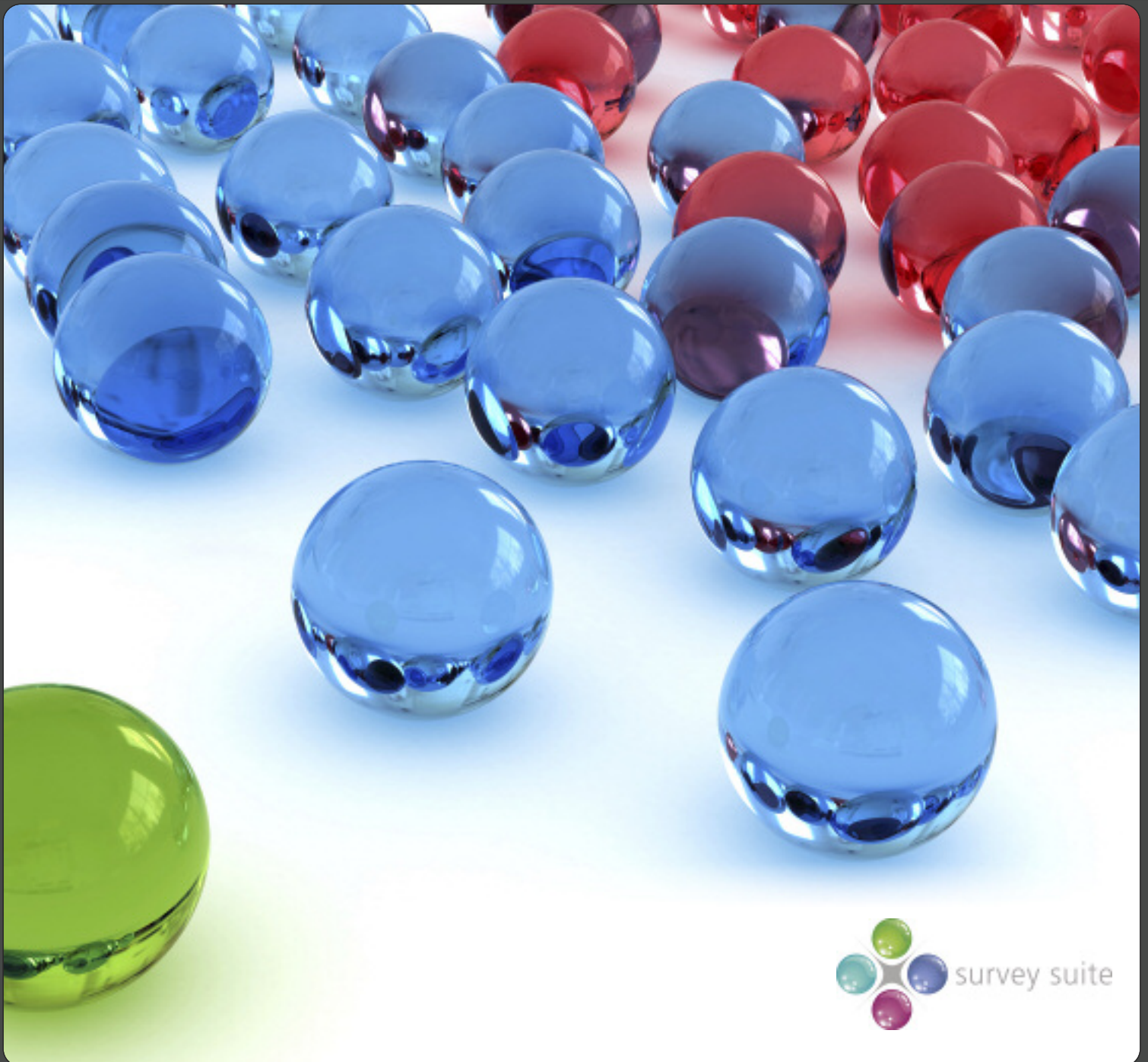


>lsc

Train to
Gain 

A Clear Direction...

IDENTIFYING TRAIN TO GAIN FUNDING
WITH LSC AND SURVEY SUITE



 survey suite

How can I identify learners for Train to Gain funding?

USING SURVEY SUITE TO CONDUCT YOUR EMPLOYEE DEVELOPMENT SURVEY

Survey Suite is a leading, online, fully managed survey solution from **Sigmer Technologies** that has been used successfully by many organisations to gain a deeper understanding of their clients and markets.

There are many benefits to conducting surveys, affecting both internal and external planning. The information gained from an employee development survey can be used to effectively and efficiently maximise funding, reach training targets, and plan personnel development and recruitment needs based on accurate and reliable information.

Survey Suite will provide:

- Detailed reports identifying training requirements and funding availability broken down by department and individual
- Segmentation by age group informing both training and recruitment plans
- Segmentation by full funding eligibility and subsidised/part funding eligibility
- Identify the realistic number of new apprenticeships that may be available
- Trainee availability
- Identification of additional valuable information such as:
 - Skills for Life benchmarking
 - Potential skills loss through natural wastage
 - Identification of employees for leadership development and professional qualifications

Sigmer's dedicated team is an authority in creating, managing and delivering online and paper surveys.

Step 1: Internal survey identifying eligibility of employees for funded training programs

Step 2: Collation of data to highlight areas such as Apprenticeships, succession planning and core funded programs such as train to gain

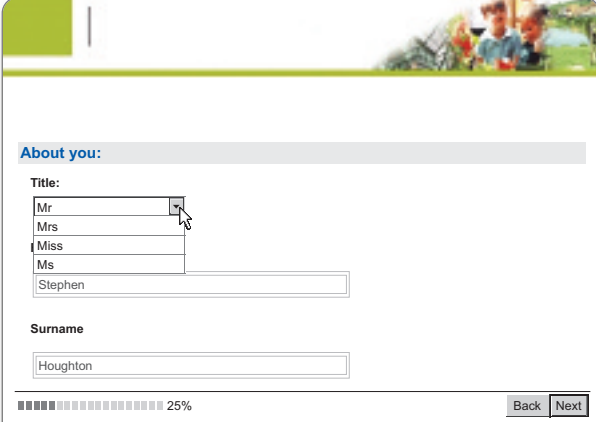
Step 3: Working with relevant providers to enhance and develop a robust training plan

Step 4: Implementation and evaluation

How does it work?

WHAT FORMAT WILL THE EMPLOYEE DEVELOPMENT SURVEY TAKE?

An Employee Development Survey using Survey Suite is fully customisable and will address your employees directly. A typical structure is outlined below.



- **Introduction**

To explain the rationale behind the survey and let staff know that it is confidential.

- **Instructions**

These will explain the goal of the survey, what is required, how results will be used. This section will reassure employees that the survey is easy to complete and will offer support to complete the survey (in the shape of a direct contact).

- **Name & surname**

Ensures that data is not crossed over when running subsequent or similar surveys. This also helps in collating eligibility data for providers.

- **Age group**

Under 19 indicates apprenticeships potential. Under 24 indicates 2nd Level 3 funded support. 25+ indicates core Level 2 TTG funding. Over 50 is useful for internal demographics.

- **Residency in the UK**

This is a specific eligibility question relating to funding.

- **Current qualifications**

Answers in this section will indicate those employees who are eligible for fully funded or subsidised training up to Level 3. A professional qualification question will identify possible loss of higher level skills.

- **Current training**

- **Work environment & job title**

This provides information that will support the organisation in identifying where employees are based. such as departments, teams, sites etc.

- **Full time or part time employee**

Helps to effectively collate similar levels of staff and work patterns

- **Work patterns**

What days of the week are worked.

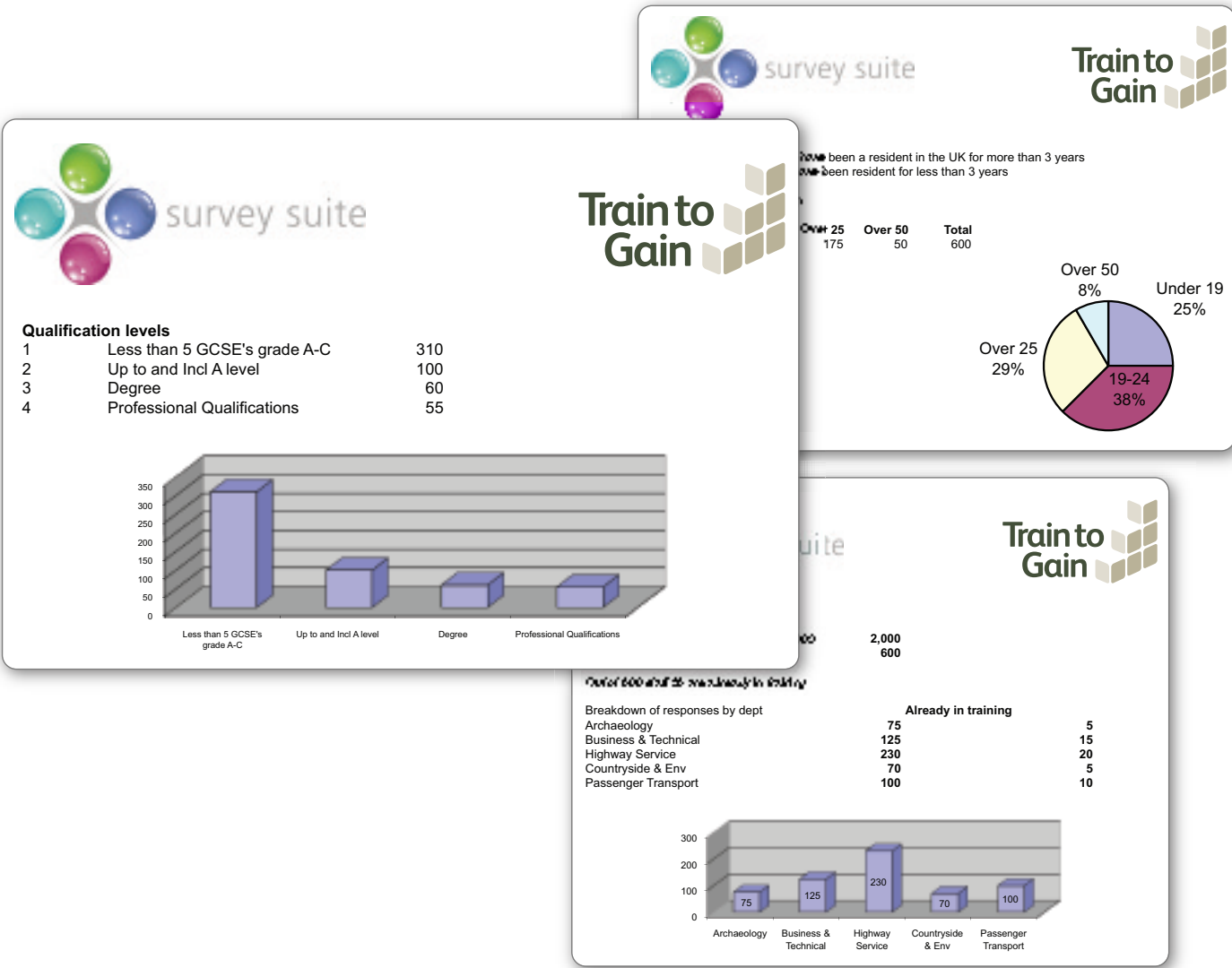
- **Thank you page**

This is a summary page where free text can be inserted to thank staff, reassure them and let them know the next steps.

How does it work?

WHAT REPORTING IS PROVIDED BY SURVEY SUITE?

Survey Suite provides a full range of customised graphical reports from top level core information down to specific details on departments or even individuals.



Qualification levels

1	Less than 5 GCSE's grade A-C	310
2	Up to and Incl A level	100
3	Degree	60
4	Professional Qualifications	55

Residency in UK

Over 25	Over 50	Total
175	50	600

Age Group Breakdown

Over 50	Under 19
8%	25%
Over 25	19-24
29%	38%

Breakdown of responses by dept

Archaeology	75
Business & Technical	125
Highway Service	230
Countryside & Env	70
Passenger Transport	100

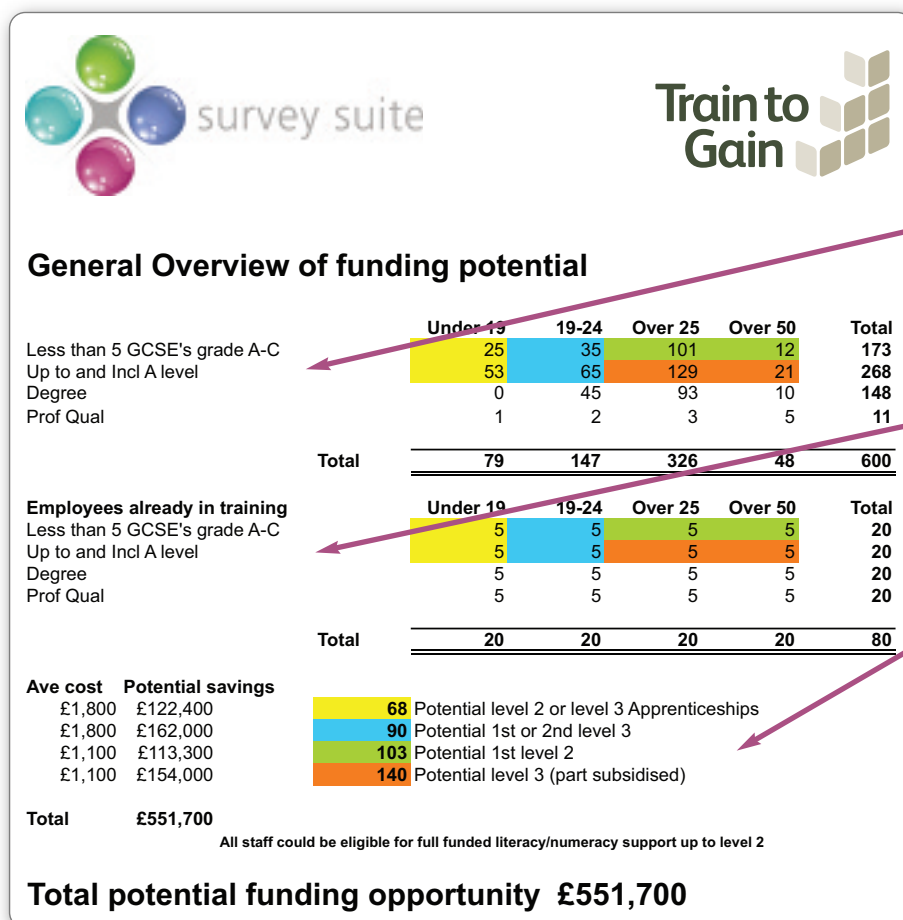
Already in training

Archaeology	5
Business & Technical	15
Highway Service	20
Countryside & Env	5
Passenger Transport	10

How does it work?

WHAT REPORTING IS PROVIDED BY SURVEY SUITE?

Survey Suite provides full analysis of funding potential, informing you of who the learners are and from where you can source funding.



Qualifications broken down by age group

Existing training broken down by age group

Potential savings through Train to Gain funding opportunities

Reports will also be broken down to show information at department and individual level

What is Train to Gain?

AND WHAT FUNDING IS AVAILABLE?

Train to Gain is a joint investment - you and the Government working together to boost your business by improving the skills of your staff.

Train to Gain can help you to:

- gain the essential skills to improve your business
- improve efficiency and productivity
- help your staff grow in confidence and capability

Partial or full funding is available for a wide range of qualifications including:

First full Level 2 qualification (equivalent to 5 good GCSEs)

Funding for literacy, numeracy and English language skills, plus employees first Level 2 qualification. There is also funding available for a number of additional Level 2 qualifications.

Contributions to Level 3 qualifications (equivalent to 2 A-levels)

Full funding for a Level 3 qualification is available to employees who are aged 19-25. For other employees, full or partial funding is available.

Apprenticeship programmes

Funding is available for Apprenticeships and advanced Apprenticeships.

Contribution to wage costs

In some cases, contributions are available to the cost of your staff spending time away from work undertaking agreed training.



Every day, 1.3 million people go to work without the skills they need to do their jobs well. With support from Train to Gain you can help your employees to develop new skills and make a positive difference to your business.

The Leitch report and the Houghton report identified many skills gaps in the UK work force. The recently published Houghton report took this theme forward and expanded it to include the issues of worklessness and reskilling.

Train to Gain is expanding and new services often become available.

Who are Sigmoid Technologies?

AND WHAT EXPERIENCE DO THEY HAVE IN THE SURVEY FIELD?

Sigmoid has online and paper-based survey experience developed over 8 years, including consultancy, design, survey tools, data management, project management and fully managed services.

Our expertise has helped our clients achieve response rates ranging between 50% and 92% on their internal surveys.

Our extensive survey client list includes:

Suffolk County Council, British Ecological Society, Royal Borough of Kingston, University College Dublin, University of London, BBC Pensioners Association, National Social Marketing Centre, The Land Registry, The YMCA, University of Western Sydney, Jubilee Halls Clubs, Stirling Insurance, The Consumer Focus (Energy Watch, Post Watch and National Consumer Council)

Whether it is a one-off or repetitive survey, we provide the services our clients require to meet their goals including:

- Survey planning
- Survey requirements analysis
- Survey design
- Recipient list management
- Survey execution
- Data entry
- Management
- Quality assurance
- Analysis of response data

“Sigmoid provided a competitive quotation and a fast and efficient service. Throughout the questionnaire process, their experience enabled them to offer us invaluable advice to reach the best solution. Sigmoid helped right to the conclusion of our research, providing assistance long after the results were available to us”.

Neil Chester, Land Registry Market Research Team

