

# ENGINEERING CONSTRUCTION INDUSTRY TRAINING BOARD

## MINUTES OF ECITB REGIONAL FORUM WALES & SOUTH WEST REGION

June 28<sup>th</sup> 2007

EMC<sup>2</sup> Heol Gwrgan, Port Talbot

### Attendees:

Mr J Jones	Power Units/ECITB
Mr M Johnson	ECITB
Mr R Sage	ECITB
Mr D Warrell	Prestige Training Ltd
Mr J Hunt	Ledwoods
Mr M Poole	Phoenix Training Solutions
Mr R Ferris	AMEC
Mr G Jones	Rhyal Enineering
Mr J Munn	Rhyal Engineering
Mr J Howells	Prestige Training Ltd
Mr A Card	AMICUS
Mrs M Hughes	Regional Admin Assistant

### Apologies:

Mr S Smedley	Jenkins & Davies
Mr M Bradney	Unit Engineering
Mr S Franklin	CB&I UK Ltd
Mr W McLean	Ledwoods
Mr R Knight	Whessoe
Mr C Lewis	MII
Mr K Yates	Hornbill Engineering
Mr C Bunyan	C&P Engineering
Mr P Lord	J W & E Morris & Son Ltd

### 1. Welcome and Apologies

1.1 Mr John Jones welcomed everyone.

### 2. Minutes of last meeting

2.1 Minutes of last meeting held on 23<sup>rd</sup> February 2007 were read and agreed.

### 3. Matters Arising

3.1 (Action Item 5.7) No outcome on the ACE Guidelines for Assessors. The Awarding Body already has guidelines in place for Expert Witnesses and is hesitant in producing a summary document

#### 4. **Ace Update:**

- 4.1 There are 90 ACE completers, 72 candidates in assessment. 273 ACE cards have been issued. These figures are up to the end of May.
- 4.2 Mr A Card said that he was aware of numerous delegates who are awaiting assessment and emphasised that many others are keen to be assessed on ACE. Mr Hunt confirmed that Ledwoods had registered many of their tradesmen under RETEC. This fact was echoed by Mr Jones of Rhyal Eng. These statistics do not appear to be registered centrally suggesting an inaccuracy in the statistics for Wales - **ACTION POINT:** Roger Sage to check on figures.
- 4.3 DELLS funding: This is yet to materialise. Concern was voiced at the meeting even though the contract has been agreed in principle. **ACTION POINT:** Mr A Card to approach WAG.
- 4.4 Assessor and Coach training opportunities offered by Pembs College and Prestige Training have had poor up take. Should WAG funds be forthcoming assessors for ACE would be a major problem. Mr Howells advised that the coaching course was under revision by the ECITB.  
**ACTION POINT:** J Jones to encourage Assessor training / Coach training between companies. **ACTION POINT:** Mr Card offered to promote importance to union members.

#### 5. **Discretionary Awards:**

- 5.1 Mr M Johnson gave figures to date for Wales & West, £50,000 – Progress £32,532 allocated already. The group was asked to have all invoices in as soon as possible as 16 bids have been approved. This figure includes the allocation for Theatre And (£8,000).

#### 6. **Apprenticeship Programme**

- 6.1 Target pledges for 2007 cohort 50 Apprentices. 43 pledges received to date. Mr Johnson is confident that the target will be achieved. Apprentices will be trained by Prestige Training, Pembrokeshire College, Neath & Port Talbot College and Colleg Glan Hafon. Approx 12 apprentices to be trained in each centre.
- 6.2 Recruitment had been a great success with adverts placed in the local papers. The Selection process will begin within the next few weeks to produce a short list, and starts will be in early September. The 'Energy' event at the Technium in Pembroke Dock was a great success. So much so that the event ran out of Application Forms!
- 6.3 Some employers have expressed a preference for their apprentices to attend training on a day release basis. Concerns were expressed with respect to the Health and Safety of the apprentice who would be entering the workplace having had little exposure to workshop skills and safe working practice. Many felt that a minimum of 20 weeks should be applied. However training provision was tasked with developing a programme acceptable to employers.

## 7. TEC Skills

7.1 Targets 20 new registrations - Progress 21 registrations to date. This is predicted to increase significantly bearing in mind the construction activity in the region together with employer commitment. Approved centres are currently: - Neath & Port Talbot College, Pembrokeshire College, Prestige Training and RSS in Pyle. Jet Vac Systems are currently considering becoming a TecSkills centre.

## 8. Short Courses:

Target 190 learners - Progress 76 learners to date. Course up take is anticipated to improve further by virtue of increased availability and flexibility of delivery. Mr Poole will be circulating information on new and up dated courses.

## 9. Budgets

Mr M Johnson stated that the expenditure was broadly in line with forecast. Budget areas such as NSDS were running slightly over budget whilst Apprentice and TECSkill spend was below budget expectations. A request was made for a formal statement of expenditure against budget to be prepared for the next meeting.

## 10. Any Other Business

10.1 Strategic Plan 2008 – In order to define the needs of the region the development of a regional plan is essential. The resultant operation plan to be ratified by the Forum for National presentation by the Chairman. The Pembrokeshire Energy Forum which comprises representatives from the Clients, Contractors, Training provision, careers, JC+, Dells and the ECITB has assessed the needs of the Sector in West Wales and produced an Energy Sector development plan with a view to seeking EU convergence funding. Mr J Jones emphasised the need to develop a similar plan for Port Talbot area and stated that a focus group needs to be convened accordingly and ideally within the next month

**ACTION POINT** J Jones to convene Focus group

10.2 WECSI Update – D Warrell gave information. WECSI is now extended to June 2008 and is expected to offer assistance to over 1000 beneficiaries. To date in excess of 500 individuals have been helped. (100+ from the Port Talbot area)

11. Date of next meeting – Thursday 18<sup>th</sup> October 2007 at 9.30 am at  
EMC<sup>2</sup> Heol Gwrgan, Port Talbot