

# GET IN THE KNOW !

Issue 1 –30 August 2013



## Numbers for new intake

Earlier this year we had anticipated having 98 first year apprentices start on 2<sup>nd</sup> September 2013, however, due to a substantial number of young people turning down offers for apprenticeship placements, our confirmed number is now 84. The skill bias split is as follows: 29 Mechanical, 20 Electrical and 35 Dual Skill. The increase in the number of apprentices undertaking the Electrical pathway (bearing in mind that dual skill complete both the Mechanical and Electrical Pathway) has resulted in the need for a larger Electrical Department – further information on this can be found later in the newsletter. For further information of apprentice recruitment please contact Jess Jones ([j.jones@get-trained.org](mailto:j.jones@get-trained.org))

Delivery of our HNC programme in Mechanical Engineering commences this year with numbers exceeding what we had anticipated. We have 31 candidates enrolled which includes a mixture of apprentices, mature students and new customers. For further information about our HNC Programme please contact Allan Whittington ([a.whittington@get-trained.org](mailto:a.whittington@get-trained.org))

## On-site Parking for Learners

As most of you will be aware, the restriction of on-site parking for learners created a substantial amount of issues and concern from parents, employers and local residents. In an attempt to resolve these issues this year, we have agreed to lease an additional part of land within the Barnwood Campus Estate. The area just behind Storage King is in the process of being re-developed and we have managed to secure a plot of land for our exclusive use holding up to 70 vehicles.

The designated area will eventually be fenced off and contain tarmac floor with each space appropriately marked, however, this will not be ready in time for September. Appreciating the issues we have faced over the last 12 months regarding learner parking, the Landlord has agreed for our learners to use the land in its current format on a temporary basis until our learner car park is ready for use.

Unfortunately the leasing of this land does not come cheap and therefore we had to take a decision to ask learners to contribute towards the cost of this parking area. Learners wishing to use the on-site car park will need to purchase a parking permit and this can be obtained from either Joe Webster or Kelly White at the following prices:

<b>First Year Apprentices (attending 5 days/wk)</b> £220/year (if paying by monthly standing order) £215/year (if paid in full at the beginning of the year)	<b>2<sup>nd</sup>, 3<sup>rd</sup> &amp; 4<sup>th</sup> Year Apprentices (attending 1 day/wk)</b> £55/year (if paying by monthly standing order) £50/year (if paid in full at the beginning of the year)
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I must point out that the charges for these permits by no means cover the cost of this facility, in fact it will only cover approximately 45% of the cost. We will continue to monitor this each year and if in the future we are able to either reduce or remove the cost of the permits we will endeavour to do so.

For further information please contact Kelly White ([k.white@get-trained.org](mailto:k.white@get-trained.org)) or Joe Webster ([j.webster@get-trained.org](mailto:j.webster@get-trained.org))

### Registration Fees

There has been some misinformation about the cost of programme registration fees as this was not clearly explained in the fees and charges letter. All programmes (Apprenticeship Programmes, Direct NVQ's, HNC etc) have a registration fee which is charged by the awarding body which is payable by the employer in addition to our fees and charges and will vary depending on the programme content. For example the apprenticeship registration is approximately £250, whereas registration for the HNC programme is £150. Purchase Orders must allow for this charge. For further information please contact Jess Jones ([j.jones@get-trained.org](mailto:j.jones@get-trained.org))

### Workshop Development - Introduction of 5S

The theory behind the re-organisation of the workshop into a cellular structure was to enable us to introduce the basic principles of 5S. A large proportion our customers have fully embedded Lean Manufacturing Practices within their organisations and had requested that this practice be incorporated into our learning programmes. Each cell within the workshop now has its own tool station and shadow board containing all the appropriate tooling required when using either the Mill, Lathe or Fitting Bench. Each tool is colour coded to ensure that it remains within its allocated cell and apprentices will be expected to check that all tooling is in its correct place at the beginning and end of each working day.

The workshop now also has a stores facility for all the material and larger tooling. Whilst in the main employees will be responsible for managing the stores, learners will have the opportunity throughout their first year to spend time in the stores facility to gain an understanding of its function and the importance of appropriately managed stock controls.

For further information on our approach to 5s, please contact Nick Long ([n.long@get-trained.org](mailto:n.long@get-trained.org))

### More construction work

As mentioned above, the increasing number of apprentices required to undertake the Electrical pathway during year one has risen substantially over the past few years and has continued to rise again this year. As a result we have committed to increasing the size of the Electrical department to accommodate this increase. Construction work has commenced to construct a mezzanine floor to the rear of the workshop area providing a larger Electrical Department at first floor level able to accommodate up to 30 learners. Additional staff of an electrical bias have also been recruited to support this growth. The current Electrical department at ground floor level will be converted into classroom for workshop use, increasing our classroom capacity within the entire facility from 7 to 9.

Construction work is due to complete on 18 October and during the interim period, the Electrical Department has been temporarily relocated to the Conference Room at first floor level in unit 2.6. For further information on the construction work, please contact Nick Long ([n.long@get-trained.org](mailto:n.long@get-trained.org))

## Employee update – recruitment and retirements

Today we wish a farewell to **Ken Elsey** who is retiring after just over 5 years of employment with us in the capacity of academic tutor. We thank Ken for all his hard work and dedication during this period of employment and wish him success and good health in his retirement.

Over the past few months we have been busy recruiting new members of staff to respond to our increase in apprentice numbers and would like to welcome the following employees:

<b>Andrew McDonald</b> – Electrical Instructor <b>Bill Morgan</b> – Mechanical Instructor <b>Ian Reece</b> – Mechanical Instructor	<b>Robert Moss</b> – Academic Tutor <b>Dean Bannister</b> – Academic Tutor
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In addition to the above recruitment, there has also been one internal transfer – **David Broome** has departed from his role as Mechanical Instructor to undertake a new role as one of our In-Company Assessors. David has experience of this role from his previous employment and we are sure will be a success in his new role.

**We still have a vacancy for a further Electronic Instructor, details of which are on our website.**

For further information on recruitment please contact Erica Phelpstead ([e.phelpstead@get-trained.org](mailto:e.phelpstead@get-trained.org))

## Engineering Course for the unemployed

Each year there are a substantial amount of young people who fail to secure a placement for an engineering apprenticeship and wonder what they can do from September which is Engineering related. Previously there has been very little available within the county for young people in this situation and those engineering courses available do not enable the young people to improve their key academic subject grades, in particular Maths. This year we have teamed up with Gloucestershire College to develop a course that meets just those needs. A full time engineering course (including GCSE Maths) will be available for unemployed young people to enrol on in October 2013. The course will also include an element of work experience giving young people the opportunity to taste the engineering environment and develop relationships with potential employers for the following year's intake.

A leaflet is attached with further information which would we encourage you to forward onto any unsuccessful candidates you may have seen this year.

Further information on this course can be obtained from Jenny Ford on **01452 563385**

## Social Media

Gloucestershire Engineering Training has finally entered the world of social media. Our twitter account is now active and you can follow us **@glosengtraining**

Work is underway on our Facebook Account and further details will be provided once this is up and running.

## Engineering Related News – UOG Top up degree

As you may well be aware, there currently isn't any engineering training provision available within the county beyond level 4. Discussions have been instigated by our Local Enterprise Partnership in conjunction with employers, providers and the University of Gloucestershire (UOG) about the demand for Degree Level Engineering Courses. The response so far has been very positive and a commitment has been provided by UOG that a top up degree will be developed and ready for delivery in September 2015. The top-up degree will be a part-time programme spread over a 2 year duration containing a mixture of classroom based taught delivery and a workplace project.

If you would like to get involved in the development of this programme please contact Linsey Temple ([l.temple@get-trained.org](mailto:l.temple@get-trained.org))

## Charitable Activities

Last year our staff and apprentices took part in a number of charity events and we would like to share these with you:

**Children in Need** – In aid of this appeal staff and apprentices raised money by attending for work in their pajamas and onesies.

**Breast Cancer Awareness** – In aid of this appeal staff and apprentices attended for work in sport related clothing.

**Winston's Wish** – In aid of this appeal a number of employees undertook a gruelling 43 mile bike ride along the canal from Gloucester to Sharpness and back and raised a whopping £1000.00

**Kidsafe** – GET sponsored an initiative and helped provide a number of primary schools with activity packs to raise the awareness of **Stranger Danger!**

**Tuffley Rovers Football Club** – as part of community engagement strategy during the 2012/13 training year, a number of staff and apprentices support TRFC in the maintenance and up-keep of their football ground and also the got involved in the development of a new clubhouse.

Well done to all involved! If you are aware of any charitable activities you would like us to consider, please contact Nicky Shaw ([n.shaw@get-trained.org](mailto:n.shaw@get-trained.org))

## Got anything you want to share with our learners and employers?

If you have any news or information which you would like to circulate to our employers and apprentices within our newsletters please contact Kelly White ([k.white@get-trained.org](mailto:k.white@get-trained.org))