

# VCS Workforce Development Task & Finish Group



**Tuesday 9<sup>th</sup> September 2008, 11:00, SAVO Office, Woodbridge Road East, Ipswich**  
Tea and Coffee will be available from 10:45

## Agenda

Introductions & Apologies for Absence 10 mins  
Action Points and Matters Arising 15 mins

AP 1.2	Simon to have meeting with West Suffolk College to discuss the possibility of VCS organisations delivering TtG - <b>ONGOING</b>	SW
AP 1.3	Simon to seek involvement from ISCRE, ICVS, SCOPE, Anglia Care Trust, Ormiston, St Edmunds Diosis, Trade Unions - <b>ONGOING</b>	SW
AP 2.1	Simon to update VCS WfD brochure and circulate for checking	SW
AP 2.2	Simon to meet Deric Martic at EEBC to discuss VCS TtG rollout	SW
AP 2.3	Simon to shadow Optua / TtG Broker meeting	SW
AP 2.4	Simon to ask Suffolk Family Carers to join the trial	SW
AP 2.5	Simon to research learning needs of Charity shops	SW
AP 2.6	Simon and Judy to develop questionnaire to identify the needs and eligibility of volunteers	SW JW
AP 2.7	Simon to ask Young Suffolk for ideas on learning progression	SW
AP 2.8	Dawn to arrange a workshop for pre and post recruitment providers to try and map learning progression	DM
AP 2.9	Dee and Elizabeth offered to compile a list of VCS organisations who could deliver TtG courses	DC EB
AP 2.10	Dawn and Simon to meet on 11 <sup>th</sup> August, after contract allocations, to review and discuss list of VCS TtG providers	DM SW
AP 2.11	Simon to distribute Consortium membership list to project team	SW

VCS Workforce Development Strategy - update 10 mins  
Project Delivery - update 15 mins  
Update Action Plan for progress 30 mins  
AOB 15 mins  
Date of future meetings 5 mins

### Meeting to finish by 13.00.

Please bring copies of all relevant information as copies will not be available on the day.



This project has been commissioned by **Suffolk LSC**,  
in support of the **Train to Gain** scheme



## Team Members

Name	Organisation
Dawn McCracken	LSC
Dan Bunker	Suffolk Family Carers
?	Suffolk ACRE
Elizabeth Bray	West Suffolk College
Dee Crowe	Suffolk TAP
Liam Flynn	Train to Gain Broker
Simon Allen	YMCA Training
Damon Parker	NACRO
Vivienne Wiggins	Learning Champions
Simon Waldron	Suffolk Learning Consortium
Judy Williams	Optua ('go first' VCS organisation)

### Simon Waldron

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