



ENGINEERING CONSTRUCTION INDUSTRY TRAINING BOARD

MINUTES OF ECITB REGIONAL FORUM WALES & SOUTH WEST REGION

February 21st 2008

Margam Park Conference Centre

Attendees

Mr J Jones	Power Units
Mr M Bradney	Unit Engineers & Constructors Ltd
Mr G Thomas	Pembrokeshire College
Mrs T Preen	Rhyal Engineering
Mr S Jenkins	Wyndham UK Limited
Mr S Hull	Wyndham UK Limited
Mr S Smedley	Jenkins & Davies Mechanical Engineering
Mr M Poole	Phoenix Training Solutions
Mr T Hunt	Ledwood
Mr R Scaplethorn	Hornbill Engineering
Mr M Carter	Michael Carter Associates
Mr D Warrell	Prestige Training Ltd
Mr J Howells	Prestige Training Ltd
Ms H Dowson	AMEC
Mr T Featherstone	ECITB
Mr M Johnson	ECITB
Mr R Sage	ECITB

1. Welcome, Introduction and Apologies

- 1.1. Mr Johnson welcomed everyone and explained that the venue had been changed as a result of the usual venue not being available on this date.

2. Minutes of Last Meeting for Approval

- 2.1. The minutes of the last meeting held on the 18th October 2007 were approved.

3. Matters Arising From the previous Meeting

- 3.1. (Action Item 3.3) Mr Jones advised that a focus group for the South Wales companies would be set up and said that he would be contacting them shortly to arrange a first meeting. Mr Featherstone added that the group should consider the work ECITB is doing in relation to the Sector Qualification Strategy as part of the required consultation process. **ACTION J Jones.**
- 3.2. (Action Item 5.1) Mr Johnson said that four claims for the 2007 Discretionary fund were still outstanding and said that he would be contacting these companies to ensure the claims are completed. **ACTION Mr M Johnson.**

4. ACE

- 4.1. Mr Sage reported that DCELLS had now agreed to fund ACE for employees living in Wales. 720 candidates would be supported with employers able to claim 50% of the total assessment cost. £200 is payable on registration and up to £500 on completion. Funding was available for registrations made from 1st February 2008 and assessments must be completed by the end of 2009.
- 4.2. Mr Smedley asked what would be the actual cost of assessment. Mr Sage said that this should be agreed between the assessment provider and the employers and could vary depending on factors such as number of candidates and assessment location.

5. Regional Discretionary Fund

- 5.1. Mr Johnson reported that all of the £50,000 available to the region for 2007 would be spent and that demand for 2008 was very strong.
- 5.2. Mr Featherstone commented that the number of beneficiaries from the fund was important and should be considered in applications.
- 5.3. Mr Jones suggested that the number of beneficiaries could be increased by running courses shared between companies to achieve economy of scale.

6. Apprentice Programmes

- 6.1. Mr Johnson reported that 71 ECITB apprentices were recruited in the region in 2007 against a target of 50 and that in 2008 the target for recruitment is 70.
- 6.2. Mr Featherstone said that it was important that pledges for apprentice employment were made by mid March to enable funding to be arranged. **ACTION all companies.**
- 6.3. Mr Johnson said that recruitment had started with adverts appearing in the local press and careers events planned in Pembrokeshire and Newport.
- 6.4. Mr Smedley asked how much is spent on Craft as opposed to Technician apprentice training. Mr Johnson replied that the split reflected demand from local employers and that the majority are craft apprentices.

7. TECSkills

- 7.1. Mr Johnson reported there are now 4 approved TECSkills training providers based in the region and that 39 registrations are planned for 2008.

8. Short Courses

- 8.1. Mr Johnson said that the demand for short courses was strong particular the IOSH Managing Safely course and that the revised 2day NAECI course would be available in April.

9. Budgets

- 9.1. Mr Johnson reported that the regional budget for 2008 had now been finalised and that it now covered only locally based companies. Training provision for employees of companies based in other ECITB would be funded by those regions.

10. Date of Next Meeting

The next meeting to be held at ECM2 Heol Gwrgan, Port Talbot at 9.30 am on 19th June 2008.