

**North West England Region
Building Services Engineering**
Sector Skills Agreement Implementation Steering Group

Attendance:

Tuesday 16 September 2008

Park Royal Hotel,
Stretton,
Warrington
WA4 4NS

Employers and Industry Representatives

Chair Steve Hunt Steven A Hunt & Associates & CIBSE

Vice Chair Caroline Brown Balfour Kilpatrick

Barry Briers END Systems Ltd (HVCA Representative)

Phil Emmerson NIS Ltd

John Cramphorn JTL

Partner Organisations

Ron Pellymounter North West Development Agency (NWDA)

Marilyn Fisk Learning and Skills Council (LSC)

Roger Jones BusinessLinkNW

Nancy Kalinowski (GMPN) for Gail Power North West Providers Network Ltd (NWPN)

Fiona Stanier North West Universities Association (NWUA)

Rob Wellman SummitSkills Operations Manager

Apologies:

M Prince HVCA (now e member)

Andrea DeICampo Emcor

Derek Holcroft Warmer Heating Ltd

Helen Osgood Unite the Union Mark Butterworth Dyno Plumbing (A British Gas Company)

Invited:

John Thompson APHC

Tony Cooke ECA

1. Welcome and Election of Employer Chair

Following Action brought forward from previous meeting and following discussions, Steve Hunt of Steven A Hunt & Associates & CIBSE was elected as Chair.

2. Election of Vice Chair

Following Action brought forward from previous meeting and following discussions, Caroline Brown of Balfour Kilpatrick was elected as Vice Chair.

3. Apologies

Apologies as above were noted.

4. Notes of Last Meeting Approval and Matters Arising

Item 4. Notes of last meeting to be amended to read Steve Hunt, who is Chair of Merseyside and North Wales CIBSE.

Following the above, the notes were agreed as a record and all action items for feedback were in the agenda.

5. Sector Skills Agreement North West Action Planning

Rob Wellman had provided a summary update of each of the Sector Skills Agreement Priorities and provided a verbal update on each area indicating progress in development to date.

During discussion on the feedback the members requested that future updates would identify only changes to previous reporting.

Changes from the last meeting were identified as:

5a Priority 1 Image and competence: promoting a positive image of the sector

Development of Ambassadors Programme

SummitSkills will work with STEMNET (government funded national organisation promoting careers in Science, Technology Engineering and Maths) to access funding for the initial training of Ambassadors and the cost of CRB checks.

Links with sub regional STEM Centres

STEMPoints

SummitSkills reported that meetings had already taken place with two of the five regional STEMPoints to provide information on the sector and discuss partnership working.

ConstructionSkills

SummitSkills indicated that links with ConstructionSkills was in progress to identify existing Construction Ambassadors who relate to the Building Services Engineering Sector and to support them with current material.

CIBSE

Discussions are in progress with CIBSE who are also wishing to develop an Ambassadors programme to ensure partnership working.

Good Day material and website

A selection of the newly branded Good Day Careers and Employers material was provided to members.

Discussion on the Good Day material for Employers highlighted previous employer members concerns that SummitSkills needs to engage with a significant number of employers who:

- Are not aware of SummitSkills and its role
- Not aware of the benefits to their business of engagement with SummitSkills
- Are not aware of the Sector Skills Agreement
- Not aware of the influence that they as employers can have in influencing implementation of the Sector Skills Agreement and benefitting their business

5a Action:

Members expressed the wish that SummitSkills produce a simple leaflet to provide signposting of these facts for employers.

5b Priority 2 Communication and Information: **creating a knowledge centre for all sector skills development needs**

SummitSkills Helpline

SummitSkills highlighted that recent work in the North West had identified significant shortages of information available through the Helpline supported by Learn Direct. The shortages had started to be addressed and this would be an ongoing process. This would be assisted by a survey of provision being undertaken at present, although SummitSkills indicated a large number of providers had not provided the requested information, to date, needed to support this process.

Sector Qualifications Strategy

SummitSkills indicated that the draft Sector Qualifications Strategy had been completed and that a wide range of employers and partners would be circulated for consultation.

5b Action:

SummitSkills to provide detailed feedback on progress of Helpline update and Sector Qualifications Strategy at next meeting.

5c Priority 3 Training Provision: **ensuring pro-active, highly quality and relevant training**

North West Regional Survey to update Sector Skills Agreement statistics

SummitSkills indicated that in addition to the National update circulated on the previous day a survey of North West provision was in progress.

This is a three part survey to

- Update actual numbers in training.
- Identify progression from full time provision into the workplace.
- Identify and update training provision by centres including both funded and full cost provision.

Quality Improvements Agency (QIA) support event for Training Quality Standards (TQS)(31st July 2008)

Mal Fisk of LSC had provided an overview of Training Quality Standards at the last meeting. SummitSkills updated that a range of support material indicated had now been produced and a number of North West providers had attended the event on 31st July 2008. No North West Provider has yet achieved the part B standard for Building Services Engineering provision.

Operative National Occupational Standards (NOS) updated

SummitSkills indicated that to ensure qualifications are providing current skills requirements the National Occupational Standards (NOS) for Operative Skilled Workers have now been updated and the awarding and certification bodies will be asked to update their qualifications to meet these new standards.

The Level 4 NOS are currently being updated.

Sector Qualifications Strategy (SQS)

See item 2 above.

Extension of Higher Level Skills Partnership (HLSP) for Energy and Environmental Technologies funding in October 2008

Fiona Stanier from NWUA provided members with an update on the NWUA "Discover HE" database for the North West covering all HE provision.

Fiona outlined progress on the development of Foundation Degrees in Building Services Engineering being developed by LJMU and UCLAN funded through the HLSP.

Fiona provided a brief to members on the potential additional funding for Construction and Energy and Environmental Technologies to be available through the extension to be launched potentially in October 2008 subject to funding confirmation.

5c Action:

SummitSkills to provide update on outcome of Training Survey at next meeting.

SummitSkills to update of TQS development in the North West.

Summitskills to provided update at next meeting on progress on NOS.

NWUA to update on HLSP progress

5d Priority 4 Funding: flexibility in funding to meet fast-changing needs

North West Provision Survey to identify shortfall of regional training provision.

SummitSkills indicated that the Training Survey would assist in identifying shortfall of provision and support identification of funding requirements.

SummitSkills reported that negotiations for any changes in national funding, occur at national level.

5e Priority 5 Management & Leadership: supporting the sector to plan and develop profitable and competitive businesses

Open University

SummitSkills reported a meeting had taken place with the Open University in the region to discuss how they could support the sector including supporting flexibility of provision, especially for rural areas such as Cumbria.

Updating of Solutions for Business website

SummitSkills reported that the provision for Priority 5 continued to be updated on the linked website at <http://www.solutions4business.info/summitskills/links.cfm>

6 SSC Re-Licensing

SummitSkills reported that as with other SSC's they would be commencing a re-licensing process with UK Commission for Employment and Skills (UKCES) and had opted to be considered to complete the process as soon as possible.

Group members were encouraged to participate in the consultation process and SummitSkills will provide a summary of achievements to date.

6 Action:

SummitSkills to provided further information prior to the next meeting to all members of the group.

7 Any other Business:

7.1 LSC provided comment on the need to use the providers network and its employers in the supply chain, to continue to feedback on requirements to enable the implementation of the SSA.

7.2 NWPN commented on the importance of linking with schools to ensure that the opportunities for careers in the sector are highlighted to young people.

8 Dates of Future meetings

- Tuesday 2 December 2008
- Tuesday 10 March 2009
- Tuesday 2 June 2009