Purpose
1. The purpose of this protocol is to outline joint working principles and arrangements between ECITB and the Learning and Skills Council regional skills teams to ensure that the shared aims of the ECITB sector compact are delivered and that the skills requirements of employers within ECITB’ footprint are met through Train to Gain. The anticipated outputs agreed within the sector compact are set out in Annex A and Annex D (eligible qualifications).
2. This protocol sets out the relationship and responsibilities between ECITB and the Learning and Skills Council (LSC) regional skills teams in the delivery of the ECITB 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 sector 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 sector compact can be made by either the ECITB or the brokerage services utilising existing provider databases.
6. ECITB will be able to make direct employer referrals to providers for sector compact activity. This agreed approach will reinforce the concept of working together as contacts between employers, providers and the wider brokerage network.
7. The LSC and ECITB will agree working arrangements covering regional partners including specialist provider network and employer networks as needed.
8. Promotion and marketing of Train to Gain in support of the objectives of the sector compact will be jointly planned, agreed and branded both Train to Gain and ECITB.
9. A baseline will be set for employer engagement, learner starts and the range of outcomes agreed in the sector compact based on available performance information for the sector from 2007-2008 LSC data.
ECITB Sector Compact

Roles and Responsibilities

ECITB

10. ECITB will:

10.1. Fulfil the actions detailed in the ECITB / regional skills brokerage protocol.

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

10.3. 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.

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

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

10.6. Work with the regional LSC to develop a regional employer engagement strategy (updated within the first quarter of each year of the sector 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 in current penetration rates for employer engagements; and,
   - learner starts vs. potential.

10.7. Work with the regional LSC and brokerage services within the first quarter of each year of the sector compact to develop and agree a regional employer engagement plan to include:
   - employer targeting strategy;
   - baseline and progress figures; and,
   - regional marcomms strategy roles and responsibilities of both SSC and LSC in delivering this plan.

The Learning and Skills Council

11. The LSC will:

11.1. Fulfil the actions detailed in the ECITB / regional skills brokerage protocol.

11.2. Nominate a lead link person to work with ECITB in each region (See Annex C).

11.3. Utilise the national marcomms principles and plan to agree a regional marketing and promotion plan strategy and approach with ECITB which will promote the Train to Gain sector offer agreed with ECITB. To include:
   - Train to Gain;
ECITB Sector Compact

- Skills Pledge; and,
- broader business support.

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

11.5. Maintain documentation demonstrating the activity and impact of SSC generated employer engagement activity. This includes a list of employers contacted and responding to contacts originating from ECITB and the action taken by the SSC in contributing to the employer engagement targets within the sector compact.

Measures of Success / Targets for the sector compact

12. The 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; and,
- companies engaged in training their employees.

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

- total number of employers in the footprint engaged in training indicating penetration rates;
- 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;
- number of providers engaged and delivering (a provider is defined as a contract holder who is delivering provision); and,
- Skills Pledges signed by employers in the ECITB footprint to be measured as a cumulative figure and change from September 2008.

14. ECITB will develop measures to assess the impact on productivity and profitability by the first anniversary of the sector compact.

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

LSC/ ECITB

February 2009
Annex A

Anticipated outputs of the sector compact

The qualifications eligible to be supported by this sector compact are referenced in Annex E.

Supported through Train to Gain and the ECITB training levy:

- Minimum 300 employer engagements and referrals to Train to Gain Skills Brokers in England
- An increase of 925 learners at full Level 2 NVQ above the current baseline figure, (550 supported through Train to Gain), of which 80% will be first achievements and 20% second achievements
- An increase of 1,990 learners at full Level 3 NVQs above the current baseline figure, (1,270 supported through Train to Gain), of which 80% will be first achievements and 20% second achievements
- 200 Skills Pledge commitments
- 100 Management and Leadership outcomes
- 2,725 Apprenticeships starts, (of which 100 non-technical)
- 120 Skills for Life achievements
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, ECITB 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;
- Limited wage subsidies for employers of less than 50 people;
- 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;
- 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; and,
- Enhancements to Train to Gain services and products as they are introduced.
### ECITB Contacts

<table>
<thead>
<tr>
<th>Region</th>
<th>Role</th>
<th>Name</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>National</td>
<td>SSB National Manager</td>
<td>Duncan Weeks</td>
<td><a href="mailto:DuncanWeeks@ecitb.org.uk">DuncanWeeks@ecitb.org.uk</a></td>
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<td></td>
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</tr>
<tr>
<td>EE</td>
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<td>Regional Broker</td>
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<tr>
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<tr>
<td>EM</td>
<td>SSB Regional Broker</td>
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<tr>
<td></td>
<td></td>
<td>Lorna Goldring</td>
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</tr>
</tbody>
</table>
|         | LSC Regional Broker   | Simon Wigginton and Eleanor Porter | Simon.Wigginton@lsc.gov.uk
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|         | LSC Regional Broker   | Susan Anderson                | Susann.anderson@businesslinknortheast.co.uk |
|         |                      |                               |                                              |
| NW     | SSC Regional Broker   | Mark Bullock                  | MarkBullock@ecitb.org.uk                     |
|         |                      | Amy Coulton                   | Amy.coulton@businesslinknw.co.uk             |
|         | LSC Regional Broker   | Marilyn Fisk                  | Marilyn.fisk@lsc.gov.uk                      |
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|         |                      |                               |                                              |
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Page 6
Annex D

Qualifications eligible under the sector compact

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:

- Supporting Engineering Activities
- Constructional Steelwork Site Operations
- Project Control Support
- Energy Apprenticeship (As from September 2010 and numbers to be shared with COGENT)
- SEMTA Performing Engineering Activities

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:

- Fabricating Steel Structures (Plating)
- Installing Plant and Systems
- Pipefitting
- Mechanical
- Instrument Pipefitting
- Welding (Pipework)
- Welding (Plate)
- Constructing Capital Plant Steel Structures – Erecting
- Moving Loads
- Installing and Commissioning Electrotechnical Systems and Equipment (Plant)
- Non Destructive Testing
- Maintaining Plant and Systems
- Mechanical
- Electrical
- Instrument & Controls
- Design and Draughting
- ECITB Level 3 NVQ in Management
- Management (Level 3)
- Project Control
- EAL Electrical Installations (Building and Structures)