

KENT ASSOCIATION OF FE CORPORATIONS

MEETING OF THE TRAIN TO GAIN STEERING GROUP HELD ON FRIDAY 29TH FEBRUARY 2008 AT MID KENT COLLEGE, HORSTED CENTRE

- Present:** Stephen Grix (Chair, Mid Kent)
Andrew Brader (Mid Kent)
Jacqui Brown (Mid Kent)
Mike Dodd (Hadlow)
Karen Evans (Thanet)
Ian Goodwin (North West Kent)
Chris Hare (West Kent)
Christine Legister (South Kent)
- Apologies:** Marco Forgione and Mel Thomas (Canterbury)
- Attending:** Hayley Mills (KAFEC)

MINUTES

1. Welcome and Introductions

The group were welcomed to the meeting.

2. Project Roles

a) Chair of Steering Group

It was agreed that Chris Hare would be Chair of the Train to Gain Steering Group. The Steering Group has been developed from the Workforce Development Group that previously ran in conjunction with the LSC. This group will continue to work together.

b) Project Manager

Nicola Morris, from West Kent College, will act as Project Manager. The Project Manager will attend the Steering Group meetings and report to the KAFEC Principals' Group.

3. Sector Areas

The group discussed which areas to focus on. CH suggested basing this around market demand. The areas suggested were:

- Logistics – construction plant
- Fencing industry
- Customer service and retail
- Health and social care
- Olympics focus – i.e. team leaders for voluntary sector, bench stewarding and retail/customer service
- Food related

There was general agreement, by the majority of the group, that colleges would work within their own areas, with the following exceptions: (i) where an employer has multiple centres; (ii)

where the employer is an existing customer; (iii) where the employer has expressed an interest in working with a particular provider; and (iv) where the provider has a specialist resource.

CH noted that West Kent College need to achieve 1800 starts under their contract and are therefore working in all areas of Kent, Surrey and Sussex. They also need to achieve 600 starts for the Windsor Group, plus they are working towards a £300,000 contract for Guildford. It was noted that Canterbury College might be in a similar position.

4. Assessors

a) Standardised Payment Scheme

The group discussed this option. It was noted that it is not cost effective to deliver at Protocol's rates and not all colleges agreed to the idea of offering different rates for different programme areas. It was agreed that assessors will be self-employed.

CH noted that Morgan Hunt provide good service and good rates. It was agreed that the Project Manager would take responsibility for agreeing a deal for a common rate on behalf of all seven colleges, using three different agencies: Protocol, Morgan Hunt and Strawberry.

The final agreement reached was that the group would move to a standardised payment structure but the Steering Group would do more work on this.

b) Training

It was agreed that assessor funding should be organised and funded as a collective. The group received the idea of using colleagues to share good practice and paying accordingly and this was agreed as a helpful way forward.

This section of the project will be about building capacity and will not be tied to the sector areas outlined above.

5. Databases

a) Review of current systems

CH suggested that it would be helpful to buy in new data to work with as a collective. West Kent have used a company called 'Blue Sheep' previously, to provide such data. The data is clean and accurate and will normally include a named contact at the business, but it is more expensive to obtain an email address for the contact.

KE supported this proposal and also suggested that it would be possible to establish a virtual group using a resource at Thanet College. It would then be possible to look at this data and hold meetings virtually.

It was agreed that the funding would be altered to allow additional money for this area.

b) Employer contacts database

Information on existing employers will not be shared. If a provider is unable to help an employer, however, they will refer them to another provider.

6. Project Budget

a) Management Fee

The group agreed that 10% was an acceptable amount for West Kent College to receive for managing this project.

b) Division of Budget

The group discussed the division of the budget. The original indicative budget is outlined below with notes on how this will be altered.

Management Fee	£22,500 – will remain the same
Assessors / Verifiers	£60,000 – part of this allocation will now be transferred to funding for new data or e-learning
Brokerage	£7,000 - this allocation will now be transferred to funding for new data or e-learning
Tackling New Sectors	£10,000 - this allocation will now be transferred to funding for new data or e-learning
Staff Training	£6,000 – this will remain the same
E-learning	£5,000 – additional funding will be allocated for this if a viable project is identified
Administration Model	£10,000 - this allocation will now be transferred to funding for new data or e-learning
Sales Specialist	£94,500 – this will remain the same at present
Consultancy	£10,000 - this allocation will now be transferred to funding for new data or e-learning

The full details of the budget will be discussed and determined at the next meeting.

7. E-learning

The group agreed to sharing resources online and KE suggested that Thanet College may have a member of staff who would be able to help set this up. It was agreed to vire additional funding into this area if a viable project is identified. The Steering Group will develop this further.

8. Short-term Administration Model

It was agreed by the group that this would not be a useful way in which to utilise the funding and therefore the funding will be re-allocated to another area.

9. Specialist Sales Posts

This is for a half-time post in each college, which will be used to generate leads. Colleges are able to use an existing member of staff but these should be named.

It was noted that the end date of the project should be confirmed. It is not clear if this is end July 2008 or if the project is able to continue beyond this date. This will have an impact on these sales posts. Colleges also need to confirm how many starts are required by end July 2008. It was agreed that a meeting should be arranged between Stephen Grix, Chris Hare, Nicola Morris, Hayley Mills and Paul Sayers to discuss this further. HM agreed to arrange this.

ACTION: HM

It was agreed that this funding may also be used for telesales if colleges would prefer. It may be possible to do this as a collective. JB noted she has received some specs for this and agreed to send these to CH as Chair. **ACTION: JB**

West Kent College will be asking colleges to provide information for auditing purposes before they will be able to release funding.

10. Any Other Business

There was no further business.