

**Spinnaker Report – Executive Summary**

COMMUNICATION SOLUTIONS						
Target	Description	Government Policy	Industry Code of Practice	Effective Communication	Public Funding	Quality Assurance
By September 2007, establish the UK Skills Passport to help employers help train and develop their staff	The UK Skills Passport provides the single, transparent communication channel to make sense of available qualifications	Only fund those qualifications employers deem meet their needs and are contained on the UK Skills Passport (DEL)	Employers to offer staff the Skills Passport ( <b>Trade bodies and employers</b> )	Establish UK Skills Passport ( <b>People1st</b> ) Promote the UK Skills Passport ( <b>People1st</b> )	Funding for priority qualifications highlighted by the sector should only be made available to those employers offering the Skills Passport (DEL)	Take into account that employers are offering their staff the Skills Passport in the quality accreditation (NITB)
By May 2007 establish a mechanism for approving course providers to deliver a list of approved providers	Develop an industry approval mechanism for providers to ensure quality delivery	Only fund accredited providers (DEL)	Employers to provide feedback on providers via an online ratings site	Through UK Skills passport, provide a feedback mechanism ( <b>People 1<sup>st</sup></b> )	Funding only provided to employers using accredited providers (DEL)	
By Sept 2007 extend the lecturers into industry programme to increase tutors knowledge of industry	Continue the successful Lecturers into industry programme beyond FE tutors, to include HE and schools	Increase funding to HE to increase those coming into industry Extend the FE means business to HE and Schools (DEL)	All employers offering passport to offer places for tutors	Through UK Skills passport show participating providers ( <b>People 1<sup>st</sup></b> )		

UPSKILLING THE WORKFORCE						
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By September 2009, all new chefs leaving further education will have completed the new Professional Chef Diploma at either levels 1, 2 or 3	The new Professional Chef Diplomas will deliver a robust entry route for chefs coming into the sector and will provide an effective means to reduce skill shortages	Only fund those qualifications employers deem meet their needs and are contained on The UK Skills Passport <b>(DEL)</b>	Employers to provide a two year support programme for new chefs completing a full-time chef programme that guarantees minimum hours, no split-shifts and ongoing training <b>(Trade bodies and employers)</b>  Employers to provide guest lecturers, placements and guarantee jobs. <b>(Trade bodies and employers)</b>	Through the UK Skills Passport show how the new chef programmes helps progression <b>(People1st)</b>  Through the UK Skills Passport show those colleges offering the new chef Diplomas <b>(People1st)</b>	Ensure the new chef programmes at level 2 and 3 for full-time delivery receive appropriate funding <b>(DEL)</b>  Prioritise funding to increase the take-up of the new chef programmes at level 2 and 3 for work based learners at all ages <b>(DEL)</b>	Take into account that employers are offering their staff support after completing the qualification in the quality accreditation <b>(NITB)</b>

**UPSKILLING THE WORKFORCE**

Target	Description	Government Policy	Industry Code of Practice	Effective Communication	Public Funding	Quality Assurance
<p>By September 2008, establish the Approved Kitchen Practitioner programme for all food handlers</p>	<p>This target aims to raise the skill levels of new entrants and existing chefs</p>	<p>Promote those employers offering the Approved Kitchen Practitioner Programme through existing promotional and communication channels <b>(Food Standards Agency and Local Authorities)</b></p> <p>Emphasise accreditation of employers already providing training in order to promote portability and save employers costs <b>(Food Standards Agency and Local Authorities)</b></p>	<p>Employers put their food handlers through the Approved Kitchen Practitioner Programme <b>(Trade bodies and employers)</b></p>	<p>Through the UK Skills Passport promote those business putting their food handlers through the Approved Kitchen Practitioner Programme <b>(People1st)</b></p> <p>Through the UK Skills Passport show providers delivering the Approved Kitchen Practitioner Programme <b>(People1st)</b></p>	<p>Prioritise funding to increase the take-up of the Approved Kitchen Practitioner Programme for work based learners at all ages <b>(DEL)</b></p>	<p>Take into account that employers are putting their food handlers through the Approved Kitchen Practitioner Programme in the quality accreditation <b>(NITB)</b></p>

UPSKILLING THE WORKFORCE						
Target	Description	Government Policy	Industry Code of Practice	Effective Communication	Public Funding	Quality Assurance
By January 2008, put in place a suite of customer service qualifications at level 2 and 3 that meet the needs of the sector.	The development of employer-led customer service qualifications at level 2 and 3 aim to tackle both skills shortages and gaps in customer service reported by employers	All sector businesses under government contract need to demonstrate that they are offering their front facing employers one of the new suite of qualifications	Employers to offer their front-facing employees one of the new suite of qualifications ( <b>Trade bodies and employers</b> )  Employers to ask for the one of the new suite of qualifications in job applications ( <b>Trade bodies and employers</b> )	Through the UK Skills Passport promote those business offering their front facing employers one of the new suite of qualifications ( <b>People1st</b> )  Through the UK Skills Passport show providers delivering one of the new suite of qualifications ( <b>People1st</b> )	Prioritise funding to increase the take-up of the new suite of qualifications for full-time and work based learners at all ages ( <b>DEL</b> )	Take into account that employers are offering their front facing employers one of the new suite of qualifications in the quality accreditation ( <b>NITB</b> )
Review of HE provision against world class management colleges by September 2008	A complete review of all management course content in line with world class provision e.g. Cornell, Lausanne	All HE provision and Foundation provision to be reviewed to ensure it is offering fit for purpose qualifications to meet the industry needs	Provide parameters for industry standards ( <b>People 1<sup>st</sup></b> )  Industry to provide input on fit for purpose when consulted ( <b>Trade bodies and employers</b> )	Through communications forum inform the industry bodies and employers how the review is progressing ( <b>People 1<sup>st</sup></b> )	Prioritise funding to complete the review ( <b>DEL</b> )	

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Target	Description	Government Policy	Industry Code of Practice	Effective Communication	Public Funding	Quality Assurance
By September 2008, have in place a suite of short courses developed to meet the industry needs	<p>Develop a suite of courses to meet business needs both on topics and length of the courses.</p> <p>Ensure the content is modular and can build to a recognized qualification.</p>	Colleges to be able to provide funded programmes at less than 10 hours in duration, no minimum time imposed on funded college courses as long as they meet the industry requirements criteria. <b>(DEL)</b>	Employers to work with colleges to agree what funded courses would be beneficial <b>(Trade bodies and employers)</b>	Promote the providers providing short courses through the skills passport <b>(People 1<sup>st</sup>)</b>	Prioritise funding to develop these courses and to encourage the take up <b>(DEL)</b>	

ATTRACTING BETTER CALIBRE CANDIDATES						
Target	Description	Government Policy	Industry Code of Practice	Effective Communication	Public Funding	Quality Assurance
By January 2009, introduce the new Undergraduate Management 'Apprentice' across the sector	The Undergraduate Management 'Apprentice' provides opportunities to develop management skills in a fun environment that aims to reduce the number of skill shortages for managers reported by employers	Promotion of the 'Apprentice' in Colleges and Universities (DEL)	Industry to sign up to a code of practice to provide students with good treatment and support students onto the 'Apprentice' (Trade bodies and employers)  Employers to guarantee jobs to successful 'Apprentices' (Trade bodies and employers)	Through the UK Skills Strategy promote those business offering the 'Apprentice' (People1st)  Through the UK Skills Passport show where the 'Apprentice' is being offered (People1st)	Provide resources to help the programme be established in order to support undergraduates develop employability skills (HE/FE and DEL)	
By September 2007 have recruitment methodology in place for colleges and universities	Industry to work with education to agree the pre screening and recruitment methodology used to recruit candidates onto courses, ensuring we improve the level of candidate being accepted	All colleges and universities need to work with the industry approved methodology (DEL)	Employers to work with education to put approved standards in place (Trade Bodies and employers)	Careers section in Skills Passport will promote and demonstrate the course admittance process for candidates (People 1 <sup>st</sup> )	Provide resources to assist in developing the methodology and ensure sufficient resources in place to put it into practice (DEL)	

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Introduction of an inspirational “gold standard” Apprenticeship Programme to increase the number of apprentices signing up and improving the quality of apprenticeship programme for all parties.	<p>Development and introduction of apprenticeship programme that meets the needs of the industry, focusing on managers/leaders and chefs.</p> <p>The programme will offer clear progression to candidates and a support structure for employers</p> <p>All candidates will enter into a contract with employers and education</p>	Providers will agree to guiding principles and minimum standards <b>(DEL)</b>	<p>Industry will support the programme and agree to a contract with the employee and education.</p> <p>Industry will agree to guiding principles and standards.</p> <p>Permanent job offer will be made to those who successfully complete the programme</p> <p><b>(Trade Bodies and employers)</b></p>	<p>An approved provider and employer register, which promotes best practice employers to be provided through Skills Passport. <b>(People 1<sup>st</sup>)</b></p> <p>Support and online guidance to be published and provided through skills passport. <b>(People 1<sup>st</sup>)</b></p> <p>Promote the programme through Newsletters and websites <b>(Trade bodies, employers and people 1<sup>st</sup>)</b></p>	Prioritise funding to develop the programme with industry and to increase the take-up of the programme at all ages <b>(DEL)</b>	
Put in place an industry promotions team by April 2007	Implement a team of staff to promote the industry at all levels throughout Northern Ireland, with the remit to improve the image, increase real awareness in the industry and make the industry a genuine career choice.	Careers advisors to support the activity of the promotions team. <b>(DEL)</b>	Industry to support initiatives run by the promotions team. <b>(Trade Bodies and employers)</b>	Activity and plans to be promoted and published through online newsletter and on Skills Passport <b>(People 1<sup>st</sup>)</b>	Funding for the promotions team as set out in the business plan <b>(DEL)</b>	Annual recognition of those who support and promote the industry as a career choice <b>(People 1<sup>st</sup>)</b>

## ATTRACTING BETTER CALIBRE CANDIDATES

Target	Description	Government Policy	Industry Code of Practice	Effective Communication	Public Funding	Quality Assurance
Introduce Skills competitions across NI by Sept 2008	Develop and implement a series of skills competitions to complement and develop those already in place.		Enhance the competitions at craft level through Industry Associations (Trade Bodies and Employers)	Promote competitions through Skills Passport and Communication Forums (People 1 <sup>st</sup> )		
Implement a cost effective “head start” scheme with a key focus on employability	Develop a programme for entry-level employees that is fit for purpose and immediately allows the employer to recognise the qualification received. This would include but not limited to Health and Safety, Food Hygiene, COOSH, Manual Handling, basic customer service	All employability schemes will be defined with industry (DEL)	Industry to agree the parameters of the scheme and commit to employing candidates who have successfully passed the scheme elements	Promote and track success of the candidates through Skills Passport	Prioritise funding towards the key skills as indicated by the industry, which will lead to a passport as part of the qualification	

RAISING OUR STANDARDS						
Target	Description	Government Policy	Industry Code of Practice	Effective Communication	Public Funding	Quality Assurance
By August 2007 have a suite of best practice case studies	Identify, develop and deliver a programme of best practice case studies to learn from other industries and countries	Promote the availability of information through Invest NI <b>(Invest NI)</b>	Identify with Invest NI the topics where the industry require case study seminars and information  <b>(Trade bodies and employers)</b>	Promotion through Skills Passport and Industry trade publications. <b>(Trade bodies, DEL and people 1<sup>st</sup>)</b>		
Introduction of a programme of industry skill and trend master classes by July 2007	Identify and develop a programme of skill and trend master classes with trade suppliers, NI Education providers, overseas colleges and industry leaders.  Links to the National Skills Academy	Promote the provision of master classes by colleges and universities <b>(DEL)</b>	Industry provide access to development classes to all staff and use the programme as part of the employees development programme  <b>(Trade bodies and employers)</b>	Promotion through Skills Passport and Industry trade publications. <b>(Trade bodies, DEL and people 1<sup>st</sup>)</b>		

RAISING OUR STANDARDS						
Target	Description	Government Policy	Industry Code of Practice	Effective Communication	Public Funding	Quality Assurance
By September 2007, have in place a programme to assist businesses in setting minimum standards	Develop a support programme for businesses to improve their levels of customer service, with audit provisions built in	Business to have minimum standards in place within 6 months of receiving assistance ( <b>Invest NI</b> )	Employers to agree what the minimum standards to improve customer service in NI should be ( <b>Trade bodies and employers</b> )	Promote the availability of this service through the Skills Passport  ( <b>People 1<sup>st</sup></b> )	Funding to assist business in setting up minimum standards.  Prioritise funding to increase the take up and also programme only available to those supporting skills passport ( <b>Invest NI and DEL</b> )	Take into account those with the scheme in place while conducting quality audits (NITB)
Introduction of an All Ireland Skills Forum by May 2007				Through Skills passport and communication forums update the industry on the outputs from the All Ireland Forum (People 1 <sup>st</sup> )		

<b>SMALL BUSINESS CLUB</b>						
<b>Target</b>	<b>Description</b>	<b>Government Policy</b>	<b>Industry Code of Practice</b>	<b>Effective Communication</b>	<b>Public Funding</b>	<b>Quality Assurance</b>
By January 2008, launch the Sector Small Business Club for small and micro operators	The Sector Small Business Club for small and micro operators provides sustained support for small and micro operators to receive the right support with minimum fuss and disturbance. This will help raise the skills levels and profitability of small and micro operators.	<p><b>Provide tax breaks and preferential loans for small and micro businesses that are members of the Sector Small Business Club</b></p> <p><b>Only implement support initiatives through the Sector Small Business Club</b></p>	<p><b>Small and micro businesses to become members of the Sector Small Business Club</b> (Trade bodies and employers)</p>	<p><b>Through the UK Skills Passport promote those business offering their front facing employers one of the new suite of qualifications</b> (People1st)</p> <p><b>Through the UK Skills Passport show the available training tools available to Small Business Club members</b> (People1st)</p>	<p><b>Prioritise funding to increase the take-up of short business courses</b> (Invest NI)</p> <p><b>Prioritise funding of short business courses to those employers who can demonstrate membership of the Sector Small Business Club</b> (Invest NI)</p>	<p><b>Take into account that employers are members of the Sector Small Business Club in the quality accreditation</b> (NITB)</p>

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