

Train to Gain Contract Management Support Workshops

A joint AoC, SWTPN and LSC event

In response to feedback following the LSC's Train to Gain events held in June, the AoC SW and the SWTPN, together with the LSC, have organised a series of four one-day contract management support workshops in late November and early December.

Any provider - college or independent or employer - can register up to two people to any one event, free of charge. The days are aimed at those who directly manage a Train to Gain contract, or who undertake financial control or administrative supervision of the contract.

Each event will cover:

- Profiling and Managing a contract effectively within its Maximum Contract Value (MCV)
- Understanding and achieving Minimum Levels of Performance (MLPs)

The events will be facilitated by the AoC and ITPN representatives Rod Brookes and Rod Davis and will use realistic contract scenarios for small groups of delegates to work through and achieve the objectives. Feedback from the scenarios will be facilitated to encourage peer to peer knowledge transfer and a group approach to exploring solutions.

A support panel of specialists will be present throughout the day to offer assistance and information on specialised topic areas that may arise, including:

- Contracts
- Quality
- Audit
- Finance & cash-flow
- LSC policy

There will also be a specific plenary session to identify further issues and development needs, as well as to give the latest updates on LSC policy and contracts.

Dates and venues

24 th November 2009	Yeovil Innovation Centre, Somerset
26 th November 2009	The Wessex Room, The Corn Exchange, Devizes
1 st December 2009	The Hucclecote Centre, Gloucester
3 rd December 2009	The Eagle House Hotel, Launceston, Cornwall

Booking process

To book a place please contact Rhiannon Keating on 01752 754026 or by email rhiannon.keating@lsc.gov.uk

Please note places are limited to two per provider.



Train to Gain Contract Management Support Workshops

Programme

- 09.30** Registration, coffee and networking
- 10.00** Introductions
- 10.05** Overview
- 10.15** Topics being addressed and how they'll be tackled
- Maximum Contract Values and Profiling
 - Minimum Levels of Performance
 - Listening: Identification of further support needs
 - National Policy update
- 10.25** Small groups Exercise 1: Maximum Contract Values and profiling scenario
- 11.15** Coffee break
- 11.30** Feedback summary plus visiting panel Q&As on Exercise 1
- 11.50** Small groups exercise 2: Minimum Levels of Performance scenario
- 12.40** Feedback summary plus visiting panel Q&As on Exercise 2
- 13.00** A reminder of why we're all doing this: Recent Video interview clips from employers
- 13.10** Lunch
- 14.00** Listening: Small groups, then whole group with visiting panel: Identification of further support
- 14.40** National Policy update
- 14.55** Re-cap and action points
- 15.00** Finish
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