Management and Leadership outcomes
- 500 Apprenticeships starts
- 600 Skills for Life achievements

The LSC offer to employers will be as follows:

Repeat full Level 2
Funding to support learners’ achievement of a repeat full level 2 qualification from the named list below, as appropriate to the needs of the employer/learner:

- Manufacturing Sewn Products (NVQ) 50012010
- Manufacturing Textiles (NVQ) 10033014
- Footwear Manufacture (NVQ) 10028432
- Footwear Repair (NVQ) 10028444
- Leather Goods (NVQ) 10028456
- Leather Production (NVQ) 10028468
- Dry Cleaning Operations (NVQ) 50011662
- Dry Cleaning Service Support (NVQ) 50011674
- Laundry Operations (NVQ) 50011650
- Laundry Service Support (NVQ) 50011649
- Certificate in Apparel Product Development 10062531
- Certificate in Apparel / Footwear Production 10058436

Repeat full Level 3
Funding to support learners’ achievement of a repeat full level 3 qualification from the named list below, as appropriate to the needs of the employer/learner:

- NVQ in Manufacturing Textiles 10033026
- NVQ in Footwear and Leather Products Manufacture 1002847X
- NVQ in Footwear Repair 10028481
- NVQ in Leather Production 10028493
- Diploma in Apparel/Footwear Production 10056762
- Certificate in Apparel Product Development 10062543

Apprenticeships

- Roll-out of existing and new apprenticeships frameworks.
Skills pledges

- Sector specific skills pledges, utilising a form of words that builds on and is consistent with the Government’s national Skills Pledge.

Management and Leadership

- Standard Train to Gain rules apply. In addition, eligibility for TtG management and leadership will also be extended to employers in the Skillfast-UK footprint with between 5 and 9 employees.
Annex B

Train to Gain – the service

The core Train to Gain service available to employers is an independent and impartial brokerage service which will diagnose business needs and source appropriate training provision.

Through Train to Gain Skillfast-UK and the regional brokerage service will provide:

- A comprehensive analysis of training needs and will propose solutions to those needs. Solutions which will identify clearly which elements attract government funding and those for which the employer will have to pay, in part or in full;
- Easy access to relevant and flexible, high quality training delivered mostly in the workplace and using increasingly an assess train, assess model which will enable the employee’s prior learning and experience to be taken into account;
- Access to LSC fully funded programmes, for example Skills for Life, NVQ Level 2 provision and Apprenticeships;
- Information and support from a Skills Broker, working to national standards, providing access to a wide range of training packages including higher level qualifications and training that is not qualification-based;
- Information and advice to employers and employees on qualifications and training, local/regional skills shortages and priorities as well as eligibility for funding;
- Support to develop ongoing strategies addressing future training needs, which are aligned to business objectives;
- Contribution to wage costs for employers that employ less than 50 full time employees;
- Support to help employers agree SMART objectives and impact measures for training and development activities at an organisational, team and individual learner level if required;
- Support to help employers evaluate the impact of training and development on individual, team and organisational performance for all training and development regardless of whether or not it is funded; and
- Ongoing support to help employers to develop strategies to address future skills and training needs, which are aligned to business objectives and embedded in their business processes, including capacity building if required.
Annex C

LSC Regional Contacts

<table>
<thead>
<tr>
<th>Region</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Midlands</td>
<td>Andrew Barlow</td>
<td><a href="mailto:andrew.barlow@lsc.gov.uk">andrew.barlow@lsc.gov.uk</a></td>
</tr>
<tr>
<td>East of England</td>
<td>Ken l’Anson</td>
<td>ken.l’<a href="mailto:anson@lsc.gov.uk">anson@lsc.gov.uk</a></td>
</tr>
<tr>
<td>London</td>
<td>Hashim Alhashimi</td>
<td><a href="mailto:hashim.alhashimi@lsc.gov.uk">hashim.alhashimi@lsc.gov.uk</a></td>
</tr>
<tr>
<td>North East</td>
<td>Simon Wigington</td>
<td><a href="mailto:simon.wigington@lsc.gov.uk">simon.wigington@lsc.gov.uk</a></td>
</tr>
<tr>
<td>North West</td>
<td>Linda Fraser-Webb</td>
<td><a href="mailto:linda.fraser-webb@lsc.gov.uk">linda.fraser-webb@lsc.gov.uk</a></td>
</tr>
<tr>
<td>South East</td>
<td>Jeff Pullen</td>
<td><a href="mailto:jeff.pullen@lsc.gov.uk">jeff.pullen@lsc.gov.uk</a></td>
</tr>
<tr>
<td>West Midlands</td>
<td>Julie Mulryan</td>
<td><a href="mailto:julie.mulryan@lsc.gov.uk">julie.mulryan@lsc.gov.uk</a></td>
</tr>
<tr>
<td>Yorkshire &amp; Humber</td>
<td>Amrez Bhatti</td>
<td><a href="mailto:amrez.bhatti@lsc.gov.uk">amrez.bhatti@lsc.gov.uk</a></td>
</tr>
<tr>
<td>South West</td>
<td>Annemarie Johns</td>
<td><a href="mailto:annemarie.johns@lsc.gov.uk">annemarie.johns@lsc.gov.uk</a></td>
</tr>
</tbody>
</table>
ANNEX D:

Skillfast-UK Regional Contacts

<table>
<thead>
<tr>
<th>Region</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Train to Gain Coordinator and NE</td>
<td>Fred Kirkland</td>
<td><a href="mailto:fred_kirkland@skillfast-uk.org">fred_kirkland@skillfast-uk.org</a></td>
</tr>
<tr>
<td>NW</td>
<td>Helen Hewitt</td>
<td><a href="mailto:Helen_hewitt@skillfast-uk.org">Helen_hewitt@skillfast-uk.org</a></td>
</tr>
<tr>
<td>Y&amp;H</td>
<td>Anji Barrett</td>
<td><a href="mailto:anji_barrett@skillfast-uk.org">anji_barrett@skillfast-uk.org</a></td>
</tr>
<tr>
<td>East of E, East &amp; West Mids</td>
<td>Sue Green</td>
<td><a href="mailto:sue_green@skillfast-uk.org">sue_green@skillfast-uk.org</a></td>
</tr>
<tr>
<td>SW, SE &amp; London</td>
<td>Tom Beasley</td>
<td><a href="mailto:tom_beasley@skillfast-uk.org">tom_beasley@skillfast-uk.org</a></td>
</tr>
</tbody>
</table>