

Sector specific statistics

Train to Gain Service

EMPLOYER LEAFLET

How can we help?

Semta's work with employers has identified four key priorities which form the basis of our sector skills agreements:

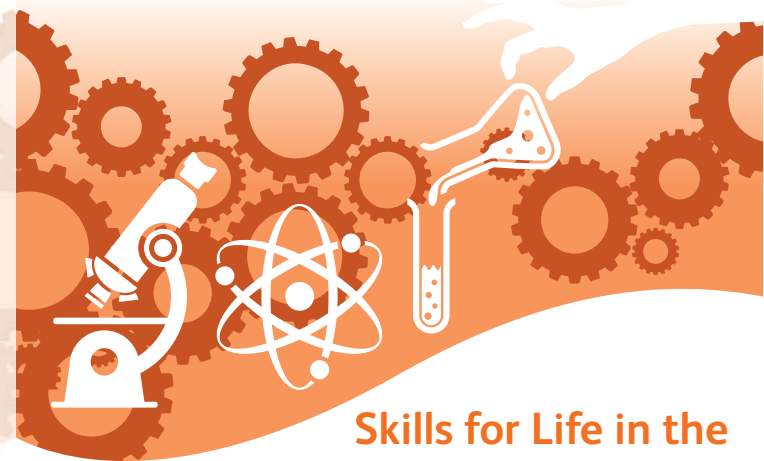
- Leadership, management & entrepreneurship
- Technical workforce development
- Productivity & competitiveness
- Strategic workforce planning

Semta research shows there are significant skills shortages in the South West:

- Skills shortages in engineering cost the local economy £76 million per year
- 22% of engineering companies report skills gaps
- Over the period 2008-2014 there is expected to be a net requirement within the engineering industry of 5,000 employees
- 7% of engineering employees have no qualifications and many more are under qualified for their roles

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.



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 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

- Listen to and understand detailed instructions e.g. for machine preparation; toolbox talks; team briefs
- Obtain and provide information
- Communicate problems e.g. hygiene problems, machine breakdowns
- 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
- Measure and mark out materials
- 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
- Check delivery orders against purchase orders
- Performing calculations e.g. working out machine downtimes or the difference between planned and actual output



Benefits to the 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

