

# Integrated online solutions for Sector Skills Council's (SSC's)

The challenge for SSC's to be efficient, innovative and self sustaining has never been greater. Public expenditure cuts, contestable funding and the potential challenge of Universal Services all drive these issues hard.

To help with all of these aspects Upskill UK, a specialist business of Lantra SSC, has a range of online solutions.

For standards and qualification teams we have SSC Core. SSC Core is a suite of online tools that facilitate:

- National Occupational Standards (NOS) development and consultation, to drive cost savings and productivity gains in the production and revision of NOS
- the creation of NOS-based, Sector Job Profiles, so that employers have templates for job descriptions and job competences
- the mapping of qualifications back to NOS to assist with proactive signposting against identified skills gaps.

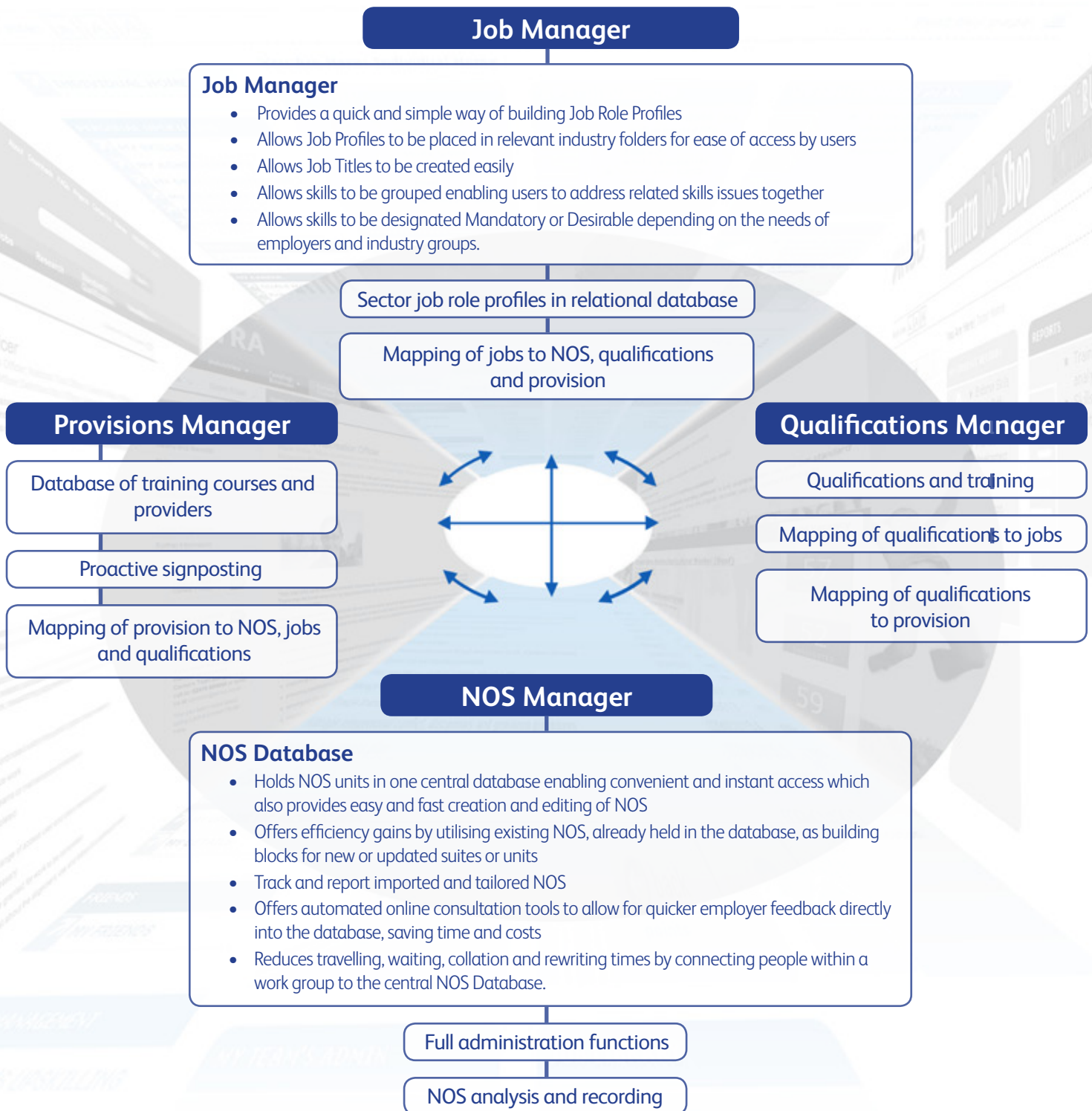
For employer engagement teams and National Skills Academics (NSA's) we have:

- Skills Manager – an online skills recording and development tool that facilitates Training Needs Analysis (TNA), development plans, training and qualification recording, appraisal and target recording, succession and career planning, to name just a few
- National Student Database – an online tool to ensure students are “work ready” by matching their skills development to employer skills demand
- Job Shop – an online skills matching tool to enable employers to quickly produce and post competence based vacancies and allow candidates to post their competence based CV's, with the system showing a best match
- Careers Information and Guidance (IAG) – a system that allows careers information to be built using NOS and job profiles and allows detailed narrative to be written. This information can then be displayed on web pages either in a stand alone web site or integrated into a wider web system
- Continuing Professional Development (CPD) Bank – a new CPD online recording tool that allows individuals and industries to set up, record and monitor industry-wide CPD schemes.

All of these tools have been built by SSC's for SSC's. They are proven, reliable and integrated and use the 'Build once, use many' principle, so that NOS and job roles, built by standards teams, are utilised in the employer engagement tools.

## SSC Core

The SSC Core suite of online tools, are designed to help reduce cost and improve efficiency in the development of standards and qualifications. They facilitate online collaboration by creating work groups where iterations of standards can be progressed in a virtual environment, thereby reducing travelling times, meeting room costs and staff time. For collaborators, it also means this work can be done at times that suit them. An important aspect when industry time may be limited.



## Employer Engagement Tools

The suite of employer engagement tools offer a wide range of skills recording and development tools that can be used by a wide range of businesses, trade associations, colleges, training providers and individuals. They offer ease of use to individuals and administration efficiencies along with risk management and compliance benefits to organisations.

### National Student Database

#### National Student Database

- Provides students with a clear direction on their pathway to their chosen career
- Allows students' learning to be endorsed by tutors or part-time/work experience demonstrating the level of qualifications and skills achieved
- Enables students' achievements to be collated into a CV and posted into the Job Shop matching them against suitable job vacancies
- Assists employers in identifying how well students are suited to vacant positions, ensuring they have the right person, with the right skills for the job.
- Enhances colleges reporting capabilities for OFSTED and Framework for Excellence requirements.

### Enterprise Essentials

#### Enterprise Essentials

- Enterprise Essentials is a portal for anyone who would either like to start a business in the future, is just starting up a business now, or is already running and growing a small business in the UK
- Enterprise Essentials provides guidance and support for every stage of starting or running a small business by utilising the National Occupational Standards (NOS) for enterprise
- The online tools (based on Skills Manager) helps identify skills gaps so that you can improve your knowledge and performance of running a business
- It helps record and monitor the development of your business
- It provides links to courses to help you develop your own skills

### Information and Guidance (Careers)

- Allows information to be stored and developed in the back office system and then used in a public domain web environment
- Utilises the existing NOS Database, Job Role Profiles or Sector Approved Profiles to populate careers information
- Enables data to be used to show career progression, along with narrative that can be personalised to your sector
- Allows the data to be presented in a web environment utilising your SSC design or look and feel, so that it integrates with your branding.

### Continuing Professional Development

#### Continuing Professional Development

- Records qualifications, certificates of competence and training undertaken
- Records continuing professional development (CPD) activity on a points based system
- Allows CPD to be inputted by individuals and/or membership bodies
- Allows online verification and audit of individuals CPD records
- Provides a reporting suite to membership bodies to monitor activity

### Skills Manager

#### Skills Manager

- Provides a training needs analysis which identifies skills gaps, allows self assessment of skills and manager/tutor endorsement
- Build training and development plans which set priorities for any skill gaps and search for learning provision
- Record users' training and qualification achievements
- Provides a framework for appraisals to be completed
- Performance Management
- Skills Passports
- Succession & Talent Planning
- Matches the endorsed skills of users with available jobs in the sector to facilitate their job search

### Job Shop

#### Job Shop

- Offers a quick and simple way of advertising job vacancies
- Lists a 'best match' of candidates based on the selected Job Role Profiles
- Employers can view endorsed CV's, guaranteeing the level of qualifications and skills achieved
- Assists people looking for a career change or searching for employment
- Assists in reducing skills gaps across sectors

# Case study

## Skills Active

### Active Analyser – online Workforce Development Tool

As the employer led Sector Skills Council (SSC) for the Active Leisure, Learning and Well-Being Sector (including Sport, Fitness, the Outdoors and Caravans), SkillsActive are licensed by Government to be the voice of skills issues and solutions for the sector. We work with employers to establish a highly skilled and competent workforce, ensuring that the supply of skills meets business needs. We are therefore in a unique position to assist employers when developing the workforce across Wales.

Active Analyser is in development as an online tool for the sector that can help employers to identify training needs within the workplace for both paid staff and volunteers. Active Analyser includes information on the sector approved Job Role Profiles based upon National Occupational Standards (NOS), a recognised standard of performance devised by employers across the sector. Active Analyser enables skills gaps to be identified, either individually or across teams and ensures the correct skills investment for your organisation.

### Active Analyser Pilot Activity in Wales

As part of a phased roll out, SkillsActive initially piloted Active Analyser across two local authority areas:

**Rhondda Cynon Taff** - Sports development workforce

**Monmouthshire** - Leisure facility operations

As part of the pilot SkillsActive developed a list of job profiles based on the National Occupational Standards (NOS) for the sector. These job role profiles are used to identify any skills gaps, and to aid the development of a workforce development plan for the local authorities.

### Early findings

Initial successes have emerged as a result of first phase of the Active Analyser pilot and early findings can be summarised as follows:

1. Staff from both local authorities found the NOS aspect of the tool useful and motivational. This allowed staff to identify the key aspects of their job roles and reinforced an understanding of day to day roles and responsibilities. Moving forward, SkillsActive will endeavour to create bespoke job role profiles tailored to each individual member of staff.
2. Managers found the tool useful when comparing training needs analysis results. It allows them to quickly identify where staff need training and helps. Managers to plan how to spend their training budgets effectively.
3. Softer skills (such as Leadership and Communication) are high priority training need amongst the sector.

There were several commonalities between the training needs analysis of both Leisure Facilities operations and Sports Development. The top six areas where staff members require training are listed below:

- Communication
- Customer Service
- Dealing with equality and diversity
- Leadership
- Project Management
- Working with vulnerable groups

### Next steps

Following the success of the initial pilot phase of Active Analyser, SkillsActive are now beginning the second phase of their pilot work with the following Local Authorities:

- Carmarthenshire (Leisure Facilities)
- North Wales (collaborative pilot across
- Denbighshire, Gwynedd and Conwy Leisure Facilities)

If you would like to find out more about SSC Core and the benefits it offer your organisation, please contact us on **02476 696996**. Demonstrations of the system can also be carried out either at your premises or at our head office in Warwickshire.