

Skills Pledge Toolkit

Stage	Activity	Key Actions	Y/N	If yes...	If no...
1	Review Action Plan	Are you content that your Organisational Needs Analysis (ONA) covers everything you need?		Move to stage 2	Contact your broker or provider to discuss it. They can undertake an exercise for you at no cost.
2		Have training courses been identified?		Move to stage 3	Discuss availability, qualifications and eligibility with your broker or provider
3		Have training providers been identified?		Move to stage 4	Discuss with your broker or the LSC
4	Scheduling	Has eligibility been determined for all staff?		Move to stage 5	This can be a complex process. There is no substitute for experience here; talk with your broker, provider or the LSC. There are even some software solutions that can help with big tasks
5		Have trainees been identified?		Move to stage 6	Decide which groups need to be trained. Will it be classroom or workplace based? In what proportion? What will be the impact on the business?
6		Has a training schedule been developed?		Move to stage 7	Develop a short-, medium and long-term plan to ensure that all staff will benefit. Discuss this with your broker or provider
7		Has funding been identified and agreed?		Move to stage 8	Your broker or provider will be able to identify eligibility and funding streams
8	Feedback	Was the process effective and efficient?		Move to stage 9	Identify areas for improvement and discuss with relevant body: a) Broker b) Provider (College/trainer) c) LSC
9		Has the experience of the learners been positive?		Identify areas of good practice and feedback to relevant body (as in 7)	Identify areas of poor practice and feedback to relevant body (as in 7)
10		Has the training evidenced value for money and can positive outcomes be identified? (Productivity, quality, retention, etc.)?		Attempt to quantify and provide feedback to LSC for developing case study	Identify reasons for dissatisfaction and feedback to LSC for quality monitoring purposes
11	Next Steps	Have we taken steps to involve our supply chain?		Encourage them to involve their own suppliers. Consider forming a training group to share good	Discuss the benefits and advantages with them. Involve a broker or the LSC if you think that would help

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				practice	
13		Have we effectively Marketed our achievement?		Are there elements that you could share with others? Let the LSC know what you've been doing	LSC may be able to help with leaflets/posters/marketing events/case studies to inform your staff and clients
14		Should we consider joining the Skills Pledge Club?		You need to facilitate the involvement of three other companies. If you've been working on the Skills Pledge with your suppliers and partners you may already qualify.	Advantages include: <ul style="list-style-type: none"> • Early briefing on changes of eligibility or new products • The opportunity to share 'best practice' with market leaders • The influencing of policy making at Regional and national level • High profile, LSC funded marketing opportunities • The opportunity to show public commitment to continuous employee and skills improvement