



Jobs and Skills Group

part of City Growth Executive

Key Sector Table

Produced by Sue Bainborough
Local Partnerships Manager
Jobcentreplus

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jobcentreplus

Part of the Department
for work and Pensions

JOBS AND SKILLS GROUP -

Part of the City Growth Executive

Derby City Labour market - Key Facts

Resident population

Total population in Derby City - 2006	236,300
Males	117,200
Females	119,100

Working age population Derby City - 2006	146,700
Males - working age	76,900
Females working age	69,800

Unemployment/Employment Rates

Unemployment Rate – February 2008	2.7% 3966 people claiming JSA Derby City 2.1% East Midlands
People claiming Incapacity Benefit – Feb 08	7.6% 11080 people claiming IB Derby City 6.6% East Midlands
Lone Parents – Feb 08	2.4% 3590 people claiming IS as a lone parent Derby City 1.7% East Midlands
Employment Rate	71.5% Derby City 76.61% East Midlands

Labour Supply

Rate

Economically active	June 2007	109,300	76.5%
	in employment	102,200	71.50%
	Employees	93,500	65.7%
Self employed		8,000	5.50%
Model based unemployment		6,900	6.3%

Economically Inactive Jul 06-Jun 07	32,400	23.5%
Wanting a job	7,000	5.10%
Not wanting a job	25,400	18.40%

Earnings 2007

By residence	Derby City	East Midlands
Full time worker	404.00	429.70
By workplace		
Full time worker	440.70	420.20

Labour Demand

Jobs - 2006		
	Total jobs	119,300
full time		82,800
part-time		36,600
Jobs by industry		
Manufacturing		22,900
Construction		5,600
Services		
Distribution, hotels and restaurants		24,500
Transport and Communications		5,700
Finance, IT, other business activities		21,000
Public admin, education & health		33,200
Other services		5,400
Tourism related ^		7,900
^ tourism consists of industries that are also part of the services industry.		
Jobs exclude self employed		

Definitions and explanations - Source - NOMIS

Resident Population - estimated population includes all residents - source is ONS mid year population estimates.

Working age - always refers to males aged 16-64 and females 16-59.

Economically active –

- people in employment or unemployed
- in employment - people who did some paid work in the reference week (employed or self employed)
- unemployed - people without a job who are available to start work in the week following their interview
- model based unemployment - ONS has developed a statistical model that produces a more precise estimate for unitary authorities

Economically inactive –

- people who are neither in employment nor unemployed, includes those looking after a home or retired
- wanting a job - people not in employment who want a job but are not classed as unemployed as they have not sought work in the last 4 weeks
- not wanting a job - people who are neither in employment nor unemployed and want a job.

Derby and Nottingham area have been named as the UKs most improved in terms of prospect for economic growth and has jumped 26 places in the European regional economic growth index (placed 31 out of 91) (DET 31 Oct 07)

University of Derby Career Development Centre needs more Employer Mentors to help with professional development and educating them to the requirements of employers and graduate occupations. - Oct 07.

Derby College has become the first training provider in the East Midlands to achieve a new standard of excellence.

Derby ranked 53rd out of 59 across the country for having the highest number of unqualified people. This is from a report compiled by Centre for Cities. It suggests 21% of Derby inhabitants have no qualifications compared with a national average of 14%. The report also states that Derby had created 26,000 jobs in the past 10 years.

SECTOR – Manufacturing Engineering (City Growth Strategy Cluster.)

Overview

Significant sector for Derby City. Has 15,000 jobs in Derby City of which 12700 are advanced engineering (CG). This is 23% of all jobs.

NOMIS reports 22900 jobs in manufacturing

Significant number of SME's who feed into supply chain.

MEIRG active in sector.

No of employees in sector

15000 employees in the cluster of which 12700 in advanced engineering - (source CG strategy). 23% of Derby jobs.

Principal Employers

- Rolls Royce - (employ 11,000 - 1/3 qualified engineers, 1/3 functional staff and 1/3 factory staff). Recruit around 100 apprentices each year
- Toyota (employ 4700).
- Balfour Beatty, Bombardier Transportation (employ 1800 of which 150 are high tech engineers).
- Infomill
- Scientifics
- Tec Force
- Balfour Beatty Rail Plant
- AVE Rail products
- AEA Technology Rail

Key Developments

Science and Technology Park could develop land around Sinfin Moor. £36m to develop.

The Roundhouse into a centre of excellence in engineering and technology for over 12,000 students with workshops, classrooms and new buildings from Sept 2009.

Skills shortage

Semi and skilled engineers. CNC operators. Lean manufacturing and associated topics.

- appropriate BIT techniques
- lean office/engineering
- multi skilled operators
- basic engineering for operators and technicians

new product introduction and associated topics.

- design for cost reduction
- project management
- time compression
- design for weight reduction

Leadership and people related skills

- business strategy development
- team working
- culture change

- person to person negotiation.

Manufacturing engineering

Design engineering

Logistics skills

Growth

- Decline expected in Derby's although EM expected to retain large share of total employment in manufacturing in 2014 than the England average.
- Rolls Royce has recruited 1000 in each of the last 2 years due to growth and need to recruit 500 each year to stand still.
- Bombardier looking to recruit 50 high tech engineers over next few years - (DET Oct 07)
- Rolls Royce has orders from Hong Kong airlines, China airlines, Air Europa, LAN airlines, Air Astana and Thai airways. Feb 08 wins £750m deal to build and maintain engines with customers in Europe, Asia and America. Further announcement to supply engines to Synergy Aerospace. – now up for sale after calling in administrators – Feb 08. (DET). Contract with Virgin Atlantic
- Rolls Royce announce contracts worth £1.2bn from US Airways
- Rolls Royce redundancies announced – white collar staff.
- Bombardier announced contract worth £53m to supply 44 electro star carriages with Southern Railways (DET March 08)
- Extec in Swadlincote (engineering) looking to take an additional 100 staff.

Provision

- SEMTA is co-ordinating an ESF co-financed project to build regional capacity to deliver L2 BIT provision.
- Advanced Technology Centre - part of Derby College's Engineering Academy. Sector pathway initiatives through SSDA's provide funding for women to find new careers.
- Manufacturing sector is one of 4 national academies and will be based at Derby College. CoVE working with Rolls Royce and Toyota.
- Manufacturing Skills Academy with major employers and SMEs looking at demand and matching in with provision.

Recruitment Issues

- Extensive recruitment difficulties reported in skilled engineers.
- Difficult to recruit new entrants.
- Sector associated with redundancy.

Comments

- Derby and Derbyshire Rail Forum. 40 % of workers are over 45 and estimates are that over the next 10 years 1/3 of the workforce will need to be replaced.
- MEIRG - who look to upskill redundant workers and place into engineering vacancies. Employers can link in with redundancies.
- Manufacturing Advisery Service available in East Midlands

Provision for Manufacturing Engineering

Type of provision	Provider	Content	Eligibility
NVQ1/NVQ2 Food & Drink Manufacturing Operations	Derby College	Full induction, Off Site Assessment, Training and Underpinning Knowledge	16-18 FE / 19+ FE & T2G
NVQ 3 Business Improvements Techniques	Derby College	Full induction, Off Site Assessment, Training and Underpinning Knowledge	16-18 FE / 19+ FE
NVQ 2 Business Improvement Techniques	Derby College	Full induction, Off Site Assessment, Training and Underpinning Knowledge	16-18 FE / 19+ FE & T2G
NVQ 1/NVQ2 Performing Manufacturing Operations	Derby College	Full induction, Off Site Assessment, Training and Underpinning Knowledge	16-18 FE / 19+ FE & T2G
NVQ 2 Distribution Warehousing & Storage Operations	Derby College	Full induction, Off Site Assessment, Training and Underpinning Knowledge	16-18 FE / 19+ FE & T2G
Glass Processing NVQ Level 2	Derby College	Full induction, Off Site Assessment, Training and Underpinning Knowledge	16-18 FE / 19+ FE & T2G
Production of Glass Supporting Fabrications Level 2/Level 3	Derby College	Full induction, Off Site Assessment, Training and Underpinning Knowledge	16-18 FE / 19+ FE & T2G
Fenestration Installation Level 2	Derby College	Full induction, Off Site Assessment, Training and Underpinning Knowledge	16-18 FE / 19+ FE & T2G
Automotive glazing	Derby College	Full induction, Off Site Assessment, Training and Underpinning Knowledge	16-18 FE / 19+ FE & T2G
Certificate In Computer Aided Design 3D Level 3	Derby College	Full induction, Class room Delivery, Training and Assessment	16-18/ 19+ FE
Certificate In 2D Computer Aided Design	Derby College	Full induction, Class room Delivery, Training and Assessment	16-18/ 19+ FE
PE01 Award Engineering	Derby College	Full induction, Class room Delivery, Training and Assessment	16-18/ 19+ FE
PE02 Award Engineering	Derby College	Full induction, Class room Delivery, Training and Assessment	16-18/ 19+ FE
Intermediate Certificate In Engineering & Technology	Derby College	Full induction, Class room Delivery, Training and Assessment	16-18/ 19+ FE
BTEC National Certificate Engineering Operations and Maintenance	Derby College	Full induction, Class room Delivery, Training and Assessment	16-18/ 19+ FE
BTEC National Certificate Engineering in Manufacture	Derby College	Full induction, Class room Delivery, Training and Assessment	16-18/ 19+ FE
BTEC National Certificate Manufacturing	Derby College	Full induction, Class room Delivery, Training and Assessment	16-18/ 19+ FE
BTEC National Certificate Operations and Maintenance	Derby College	Full induction, Class room Delivery, Training and Assessment	16-18/ 19+ FE
BTEC National Diploma in Manufacturing	Derby College	Full induction, Class room Delivery, Training and Assessment	16-18/ 19+ FE
NVQ 2 Performing Engineering Operations Fabrication & Welding	Derby College	Full induction, Class room Delivery, Training and Assessment	16-18/ 19+ FE
NVQ 2 Performing Engineering Operations Mechanical	Derby College	Full induction, Class room Delivery, Training and Assessment	16-18/ 19+ FE
Advanced Diploma in Engineering & Technology Fabrication And Welding Pathway	Derby College	Full induction, Class room Delivery, Training and Assessment	16-18/ 19+ FE

Advanced Diploma in Engineering & Technology Mechanical Pathway	Derby College	Full induction, Class room Delivery, Training and Assessment	16-18/ 19+ FE
HNC Engineering Manufacturing	Derby College	Full induction, Class room Delivery, Training and Assessment	HEFCE 18+
HNC Engineering Operations	Derby College	Full induction, Class room Delivery, Training and Assessment	HEFCE 18+
HND Engineering Manufacturing	Derby College	Full induction, Class room Delivery, Training and Assessment	HEFCE 18+
Foundation Degree Mechanical /Manufacturing Engineering	Derby College	Full induction, Class room Delivery, Training and Assessment	HEFCE 18+
Advanced Apprenticeship-Mechanical Manufacturing or Fabrication Engineering	Derby College	Full induction, Class room Delivery, Training and Assessment	16-18/ 19+ WBL Other Funding
Apprenticeship Engineering/Mechanical or Fabrication pathway	Derby College	Full induction, Class room Delivery, Training and Assessment	16-18/ 19+ WBL Other Funding
Schools Certificate of Achievement Engineering Year 10	Derby College	Full induction, Class room Delivery, Training and Assessment	14-19 IFP
Schools Vocational GCSE	Derby College	Full induction, Class room Delivery, Training and Assessment	14-19 IFP
LEAP AHEAD - Lifelong learning network for Derbys/Notts launched a 3 year strategy for boosting skills levels. Aimed at aged 19+ for people already in work looking to further their careers - Oct 07 based at Derby University			

CREATIVE INDUSTRIES City Growth Strategy Cluster priority

City Growth Summary - The creation of a National Centre for excellence in games will build on the legacy of Lara Croft and bring together higher education expertise and industry to advance the art and science of making games. It will also develop new opportunities for learning, incubation, growth and innovation.

Overview

Derby Creative Industries Network was set up in 2001, a network run by and for businesses and individuals to mix, share information, learn from each other, share skills and generate business. They have recently held consultation events (April 08). Their objectives include raising the profile of the sector and of Derby as a source of creative services and signposting members to business support and funding opportunities. Website has sector vacancies. Has around 500 members in Derby and East Midlands.

No of employees in sector

2000 and an additional 1000 as sole traders (source CG). The creative industries sector now makes up 7.3% of the UK economy and is growing at 5% each year

Principal Employers

Derby Playhouse – currently closed (feb 08)
Showcase Cinema
Derby Assembly Rooms
Westfield cinema – opens 16 May 08

Key Developments

QUAD - £10m Centre for art and film - will have 2 cafes, independent cinemas, art gallery, exhibition spaces, studios and conference facilities - opening summer 2008.

Friar Gate studios - space for 40 growing businesses in arts, media, design and other creative industries.

Banks's Mill – There are 38 dirty workspaces in the mill for creative industries.

Skills shortage

Management skills gaps:

- strategic planning
- integrated marketing communications
- communication & presentation skills
- finance & control
- administration & systems
- research & business planning
- intellectual property rights

Growth

Sector expected to expand by 2950 in Derbyshire which includes replacement - average 300 annually

Recruitment Issues

40% of the sector doesn't have difficulties recruiting.

Nationally 73% of employers felt workforce is not coming through with adequate skills and training despite 8000 students in related disciplines.

Advertising

- No structured route into the industry.
- Notorious for using graduates from diverse number of courses.
- Industry tends to recruit on attitudinal characteristics rather than qualifications.
- Lack of clarity on progression routes and viability as a career prospect.
- Key skills shortages are creative, admin, production and traffic.
- Key skill occupations are IT, creativity, management and marketing.

Cultural Heritage

- Entry level staff often over qualified and courses lack relevance.
- Graduates lack practical experience and generic skills such as report writing and interpersonal skills
- 10% had problems recruiting to management positions
- 25% of graduates take a job where no degree is required
- Virtually no access or sandwich courses available.

Design

- 72% of employers say business management skills are lacking
- Other skills lacking are industry relevant IT skills

Music

- 20% of businesses say technical skills are lacking in new recruits

The Arts

- Lack of clear progression routes and key management skills.
- 40% of all courses do not result in a qualification or certificate
- New Recruits are said to be lacking in experience and said to be qualification rich and skills poor
- Management, IT and technical skills are most lacking.

Comments

Across the sector there is a need to diversify the workforce and create more accessible routes into the industry, a shortage of apprentices and a need for full L3 qualifications.

Sector Skills Council is www.ccskills.org and www.skillset.org (visual and publishing industries)

Creative Knowledge lab is working with employers and practitioners on management and leadership courses across the industry.

Provision for Creative Industries

From 2008 young people aged 14-19 can take a creative and media diploma. CC Skills are working to develop the curriculum to underpin the new diploma.

Type of provision	Provider	Content	Eligibility
ABC Award in Creative Skills	Derby College	Life Drawing, Printmaking and Digital Photography at Levels 1&2	
BTEC Introductory Diploma in Art, Design & media	Derby College	Unit based vocational practice at Level 1	
BTEC First Diploma in Art & Design	Derby College	Unit based vocational practice at Level 2	
BTEC National Diploma in Art & Design	Derby College	Unit based vocational practice at Level 3, offering specialist pathways in Graphics/3D Design, Textiles/Fashion Design and Fine Art/crafts	
ABC Foundation Studies in Art & Design	Derby college	Diagnostic Post-A Level course leading to HE entrance	
University Certificate in Continuing Professional Development (UCPD)	Derby College and DMU	Unit based professional practice in Fine Art	
Foundation Degree in Fine Art Practice	Derby College and DMU	Degree in issues based Fine Art practice	

SECTOR – Tourism & Hospitality (City Growth and Employer Coalition priority sector)

Overview

There is an East Midlands Workforce development action Plan that focuses on business requirements and has a framework taking into account the ESP. Covers 14 industries from hotels and restaurants to gambling and travel services.

Dominated by small businesses with 82% employing 1-49 employees although that represents only 42% of the workforce.

Businesses with over 250 staff account for 0.2% of businesses but represent 45% of the workforce.

Restaurant industry is the largest in terms of employment in the sector.

One third of staff are aged under 25

56% of staff are full time.

Since May 2004 nearly 90,000 workers from EU Accession countries have entered the sector

Tourism.

No of employees in sector

10300 (source CG)

Principal Employers

- City Museum,
- Cultural and Leisure destinations,
- Silk Mill,
- Pride Park.
- Guildhall.
- Assembly Rooms.

Key Developments

- Riverlights. Quad.
- Station Gateway.
- Derwent Valley World Heritage Status
- £30m cinema in Westfield – opens May 2008
- Royal Derby – new name of the refurbishment of Royal Hotel Building, Victoria Street and will transform into a haven for live music and other entertainment.
- May have a London Eye style big wheel to boost travel and tourism (DET March 08)

Skills shortage

- Customer service – 52% of employers nationally report applicants lack these skills.
- Sales skills,
- IT skills,
- Food hygiene.

- Communication skills – 64% of employers nationally report applicants lack these skills
- Team working – 56% of employers nationally report applicants lack these skills.

Growth

Growth expected although unable to quantify. Turnover is 30% although large employers report much higher.

Recruitment Issues

- Customer service.
- Teamworking
- Sales skills.
- IT skills.
- Food hygiene.
- 50% of employers report lack of generic skills is an issue
- 70% of recruitment is to replace existing staff.
- 40% of vacancies are hard to fill
-

Comments

Sector skills Council - People1st
<http://www.people1st.co.uk/>

Hospitality

Employer Coalition priority sector.

Principal Employers

Number of SMEs - Hotels

Key Developments

- **Finesse Hotel** – 4 star - 38 luxury bedrooms, 150 cover dining room, mini spa, conference room in old Police Museum on St Mary's Gate - will be called Cathedral quarter Hotel due to open April 2008. Recruitment already started.
- **Jurys Inn Hotel** -226 bedrooms. 3 star, £25m - 11 storeys on the old Bridgwater BMW site. Will include a casino, 65 space underground carpark, bar, restaurant and 89 private resident apartments – likely to open Spring 2009
- New restaurants for residents/non residents at **Aston Court** and **International**.
- **Holiday Inn** will form part of Riverlights development, 3 star with 110 bedrooms and will face The Morledge due to open Spring 2009- construction work of the Riverlights starts Jan 2008.
- **Hilton Hampton** hotel to open Spring 2009
- **St Helens House** on King Street to be transformed into Georgian apartments and a 45 bedroom boutique hotel. – (DCP update Jan 08)
- **Willington Marina** -plans for £7m development with 40 full time jobs and 80 part time jobs.

- Ramada Encore Hotel to be built at Pride Park – build contract awarded to Speymill Contracts

No of employees in sector

24,500 in Distribution, hotels and restaurants (nomis) - this figure includes tourism.

Skills shortage

See tourism above

Growth

Expected to increase - hotels expected

Recruitment Issues

Using European labour - this has increased the city labour force

Comments

Sector Skills Council - People 1st. The increase of migrant workers has increased employment rate (as the population count is the same). This can be seen as a threat but needs to be viewed as a business opportunity as they are consumers in their own right. <http://www.people1st.co.uk/>

Provision for Tourism & Hospitality

Type of provision	Provider	Content	Eligibility
Routeway Intensive Activity period (IAP) 13 week training	Derbyshire and Nottinghamshire Chamber of Commerce	H & S, fast food, comms, customer care, ICEH food hygiene, team work, product knowledge, hospitality laws and regs - + optional choices of till and float, ICT, create a menu	ND25+
Full time Education and Training (FTET) - Hospitality 13 weeks	Derbys and Notts Chamber of Commerce	H & S, fast food, comms, customer care, ICEH food hygiene, team work, product knowledge, hospitality laws and regs - + optional choices of till and float, ICT, create a menu	ND18-24
Derby Diplomat training	through Workstation	gives knowledge of Derby for customer service and is to promote Derby	Now ended
Apprenticeships - Hospitality 9-12mths	Derby College	NVQ L2 in a chosen Hospitality discipline, Key Skills Application of Number & Communication at L1, Employment Responsibilities and Rights: pathways available, Food & Drink Service, Food Processing & Cooking, Front Office, Housekeeping, Multi-Skilled, Professional Cookery	WBL 16-24
Advanced Apprenticeships – Hospitality 9-12 months	Derby College	NVQ 3 in a chosen hospitality discipline, key skills application of number and communication at L2. Employment	WBL16-24

		responsibilities and rights: pathways available: hospitality supervision, professional cookery	
Advanced Apprenticeships – Hospitality 18-36 months. NVQ 3	Derby College	NVQ3 in a chosen hospitality discipline, key skills application of number and communication at L2. Employment responsibilities and rights, pathways available, hospitality supervision, housekeeping, multi-skilled, professional cookery, quick service.	WBL16-24
FE – Various Hospitality NVQs at L1-3, 6-12mths	Derby College	Pathways available: Customer Service, Food & Drink Service, Food Processing & Cooking, Front Office, Hospitality Supervision, Housekeeping, Multi-Skilled, Professional Cookery, Quick Service	FE 19+
T2G Hospitality NVQs at L2, 6mths	Derby College	Pathways available: Food & Drink Service, Food Processing & Cooking, Front Office, Housekeeping, Multi-Skilled, Professional Cookery	T2G 19+
Food Safety	Derby college	Provides basic health and safety knowledge required when working in either retail, catering or food manufacturing.	Adult learners no formal educational requirements.
Hospitality	Derby College	Courses aimed at those working in the hospitality industry including national certificates for personal licence holders, customer service and conflict handling	Adult learners no formal educational requirements
Catering (DWP funded)	Derby College	2 week customised training course in employment skills, basic food hygiene, emergency first aid, food processing and soft skills	Designed to address the labour market disadvantaged residents of Arboretum, Sinfin and Normanton.
CIEH Level 2 award in Food Safety	Derby College	This qualification covers legislation, food safety hazards, control measures, food handling, cleaning, premises and equipment	Anyone working in catering, manufacturing or retail where food is prepared, cooked and handled.
CIEH Level 3 award in Food Safety	Derby College	This qualification covers legislation, supervisory management, control measures, implementing and monitoring good food safety and hygiene, cleaning, food safety training.	Designed for anyone working in food business at a supervisory level.
CIEH Level 4 award in Food Safety	Derby College	This course covers bacteriology, food-borne illnesses, management and control techniques, implementing and monitoring good food safety and hygiene, cleaning and disinfection, training strategies, legislation and general control measures	Provides a higher level of knowledge on all aspects of food safety.
CIEH Level 3 award in Implementing Food Safety Management Procedures	Derby College	This qualification covers the 12 steps in the HACCP process, controls required to ensure food safety, use of management tools.	Designed for anyone working in the food business that needs to produce and understand food management systems as required by EU legislation.
CIEH Level 2 Award in Healthier Food and Special Diets	Derby College	This qualification covers the relationship between nutrition, diet and health, the nutrition requirements of different population groups, current policy, legislation and guidelines, the effects of	Anyone wanting to increase their awareness of the effects of poor diet and the links between diet and health.

		food processing on nutrient labelling.	
CIEH Intermediate Certificate in Hazard Analysis Principles and Practice	Derby College	This course will cover general introduction, hazard analysis principles, application of hazard analysis and legal requirements.	Aimed at owners, managers and sole proprietors, supervisors, team leaders and trainers. It is strongly recommended that candidates have successfully completed the CIEH level 3 awards in food safety.
LEAP AHEAD – Lifelong learning network for Derbys/Notts launched a 3 year strategy for boosting skills levels. Aimed at aged 19+ for people already in work looking to further their careers – Oct 07 –based at Derby University			

SECTOR – Retail (City Growth and Employer Coalition priority sector)

Overview (source: Skillsmart retail East Midlands background briefing May 2006)

- The retail sector in the East Midlands employs 215,950 people (2004 estimate) which accounts for 8% of the total retail workforce in England.
- 84% of retailers in the East Midlands employ less than 10 employees.
- 38% are full time and 62% are part time.
- East Midlands retailers reported a far higher proportion of hard to fill vacancies amongst sales and customer service, skilled trade and elementary occupations – this is likely to be as a result of workers being under qualified and under skilled.
- It is predicted that from 2004 – 2014 an extra 250,000 new jobs will be created in the retail sector.
- On average retailers stated they had a 40% staff turnover rate – equates to 4900 vacancies each year.
- One third of the UK retail workforce are aged between 16-24
- Currently 28% of the UK Retail workforce is aged over 45 years of age.

Retail employees by occupation	East Midlands	%
Managers and senior officials	41,677	18.2
Professional occupations	3,516	1.5
Associate professional and technical	10,865	4.7
Admin and secretarial	15,561	6.8
Skilled trade occupations	8,451	3.7
Personal Service occupations	222	0.1
Sales and customer service occupations	107,255	46.8
Process, plant and machine operatives	8,903	3.9
Elementary occupations	32,613	14.2

Principal Employers

Westfield Centre retail outlets including: Debenhams and Marks and Spencer.

No of employees in sector

12000 (source City Growth) of which:

4500 full time

7500 part time

Approx 4000 aged 16-24

Approx 3500 aged over 45

Skills shortage

- Customer handling skills,
- Communications skills,
- Problem solving, team working.
- Significant occupations for skills shortage are managers and senior officials and sales and customer service.

- Retailers in the EM identified lack of experienced or recently recruited staff members and a lack of staff motivation as the main causes of skills gaps. Retailers in East Midlands identified technical and practical (40%), customer handling (38%) and team working (36%) and oral communication (32%) as skills that need improving amongst staff with skills gaps.

Growth

- Ongoing recruitment at Westfield.
- Cityscape to produce a further 940.
- On-line shopping expected to expand creating more call centre and warehouse jobs.
- Primark will return to the old M&S building in the Cornmarket approx Summer 2008 and will recruit around 300 staff.
- LIDL to open in Chaddesden

Recruitment Issues

Workstation has recruited a Project Director and Neighbourhood Recruitment Advisers to continue to deliver effective outreach to the target group of Derbys priority neighbourhoods.

Comments

Workstation helped 540 people into work at Westfield, an estimated 20% of all the estimated jobs available against an original target of 10%. The partnership consisted of Job Centre Plus, Derby City Council, Learning and Skills Council, Derby City Partnership, the community and voluntary sector and others.

The Sector Skills Council for retail is Skillsmart – www.skillsmart.co.uk

Provision for Retail – (Updated Jan 08: Source Derby College and JCP)

Derby College is one of three colleges in the COVE (Centre of Vocational Excellence) and involved in Workstation

Type of provision	Provider	Content	Eligibility
Apprenticeship in Retail	STL	NVQ Level 2 and 3	16-18
Retail Skills Apprenticeship	Rathbone	NVQ Level 2	16-18
Retail and customer service – 13 weeks	TBG	Practical experience in retail and customer service. Work experience with local employer. Selling techniques, customer handling, customer care, communications, H&S, Retail law and regs. Optional – manual handling, first aid, ICT, stock rotation, food hygiene	ND25+ and ND 18-24 35 starts over last 6 months with 3 job starts (updated Jan 08:source JCP)
Derby Diplomat training	through Workstation	Gives knowledge of Derby for customer service and is to promote Derby	Course now ended 111 starts
2 week customised training to suit employer needs – DAF funded	YMCA	will include employer needs	residents of JCP priority wards and certain priority groups within that

			47 starts with 6 job starts(updated Jan 08 source:JCP)
ESF Contract - 26 weeks Training now ended – Jan 08)	Derby College	Initial 6 weeks programme to cover; customer skills, employability to include job search, CV writing, interview techniques, work placement 1-2 day per week in retail for 20 weeks. Objective to job match into employment through workstation to vacancies in Westfield site.	All ages unemployment for 12 months 35 starts with 6 job starts (updated Jan 08 source:JCP)
BTEC Level 1 – Introductory Diploma in Business, Retail & Administration	Derby College	Full time course to cover; Starting Work in Business, Retail and Administration, Working in Business, Retail and Administration, Customer Service, Personal Effectiveness, Social Responsibility at Work, Financial Management, Health and Safety, Communication, Introduction to Retail and, Work Experience	Appropriate standard of literacy and numeracy. Entry Certificate
BTEC First Diploma in Retail Level 2	Derby College	Full time course to cover: Introduction to Retail Services, Merchandising and Display for Sales, Sales and Profit, Stock Control and Security, Retail Selling and Customer Service, Transport, Distribution and Storage, Customer Protection, Fashion and Food, Retailing	One or two of the following: 4 GCSE at grade D-G, BTEC Foundation Certificate in a related subject. Other related Level 1 or 2 qualification
Retail Apprenticeship	Derby College	Working in Retail Sector Level 2, Retail Skills, Certificate in Retail, Keyskills – application of number Level 1, Communication Level 1	GCSE Grade A-G in English and Maths, Good Literacy and numeracy skills
Retail Skills Level 1 NVQ	Derby College	Working in Retail Sector. Moving Goods and Materials Manually. Keep Stock at Required Levels, Work Effectively in a Team, Keep Environment Clean and Hygienic, Health and Safety, Security	No age restriction
Retail Skills Level 2 NVQ	Derby College	Working in Retail Sector, Completion of 6 units, Working Effectively, Moving Goods, Keeping Stock at Required Levels, Process of Returned Goods, Prepare Goods for Sale, Storage, Customer Service and Health and Safety, Wide range of units available to cover all aspects of retail sector	Train to Gain entitlement available for 18+ No upper age restriction
Customer Service Level 1 NVQ	Derby College	To further develop the skills and knowledge associated with customer service, deliver good customer service, maintain positive attitude, communicate effectively with customers, do your job in a customer friendly way, provide customers service within the rules, recognise and deal with customer queries.	Individuals working in an environment providing a service to customers whether sit is external or internal to your organisation
Customer Service Level 2 NVQ	Derby College	Working in Retail sector, Completion of 7 units, 2 mandatory units and 5 optional units Customer Service, Promote Additional Services or Products to Customers, Process Information, Dealing with Customers Face to Face, Telephone,	Train to Gain entitlement available for 18+ No age restriction. Candidates are expected to be

		In Writing or ICT	working and able to demonstrate competence. They will have exposure to customers on a daily basis and face to face contact.
Customer Service Level 3 NVQ	Derby College	8 units in total including 2 mandatory and 6 optional targets	Candidates are expected to be working and able to demonstrate competence. They will have exposure to customers on a daily basis and face to face contact.
Team Leading Level 2 NVQ	Derby College	Working Retail Sector, Completion of 6 Units, Receipt and Storage of Goods, Audit Stocks Levels, Source Required Goods and Services, Improve Food Safety, Maintain availability of Goods for Sale, Provide Specialist Support, Enable Customers to Apply for Credit Facilities, Customer Service, Work Effectively and Manage Team	Train to Gain available for under 25's from 1 August 2007. Must be working in a supervisory/junior management position
Retail Skills Level 2/3 NVQ Management	Derby College	Working in Retail Sector, Completion of 6 Units, Receipts and Storage of Goods and Services, Food Safety, Customer Service, Working Effectively, Contribute to Continuous Improvement, Security, Plan and Adjust Staffing Levels, Recruitment and Selection, Provide Learning Opportunities, Develop Working Relationships, Health and Safety	Train to Gain available for under 25's from 1 st August 2007. Must be working in a managerial position
Retail Foundation Degree	Derby College	Working in Retail Sector. 2 Years part-time course. Two x 20 week semesters each year, 10 modules; Customer Behaviour, Customer Service, Retail Operations Management, Retail Management and Leadership, Human Resource Development, Stock Management, Legislation Management, Self Management of Performance and Development, Independent Research into Retail Management	Related FE Level 3 programme. Previous experience in industry
Security Training – certificated. Contract now ended – last intake early Jan 08	Derby College	workstation	unemployed – through workstation – 35 starts with 6 job starts (updated Jan 08 source:JCP) – these numbers are linked with the cust service ESF trng.
Food safety	Derby College	Providing basic health and safety knowledge required when working in either retail, catering or food	Adult learners no formal educational requirements

		manufacturing	
NIACE Upskill project	NIACE	Provides support to refugees and migrants wishing to work in Retail. One to one support for individuals to access relevant training and employment	refugees and migrants 17 starts with 1 job start
Train to Gain Retail	STL	Apprenticeship	Age 19+
Level 2 Diploma in Fashion Retail	Derby College	Full time course designed to equip learners with the skills, insight, knowledge and understanding to practically apply theory in the workplace in order to deliver top quality customer experience in a fast moving environment	School leavers. No specific qualifications, however, learners should demonstrate aptitude and enthusiasm for fashion retail and have good computerised keyboard skills
Level 3 Diploma in Fashion Retail	Derby College	Full time course designed to enable learners to acquire the depth of skills and underpinning knowledge to support progression into management. It is designed for learners who want to acquire skills to enhance future employment prospects and will cover management skills, fashion, merchandising, visual merchandising, planning, promotion and design	Designed for learners who have achieved a level 2 qualification in retail. Can be offered on a full time/part time or block release
ILM Level 2 - Introductory Certificate in Team Leading	Derby College	Provides a range of personal skills and management tools for those who are, or want to become team leaders	Provides a range of personal skills and management tools for those who are, or want to become team leaders
ILM Level 3 - Introductory Certificate in First Line Management	Derby College	Provides a range of management skills and tools for actual or potential first line managers. Covers managing self, resources, people, activities, information and change, communication and understanding organisations	Adult learners - no formal educational requirements but will need to do work based assignment
ILM Level 5 Certificate and Full Award in Management	Derby College	Provides a range of management skills and tools to give practising or aspiring middle managers the foundation for their formal development in this role	Adult learners - no formal educational requirements but will need to do work based assignments, written reports and oral presentations
ILM Level 7 Award in Executive Management	Derby College	Provides a range of management skills and tools to give practising or aspiring senior managers the skills and knowledge required of this level	Adult learners - no formal educational requirements but will need to do work based assignments, written reports and oral presentations

ILM Diplomas in Management	Derby College	Provides a more comprehensive range of management skills and are available at Levels 3, 5, and 7	Adult learners - no formal educational requirements but will need to do work based assignments, written reports and oral presentations
Management NVQ's	Derby College	Provides an opportunity to enhance and expand knowledge and skills already acquired, to enable managers to analyse and reflect on their role within the organisation, competencies and need for development	Adult learners no formal educational requirements but will need to be working in an appropriate supervisory or managerial role
Management Workshops	Derby College	Provides an opportunity to enhance and expand knowledge and skills already acquired through a variety of one day workshops including First team leadership; Essential of management;; Effective communication; mentoring; managing workplace stress; Developing people; Motivation in practice; Performance management; The manager as trainer, Coach and guide; Developing an emotional intelligent team; Using emotional intelligence at work; Successful selling	Adult learners-no formal educational requirements
Bespoke Management Courses	Derby College	Provides an opportunity for organisations to tailor make management courses to meet their training needs including: Effective teams; Time Management; Assertiveness raining; Dealing with difficult people; Leadership skills; Problem solving and decision making; Appraisal & performance management; managing change; Interviewing skills; Employment law; Coaching & mentoring skills and Train the trainer	Adult learners-no formal educational requirements

SECTOR – Health and Social Care (Employer Coalition sectors.)

Overview

No of employees in sector

- 12000 (CG) in Derby City.
- 48000 (LSC) Derbyshire of which 19,000 work for NHS Derbyshire
-

Principal Employers

NHS

Local Authority

Social services

Independent contractors

Key Developments

NHS losses expected

Skills shortage

Health occupation shortages –

- Public and community health.
- Integrated services delivery. Prison and custodial care.
- Diagnostics and disease management.
- Assistant and advanced practitioners.
- Mental health and learning disabilities.
- Assessors and trainers.

Social care –

- Care occupation shortages - social care workers.
- Domiciliary workers.
- Day care workers.
- Care Managers.
- Occupational therapists
- Care assistants working in independent homes.

Growth

Health and Social Care - Around 10 % of jobs remain unfilled

Social care - Social care growing at 3.6% per year. Workforce could double by 2014 sector skills report 2008)

Recruitment Issues

Turnover is around 10.4% for EM

Turnover for care workers is 22%

7.7% vacancy rate for all sectors

Vacancies difficult to fill.

Skills for Health forecasting significant requirement of NVQ level 2 and 3.

Image of the sector - information required on the positive aspects.

Competition from retail sector is widely held to be a significant cause of recruitment and retention difficulties although pay is higher. This sector has double the amount of hard to fill vacancies and skill shortage vacancies.

Comments

83% of workforce is female in social care and likely to remain constant.
 Turnover is 17.9% nationally with a vacancy rate of 3.4%
 Nurses being attracted to working abroad.
 Skills for Care Forum - large employer membership (attended by JCP)
 CareForce Steering Group –covers Derbyshire (attended by JCP) www.care-force.org
 Sector Skills Council is very active
www.skillsforcare.org.uk
www.skillsforhealth.org.uk

Provision for Provision for Health and Social Care

Type of provision	Provider	Content	Eligibility
Healthcare and Public Service	Age Concern	gives knowledge and understanding followed by 11 week placement with day release - working towards quals.	ND25+
Healthcare only - 26 weeks	Age Concern	gives knowledge and understanding followed by 11 week placement with day release - working towards quals.	ND18-24
Healthcare and Early Years - 13 weeks - Vol option	Age Concern	gives knowledge and understanding followed by 11 week placement with day release - working towards quals.	ND18-24
NVQs in Health Award L2/3 - 8 - 10mths depending on level	Derby College	Group and/or 1-1 training & assessment to develop knowledge and accredit skills competencies. Pathways available: Clinical Support, Maternity/Paediatric Support/ General Healthcare Support, Physio & Occupational Therapy Support. Includes generic units covering communication, health & safety, developing own knowledge & skills	FE 19+
NVQ Health Award L2 - 8 mths	Derby College	Group and/or 1-1 training & assessment to develop knowledge and accredit skills competencies. Pathway: Clinical Support, includes generic units covering communication, health & safety, developing own knowledge & skills	T2G 19+
NVQs in Health & Social Care L2 - 4 - 8 - 12mths depending on level	Derby College	Group and/or 1-1 training & assessment to develop knowledge and accredit skills competencies. Pathways available: Adults, Children and Young People. includes generic units covering communication, health & safety, developing own knowledge & skills	FE 19+
NVQ in Health & Social Care L2 - 8 mths	Derby College	Group and/or 1-1 training & assessment to develop knowledge and accredit skills competencies. Pathways available: Adults, Children and Young People.	T2G 19+

		includes generic units covering communication, health & safety, developing own knowledge & skills	
NVQ 4 Registered Managers Award (Adult Services) - 12 mths	Derby College	Group and/or 1-1 training & assessment to develop knowledge and accredit skills competencies. Includes units covering developing, maintaining and evaluating systems/structures, managing financial resources, managing the performance of teams and individuals	FE 19+
NIACE Upskill project	NIACE	provides support to refugees and other migrants wishing to work in health and social care. One to one support for individuals to access relevant training and employment	refugee or migrant

SECTOR – Transport - in addition some of this is also covered in the Airport sector (Employer Coalition sector)

No of employees in sector

3400 (nomis)

Principal Employers

- Arriva.
- DHL

Key Developments

£18m project to rebuild the Railway Station announced by Network Rail - first project will replace all canopies and install lifts to all platforms - due to start Feb 08.

Skills shortage

- LGV drivers.
- Warehouse.
- Management skills
- Generic skills in customer service/teamworking/communication skills/problem solving.

Growth

Logistics expected to increase by 700 between 2004-2014 high replacement demand

Recruitment Issues

- European Training Directive will commence in the sector from 2009.
- The main impact will be for drivers of LGV vehicles who will have to have on-going annual training.
- HGV1 cost £12k and age req't 21.
- Basic Skills needs.
- Ageing workforce. Low numbers of young people entering the sector. Age restrictions for licence/insurance

Comments

Sector Skills are profiling their own skills gaps. Already have an EM picture and working on a Derbyshire picture to identify skills reqd. sector skills Councils - Go Skills and Skills for Logistics. Industry needs to address problems in taking on newly trained drivers. From 2009 all LGV drivers need ongoing annual training. This is a sector people enter later in life.

Provision for Transport

- Large number of small companies offering training around LGV and fork lift - tailored to employer needs.
- From 2009 all LGV drivers need on-going annual training. Cost of LGV training is £1600

Type of provision	Provider	Content	Eligibility
Routeway IAP training - Transportation - 13 weeks	TBG	Full induction, assessment, work experience 4-6 weeks, H &S, customer care, communications, using geographical info, practical testing for LGV, theory testing for LGV	ND25+ and ND18-24
Transportation - 26 weeks	TBG	Full induction, assessment, work experience 4-6 weeks, H &S, customer care, communications, using geographical info, practical testing for LGV, theory testing for LGV	ND 18-24
NVQ Level 2 Road Haulage	Derby College	Full induction, Assessment, Training and Underpinning Knowledge	18+ FE & T2G
NVQ Level 3 Road Haulage	Derby College	Full induction, Assessment, Training and Underpinning Knowledge	18+ FE

SECTOR – Public Sector (Employer Coalition sector)

Overview

Huge range of jobs from care to portering to admin and teaching.

No of employees in sector

32600 (nomis) 26%

Principal Employers

- Derby City Council.
- Department for Work and Pensions.
- NHS
- Police
- Passport Office

Key Developments

DCC Workforce Development Plan
Public Sector Compact

Skills shortage

27% of employees have either no qualifications or are below level 2
Managerial and professional skills

Growth

No major growth expected although high turnover

Recruitment Issues

Perception that it isn't worth applying as jobs have already gone.
Application process can create barriers and seen as off putting.
On line recruitment can be an issue.

Comments

Need to look at New Deal placements and Work Trials.
Looking to work with the Employers on Local Employment Partnerships and have pre-recruitment training available in admin and call centre.

Provision

Newly formed Public Sector Compact will identify common skills requirements and training needs.

Various IT

Skills for Life looking to put pre-recruitment training on in admin, call centre and application process.

Provision for Provision for Public Sector

Type of provision	Provider	Content	Eligibility
FE IT User Qualifications - Flexible Delivery	Derby College IT Outreach Learning centres	Entry level to level 3 IT User including: CLAIT/CLAIT Plus ECDL, MOS Units, Text/Word Processing	FE 19+
FE ITQ - NVQ level 1 -3	Derby College	ITQ NVQ	FE 19+
T2G ITQ Level 2	Derby College	ITQ NVQ	T2G

SECTOR – Airport (Employer Coalition sector)

Overview

Airport has a Skills for Life academy onsite and runs a range of different courses depending on employer needs.

Number of employers have signed Local Employment Partnership Agreements with JCP.

No of employees in sector

7842 on site including Donington Hall at 106 employers

Principal Employers

- DHL.(1000 employees)
- UPS.
- Donington Hall.
- 106 employers on EMA site

Key Developments

- Airport expansion.
- New Hotel - Premier Travel Inn.

Skills shortage

Last years survey shows one third below level 2 qualifications and two thirds above A level standard.

Retail

Customer service

Growth

Around 500 extra jobs each year. Expect to employ between 14,000 -15,000 by 2016.

Vacancies in warehouse, sorters, data input, loaders, customer service, admin, packaging and driving.

Provision

- T2G for employed. Looking for funding for pre-employment trng.
- Skills for Life.
- Foundation Degrees and degrees and higher for those who would like to invest in their development.
- Various – depending on employer
- Airport academy for employed staff.

Recruitment Issues

Transport problems can be an issue although routes are being improved all the time. Psychological problem of people viewing the airport as being a long way off.

Bus service now goes through Long Eaton and Ilkeston to the airport.

Train Station to be open at Ratcliffe Power Station.

Some recruitment is through agencies. Recruitment Strategy is being drawn up.

Skylink now operating 24 hours/7 days funded by emda – www.skylink.co.uk

Comments

Airport Strategy Group looks at peaks/flows of recruitment to do jobsfairs and attend Jobcentres. Dawn Price is Employer Liaison Manager for the airport and brings employers together.

EMA is the largest freight airport in the country.

Will fly to 200 destinations by 2016 including USA and Indian sub-continent

Issue with criminal records for airside employees.

CONSTRUCTION (Employer Coalition sector.)

Overview

Construction has been selected as one of the first sectors to launch National Skills Academies. There is a Sector Skills Agreement drawn up for Construction on East Midlands that aims to:

- increase apprentice completion
- increase applications for construction related courses
- improve understanding of the career opportunities

It is also working on improved intelligence on skills for the future and developing a construction qualifications strategy with a goal of a fully qualified workforce by 2010.

There is a research project being undertaken by Construction Skills (the sector skills for construction) designed to improve the supply of training in East Midlands and establish current levels of training capacity for specialists. This will identify shortfalls in training capacity and inform where available funding can be best focused and what action plans need to be formulated.

No of employees in sector

Derby City - 5600 (nomis) at 20

Principal Employers

- Wildgoose.
- Bowmer and Kirkland.
- Norwest Holst.
- Skanska

Key Developments

- Major development sites around Derby city centre, Cityscape, creation of new business quarter and retail investment areas.
- An increase expected in refurbishment & maintenance sub-sector.
- Current levels at City Hospital are 550 and will increase and expected to peak at 1500.
- M1 widening between Leicester and Chesterfield- 3 year project starts Autumn 07. Phase 1 worth £400m
- Cathedral quarter - £16m scheme to include shops, café bars and flats from Bold Lane to Derby Cathedral with completion anticipated summer 09.
- £8m boulevard plan to link city centre with Railway station with shops, flats and offices to be built. (DET Oct 07).
- Building work started on the new £32m Mental Health Trust Kingsway hospital - scheduled to open May 09. (DET 16 Oct 07).
- Cedar House Investments has announced plans for redevelopment of former BOC site on Raynesway for warehouse, office and industrial space (DET 16 Oct).

- £30m development around Full St to include office space, restaurant and apartments (DET 22 Oct 07)
- Bolsterstone given planning permission to transform the Sixt Kenning vehicle hire on Cathedral Road to a £15m retail and office block
- St Helens House on King Street to be transformed into Georgian apartments and a 45 bedroom boutique hotel.
- £80m industrial estate opposite Toyota factory planned – could create 1500 jobs with office/warehousing being built on the 41 hectare site.
- £3m skills centre being built at Lees Brook Community Sports College to provide skills training for more than 150 school leavers in construction, hairdressing and beauty therapy, hospitality and catering, retail and business, health and social care and performing arts. Will be ready for construction in March and the remainder in September 2008.
- Work starts on Derbys train station – Feb 08 on the £18m revamp.

Skills shortage

Predicted growth in EM for 2005-2011 is 5210 workers. This equates to 210 for Derby City.

Provision

- 4 FE providers:
 - Chesterfield College,
 - Derby College,
 - South East Derbyshire College
 - University of Derby, Buxton.

One CoVE in Plumbing & Electrical - partnership between Derby College, South East Derbyshire College, New College and West Nottinghamshire College.

Provision heavily biased towards L2, less than 4% delivered at L3.

Skills Academy by end 2007 - offering a partnership of support.

Construction Apprenticeships.

Recruitment Issues

All trades report recruitment issues. 70% of employers reported shortages in trades. Minimum reqt of level 2

Additional information

- 70% of employers reported shortages in trades most at level 3 and above and professional. CITB website on trends in construction ind.
- Sector skills council – www.constructionskills.net
- Companies employing less than 10 employees represent 90% of the workforce.
- 36% are self employed.
- Difficult sector to support through JCP - may be something around vacancies in maintenance.
- Stable workforce – only 7% of those under 60 think it is unlikely they will be working in construction in 5 years time.

Length of time in Construction trade

The table below show the number of years employees have spent in construction (percentages are cumulative i.e. those who have worked for a year or less include those at 6 months and less)

Less than 6 months	5%
1 year or less	8%
2 years or less	15%
5 years or less	25%
10 years or less	39%
20 years or less	65%
More than 20 years	35%

Entry routes to Construction

- Apprenticeships
- Graduates
- Technical – those who achieved good GCSE passes can either go to college part time and work or go to college full time and then move into work.

Provision for Construction – updated Feb 08

Type of provision	Provider	Content	Eligibility
Routeway Intensive Activity Period (IAP) training Construction - 13 weeks	Carter and Carter, BTCV, Derby CVS, Groundwork Cresswell and Erewash	gain practical knowledge of brickwork etc - progress onto work experience with local employer	ND25+ and ND 18-25
Environmental Task Force - Construction - 13 weeks	BTCV,Groundwork Cresswell and Erewash	opportunities to get general construction work experience with local employers in construction and soft landscaping	ND18-24
Future Constructors - European Social Fund (ESF)provision - 26 weeks - ends Feb 2008	Carter and Carter	Provides skills and quals in range of trades inc bricklaying, groundwork, maintenance operations, plastering, painting and decorating, carpentry and joinery. Opp to get CSCS card and 70% expected to get full or partial NVQ	age 18-24 - 6 months u/e. Age 25+ 12 months u/e
NVQ 2 Wood Occupations	Derby College	Full induction, Off Site Assessment, Training and Underpinning Knowledge	16-18 FE / 19+ FE & T2G
NVQ 3 Wood Occupations	Derby College	Full induction, Off Site Assessment, Training and Underpinning Knowledge	16-18 FE / 19+ FE
NVQ 2 Decorative Occupations	Derby College	Full induction, Off Site Assessment, Training and Underpinning Knowledge	16-18 FE / 19+ FE & T2G
NVQ 3 Decorative Occupations	Derby College	Full induction, Off Site Assessment, Training and Underpinning Knowledge	16-18 FE / 19+ FE
NVQ 2 Trowel Occupations	Derby College	Full induction, Off Site Assessment, Training and Underpinning Knowledge	16-18 FE / 19+ FE & T2G
NVQ 3 Trowel Occupations	Derby College	Full induction, Off Site Assessment, Training and Underpinning Knowledge	16-18 FE / 19+ FE
NVQ 2 Construction Occupations	Derby College	Full induction, Off Site Assessment, Training and Underpinning Knowledge	16-18 FE / 19+ FE & T2G
NVQ 3 Construction Site Supervision	Derby College	Full induction, Off Site Assessment, Training and Underpinning Knowledge	16-18 FE / 19+ FE

NVQ 2 Steel erecting	Derby College	Full induction, Off Site Assessment, Training and Underpinning Knowledge	16-18FE / 19+ FE
Building and Construction – vocational related qualification	St Benedicts Catholic school and performing arts college	Full time study	16-19+
Construction – BTEC into diploma and certificate BTEC first diploma	Lees Brook College Lees Brook	Full time study	16-18 14-16
Construction Apprenticeship NVQ 2/3	Carter and Carter		16-19
Construction e2e Entry level NVQ	Carter and Carter		16-19
Electrical Installation Apprenticeship NVQ3	JTL Training		16-19
Electro technology NVQ2	Derby College	Full time study	16-18
Electronics Apprenticeships NVQ2/3	Training Services Ltd		16-19
Heating and Venting Apprentice NVQ3	JTL Training		16-19
Plumbing Apprentice NVQ2/3	Derby College		16-19
Site Carpentry Apprentice NVQ2	DART		16-19
LEAP AHEAD - Lifelong learning network for Derbys/Notts launched a 3 year strategy for boosting skills levels. Aimed at aged 19+ for people already in work looking to further their careers - Oct 07 - based at Derby University			

Generic Provision

Type of provision	Provider	Content	Eligibility
Specialist Business Administration - 13 weeks -Medical receptionist, accounts,, secretarial	Pitman Training, TBG	MS Office - beginners and expert, medical and legal secretarial, keyboard and audio typing, accounts, web design, jobsearch, ESOL	ND25+ and ND 18-24
Business Administration - 13 weeks	TBG	MS Office - beginners and expert, medical and legal secretarial, keyboard and audio typing, accounts, web design, jobsearch, ESOL	ND25+
Routeway - work experience - 13 weeks	Age Concern, BTCV, Derby CVS and Derby and Notts Chamber of Commerce	tailored work placements to suit a number of wide occupational aims	ND25+
FTET – Business Administration – 13 weeks	TBG Derby and Notts Chamber	MS Office – beginners and expert, medical and legal secretarial, keyboard and audio typing, accounts, web design, jobsearch, ESOL	ND18-24
Literacy and Numeracy	TBG, Derbys and Notts Chamber	Soft skills, communications, team building, customer care, H &S, personal hygiene, optional choices are - first aid, manual handling, security, post handling	ND25+, ND 18-24
Literacy and Numeracy	TBG, Derbys and Notts Chamber	Soft skills, communications, team building, customer care, H &S, personal hygiene, optional choices are - first aid, manual handling, security, post handling	ND25+, ND 18-24
ESOL -	Support Into Work	range of support depending on needs	ND25+ and ND 18-24, NDLP, IB
Power Derbyshire - ESF provision	Derby/Notts Chamber	pre employment training for people with learning difficulties - activities include IT training, basis skills, job search, inter personal skills	North Derbys, Derby City - people with learning difficulties
Supporting ex-offenders - ESF provision	Phoenix	one to one advice and guidance, jobsearch, mock interviews, interview techniques - short courses, letter writing,	age 18-24 - 6 months + unemployed - age 25_+ is 12 months unemployed
Customer Service/Security – Ends March 2008	New College Nottingham	Provides skills and training and supported work placements in retail, tourism, hospitality, security, contact centres. Job search and confidence building. IT skills and communication skills and working with others developed. Numeracy/Literacy ESOL if required – 50% expected to achieve a qualification. Structure depends on individual	age 18-24 – 6 months u/e. Age 25+ 12 months,
Support for Asian Women	JET centre	Confidence building. CV support, motivational skills	
NVQ Level 2 Administration	Derby College	5 units in total, including 2 mandatory units and 3 optional units	Individuals employed in an office
NVQ Level 3 Administration	Derby College	6 units in total, including 2 mandatory units and 4 optional units	Individuals employed in an administrative role with some level of responsibility for staff and administrative functions
ILM Level 2 – Introductory Certificate in Team Leading	Derby College	Provides a range of personal skills and management tools for those who are, or want to become team leaders	Adult learners no formal educational requirements

ILM Level 3 – Introductory Certificate in First Line Management	Derby College	Provides a range of management skills and tools for actual or potential first line managers. Covers managing self, resources, people, activities, information and change, communication and understanding organisations	Adult learners – no formal educational requirements but will need to do work based assignment
ILM Level 5 Certificate and Full award in Management	Derby College	Provides a range of management skills and tools to give practising or aspiring middle managers this foundation for their formal development in this role.	Adult learners – no formal educational requirements but will need to do work based assignments, written reports and oral presentations.
ILM Level 7 Award in Executive Management	Derby College	Provides a range of management skills and tools to give practising or aspiring senior managers in the skills and knowledge required of this level.	Adult learners – no formal educational requirements but will need to do work based assignments, written reports and oral presentations.
ILM Diplomas in Management	Derby College	Provides a more comprehensive range of management skills and are available at Level 3/5/7	Adult learners – no formal educational requirements but will need to do work based assignments, written reports and oral presentations.
Management NVQs	Derby College	Provides an opportunity to enhance and expand knowledge and skills already acquired. to enable managers to analyse and reflect on their role within the organisation, competencies and need for development.	Adult learners no formal educational requirements but will need to be working in an appropriate supervisory or managerial role.
Management Workshops	Derby College	Provides an opportunity to enhance and expand knowledge and skills already acquired through a variety of one day workshops including First team leadership; Essential of management: effective communication, mentoring, managing workplace stress, developing people, motivation of practice, performance management, the manager as trainer, coach and guide, developing an emotional intelligence at work, Successful selling	Adult learners – no formal educational requirements
Bespoke Management Courses	Derby College	Provides an opportunity for organisations to tailor make management courses to meet their training needs including: Effective teams, Time management, Assertiveness training, Dealing with difficult people, Leadership skills, Problem solving and decision making, Appraisal and performance management, managing change, Interviewing skills, Employment Law, Coaching and Mentoring skills an Train the Trainer.	Adult learners – no formal educational requirements
Health and Safety	Derby College some in partnership with Rolls-Royce PLC	Courses covering a range of health and safety areas – basic health safety, personal safety, conflict handling, drug awareness, lifting and slinging, PUWER from 1 day to 6 months – distance learner	Adult learners no formal educational requirements

FE IT User qualifications – flexible delivery	IT Outreach Learning Centres	Entry level to level 3 IT User including: CLAIT/CLAIT Plus ECDL, MOS units, Text/Word processing	FE19+
FE ITQ – NVQ Level 1-3	Derby College	ITQ NVQ	FE19+
T2G ITQ Level 2	Derby College	ITQ NVQ	T2G
First Aid	Derby College	Courses covering a range of health and safety areas – basic health safety, personal safety, conflict handling, drug awareness, lifting and slinging, PUWER from 1 day to 6 months – distance learner	Adult learners with no formal educational requirements

Sue Bainborough
Local Partnership Manager
Jobcentreplus
May 2008