

>>skills>for>you

Would you like to get a fully-funded level 2 NVQ or an apprenticeship? Improve your numeracy or literacy? Do you know people in your workplace who could benefit from training or apprenticeships?

If so, we've got good news for you. Last year, the council's directors signed a 'Skills Pledge' to support all employees to develop their basic skills, work towards relevant NVQs or even enter into apprenticeships.

Anne Sykes from York Training Centre (YTC) has been appointed to lead on the programme, called Skills for You, across the council:

"By making the Skills Pledge, the council can support employees to gain the skills they need to ensure that all staff are skilled, competent and able to make a full contribution to its success. Currently, 140 councils have committed to the Skills Pledge and early indications are that recruitment and retention levels in these councils are improving and employees are more confident and motivated.

"My job is to provide impartial information to both managers and staff on a one to one basis to help them identify suitable candidates and find appropriate courses.

If the appropriate course isn't available through York Training Centre, I work with a skills broker to find the most suitable training provider. The cost is covered with funding from the Learning and Skills Council through Train to Gain and apprenticeships, which York Training Centre will organise.

"Usually the training and assessment is done in the workplace so there is little or no time required away from work and you have the comfort of having familiar faces and the training centre on hand to help you with queries.

"It normally takes about eight months to get an NVQ and between 12 to 18 months for an apprenticeship. You'll get regular support from a trainer/assessor and regular visits in your workplace or at the YTC.

"There are some eligibility criteria and the council is currently prioritising those staff without any occupational qualifications at level 2 (5 GCSEs A-C or equivalent). But anyone can give me a call to discuss their

training needs and I'll do what I can to help. I can also organise training on a confidential basis for anyone who wants to improve their basic skills in Maths and English."

NVQ qualifications available include

- Business Administration
- Customer Service
- Team Leading
- Management
- Health and Social Care
- Early Years Care
- Advice and Guidance
- Sport and Recreation
- Skills for Life

Key points to remember

- NVQ Level 2 courses are fully-funded
- Regular support is on hand
- Training is in the workplace
- Basic skills training needs confidentially discussed
- Advice is impartial – we will find the right course for you or your employees

Further information

Please contact Anne Sykes at skillsforyou@york.gov.uk or call 554029 or 07760387182.



What Skills For You is doing for me

My name is Caroline Wilson and I have been working as an admin assistant at Yorkcraft in HASS for nine months.

I wanted to get a recognised qualification to help me further my career at the council. After discussing this with Janet Smith, my manager, at my six-month review, I approached York Training Centre to do an NVQ level 2 in Business Administration. As a lot of what I do in my job is relevant to the course, I don't need to do lots of research to gather 'evidence' for my portfolio. My training assessor arranges time with me and my manager to come and monitor my progress and set me tasks about every four weeks. When the evidence is gathered it is usually sent to the assessor beforehand so that it can

be referred to and discussed during these meetings.

The meetings are usually at my workplace or when this isn't possible then it can be done at the training centre at George Hudson Street. And I can always get help from the staff at YTC if I need it. I'm able to prioritise my workloads to enable me to spend a little time each week working on the NVQ which is usually just a few hours. My assessor has enabled me to complete my evidence for my portfolio much quicker than I expected so I should have my qualification within just a few months. I have learnt valuable skills doing the NVQ and feel a great sense of achievement. It has encouraged me to put my new skills into practice and make my role within Yorkcraft more efficient and effective which I hope will enable me to further my career within the council.

Caroline (left) with her manager Janet Smith at the Yorkcraft office on Tadcaster Road