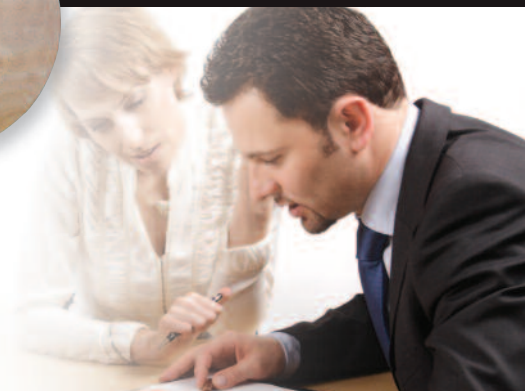


WANT TO MAKE THE SKILLS PLEDGE?



Congratulations, you are amongst the most forward thinking organisations in the country! The Skills Pledge is a voluntary, public commitment by the leadership of a business or organisation to support all its employees to develop their basic skills, including literacy and numeracy, and work towards relevant, valuable qualifications to at least NVQ Level 2. The purpose is to ensure that all employees are skilled, competent and able to make a full contribution to the success of an organisation.

SO WHAT NEXT?



- 1** Your first step is to make a 'Statement of Intent'. The easiest way of doing this is to use the template overleaf, which can then be signed, dated, copied onto your own company headed paper and displayed.** Remember to send us a copy along with a completed 'Pledge Engagement Form', which details how you would like us to handle your privacy and promotion in relation to your Skills Pledge. (Your business adviser will be able to help you with any part of this step if required.)
- 2** A business adviser will contact you to see if you wish to take advantage of the Business Link service, which offers free and impartial advice and guidance to help you with your training and development needs.

We know that no two businesses are the same and we can offer you a flexible support package, based on your specific requirements.

We will help you to identify any skills gaps you may have, in line with your Skills Pledge, and our business

advisers can offer you access to a huge range of training provision and funding where appropriate, such as:

- Funding to support leadership and management development***
- Higher education
- NVQs at Levels 2, 3 and 4
- Apprenticeships
- Numeracy and literacy skills
- Workshops and short courses
- Coaching and mentoring
- Flexible/bespoke training designed especially for your business
- Investors in People

- 3** Your business adviser will help you to draw up a training or action plan, in line with your business objectives, so that you can meet your commitment to the Skills Pledge.
- 4** Your ongoing relationship with your business adviser will ensure that you are kept up-to-date on developments within the Business Link service. Your adviser will also help you to review progress and evaluate how investment in your people helps you to achieve your business objectives.

We hope this brief outline has been useful. Do not hesitate to contact us should you have any questions.

** The statement of intent template is on the reverse of this form.

** The Pledge can only be given by the person who leads the organisation or a Board member.

*** Subject to eligibility criteria.

SKILLS PLEDGE STATEMENT OF INTENT

On behalf of:

I,

as

make a commitment that we shall:

- actively encourage and support our employees to gain the skills and qualifications that will support their future employability and meet the needs of our business/organisation
- actively encourage and support all our employees to acquire basic literacy and numeracy skills and with Government support work towards their first level 2 qualification in an area that is relevant to our business/organisation
- demonstrably raise our employees' skills and competencies to improve company/organisation performance through investing in economically valuable training and development

Signed:

Date: