



Minutes of the Training Officer Meeting at TTE on Friday 28th November 2014

Attendees

Anne Cannon (AC), Frank Rogers (FR), Paul Gallagher (PJG), Peter Kudiersky (PK)
 Paul Graham (PG), Eddie Cody (EC), Brian Eccles (BE), Ian Taylor (IT), Ray Collins (RC)
 Minutes taken by Claire Roberts (CR)

Apologies

Ed Weir
 Sarah Ball

Actions From Previous Meeting	Action
None	
Minutes of this meeting	Action
<p><u>Dyslexic Students</u> PK gave some information regarding the dyslexic students in the first year & one in year 2. Trainees in question are: :</p> <ul style="list-style-type: none"> • Harry Stubbs 1RC – words move about on the paper, • Sophie Furber 1RC – neat & tidy work, achieving into the 90s in test • Chris Whittaker 1PG – heavily dyslexic, has an iPad and he's been told he can use that. He also has a colored screen that he can put over the top of white paper which makes it easier for him to read. <p><u>Resource Requirements:</u> All use the same font – comic sans is required. Underlining required also. CTRL + A = will high light the whole document and then you can change the font. This also works to underline the whole document. Harry & Chris need the line spacing to be 1.5 or double. All three know that blue lined paper is available for them from reception. Additional support available from business support for the training officers to have course material changed. EC said that he's just taken 1RC and he didn't know about the requirements for blue paper and all his material was printed onto white paper and neither Harry nor Sophie asked for anything different. PK feels that the training department need to know about these issues before the trainees start on the program. EC raised the question about trainees being tested for color blindness especially if they are going into electrical. AC confirmed that at a recent CDM meeting the issue was brought up about the concerns about the quality of trainees that are being recruited. KV is in the process of organizing a meeting with the sponsors about the recruitment requirements going forward. AC confirmed that she will arrange a meeting beforehand to get the feedback of the training officers.</p> <p><u>Agenda for Future Full TO Meetings</u> <i>Company Feedback</i> - EC asked for feedback from the recent board meeting following a meeting called by Nick regarding H&S.</p> <p><i>Future Professional Development</i> - Current IOSH & asbestos courses it's felt that these courses are forced, professional development should be lead by TO. The recent course re asbestos was aimed at management level and was more about company responsibilities and wasn't really aimed for TO. RC passed course notes to RG. AC confirmed that IOSH has been organised at her request as this was something that was brought up at everyone's appraisals last year and is an ongoing target. FR asked is there an alternative to IOSH as it's a generic course, would it not be better to have an in house course that's suited to our specific needs, why can't we create our own courses.</p> <p><i>Cause for concern</i> – discuss trainees who maybe or are a cause for concern.</p>	<p>AC to organise meeting with KV & TOs.</p> <p>Action – AC to chase.</p>

<p><u>Restructure of Training</u> AC explained the current restructuring of the Training & Commercial/Sales Department. The level 2 program that is currently being run in NBC is to be brought back under the training department umbrella and managed by AC. However this still means that the administration team is still over sourced and will therefore need to be reduced. The same applies to the commercial/sales department. Three jobs are to go and replaced by one new job which will be responsible for supporting the sales team with the level 2 recruitment into employment. The three affected job holders have been notified in writing. Two people have decided to take voluntary redundancy (one from training and one from Kate's team). The other person is still making a decision. AC explained that Carla & Clare who are in Kate's team have up to now been predominately looking at recruitment of level 2 into employment. Now with the restructure they will be spending more time on sales and bringing in of new business FR asked who brings the business in for Pre Apprenticeship program; AC confirmed this is Kate's responsibility.</p> <p><u>AOB</u> Connie Jones needs to redo the BKSB initial assessment, suggested the next carousel review day would fit best.</p> <p>PK suggested that it would be a good idea on the carousel review day to remind trainees to look in ROAs to see what they will be doing in the next carousels. EC said he has almost got all trainees set up with access to the VLE so they can use this.</p> <p>IT – in the H&S meeting, IT mentioned the wire man activity to NS. AC confirmed this will be discussed at the sponsor meeting.</p> <p>PG asked about feedback following the recent Essar Safety Visit. AC to email out to TOs.</p> <p>BE – would like to reinforce that it was mentioned to NS at the last communication meeting about pay rise. AC to speak to NS.</p> <p>EC – asked again about different shirts for TOs. AC confirmed nothing can be done at the present moment but would look at it for the January budget.</p>	<p>CR to organise for 05/12/14.</p> <p>AC to put on agenda for Sponsors Meeting with KV.</p> <p>AC to email info to TOs.</p> <p>AC to speak to NS.</p> <p>AC to look at January budget.</p>
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Date of next meeting: