

PROVIDER NEWSLETTER

February 2007

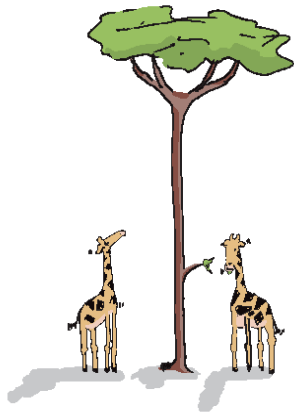
Issue: 02

www.traintogain.gov.uk

TRAIN TO GAIN CAMPAIGN LAUNCH

The first national Marketing and Communications campaign for Train to Gain began last week and will run through until the first of April. The aim of the campaign is to raise awareness of Train to Gain with all employers.

GET THE EDGE



The Campaign includes advertising in national daily, regional and Sunday newspapers, radio commercials and business websites.

In the South West bus back advertising, email broadcasting and banner adverts for partner websites form elements of our Train to Gain awareness building.

Direct marketing and follow up telemarketing is being used to generate leads in the South West

These are two of the .. banner strap lines being used in the SW Train to Gain advertising campaign.

Materials from the national campaign for partners to use are available on: www.lsc.gov.uk/campaignresources

SOUTH WEST SKILLS AWARDS

These awards recognise the success of learners, trainers and employers across the South West.

Categories include:

- Skills for Life Achiever
- Inspiring others to Learn
- South West Learner of the Year
- Train to Gain Employer of the Year

Entry forms are now available on: www.lsc.gov.uk/regions/SouthWest/News/

Closing date for entries is 9th March 2007

NIL. NADA. NOWT. ZERO. ZILCH. ZIP. DIDDLY-SQUAT... NOT A SAUSAGE.

A Skills Broker identifies your business training needs for FREE



08456 047 047 www.traintogainsw.com



TRAIN TO GAIN

PERFORMANCE

Level 2 Performance

We are now **50%** through the contract year and starts are showing **23%** against contracted numbers. The region is still expected to achieve its Train to Gain level 2 target of **16,660** starts by the end of March and providers are urged to make every effort to achieve their contract targets.

Due to under performance over £6m will be handed back. This money will be taken from the 2006/07 achievements that will not happen this year. However, achievements that will now take place in 2007/08 will be honoured.

REGIONAL RESPONSE

Regional Response Fund

To date there have been over **100 requests** for Regional Response funding.

To remind you of the process, requests come via the skills brokerage service and are dealt with by the LSC regional team on a weekly basis and then discussed and agreed with local Partnership Managers. Where a provider already holding a Train to Gain contract is

involved, the process is straightforward and can be completed very quickly, providing their Provider Financial Assurance (PFA) limit will not be exceeded. If the limit is likely to be exceeded a business case has to be made for the increase and agreed by the PFA team.

Where a new provider is involved a number of checks have to be carried out depending on any previous involvement with LSC funded provision. This is to ensure they have all the relevant documentation and processes in place to support a contract. This checking process can take around six weeks. So, clearing this type of request can take longer, but in every case the regional team is in regular contact with local Partnership Managers, keeping them updated on progress.

Business Improvement Techniques (BIT) NVQ

It has now been confirmed that the funding for BIT has been increased from **£1200 to £1800 per learner**. Any provider offering this qualification will be contacted shortly about a variation to their contract and backdated payments for any learners in training.

This is a reminder that care should be taken when determining learner

eligibility. Advice from the LSC PFA team is that providers should add a supporting statement/evidence to the eligibility form to demonstrate they have explored fully with the learner their education and training background.

Tendering for 2007/08

A call for expressions of interest was published in TES on 23 February 2007. In the SW region we shall be undertaking a limited tendering exercise for provision to fill geographical, sector and qualifications gaps that have been identified.

The call is for new providers only. All current Train to Gain providers do not need to re-tender. Discussions will take place with you about 2007/08 allocations, based on information you supplied on PaMS and 2006/07 performance.

However, providers without a mainstream Train to Gain contract but delivering specific training through the Regional Response Fund will need to go through the tendering process if they wish to be considered for a Train to Gain contract in 2007/08.



LEADERSHIP & MANAGEMENT

DEMAND EXCEEDS SUPPLY!

Demand for participation in the South West "Leadership and Management Project" has been high with the target of 1760 exceeded.

Nearly 2,000 organisations are now using their Action Plan to develop the leadership capabilities of their businesses.

Case studies are highlighting the aspirational step change in leadership and management thinking. Many organisations have undertaken management workshops which have stimulated ideas for new goals and clear strategies, empowering them to evaluate their business and leadership strengths. It is clear that the programme has been a catalyst for considerable spend on training. The cash and in kind contribution from employers now totals over £1 million.

4,284 managers are undertaking qualifications ranging from Business Strategy and Planning Skills to degrees in Leadership. 383 organisations are working towards the IiP Leadership and Management Model and 141 organisations have committed to the IiP Leadership and Management Standard.

This in itself shows that businesses see the value of working to a structured plan with good organisational benefits.

The **LSC SW Skills Awards** in April will include a category for the organisation which has demonstrated the most innovation and impact in **developing leadership** within their company. Business Link will be distributing nomination forms with a closing date of the **23rd March**. This award will recognise the potential of Leadership and Management training, the value to the management team with the link to the improved performance of the organisation.

A Leadership and Management booklet is being published as a legacy to the project and will define the exit strategy for the future of Leadership and Management. This is still a key LSC regional priority and the evaluation findings from this project will help to inform **leadership and management development for the future**.

SW SMEs (ranging from 10-249 employees) and social enterprises qualify for the programme which is being delivered by Business Link in the South West. Organisations benefit from an organisational review and diagnostic which will focus on their future leadership and management needs. Training solutions can then be identified and arranged.

For further details please contact the Business Link organisation in your area or Marion Sweet at the LSC project office on 01793 608057

TEN TOP MI TIPS

- To differentiate between Broker Led and 'Light Touch' referrals on the ILR at A54, Providers should use Code 9999999999 for 'Light Touch' and Code SW320 12345 for Broker Led referrals.
- Providers must ensure the Employer Identifier/ Unique Reference Number (URN) A44 is entered on ILR (mandatory).
- Providers should run a Train to Gain Funding Summary from the Data Collections Portal on the **11th** working day of the month to check their submissions and see what value is attached to their Train to Gain activity.
- Lists of learners are available to providers on the WBL Provider Funding Report (PFR) which they can request through OLDC.
- Values for each learner can be produced from Learner Information Suite (LIS) using the ILR Data file.
- **FE Providers should always use the monthly WBL upload for Train to Gain.**
- Adjustments to learner data e.g. changes

between Higher/Lower rate, are made by resubmitting data as all payments are calculated YTD. This also applies should a learner later be identified as ineligible!

- If adjustments lead to a Train to Gain debit occurring and there are not sufficient funds left in the contract to recover from future payments, it will be taken from other LSC funding streams e.g. WBL if available.
- Evidence must exist for 2 hours structured learning activity in order to claim a start – this should be included in the Individual Learning Plan (ILP).
- Box L35 Prior Attainment level must be completed and 98 'not known' should never be used

REFERRAL PROTOCOLS – A PROVIDER'S GUIDE

May we remind Providers of two valuable tools – the **Referral Protocol** and the **Employer Agreement**, both of which form part of contractual obligations.

The **Employer Agreement** outlines information about the Train to Gain service for the employer and provides terms of reference. It also includes an employee eligibility checklist.

The **Referral Protocol** describes the registration process for 'Light Touch' and Business Link led referrals.

Please use the Employer Agreement at every visit and share the information with Business Link. This will speed up the 'Light Touch' referral process and ensure that Providers and Brokers share Employer information.

Remember to ...

1. Send a copy of the Employer Agreement to: **Train to Gain Contract Manager, Business Link, Tamar Science Park, Derriford, Plymouth PL6 8BT**
2. Advise employers engaged through 'Light Touch' that they will receive a call from the Brokerage Service and the Employer must respond to it if they wish to access Train to Gain funds.

INVESTORS IN PEOPLE

Business Improvement Briefings for Retail, Manufacturing, Engineering and Construction Sectors are planned for March.

Do you have any Employers in these sectors who want to

- Increase profitability
- Improve staff motivation
- Reduce waste
- Raise employee retention
- Increase selling skills

Business Link is running a series of Investors in People

Breakfast meetings in and around the South West in March.

Encourage your employers to get involved. To book a place call the Train to Gain Brokerage Team on

08456 047 047

GOOD PRACTICE TO SHARE

Develop a briefing pack for Brokers and Providers to share information on the Employer – summary of previous meetings, phone calls and learning solutions agreed could offer useful background regarding the Employer's training needs.

MARKETING WORKSHOP

A workshop was held on Feb 6th in conjunction with the AoC and Training Provider network. Thank you to everyone who attended the event. Feedback was positive and we will look at running another updating session with a chance to share good practice later in the summer.

