

# Basically...

## Key Terms in Plain English

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### Train to Gain

#### ***A definition:***

*A national skills service to help employers improve the skills of their staff.*

#### **What is it all about?**

Train to Gain is a national skills service that supports employers of all sizes and in all sectors in England (including the Third Sector) to improve the skills of their staff. It offers skills advice on everything from Investors in People, and basic skills through to leadership and management training for business leaders.

There is government funding for employers to train their staff. Funded qualifications are usually Skills for Life (literacy, numeracy and English language) and NVQ Level 2 and Level 3. There is also financial support for Leadership and Management training. Organisations with fewer than 250 employees (SMEs) can access funding for other qualifications such as units and modules in business related subjects.

#### **What does this mean in real terms?**

**Employers** receive free, impartial advice and support from a skills broker, to help identify the training needs of their organisation. This service includes:

- Sourcing training provision which meets the needs of the employee and the business.
- Identifying if there's funding available for training.
- Information about other qualifications and training which the employer pays for.
- The offer of a contribution to wage costs for staff time spent training, for employers with less than 50 staff..

Organisations in the private sector with 5 to 250 employees (SMEs) can have an in-depth skills analysis for owner/managers, plus grant support of up to £1,000 to develop leadership and management skills.

**Funding** available (depending on learner eligibility) can include:

- Fully-funded full Level 2 qualifications, for people who don't already have qualifications to this level. This is equivalent to a Level 2 NVQ or 5 GCSEs of grades A-C
- Fully-funded Skills for Life qualifications in literacy and numeracy at all levels up to Level 2, and partial funding for English language skills.
- Contribution toward Level 3 qualifications (equivalent to A Levels), for people who already have a Level 2.

For people who already have Level 2 or 3 qualifications, some funding is available to do additional qualifications at these levels. This is only for specific subjects identified as being in sectors important for the economy.

Employees of SMEs can also get funding towards qualification units or 'thin' qualifications at Levels 2, 3 & 4.

**Eligible Learners** include: adults over 19 years who are full and part time employees; self-employed people; volunteers.

Training is available in all sectors from Customer Service and Business Administration; Engineering and Construction; through to Animal Care and Horticulture and many more!

#### **What more can we do?**

Find out more at [www.traintogain.gov.uk](http://www.traintogain.gov.uk). Employers can contact the South East skills brokers on 0845 751 2288.

Employers can make a public commitment to training their staff by making the Skills Pledge. See: [www.lsc.gov.uk/skillspledge](http://www.lsc.gov.uk/skillspledge)

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