

## Sector specific statistics

- The Proskills sector in the South West comprises around 4,000 workplaces, employing more than 40,000 individuals
- Around 23 % do not hold a qualification at Level 2
- 15 % of people working in the sector are aged 55 or above

### Challenges employers face

- The impact of the economic downturn, especially in the construction related industries
- Health & Safety legislation and compliance
- Impact of advancing technology



## Train to Gain Service

Managed by the Learning and Skills Council, Train to Gain is the Government's flagship service to support employers in England, of all sizes and in all sectors, to improve the skills of their employees, unlock talent and drive improved business performance.

The Train to Gain skills brokerage service offers impartial advice and helps you identify the best solutions for your business. To discuss your business needs with a Broker, call Business Link on **0845 600 9966** or visit [www.traintogain.gov.uk](http://www.traintogain.gov.uk)



**Train to Gain**

## EMPLOYER 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 necessary to function and progress in work and life.

We are surrounded by print – print that we need to read, understand and digest. Being numerate is more than just being able to add up. Increasingly we need to understand complex information presented in charts and graphs, deal with percentages, time management and problem solving.

Employees who can't read effectively could be at risk as they may not be able to read important Health & Safety notices or able to communicate effectively via email and texts.

Good Skills for Life are essential to perform a wide range of activities within a workplace and underpin the success of every business.

**Full funding is available to employers for Skills for Life qualifications under the Proskills Train to Gain Sector Compact**  
**Call 01235 432032**

## Speaking and listening skills in the workplace

- 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. hygiene problems in glass manufacture, 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 in the workplace

- 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 ascertain temperature, speed, humidity and weights



## Number skills in the workplace

- Check specifications of a product
- 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
- Performing calculations e.g. working out machine downtimes or the difference between planned and actual output



## Benefits to employers

- Improved business performance
- Higher productivity and profitability
- Safer working environment
- Better staff retention rates; increased motivation
- Competent and confident staff
- Better accuracy; less mistakes
- Happier customers; better customer retention
- Less waste; lower costs
- Improved communication across the business
- Good return on investment