



ENGINEERING CONSTRUCTION INDUSTRY TRAINING BOARD

MINUTES OF ECITB REGIONAL FORUM WALES & SOUTH WEST REGION

June 19th 2008

ECM2, Heol Cefn Gwrgan, Port Talbot

Attendees

Mr J Jones (Chair)	Taylor & Sons
Mr M Bradney	Unit Engineers & Constructors Ltd
Mr S Hull	Wyndham UK Limited
Mr R Scaplethorn	Hornbill Engineering
Mr M Carter	Michael Carter Associates
Mr J Howells	Prestige Training Ltd
Mr P Bunyan	Hornbill Engineering Ltd
Ms R Stockham	Doosan Babcock
Mr B Flowers	Doosan Babcock
Mr J Rowe	Doosan Babcock
Mr J Lloyd	QTS
Mr J Howlin	QTS
Mr M Poole	Phoenix Training Solutions
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.
- 1.2. Apologies were received from
Mr S Smedley Jenkins & Davies Mechanical Engineering

2. Minutes of Last Meeting for Approval

- 2.1. The minutes of the last meeting held on the 21st February 2008 were approved.

3. Matters Arising From the previous Meeting

- 3.1. (Action Item 3.1) Mr Jones advised that he had contacted companies in South Wales to set up a focus group and that a meeting would be arrange in the near future. **ACTION Mr J Jones.**
- 3.2. (Action Item 3.2) Mr Johnson said that three 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.**

3.3. (Action Item 6.2) See item 6 Apprentices.

4. ACE

4.1. Mr Sage reminded the meeting 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 Sage reported that registrations now stood at a total of 39 (18 Power Units and 21 MII) and that there have been 18 completions (all Power Units).

4.3. Further registrations were declared by those in attendance as:

10 Taylor & Sons
30 Power Units
30 Unit Engineers & Constructors Ltd
10 Wyndham UK Limited

4.4. Mr Jones said that he was concerned that the take up has fallen behind the figures expected by DCELLS and said that there was a risk that DCELLS would reduce funding unless the registration rate increased.

4.5. It was agreed that ECITB should contact all companies who originally pledged support for the DCELLS funding of ACE in Wales to explain the situation and ask them to confirm their requirements. **ACTION Mr Sage**

5. Regional Discretionary Fund

5.1. Mr Johnson reported that of the £34k available to the region for 2008, £14k had already been committed, with 32 beneficiaries.

5.2. Mr Jones reminded the meeting that it had been suggested that running courses shared between companies would increase the number of beneficiaries. The following courses were suggested;

CDM regulations update
17th Edition IEE Regulations
Asbestos Awareness
CompEx
NDT
Train the Trainer

In view of the level of interest shown in CDM that a course would be run as soon as possible.

5.3. Mr Johnson reminded all that any outstanding grants should be claimed as soon as possible.

6. Apprentice Programmes

- 6.1. Mr Johnson reported that 74 pledges had been received from companies based in the region and an additional 10 pledges from companies from outside of the region.
- 6.2. Mr Johnson said that the craft apprentices previously based at Prestige Training were now with Pembrokeshire College at their training centre at Milford Haven
- 6.3. Mr Sage reminded all that applications were still welcome for the ECITB apprenticeships starting in September
- 6.4. Mr Bunyan and Mr Scaplehorn expressed interest in establishing a course for electrical apprentices in the Port Talbot Area. Mr Sage said that he would follow this up with Neath & Port Talbot College.
- 6.5. Mr Flowers said that Doosan Babcock had received a low number of applications for their apprenticeships from Wales and the South of England.

7. TECSkills

- 7.1. Mr Johnson reported that there was now capacity and funds available for more TECSkills training in the region and urged all companies to consider if they should take advantage of it.
- 7.2. Mr Bradney said that he had two applications from his company.
- 7.3. Mr Flowers said that a coach's course was being run at the Doosan Babcock Offices near Bristol on the 7th July and that there would be room for delegates from other organisations as well.
- 7.4. Mr Flowers asked if Doosan Babcock could access funding from the Wales and South West Budget for TECSkills training in the region.

8. Short Courses

- 8.1. Mr Johnson said that the demand for short courses appeared to have weakened as only £12.6k of the £40.3k available for 2008 had been spent.
- 8.2. Mr Jones said that a 1 day per week SMTD programme has been planned for the Port Talbot area.
- 8.3. Mr Poole said that the IOSH Managing Safely programme has been updated and would be available from August 2008.

9. Budgets

- 9.1. Mr Johnson reported that income was below expected due to late payment of levy and that expenditure was below expected due mainly to reduced demand for Short Courses.

10. Any Other Business

- 10.1. Mr Jones asked that all employers should pay training and assessment providers on time.
- 10.2. Mr Bradney reported that an Engineering Construction Liaison Group had been established with Pembrokeshire College
- 10.3. Mr Johnson said that the ECITB was participating in the Inter Reg Project which is EU funded and aims to provide funding to 20 companies in South West Wales to improve competitiveness.
- 10.4. Mr Johnson asked that all should complete the questionnaire on the ECITB website concerning the Sector Qualifications Strategy. This is extremely important as it will affect the future of the NVQ system.

11. Next Meeting

The next meeting to be held at ECM2 Heol Gwrgan, Port Talbot at 9.30 am on 16th October 2008.