TTE Training Limited Quality Record: HR-R-031



TTE TRAINING LIMITED

Minutes of the Phase 1 Progress Meeting held at TTE on 18 November 2014

Attendees

Claire Roberts (CR) Sarah Ball (SB) Anne Cannon (AC) Ray Collins (RC)

Peter Kudiersky (PK) Paul Gallagher (PJG) Ed Weir (EW)

Apologies Eddy Cody (EC) Paul Graham (PG)

Actions from the last meeting	Action
Minutes from this meeting	
1PG Group profile updated with comments from EW EW - there is an issue with the 4 girls, they went to a party at the weekend and one didn't attend, she is now being excluded which is noticeable in class	Need to monitor
1EW Group profile updated with comments from EW	
1RC Group profile updated with comments from PJG At the start of the carousel PJG looked at their test papers and then spoke to then about improvements he wanted to see.	
ВТЕС	
Timekeeping Sheets were handed out EW to a S&G with Liam Flood in the number of lates	EW - S&G with Liam
Cause for Concern Liam Flood - failing tests first time Matthew Salinger - suspected ADHD Austin Siegertsz - struggling Lewis Morgan - struggling Connie Jones - struggling	
Support and Guidance PK mentioned an incident of horseplay in Process with PPE and wanted to do more than just a S&G with the trainees. It was discussed and decided to do a S&G and reflect the incident in his accountability scores in his review	PK - S&G with trainee involved in horseplay
Mentoring Remind groups about the phase 2 learner who lost his sponsorship[due to not doing what	

TTE Training Limited Quality Record: HR-R-031

he needed to

PK to look after 1EW

Matt Salinger has been warned about not playing football in his safety shoes as he trailed mud the building and was made to clean it up

TO's during mentor session

E&D

Bullying and Harassment. CR wants the team leader to lead the discussion, read the info sheet and discussion points and delegate someone to write he group feedback down and hand back to Claire

Tool Box Talk

From Essar this week on winter precautions and driving. Team leader to cascade information to the group

PLTS

Ongoing with CR at 12 week reviews

AOB

RC - signal for his laptop in workshop is poor, This happened in Process a few years ago and was sorted so can the same thing be done. RC to email GW

RC to email GW

PK had some examples of process work done on blue paper. We should be testing trainees before they start in the skills area as we are finding out requirements too late. AC - we will be doing something during Induction next year.

Re Blue paper and dyslexia Chris, Harry and Sophie have different requirements except the general rule has been blue paper, comic sans 12 font, words underlined with double lined spacing between sentences, lines for writing on and then extra lined paper for additional work. Business support have been very helpful to PK and he said that they would do the same for other TO's

Date of next meeting 9th December 2014