

# GET IN THE KNOW !

Issue 3 – August 2014



## 2014/15 Delivery Arrangements

We currently are on track to have 109/111 first year apprentices starting on 1<sup>st</sup> September 2014. The skill bias split is as follows: 51/53 Mechanical, 18 Electrical, 35 Dual Skill and 5 Welding.

For further information on apprentice recruitment please contact Jess Jones ([j.jones@get-trained.org](mailto:j.jones@get-trained.org))

From September 2014, learners will be undertaking a variety of tasks including 5s and housekeeping in the workshop, Equality and Diversity sessions, a tooling stock check in each cell as well as mentor sessions. The confirmed training times for 2014/15 training year are 08:00-16:15 Monday to Thursday and 08:00 – 12:00 on Friday's.

The training calendar for 2014/15 has been released, if you have not received a copy please email Kelly White ([k.white@get-trained.org](mailto:k.white@get-trained.org)) who will send you one. This shows all holiday periods and inset days at GET.

There have also been a number of key changes in the workshop

- New layout (machining cells)
- Welding and fabrication bay
- Electrical Installation bay
- New classrooms via Electrical Mezzanine

For more information on the workshop activities please contact Gareth Cook ([g.cook@get-trained.org](mailto:g.cook@get-trained.org))

## Reminder of Funding Changes

Government has released details about the changes to the Funding and Frameworks which will take effect from September 2016. A briefing session was held at GET recently to inform employers about these changes and what the subsequent impacts will be to us as a provider and yourselves as employers. We would like to thank those of you who attended the Employer Briefing on 22<sup>nd</sup> July and we hope you found it useful. For those who did not attend you should have a copy of the presentation for reference – if not please contact Kelly White ([k.white@get-trained.org](mailto:k.white@get-trained.org)).

For further information on the planned funding changes please contact Linsey Temple ([l.temple@get-trained.org](mailto:l.temple@get-trained.org))

## **New Courses/Programmes**

We have introduced a welding and fabrication bay onto the workshop so that we can deliver this as a pathway within the apprenticeship programme from September 2014 or as a standalone enhancement or short skill programme. For more information about this programme please contact Gareth Cook ([g.cook@get-trained.org](mailto:g.cook@get-trained.org)).

Delivery of our HNC programme in Electrical Engineering commences this year which is 1 year ahead of schedule. We have around 15 candidates who are interested in enrolling which includes a mixture of apprentices, mature students and new customers. The Mechanical HNC will continue to run for the 2<sup>nd</sup> year with a 40% increase in numbers. For further information about our HNC Programme please contact Allan Whittington ([a.whittington@get-trained.org](mailto:a.whittington@get-trained.org))

Due to our continued growth, we are likely to be short of classroom space by September 2015. To deal with this we are planning on building another mezzanine above unit 2.6 (above the classrooms). This space will be used to house the extra apprentices as well HNC students. Various different funding methods are currently being looked into to fund this activity.

## **Policies and Procedures**

We will shortly be writing out to all employers who have apprentices on programme with us asking for a copy of certain policies and procedures. As a training provider and for audit purposes it is important that we have a copy of certain documents. Further information will follow over the next week or so regarding what policies/procedures we require from you.

For further information on policies and procedures, please contact Kelly White ([k.white@get-traned.org](mailto:k.white@get-traned.org))

## **New Staff / GET Structure**

As many of you will already know Viv King retired back in June. Viv worked for GET for over 7 years and was very dedicated in her job. We thank Viv for all her hard work and dedication during this period of employment and wish her success and good health in her retirement. Viv has been replaced by Jan Sully whom many of you may have already met.

There have also been a few internal changes that will be effective from 1<sup>st</sup> September 2014. Kelly White will be taking on the role of PA to our Chief Executive Linsey Temple. Kelly has completed her Level 3 apprenticeship in Business and will be moving on to complete a HNC. Joe Webster (First year reviewer) will be moving over to Gareth Cook's team as it seems more appropriate as Gareth deals with all first year learners.

This Year GET have decided to practice what we preach and take on our own engineering apprentice. Jake Weatherley has already started employment with GET but will be going through the apprenticeship programme like any other first year from September 2014. After that he will be helping with maintenance activities with the Mechanical workshop and the Electrical/Electronic Department.

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

<b>Andrew Rose</b> – Electrical Instructor <b>Paul Smith</b> – Welding Instructor (PT) <b>Jake Weatherly</b> – Maintenance Apprentice	<b>Jan Sully</b> – Quality and Contract Manager (Team Leader of Business Support Team) <b>Sharon Stephens</b> – Book-keeper (PT) <b>Sue Faraday</b> – Maths Tutor (PT)
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Please see the attached document for GET's updated organisational chart.

**We still have a vacancy for a further HNC Tutor who can teach at level 4 and 5, and also for a Mechanical 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)).

### Training Provider of the Year 2014

It was announced at the Gloucestershire Apprenticeship Awards in June that GET had won Training Provider of the Year for the second year in a row. We are very proud to have been nominated for the award and even more so to win it. We would like to thank Gloucestershire Media for a good evening as always. Photos from the evening are available via this link:

<http://www.gloucestercitizen.co.uk/pictures/Gloucestershire-Apprenticeship-Awards-2014/pictures-21228333-detail/pictures.html#3>

### National Star College Fundraising Event

The National Star College are holding a fundraising event to try and raise £50,000. This year they are holding Gloucestershire's version of Strictly Come Dancing where a number of business leaders within the county will dance at the Everyman Theatre in Cheltenham. Our Chief Executive, Linsey Temple will be dancing with Adrian Etheridge in a bid to support the National Star in their fundraising challenge. If you would like to donate any money towards the event you can do so via this link:

<https://strictlystar.everydayhero.com/uk/linsey>

Donations of any size will be greatly appreciated.

### Review Officer Mobile Phones

All of our review officers are now equipped with their own company mobile phone. This is used for staff and learners to contact them if needs be. The phone numbers are listed below.

Goff Hennon - 07796117929

Dave Broome - 07817510426

George Novoth - 07796113532

Pete Clifford - 07796113573

**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))