

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

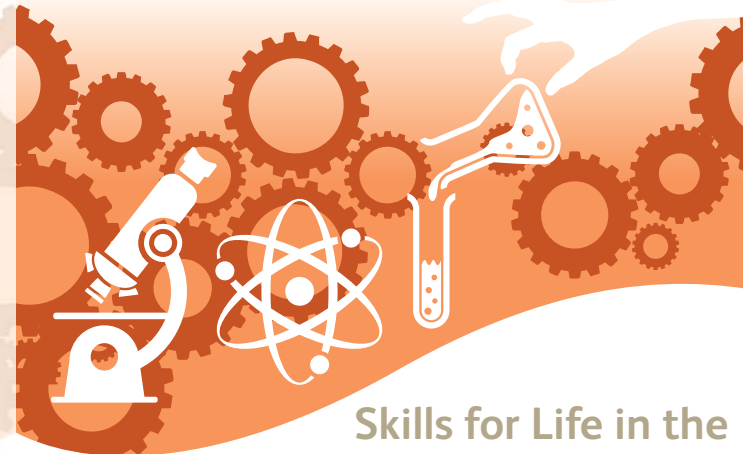
If you are an employee looking to gain new skills, telling your employer about Train to Gain is a great way to get started and could be what it takes to get a new training programme launched at your workplace, which will help you to get ahead.

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 Semta Customer Services on **0845 643 9001** or visit **www.semta.org.uk**

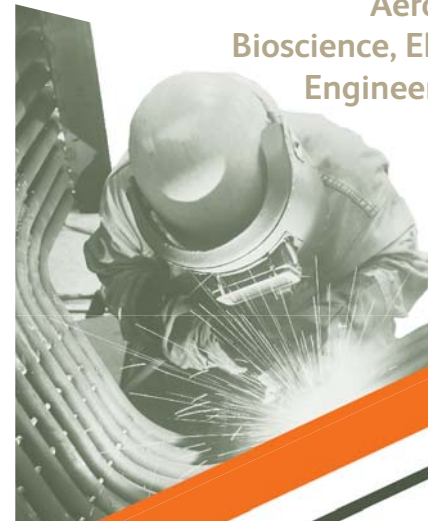


EMPLOYEE LEAFLET



Skills for Life in the Science, Engineering and Manufacturing Technologies sector in the South West

Aerospace, Automotive, Bioscience, Electronics, Electrical, Engineering Metal Products, Maintenance, Marine, Mechanical



Semta - The Sector Skills Council for Science, Engineering & Manufacturing Technologies

How can we help?

Semta works with employers to improve performance through skills.

To find out more about skills, training and the funding available in your sector, please contact:

Semta Customer Services on 0845 643 9001

email customerservices@semta.org.uk

or visit www.semta.org.uk



Speaking and listening skills in the workplace

Do you need help to?

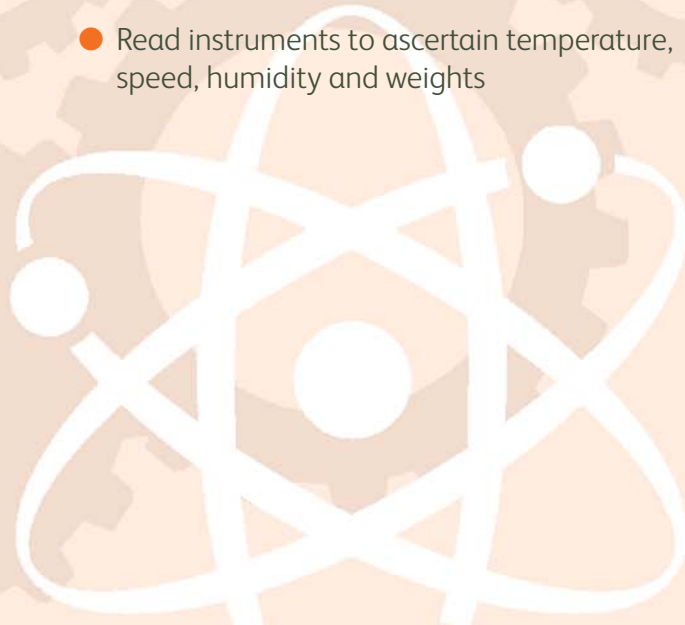
- Listen to and understand detailed instructions e.g. team briefs
- Ask questions to obtain information
- Communicate problems e.g. machine breakdowns, health and safety concerns
- Talk clearly face to face and on the telephone to clients, customers, colleagues
- Respond to queries and answer questions
- Pass on messages and instructions to others accurately e.g. shift changeover instructions



Writing and reading skills in the workplace

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. stock control, filing orders
- Read instruments to ascertain temperature, speed, humidity and weights



Number skills in the workplace

Do you need help to?

- Write numbers clearly, e.g. telephone numbers
- Measure and mark out materials accurately
- Estimate resources needed to complete the job effectively
- Understand numbers to be able to deal with the information appropriately
- Calculate and plan time e.g. complete timesheets
- Check deliveries against purchase orders
- Perform calculations e.g. working out machine downtimes, difference between planned and actual output



Benefits to the employees

- Improved personal performance
- Safer working conditions
- Improved productivity
- Increased motivation
- Greater confidence and competence
- Better accuracy; less mistakes
- Happier teams; better team communication
- More recognition
- Earn more money
- Get a qualification



You can do more than you think! Telephone 0845 643 9001.