



**"She's a Team Leader  
now, 2 years after  
joining the company."**

discover how  
***Basic Skills***  
Training will benefit  
your organisation



**OXFORDSHIRE  
COUNTY COUNCIL  
COMMUNITY EDUCATION**



## **We know where your priorities lie**

*"Incorrect measuring and recording at quality checks has caused quality and supply problems. Analysis is not seen as part of the job, they can't express the problem and feel embarrassed to write it down." MD, Metal Pressing Factory.*

Advances in technology and new working practices demand flexible, multi-skilled staff - staff who feel confident in their communication and maths skills. Our Workplace Basic Skills Training builds those skills.

## **How *Basic Skills* Training can boost your performance**

Did you know one in five adults in the UK struggles with literacy or numeracy - a much higher proportion than in our competitor economies.

Lack of confidence in reading, writing and maths skills is a sensitive issue, often concealed at work.

*We have an outstanding track record in Workplace Basic Skills Training.*



## You need employees who can

- Communicate effectively
- Extract information from signs and notices
- Follow instructions
- Record faults and analyse problems
- Perform calculations
- Understand and use charts, tables and graphs
- Transfer alpha-numeric codes accurately & legibly
- Count batches accurately
- Build learning skills to upgrade own performance
- Take on additional responsibility

## Becoming a Learning Organisation

For many employees long shifts, family commitments and little confidence in their own ability mean that learning at work is the only realistic option.

Workplace Basic Skills Training can help you achieve the Investors in People award.

**WORKSAFE ACCIDENT/WORK RELATED ILLNESS OR DISEASE/HAZARDOUS OCCURRENCE REPORT**

**CARBON DIOXIDE**

**Operation Analysis Sheet**

Time	Run Rate	Quantity Produced	Scrap	Re-work	Efficiency %	Mins. Run	Mins. Stop	Down-time	Reasons
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## How do we work?

As a full service provider of Workplace Basic Skills Training we take responsibility for the design, management and delivery of a training programme tailored to meet your needs.

### We offer

- Comprehensive training needs analysis
- Flexible workplace learning programmes (including on-line learning) in communication, basic IT and maths, designed to meet your needs
- Qualified trainers working to national standards
- Recognised qualifications
- Full evaluation of training programmes



**Supported by the Heart of England Training Enterprise Council,  
Oxfordshire County Council and the European Social Fund  
Next step, contact Alison Noel, Basic Skills at Work Coordinator,  
on 01865 771156 / 778827**



## What employees have said about this training

*"I feel I am now better at my job – keeping track of all records and parts."*  
**Storeperson, Plastic Mouldings factory**

*"I used to have to take forms and defect sheets home to complete overnight. When I fill a form, it makes sense now, instead of just being a jumbled up mess."* **Bus Driver**

*"I feel better about words."* **Site Supervisor, School**

*"I can read more notices around the bakery, before I had difficulty in understanding them."* **Baker**

*"It's the first time I have ever been able to understand fractions."*  
**Manufacturing Associate, Car Production**

*"I appreciated some help to get through because I had got cheesed off with the NVQ."* **Care Assistant, Hospital**

*"It helped me see other people's points of view, how to try to discuss something without offence."* **Mechanic**

*"I used to come out of meetings and mutter, "It won't work". Now I am more confident to get my point across when I need to."*  
**Engineer, Crumb and Batter Producer**

*"I'm grateful to the firm for the opportunity to learn. The way they treat us compensates for getting up early!"* **Milk Roundsperson**

*"It makes you feel part of the company, it's not just a them and us situation."*  
**Bus Driver**

*"When I went over I was really nervous, but the trainer puts you at your ease. It wasn't stuffy and formal."* **Hospital Cleaner**

*"There's a point to it - my little one won't have the same problems as me."*  
**Bus Driver**

*"I never felt learning was for me – this course proves I was wrong!"* **Factory Worker**

**Supported by the Heart of England Training Enterprise Council, Oxfordshire County Council**  
**Next step, contact Alison Noel, Oxfordshire County Council Basic Skills at Work Coordinator**

Cargo Homeshops  
Cornwell Parker Furniture Ltd  
County Facilities Management  
Excel Timbalex Ltd  
Fine Lady Bakeries Ltd  
Horton Hospital

### *Participating Organisations in Oxfordshire so far:*

Kerry Ingredients  
Linguistic Minority Restaurants  
McCormick (UK) PLC  
Mount Pleasant Farm  
Owen Mumford Ltd  
Oxford Brookes University

## What employers have said about this training

*"The programme improves the employment prospects of those people who otherwise would not have been able to work, or work at that sort of level. I can't believe that companies wouldn't think about it."* **Personnel Manager, Packaging Factory**

*"After 10 sessions he was bubbling - the turnaround was dramatic. He was really able to do the job much more flexibly."*

**Personnel Manager Herb and Spice Production**

*"Employees try harder now to speak in English and we can understand more of what they are talking about."* **Bakery Manager**

*"The courses have helped participants to write reports, interpret information, make presentations and do fractions and percentages."*

**Process Manager, Car Manufacturer**

*"Improved estimation skills enabled employees to check calculator results."*

**Factory Manager, Crumb and Batter Plant**

*"The catering staff found that the course helped them complete the training they had been assigned."* **Departmental Manager, University**

*"I get a real sense from the employees who participate in the programme that they feel that it makes the factory a more attractive place to work."* **MD, Bakery**

*"Managers have seen the potential and dedication of some participants towards it. A lot of people have enjoyed the training and gone on to evening classes - got the 'learning bug'."* **Distribution Manager**

*"One employee became Works Rep and another applied for the job of Health and Safety Officer and I'm sure that if they hadn't picked up on this training they wouldn't have had the confidence. Another employee went onto a computer course in the evening - it's helped them tackle something new. It's the best training we have ever done."* **Personnel Director, Plastic Mouldings Factory**

*"It's easy to say no to new initiatives because we've got enough to do, but we've been able to leave it more or less to them (the project team) - the programme has been well received."* **Training Manager, Distribution Company**

**Council, Oxfordshire County Council and the European Social Fund.  
Council Basic Skills at Work Coordinator, on 01865 771156 / 778827**

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Oxford Brookes University

Oxford City Council, Environmental Health  
Oxfordshire County Council, Schools  
Oxfordshire County Council, Social Services  
Rover Oxford  
Smurfit  
Stagecoach Oxford