

Could this be you

- New job being advertised? Would like to apply but can't write a letter of application or a CV?
- Kids want help with their maths homework but you don't know where to begin?
- New signage on Health and Safety just been put up in the workshop but you can't read it?
- Just been given a briefing for an important job, but you don't understand what you have to do?

If this is you, don't just suffer in silence. Talk to your employer about Skills for Life training and get set up for life!



Train to Gain Service

If you are an employee looking to gain new skills, telling your employer about Train to Gain is a great way to get started and could be what it takes to get a new training programme launched at your workplace, which will help you to get ahead.

With the right skills, you could earn more money, open new doors and improve your chances of promotion and career change.

To find out how you might benefit from Train to Gain, talk to your Union Learning Representative or call Proskills on **01235 432032** or visit **www.proskills.co.uk**



EMPLOYEE LEAFLET Skills for Life in the Process and Manufacturing Sector in the South West

Extractive and Mineral Processing
Glass and Glazing, Paper, Printing
Furniture, Furnishings & Interiors
Building Products, Coatings
Glazed Ceramics



Train to
Gain

proskills

MAKING SKILLS WORK

The Sector Skills Council for the Process and Manufacturing Sector

What are Skills for Life?

By Skills for Life we mean the ability to read, write and to use mathematics at a level that will enable you to function and progress in work and life.

Print is everywhere - print that we need to read, understand and digest - a newspaper, a sign or a letter from the bank. Not being able to write properly, means poor communication - emails, texts, reports. And being numerate is more than just being able to add up. More and more you may need to understand complex information presented in charts and graphs, or do calculations.

If you can't read effectively you could be putting yourself at risk by not being able to read important notices; if you have problems with numbers, then you might make mistakes that could cost your company money.

Full funding is available for Skills for Life qualifications and training under Train to Gain

Speaking and listening skills

Do you need help to?

- Listen to and understand detailed instructions e.g. for machine preparation, toolbox talks, team briefs
- Obtain and provide information TUG -Take, Use and Give information
- Communicate problems e.g. machine breakdowns, health and safety concerns
- Respond to queries and ask questions
- Pass on messages and instructions to others accurately e.g. shift changeover instructions

Writing and reading skills

Do you need help to?

- Read, understand and follow instructions e.g. health and safety notices, job instructions, permit to work, safe systems of work, standard operating procedures
- Write clearly to avoid mistakes; record details accurately on forms
- Obtain information from tables and charts
- Record and import information e.g. machine breakdown, stock control, filing orders
- Read instruments to find out temperature, speed, humidity and weights

Number skills

Do you need help to?

- Check product specifications
- Mark out and prepare materials for cutting
- Estimate resources needed to complete the job effectively
- Understand numbers to be able to deal with the information appropriately
- Measure and plan time e.g. complete timesheets
- Measure and weigh materials and goods e.g. quality control
- Check delivery orders against purchase orders
- Do calculations e.g. working out machine downtimes

Benefits to employees

- Improved personal performance
- More confidence
- Greater competence and ability to take on new tasks
- Reduced risk to your personal safety
- Better accuracy; less mistakes
- Better opportunities for career progression and career change or expansion
- More recognition
- Earn more money
- Communicate better with your team



You can do more than you think! Telephone 01235 432032.