

Calne Area Board
 Training and Skills Working Group
 21st February 2018



Attendees: Ian Thorn, Alex Schmitt, Louiza Bruce, Terry Couchman, Corinna Davidson, Helen Bradley, Jane Vaughan.

Apologies: Jennifer Dunthorne, Marie Wykes

Notes taken by Jane Vaughan.

- **Welcome and Introductions:** This was the first meeting of the working group, Ian Thorn welcomed everyone and introductions were made.
- **Creating an action plan:**
 It was decided to focus group discussions at this meeting on beginning to form an action plan focussed on the priorities identified at the Training and Skills Workshop held on 21st November 2017.

The group would aim to work through the priority tables to create 3 categories of action:

- A. Areas of work that agencies/organisations and local groups are already engaged in and which this group could seek to engage with and influence.
- B. Areas of work that agencies and organisations could/should be engaged in and how this group can encourage/influence work to be started in the Calne Community Area.
- C. New initiatives which this group could kick start/promote/facilitate.

The group felt it was important that it engaged in detailed discussions around the aspirations so that it might be more able to come up with meaningful actions and recognised that it may not be possible to cover all aspirations in one meeting.

The following tables show the extent of those discussions:

Draft Action Plan:

Transition: The barriers and opportunities local people from the Calne Community Area face when moving between training and life skill stages: school – further education – employment – unemployment – employment – retirement.

JSA priority: Transition		
Aspiration	Action	Category
Transport needs analysis.	1. It was noted that the Calne Area Transport Group is currently engaged with Wiltshire	A

	<p>Council Highways and Atkins to create a Community Transport Strategy.</p> <p>The group wished to understand more about this and ensure the priority of poor transport as a barrier to training and skills was included.</p> <p>★ Ian/Jane to discuss with Spencer Drinkwater.</p> <p>2. Look in to potential schemes initiatives that may already be in existence: Independent Travel Scheme Moped loan scheme (Community First?)</p> <p>3. Bicycle loan scheme – investigate potential of working with local groups/organisations to repair/recycle old bikes to loan/give to local people.</p> <p>★ Terry will talk to Repair Academy</p> <p>★ Louiza would talk to potential volunteer at Springfield’s and the Men’s Shed.</p> <p>★ Terry and Louiza to liaise and form small task group if appropriate.</p>	<p>B</p> <p>C</p>
<p>Employment Fair/Turn up and Try events.</p>	<p>1. Springfield’s planning to run employment event in September as part of their larger ‘Creative Employability Centre’ plan with a focus on adults/people with experience providing inspiration, potential to create wider community engagement.</p> <p>2. Priestley School had previously held a jobs fair, which Ian Thorn had attended, potential to learn from their experiences and contacts.</p> <p>★ Ian would talk to Priestley School and then discuss with Louiza.</p> <p>3. The Library had previously held a ‘Fun Palace’ day to allow people to ‘have a go’ at new activities/crafts etc – could this be linked in future to provide or signpost people to further learning opportunities?</p> <p>★ Jane ask libraries for more information about future Fun Palace events.</p>	<p>A</p> <p>A</p> <p>A</p>

<p>Advice and information about opportunities and transition pathways.</p>	<ol style="list-style-type: none"> 1. It was felt that the title of this aspiration needed amending from opportunities and careers to opportunities and transition pathways. 2. Community Hub – Job Club Alex Schmitt and Terry Couchman reported that the Job Club needed revitalising. It was felt that new, dedicated volunteers were required to provide sign posting and advice on preparing CVs etc. but also opportunities for people seeking work to develop social networks, confidence and support in all aspects of identifying work opportunities and preparing themselves for selection. ★ Terry would start a recruitment drive for appropriate volunteers. 3. It was felt that the work being done already by the Community Hub in providing opportunities for people from all life stages to make a transition to volunteering in a supportive environment was important and a unique and valuable resource in Calne. This should be supported as much as possible to encourage more volunteering opportunities. 4. Find out more information about positive psychology sessions. 5. The group also discussed finding out what advice and information is already being provided by other organisations (an audit of information): the Job Centre, Launch to Learning, The Rise Trust (Chippenham), and Educational Institutions. ★ Helen would contact the Rise Trust re. their current work on this matter in Chippenham and potential to develop similar work in Calne. 	<p style="text-align: center;">A</p> <p style="text-align: center;">A</p> <p style="text-align: center;">B</p> <p style="text-align: center;">A</p>
<p>Mainstream schools to offer support for transitions.</p>	<ol style="list-style-type: none"> 1. Information gleaned from case studies at the original Training and Skills workshop suggested that some young people did not feel that current support for the transition from GCSE to further education was adequate. Louiza suggested that this was 	<p style="text-align: center;">B</p>

	<p>part of the reason for the creation of an Employability Centre at Springfield. Further discussion would be given to this matter at future meetings to identify ways to assess the existing support and encourage Mainstream schools to investigate and develop in this area.</p>	
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Access to learning: The promotion, facilitation and accessibility of learning opportunities for people in the Calne Community Area.

Access to learning		
Aspiration	Action	Category
More facilities for learning in the Calne Community Area.	Deferred to next meeting	
Better/more effective publicity about existing opportunities	Deferred to next meeting	
Invite businesses/organisations to help fund/provide training and skills development.	<ol style="list-style-type: none"> Engage with Learn Direct to provide specific/relevant courses for people from a new revitalised Job Club at the Hub. <ul style="list-style-type: none"> ★ Jane to contact Learn Direct ★ Terry and Alex to identify relevant learning requirements from existing contacts at the Hub. Find details and more information about PLUS (an organisation that provides training for people with disabilities) 	<p style="text-align: center;">B</p> <p style="text-align: center;">B</p>
Identify better provision for 16 – 18 year olds with specific needs.	<ol style="list-style-type: none"> Contact National Association for Autism (NAS) for advice and information. <ul style="list-style-type: none"> ★ Louiza would contact NAS 	B

Provide more support to access and use the internet.	Deferred to next meeting	
1-2-1 mentoring/group mentoring	Deferred to next meeting	
Utilise existing spaces (e.g. Community Hub) and bring providers in to the community area.	Links to above - Invite businesses/organisations to help fund/provide training and skills development.	B

Employability: (paid and unpaid): Gaining the ‘soft skills’ needed for engagement in learning and employment. (e.g. interview experience, people and personal skills).

Employability		
Aspiration	Action	Category
Link with businesses to create a menu of training	Deferred to next meeting	
Develop opportunities to acquire and embed functional skills – possibly link with Springfield’s Academy for delivery.	Deferred to next meeting	
Link voluntary and business sectors. (e.g. make volunteer experience count, develop competitions with work experience/mentoring as prizes!)	Deferred to next meeting	
Set up a business forum (link to existing networks) focussed on identifying skills gaps.	Deferred to next meeting	
Survey to understand needs (unclear if this was about community needs in terms of developing skills or business needs re skills gaps ... or both?)	Deferred to next meeting	

Encourage/train businesses in SEND possibilities and needs.	Deferred to next meeting	
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Qualifications: Gaining the practical, hard skills and qualifications needed for specific jobs and further learning opportunities.

Qualifications		
Aspiration	Action	Category
Encourage employers to help provide appropriate training, support to develop qualifications (time off for staff to attend, staff to provide work experience share skills, apprenticeships etc.)	Deferred to next meeting	
Recruit the right person! Encourage employers to shift from a culture of recruiting the person with the best skills not the best qualifications.	Deferred to next meeting	
Identify and promote training for the skills that will be needed in the future.	Deferred to next meeting	
Develop volunteer experience/skills accreditation scheme. (Gain support from recognised organisation).	Deferred to next meeting	

Other areas for discussion:

Other things		
Action		Category
Access to employment support (Transport etc.)	Deferred to next meeting	
Social Media use	Deferred to next meeting	
Removal of childcare barriers	Deferred to next meeting	

Support for literacy training (formal and informal)	Deferred to next meeting	
Suitable I.D ie Skills Qualifications conversions and money to pay for this.	Deferred to next meeting	
More support for young adults with complex needs, learning difficulties through their care support to become and maintain independence.	Deferred to next meeting	

- **Next meeting:** The next meeting was arranged to take place on Thursday 22nd March, 6pm at the Community Hub, Harris Room.

Jane Vaughan
 Calne Community Engagement Manager
 jane.vaughan@wiltshire.gov.uk