

## **Summary of Project Brief**

### **1 Background**

At a meeting of the South Wilts and Kennet Learning Partnership (SW&KLP) on 22<sup>nd</sup> November 2005, it was agreed that:

- ◆ The South Wilts and Kennet Learning Partnership (SW&KLP) should become the South Wilts Learning Partnership (SWLP).
- ◆ The SWLP should take a strategic role in the area.
- ◆ In its strategic role, the SWLP will focus on a 19+ strategy involving three areas:
  - 1 Adult Learning and education – basic literacy; Personal & Community Development Learning (PCDL)
  - 2 Basic Skills
  - 3 Employer Skills (skills required by local employers)
- ◆ Members of the SWLP should devise a strategy to deliver a 19+ Agenda in South Wilts.

In order to create this strategy a project should be created to:

- ◆ Identify strategic partners
- ◆ Map the provision of training and education for the 19+ group
- ◆ Identify what individual or joint marketing of this provision is in place
- ◆ Investigate how best to access the 19+ group and ascertain their training and education needs
- ◆ Investigate how well the existing provision is meeting the needs of the 19+ Group and the needs of employers

After meetings with George Trytsman and Dave Neudegg, Charles Jack - on behalf of Gateway Training Ltd - was asked to submit a proposal outlining how this work could be carried out.

### **2 Project purpose**

The overall purpose of this project is to present sufficient (19+) information to the SWLP to allow it to conclude whether a strategic plan is needed and, if so, to produce this strategic plan.

### **3 Project objectives**

- 3.1 Identify strategic partners

Map all the relevant strategic partners within South Wilts and identify the key people within these organisations.

3.2 Identify relevant training and education providers

- Review the provision of 19+ training and education.

3.3 Identify the training needs of the 19+ Group

- Correlate these needs against the existing provision.

3.4 Identify the needs of employers regarding the 19+ Group

- Correlate these needs against the existing provision.

3.5 Present research findings to the SWLP and facilitate its members in devising a strategy to deliver a 19+ Agenda.

#### **4 Proposed methodology**

4.1 Liase with members of the SWLP steering group to identify relevant strategic partners and training and education providers.

4.2 Starting at Regional level and moving through to a local level, identify existing 19+ strategies or plans and collate information.

4.3 Identify, contact and interview 19+ Group training and education provision providers.

4.4 Identify, contact and interview a representative sample of the 19+ Group to carry out a headline needs analysis.

4.5 Identify, contact and interview a representative sample of employees to ascertain their training and education requirements of the 19+ Group.

4.6 Collate and assimilate this information and produce a report.

4.7 Present the report to the SWLP and facilitate a meeting to discuss the implications of the report and agree a 19+ strategy.