



**Association of Learning Providers for the South East  
Train to Gain Sub Group**

**Introduction**

The ALPSE Train to Gain (T2G) sub group is formed from members across the five ALPSE sub regions: Thames Valley Region, Hampshire and the Isle of Wight, Kent, Surrey and Sussex. The region leading on this sub group is Kent.

**Draft Aims and Objectives**

**Key Aim:**

To achieve a step change in the levels of participation on T2G across south east England

**Objectives**

By July 2009, to have increased participation on T2G from X to Y by:

- Providing a SE communication channel for the Regional T2G team
- Identifying the barriers to T2G participation
- Working with the Regional teams to identify action to overcome the barriers to participation, to include:
  - Identifying new methods of marketing to engage employers
  - Supporting providers to present a 'joined up' skills offer to employers and avoiding programme competition, dealing with assessor skill shortages.

**Membership**

<b>Name</b>	<b>Organisation</b>	<b>Contact details</b>	<b>Representing</b>
Carol Traxler (Chair)	KITA	Tel : 01795 421737 Email : <a href="mailto:carol.traxler@kitaltd.co.uk">carol.traxler@kitaltd.co.uk</a>	KATO
Alison Sumpter (Facilitator)	Aspire Learning	Tel : 07710 094514 Email: <a href="mailto:alison@aspirelearning.co.uk">alison@aspirelearning.co.uk</a>	SE Region
Claire Middleton	Fareham College	Mobile: Email : <a href="mailto:Claire.middleton@fareham.ac.uk">Claire.middleton@fareham.ac.uk</a>	Hampshire and IoW
Lester Biddle	HIT Training	Mobile: Email: <a href="mailto:Lester.Biddle@hittraining.co.uk">Lester.Biddle@hittraining.co.uk</a>	Hampshire and IoW
Mike Henderson	IPS	Tel: Email: <a href="mailto:MikeHenderson@ips-international.com">MikeHenderson@ips-international.com</a>	KATO
Lynette Baldwin	Baldwin Training	Tel: Email: <a href="mailto:lynette@baldwintraining.co.uk">lynette@baldwintraining.co.uk</a>	Sussex
Caroline Raynsford		Tel : Email: <a href="mailto:caroline@trainingthecarer.co.uk">caroline@trainingthecarer.co.uk</a>	Surrey
Joan Buckle		Tel: Email: <a href="mailto:-jbuckle@esc.ac.uk">-jbuckle@esc.ac.uk</a>	Surrey
Stefania Rossi	Exchange Group	Tel: Email: <a href="mailto:Stefania.Rossi@exchangegroup.co.uk">Stefania.Rossi@exchangegroup.co.uk</a>	Surrey
TBC	LSC	Tel: Email:	SE Region
		Tel: Email:	



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**Draft Terms of Reference**

1. This sub group is accountable to the ALPSE Network and will:
  - Report status and progress at each ALPSE Council Meeting to ensure cohesion with all other ALPSE sub-groups
  - Ensure that minutes of all Sub Group meetings are posted on the ALPSE web site for all to view
  - Arrange for any development plans or other progress documents to be posted on the ALPSE website.
2. The role of Chair of the sub-group is awarded for a maximum period of 12 months and the post will be open for re-election from within the sub group if the project continues beyond the 12 month term.
3. The Chair will actively lead the sub-group, take responsibility for administration to support the sub-group and convene at least three meetings between March 2009 and July 2009.
4. The named members commit to attend all possible scheduled meetings (sending an alternative representative is not permissible).
5. Members will contribute their knowledge and expertise to support the sub-group on issues related to its objectives and targets.
6. Members will participate in the review of data and management information available from various sources to inform action required to achieve sub-group objectives.
7. Members will contribute to the development of an Action Plan designed to achieve agreed objectives.
8. Members will support in identifying other projects, networks, strategic bodies, initiatives and activities that this group could actively link to in order to meet its objectives.
9. Members will support by leading on certain aspects of project implementation as agreed during meetings.
10. Each sub-group will work with a facilitator to support the group towards objectives through supporting appropriate activities and liaising with other sub-groups to ensure effort is not duplicated.