

Norfolk common GROUND



Working with Trade Unions to Promote Learning

Summer/Autumn 2006

Don't miss out!

Five exciting free initiatives are now available to individuals and businesses in Norfolk. In this newsletter we give a brief outline of what's available. For more information why not get in touch. Make sure you don't miss out!

Advice to Union Learning Representatives:

Get involved. Some of these initiatives are aimed at businesses and they will work with the manager. There is no reason why they could not work with a partnership and ULRs could be included. Indeed, a joint approach which includes union input is usually the most effective route. You and your members could also take advantage of the training on offer. If in doubt get advice from your union, TULL or SERTUC.

- 1 Learn a language
- 2 Brush up your English or maths
- 3 Sort out your computer and IT skills
- 4 Get professional advice on learning and career opportunities
- 5 Develop a workplace learning project

What is Trade Union Learning Link?

Trade Union Learning Link (TULL) has been working in Norfolk for six years. TULL aims to build links between employers and unions in order to support and promote learning opportunities in the workplace. TULL develops networks of unions and learning providers, supports union learning representatives, helps with accessing funding sources and arranges relevant briefings, network meetings and conferences. We can help to develop partnership learning projects within the workplace.



TRAIN to GAIN

Norfolk and Suffolk roll-out

A new era in skills training begins as employers across England get a skills boost for their employees with the roll-out of a new specialised service, Train to Gain.

Train to Gain is a new service, from the Learning and Skills Council, to help businesses get the training they need to succeed. It will offer advice on business needs, match training needs with training providers and ensure that training is delivered to meet employers' needs.

Train to Gain will play a major part in addressing the significant skills shortages that continue to have a negative impact on UK productivity and competitiveness, with 40% of adults in the workforce lacking a basic Level 2 qualification. Businesses will be able to access Train to Gain through a free skills brokerage service.

Skills Brokers will work with employers (and trades unions) to analyse their current skills training and provide a recommendation of appropriate training solutions based on their individual needs.

The range of government subsidised training and qualifications available through Train to Gain can include Skills for Life qualifications, first full Level 2 qualifications, Apprenticeships and Advanced Apprenticeships as well as NVQ Level 3 and above. Individuals may be able to benefit from free training.

David Greer, Director - Skills for Employers at the Learning and Skills Council, said: "Skills training has never been more important for businesses with skills gaps costing a typical 50-employee business an estimated £165,000 in lost revenue each year."

Train to Gain will be available in Norfolk and Suffolk from August 2006.

For more information see these websites www.traintogain.gov.uk or www.tull.uk.net and follow the link. You can also call TULL on 01328 855357.



Leading learning and skills

Working together

TULL is working with the LSC, trades unions and the brokerage organisations. The brokerage organisations will be offering training and analysis to employers and employees to help ensure the most effective training is provided.

In recognition that both brokers and trades unions will benefit from working together, we are helping develop a protocol or joint statement of intent that can be used locally to underpin joint working within the Train to Gain (TtG) framework.

- Principles may include: promoting union and ULR involvement in TtG,
- sharing information about visits etc.,
- meeting with ULRs,
- promoting the brokerage service
- organising briefings.

If you would like to know more contact TULL.



E-Business BYTE

E-Business Byte provides small businesses with the knowledge to move forward with e-business and e-commerce by providing free ICT consultancy. An independent specialist consultant will provide hands-on support and advice.

We also provide an ongoing understanding for your future ICT decisions, completely free of charge. We will work with you, in your place of work, at your convenience.

Advice can be provided on a wide range of ICT issues including the following:

- **E-Commerce:**
On-line sales/purchasing, catalogues, stock control
- **E-Marketing:**
Utilise your systems to maximum marketing effect
- **Website:**
Design, development, re-design, updating and maintenance
- **Connection/Communication:**
Provider options, analogue, ISDN, Broadband options and related costs
- **Security:**
Data protection, anti virus applied/updated, firewall, spyware anti pop-up, scams and backup
- **Business Processes:**
System integration, Customer relationship management, workflow etc.,
- **Financial:**
Accounts recording, analysis, cash-flow, on-line transactions, on-line banking
- **E-Training:**
Industry standard software (what is available and/or possible)

If your business is based in Norfolk and employs no more than fifty people and could benefit from free expert advice on how to keep up with the rapidly changing world of commercial IT and its potential – we can help!

For further information or to register for one of these free places please contact Theresa Bailey on 01603 664461 or email businessbyte.adult.edu@norfolk.gov.uk

 **Norfolk County Council**
at your service


East of England Development Agency

This project is funded by:


Leading learning and skills


Business Link



E-UROCOM

Did you know that 60% of English trade is with non-English speaking countries? E-urocom offers FREE commercial foreign language training for employers and employees of small to medium size companies based in Norfolk with less than 250 employees and a turnover of less than £24M.

Whether a beginner or a more competent speaker of a foreign language, E-urocom will help you improve your communication skills with potential or existing customers, by speaking their language.

E-urocom is a unique opportunity for your company to establish new global links or strengthen your established relationships.

E-urocom runs classes throughout Norfolk subject to demand. Courses are free to those companies that meet the eligibility criteria, but there is a small accreditation fee (between £7 and £30), which is dependent on the length of the course. At E-urocom we do our best to offer you a course in the foreign language of your choice at a time and location convenient to you. We can also run classes with very small numbers.

**For further information please contact:
Nieves Medina
Phone / Fax 01603 665961
nieves.medina@norfolk.gov.uk
eurocom@norfolk.gov.uk**


EUROPEAN UNION
European Social Fund

 **Norfolk County Council**
at your service

This project is funded by:


Leading learning and skills



Norfolk Guidance Service

Norfolk Guidance Service (NGS) is a quality assured and nationally accredited service of Norfolk County Council providing Information, Advice and Guidance about Learning and Work to adults (aged 20+) throughout Norfolk.

As part of the largest education and training network in Norfolk, and through identification of personal strengths and interests, we are able to identify and source appropriate learning solutions for you and your staff, thus saving you **TIME and MONEY**.

We offer a flexible, county-wide service, so we can meet you at a time and place to suit you.

For further details please contact:-

Trevor Turk on 01603 223885 or email trevor.turk@norfolk.gov.uk

Thanks to Fakenham Learning Community for helping us pull together these initiatives at a recent successful business breakfast. Local Learning communities work together across Norfolk. For more information contact:

Andy Hodgson on 01603 612015
www.learning.shapingthefuture.org.uk/strategy/home.asp
The Norfolk Learning Partnership,
St Andrew's House,
St Andrew's Street,
Norwich NR2 4TP



Finding the right CAREER PATH

nextstep Norfolk

nextstep is the name given to a national service provided by the Government, through the Learning and Skills Council, to provide high quality, impartial and up to date information and/or advice on learning and work.



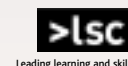
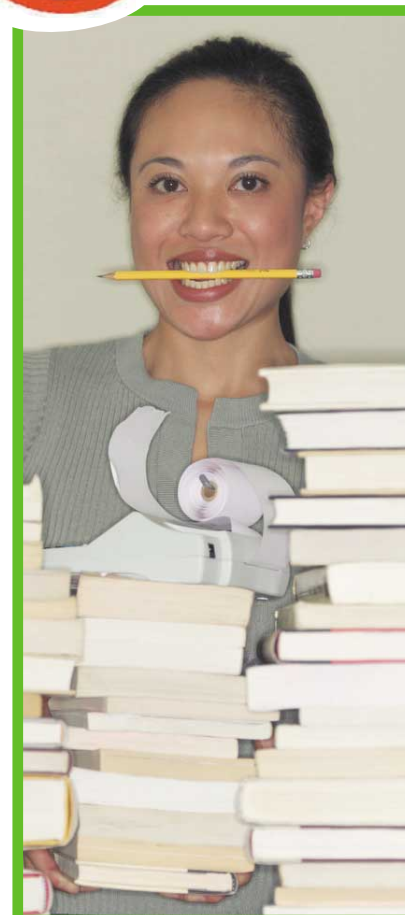
nextstep services are for any adult aged 20 or above regardless of any other circumstances. However, the focus of nextstep nationally is to provide a service to those adults yet to achieve a full level 2 qualification.

Nextstep in Norfolk can help clients to:

- Identify their strengths
- Improve their confidence and self esteem
- Understand the local job market
- Match their interests to jobs
- Find the right education, training or employment
- Identify possible sources of funding
- Tackle barriers such as childcare and transport
- Develop CVs and job applications
- Perform better at interviews
- Identify any help they might need with reading, writing and arithmetic
- Identify other services that can help them and refer to them

In depth enhanced advice services are also available to clients who need some form of additional, longer term support to make informed choices.

For further information about nextstep Norfolk, contact Trevor Turk at Norfolk Guidance Service.



For further information contact:

Richard Crook,
Heather De Lyon
Project Managers
Trade Union Learning Link
Harp House, 54 Wells Road
Fakenham NR21 9HJ

T/F: 01328 855357
M: 07887 803091
E: info@tull.uk.net

www.tull.uk.net