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Enhancing practice

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Employability

The Skills for Business Network - A briefing paper for Scottish higher education institutions

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Preface

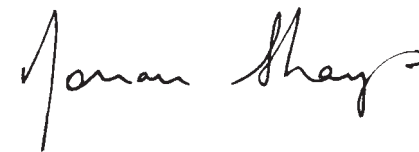
The approach to quality and standards in Scotland is enhancement-led and learner-centred. It has been developed through a partnership of the Scottish Higher Education Funding Council (SHEFC), Universities Scotland, the National Union of Students in Scotland (NUS Scotland) and the Quality Assurance Agency for Higher Education (QAA) Scotland. The enhancement themes are a key element of a five part framework which has been designed to provide an integrated approach to quality assurance and enhancement, supporting learners and staff at all levels in enhancing higher education in Scotland drawing on developing, innovative practice within the UK and internationally.

The five elements of the framework are:

- a comprehensive programme of subject level reviews undertaken by the higher education institutions themselves; guidance on internal reviews is published by SHEFC (www.shefc.ac.uk)
- enhancement-led institutional review (ELIR) run by QAA Scotland (www.qaa.ac.uk/reviews/ELIR)
- improved forms of public information about quality; guidance on the information to be published by higher education institutions is provided by SHEFC (www.shefc.ac.uk)
- a greater voice for students in institutional quality systems, supported by a national development service - student participation in quality scotland (sparqs) (www.sparqs.org.uk)
- a national programme of enhancement themes aimed at developing and sharing good practice to enhance the student learning experience, which are facilitated by QAA Scotland (www.enhancementthemes.ac.uk).

The topics for the themes are identified through consultation with the sector and implemented by steering committees whose members are drawn from the sector and the student body. The steering committees have the task of developing a programme of development activities, which draw upon national and international good practice. Publications emerging from each theme are intended to provide important reference points for higher education institutions in the ongoing strategic enhancement of their teaching and learning provision. Full details of each theme, its Steering Committee, the range of research and development activities, and the outcomes are published on the enhancement themes website (www.enhancementthemes.ac.uk).

To further support the implementation and embedding of a quality enhancement culture within the sector, including taking forward the outcomes of the various enhancement themes, a new overarching committee has been established, chaired by Professor Kenneth Miller (Vice-Principal, University of Strathclyde). It will have the important dual role of keeping the five-year rolling plan of enhancement themes under review and ensuring that the themes are taken forward in ways that can best support institutional enhancement strategies. We very much hope that the new committee, working with the individual topic-based themes' steering committees, will provide a powerful vehicle for the progression of the enhancement-led approach to quality and standards in Scottish higher education.



Norman Sharp
Director, QAA Scotland

The Skills for Business Network - A briefing paper for Scottish higher education institutions

This briefing written by the Sector Skills Alliance Scotland (SSAScot), is the first in a series of Employability publications produced as part of the work of the Employability enhancement theme.

Introduction

As part of the enhancement themes work on Employability, the Steering Committee commissioned SSAScot to produce this briefing paper for the sector on the Sector Skills Council (SSC) network, as it operates in Scotland, and the respective roles of SSAScot and the Sector Skills Development Agency (SSDA) in supporting it. The paper also outlines how the network could be a useful resource for higher education institutions in Scotland and how SSAScot could facilitate this.

The role of the Sector Skills Development Agency

The SSDA was set up in 2002 to fund and support the network of SSCs. The SSDA monitors the performance of SSCs across the UK; ensures quality and consistent standards across the network; provides minimum cover for essential functions in sectors without an SSC; ensures skills provision is designed to meet sector needs; ensures generic skills are effectively covered in the work of SSCs; promotes best practice sharing and benchmarking between sectors; and provides a website portal for public bodies and individuals to access sectoral labour market intelligence across the UK. In addition, it conducts considerable research into issues around skills and productivity and provides a focus for engagement on these issues with government departments across the UK. More information can be sourced at www.ssda.org.uk

There were two recent key SSDA appointments for Scotland: a Head of Policy Development (Scotland) and a Partnership Manager for the Highlands and Islands. Contact details are in Appendix A.

The role of Sector Skills Councils

SSCs are independent, UK-wide, employer-led organisations which actively involve trade unions, professional bodies and other stakeholders in their sector. They began operating in 2001 as the successor organisations to National Training Organisations (NTOs), which had been working since 1997 to promote workplace training. SSCs are licensed by the Secretary of State for Education and Skills, in consultation with ministers of each home nation. As mentioned previously, they are funded and supported by the SSDA. The collective name given to SSCs and the SSDA is the Skills for Business Network.

Each SSC agrees sector priorities and targets with its employers and partners to address four key goals. These are:

- reducing skills gaps and shortages
- improving productivity, business and public service performance
- increasing opportunities to boost the skills and productivity of everyone in the sector's workforce, including action on equal opportunities
- improving learning supply, including apprenticeships, higher education and national occupational standards.

There are currently 21 licensed SSCs and four in development. They are listed, along with contact details, in Appendix B.

National Occupational Standards

Writing and maintaining National Occupational Standards (NOS) is fundamental to SSCs. NOS define good practice in the way people work, based on the functions of their job. They can be regarded as quality standards for people. NOS are the foundation on which National Vocational Qualifications (NVQs) and Scottish Vocational Qualifications (SVQs) are developed. Moreover, the Scottish Qualifications Authority (SQA) is looking to use NOS in some form in all its qualifications.

In addition to forming the foundations for qualifications, NOS have a much wider strategic application, for example:

- business planning and workforce management
- design, delivery and evaluation of training
- recruitment and selection
- identification of individual development needs
- benchmarking
- change management.

NOS are established at UK level under the direction of the NOS Board, whose primary role is to guide the NOS programme so that it supports workforce development. The NOS Board's membership is drawn from the Qualifications and Curriculum Authority, the SQA, the Qualifications, Curriculum and Assessment Authority for Wales, the Council for the Curriculum Examinations and Assessment, the SSDA and up to six employer representatives (there are currently five employer representatives). The four Government Administrations have observer status on the NOS Board.

The SSDA is currently managing the design and build of a NOS Directory, to enable free, public access to NOS. The NOS Directory can be accessed via www.standards.org.uk

Lifelong Learning UK - A Sector Skills Council for Lifelong Learning

It is important to note that an SSC, Lifelong Learning UK, has been established to lead the professional development of all those who work in the field of lifelong learning. This SSC has a footprint covering community-based learning and development, further education, higher education, libraries, archives and information services, and work-based learning. It will take over the workforce and standards development responsibilities of four former NTOs, ie the Further Education NTO; the Higher Education Staff Development Agency; the Information Services NTO and Paulo, which covered community-based learning. Lifelong Learning UK became officially

operational in January 2005 and is currently in the process of recruiting a permanent Scottish manager.

The role of the Sector Skills Alliance Scotland

Following the establishment of the SSC network, SSAScot was launched in January 2003 to build on the good work and reputation established by its predecessor organisation, the Scottish Council of NTOs, which provided a support service to NTOs.

SSAScot acts as a support organisation to SSCs in Scotland. It provides guidance to and facilitates dialogue and collaboration between SSCs and key stakeholders. It is important to note that SSAScot supports both the SSCs, which are licensed and monitored by the SSDA, and other Sector Skills bodies which have responsibility for developing and maintaining NOS but are outwith the Skills for Business Network. These organisations are not eligible for SSC status, as they do not satisfy criteria with regard to industry coverage and size of workforce representation. Nonetheless, they still write standards and develop qualifications.

SSAScot has a key role in ensuring an effective link between sector bodies and the education and learning system in Scotland. As SSCs are UK-wide organisations, a thorough understanding of the distinctive nature of the Scottish education and training system is a prerequisite to successful operation. SSAScot aims to ensure that this understanding is in place. In order to assist SSCs to maximise their potential in Scotland, SSAScot, SSDA and the Scottish Executive are developing a joint action plan for 2005-06.

SSAScot offers a wide variety of services to SSCs and key partners. The annual two-day conference is now a landmark event in the lifelong learning calendar and is this year supported by a mid-term symposium and three stakeholder events.

Two SSAScot-facilitated working groups have become key to the network in Scotland. The Scottish Labour Market Group enables the

SSC network to work closely with Futureskills Scotland (www.futureskillscotland.org.uk). The most recent work of the group is the development of a series of sector profiles which summarise key labour market information for industry sectors across Scotland. The sector profile concept was developed in response to an identified need for comparable and consistent labour market information across sectors. The Scottish Managers Group is a forum for the Scottish managers of SSCs to discuss current issues and share good practice.

The SSAScot website (www.ssascot.org.uk) provides current lifelong learning information to both SSCs and other stakeholders. SSAScot also represents the SSCs on a number of high profile committees, thus ensuring their input to lifelong learning policy development.

In addition, SSAScot has a significant role in the operation of the Modern Apprenticeship (MA) programme in Scotland. They represent SSCs on the MA Implementation Group (MAIG), which endorses MA frameworks for use in Scotland. They also offer advice and guidance to SSCs during the development for revision of their frameworks, and undertake the registration and certification of 12 frameworks in Scotland on behalf of several SSCs.

Two MA publications are produced by SSAScot. Firstly, the *MA Bulletin*, a magazine sponsored by Highlands and Islands Enterprise, has become the definitive source for news and information about MAs in Scotland. The *MA Bulletin* is produced three times per year. Secondly, *MAIG in Scotland*, a monthly email newsletter, provides information of a more technical nature with regard to MAs.

SSAScot also produces a weekly *e-intelligence bulletin*, which provides an overview of news and current issues on lifelong learning in Scotland. It has a wide readership including, among others, SSCs, the Scottish Executive, Members of the Scottish Parliament, the enterprise networks, further education, higher education, SQA, Scottish Trade Union Congress and training providers.

Contact details for SSAScot are in Appendix A.

The Skills for Business Network and Sector Skills Alliance Scotland as a resource for higher education institutions

The following section lists the main SSC functions, which could be of use to higher education institutions (HEIs).

Gathering labour market information

Employability has become an increasingly important issue and is arguably now one of the main requirements of learners. One of the challenges facing HEIs is to provide courses that learners wish to undertake and which provide students with the skills and attributes needed by the labour market. SSCs are working closely with Futureskills Scotland and are able to provide information on the current and future skills needs of their sectors. The needs of employers can therefore be clearly articulated through SSCs.

Setting Sector Skills Agreements

Another important component of the skills framework are Sector Skills Agreements (SSAs), which will provide a means whereby employers and employees in each sector identify skills and productivity needs, the action they will take to meet those needs, and how they will collaborate with providers of education and training so that skills demand can influence the nature of supply.

There are currently four draft SSAs in development with the following SSCs: CITB ConstructionSkills, e-skills UK, SEMTA (engineering and science) and Skillset (broadcast and multimedia). Another six SSCs have started this work which is due to be completed in March 2006. A rolling programme for all 25 SSCs to develop SSAs by 2007 is in development. SSAs are developed via a five stage process.

- 1 Assessment of current and future skills needs.
- 2 Assessment of current provision.
- 3 Analysis of the gaps and weaknesses.
- 4 Agreeing the scope for collaborative action.
- 5 Developing an action plan with partners.

A project board, which is chaired by SSDA, oversees the development of SSAs in Scotland. Membership of the Project Board includes representation from the Funding Councils, Enterprise networks, SQA and Careers Scotland. A communication strategy for providers, such as higher education institutions, is currently in development. There is, therefore, much scope for collaboration between higher education and the Skills for Business Network to promote learning and qualifications, which meet the needs of employers as well as individuals.

Undertaking research

The SSDA is actively engaged in developing both the analytical capacity and evidence base of the Skills for Business Network. There is a variety of supporting activities including developing a substantial programme of research and evaluation; taking part in research across the UK; and setting up an academic network drawing on the expertise of leading academic experts in the field of labour market studies. Furthermore, in order to increase its capability for strategic research and policy development, the Skills for Business Network is also supported by a panel of experts who are primarily drawn from higher education institutions. All planned research work and outputs are published on the SSDA website at www.ssda.org.uk

It is evident that, in undertaking research, the Skills for Business Network is already collaborating with HEIs. This relationship can undoubtedly be developed and strengthened for future mutual benefit.

Promoting the vocational route

The traditional practice is for students to enter higher education directly from school or through further education colleges. However, in many sectors, progressing to higher education after lengthier periods in employment, perhaps to gain experience at technician levels in the first instance, may be of benefit both to the learner and their future employer.

While it is evident that many of the skills shortages at craft and technician level are not served by the higher education sector, there is merit in considering the potential opportunity that undertaking such skills may afford, for example as a route to other careers or to higher education. The Scottish Credit and Qualifications Framework (SCQF) and the Sector Skills bodies are already progressing in this regard. While the SCQF will provide a map of how generic qualifications are related, the Sector Skills bodies will map qualifications in occupational sectors. A project to pilot this work in four sectors is already underway and will be managed by SSAScot.

Responding to the changing face of learning

The traditional markets for learning are declining with many factors shaping future provision in Scotland.

A decreasing population means that the workforce is ageing and the pool of school leavers entering both work and further and higher education is potentially diminishing. Scottish Executive policies such as the development of a mass higher education system through widening participation and equality of opportunity are also important factors. Other influencing demographic factors include increasing ethnic diversity, the increasing role of women in the workplace and the challenges posed by the geography and population distribution of the Highlands and Islands.

There is also a move away from full-time extended learning to more flexible smaller chunks and increasing use of information and communications technology (ICT) in both teaching and assessment. The greater use of ICT affords greater opportunity as well as increased competition.

The proportion of small and micro businesses in the Scottish economy and the access and resource issues for these employers to undertake learning continues to be a particular challenge for SSCs.

SSCs are doing much to address these issues. A few examples include initiatives to encourage women into non-traditional sectors

such as construction, engineering and technology; developing e-learning and assessment packages and encouraging older entrants into the MA programme.

Furthermore, SSCs are strengthening links with employers all over Scotland and are consolidating relationships with the Enterprise networks, colleges and other key stakeholders. In addition, some initial dialogue with the UHI Millennium Institute and the potential of its Learning Centre Networks has taken place.

Potential for collaboration and the way forward

To summarise, SSCs are able to offer access to quality labour market intelligence, input to SSAs, expertise on the vocational route as a stepping stone to career progression/higher education and sharing good practice on responding to the changing needs of learners.

To consolidate and progress links with higher education, SSAScot could offer to:

- provide updates on SSCs and lifelong learning issues via the *e-intelligence bulletin*
- provide up-to-date information on SSC projects and initiatives that will be of interest to the higher education sector
- provide access to expertise on skills issues either on a generic or sector basis
- provide a forum for discussions which could be, for example, a meeting, workshop, seminar or conference slot.

Appendix A - Contact details for Sector Skills Alliance Scotland and Sector Skills Development Agency

Sector Skills Alliance Scotland

Chief Executive Anneliese Archibald
 28 Castle Street
 Edinburgh
 EH2 3HT
 Email: anneliese.archibald@sssascot.org.uk
 Tel: 0131 226 7726
 Fax: 0131 220 6431

Business Support Manager Iain McCaskey
 28 Castle Street
 Edinburgh
 EH2 3HT
 Email: iain.mccaskey@ssascot.org.uk
 Tel: 0131 226 7726
 Fax: 0131 220 6431

Sector Skills Development Agency

Head of Policy
 Development (Scotland) Aileen Ponton
 c/o Scottish Enterprise
 Skills and Learning Division
 Atlantic Quay
 150 Broomielaw
 Glasgow
 G2 8LU
 Email: aileen.ponton@ssda.org.uk
 Tel: 0141 228 2626
 Mobile: 07880 785476

Partnership Manager -
 Highlands and Islands Jacqui Hepburn
 c/o Highlands and Islands Enterprise
 Cowan House
 Inverness Retail Business Park
 Inverness
 IV2 7GF
 Email: jacqui.hepburn@ssda.org.uk
 Tel: 01463 2444 04
 Mobile: 07776 465992

Appendix B - Contact details for Sector Skills bodies¹

Fully licenced Sector Skills Councils

Asset skills

Sector coverage	All businesses and people involved in the maintenance and development of the built environment for the benefit of employers, individuals, residents and communities. The sector includes certain surveyors, property managers, residential estate agents, caretakers, facilities management professionals, cleaners, town planners, letting agents and housing managers.
Chief Executive	Richard Beamish 6a Christchurch Road Unit 16 Mobbs Miller House Abington Northampton NN1 5LL Email: rbeamish@assetskills.org Tel: 01604 233336 Fax: 01604 233573
Scottish representation	Steven Proudfoot Offizone 2 Kenmore Street Aberfeldy Perthshire PH15 2BL Email: sproudfoot@assetskills.org Tel: 01887 829171 Fax: 01887 829007

Automotive skills

Sector coverage	All businesses and people in the sales, maintenance and repair of new and used vehicles including passenger cars, motorcycles, commercial vehicles, light and heavy trucks and specialist vehicles throughout the UK.
Chief Executive	Patricia Richards 4th Floor 93 Newman Street London W1T 3DT Email: prichards@automotiveskills.org.uk Tel: 020 7436 6373 Fax: 020 7436 5108
Scottish representation	Jim Brown Algo Business Centre Glennearn Road Perth PH2 0NJ Email: jbrown@automotiveskills.org.uk Tel: 01738 450 430 Fax: 01738 450 449

Cogent

Sector coverage	Oil and gas exploration and extraction, chemicals manufacturing and processing, petroleum refining, blending, storage and distribution, forecourt operations, oil fired heating services, manufacture of aviation fuels, bitumen, inks, polymer and nuclear industries.
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¹ Information correct at time of going to press

Chief Executive John Ramsay
 Minerva House
 Bruntland Road
 Portlethen
 Aberdeen
 AB12 4QL
 Email: john.ramsay@cogent-ssc.com
 Tel: 01224 787800
 Fax: 01224 787830

Scottish representation Lawrie Bain
 Contact as above
 Email: lawrie.bain@cogent-ssc.com

CITB ConstructionSkills

Sector coverage CITB ConstructionSkills covers a wide range of sectors in the development and maintenance of the built environment and includes: house building (public and private); infrastructure (roads, railways and utilities); non-residential building in the private sector (schools, colleges, hospitals and offices); industrial building by the private sector (factories and warehouses); commercial building by the private sector (offices, shops, entertainment, health and education). Repair and maintenance work in all sectors is covered, as is the renting of construction machinery and professional design work in consultancies (engineering, architecture and surveying). Those doing construction work in other sectors eg public administration, real estate, building engineering services (plumbing and electrical contracting) are not covered.

Chief Executive Peter Lobban
 Bircham Newton
 Kings Lynn
 Norfolk
 PE31 6RH
 Email: Peter.Lobban@citb.co.uk
 Tel: 01485 577577
 Fax: 01485 577793

Scottish representation Graeme Ogilvy
 4 Edison Street
 Hillington
 Glasgow
 G52 4XN
 Email: Graeme.Ogilvy@citb.co.uk
 Tel: 0141 810 3044
 Fax: 0141 810 5632

Energy and utility skills

Sector coverage The industries comprising energy and utility skills form the top tier of the UK's energy and utility supply pyramid representing all facets of the creation and delivery of electricity, fuel for heat, water, the removal of waste water and the waste management sector. These industries support the needs of industry, commerce and the nation.

Chief Executive Tim Balcon
 Friars Gate Two
 1011 Stratford Road
 Shirley
 Solihull
 B90 4BN
 Email: tim.balcon@euskills.co.uk
 Tel: 0845 0779 922

Scottish representation Ian Ferguson
 Address as above
 Email: ian.ferguson@euskills.co.uk
 Tel/Fax: 0141 616 3540

e-skills UK

Sector coverage Information technology,
 telecommunications and
 contact centres

Chief Executive Karen Price
 1 Castle Lane
 London
 SW1E 6DR
 Email: karen.price@e-skills.com
 Tel: 020 7963 8920
 Fax: 020 7592 9138

Scottish representation Michael Kowbel
 Email: michael.kowbel@e-skills.com
 Tel/fax: 01620 861079
 Chris Morrow
 Email: chris.morrow@e-skills.com
 Tel: 01389 876642
 Fax: 01389 874945

Genny Dixon
 Tel: 07793 469684
 genny.dixon@e-skills.com

Financial Services Skills Council

Sector coverage Banks, retail and wholesale, building
 societies, leasing, investment and unit
 trusts and venture capital, life insurance,
 non-life insurance, insurance brokers,
 administration of financial markets,
 pension funding, Independent Financial
 Advisers, unit trust companies, fund
 managers, asset managers, stockbrokers,
 actuaries, loss adjustors, exchanges -
 stock, futures, foreign, etc fund
 management.

Chief Executive Teresa Sayers
 51 Gresham Street
 London
 EC2V 7HQ
 Email: teresa.sayers@fssc.org.uk
 Tel: 020 7216 7366
 Fax: 020 7216 7360

Scottish representation Paul Devoy
 Contact as above
 Email: paul.devoy@fssc.org.uk

GoSkills

Sector coverage Aviation (airports, operators and ground services), chauffeurs, coaches - both scheduled and non-scheduled, community bus services, driving instructors - all modes, private hire vehicles, scheduled bus services, taxis, trams and transport planners - public, private and schedulers. GoSkills is in discussions with car parking, bus lane and congestion charge enforcement interests over the possible inclusion of car parking and is also holding discussions with leading trade bodies in the merchant navy and ports industries.

Chief Executive Peter Huntington
Concorde House
Trinity Park
Solihull
Birmingham
B37 7UQ
Email: info@goskills.org
Tel: 0121 635 5520
Fax: 0121 635 5521

Scottish representative To be advised

Improve

Sector coverage The Food and Drink SSC represents employers operating in all sectors of the food and drink manufacturing and processing industry including sea fishing, craft bakery, meat and poultry, dairy and general food and drink.

Chief Executive Jack Matthews
Ground Floor
Providence House
2 Innovation Close
Heslington
York
YO10 5ZF
Email: jack.matthews@improveltd.co.uk
Tel: 0845 644 0448
Fax: 0845 644 0449

Scottish representation Jennifer Bryson
address as above
Email: jennifer.bryson@improveltd.co.uk
Tel: 07795 977596

Lantra

Sector coverage Agricultural livestock and crops, animal care, animal technology, aquaculture, environmental conservation, equine, farriery, fencing, floristry, forestry and timber processing game conservation, land-based engineering, landscaping, productive horticulture, veterinary nursing.

Chief Executive Peter Martin
Lantra House
NAC
Kenilworth
Warwickshire
CV8 2LG
Email: peter.martin@lantra.co.uk
Tel: 024 7669 6996
Fax: 024 7669 6732

Scottish representation William Fergusson
Newlands
Scone
Perth
PH2 6NL
Email: william.ferguson@lantra.co.uk
Tel: 01738 553311
Fax: 01738 553322

Mary Mitchell
Contact as above
Email: mary.mitchell@lantra.co.uk

Lifelong Learning UK

Sector coverage Community-based learning and development, further education, higher education, library and information services, work-based learning.

Chief Executive David Hunter
32 Farringdon Street
LONDON
EC4A 4HJ
Email: enquiries@lifelonglearninguk.org
Website: www.lifelonglearninguk.org
Tel: 020 7332 9500
Fax: 020 7332 9501

Scottish representation Liz Speake
c/o The Association of Scottish Colleges
Argyll House
The Castle Business Park
Stirling
FK9 4TY
Email: liz.speake@ascol.org.uk
Tel: 01786 892024
Fax: 01786 892109

People 1st

Sector coverage Hotels, restaurants, pubs and bars, hospitality services, contract catering, holiday parks (some aspects), caravan parks (some aspects), youth hostels, travel services, tourist services, events, gambling and betting, clubs, dance halls and discos, and visitor attractions.

Chief Executive Brian Wisdom
Second Floor
Armstrong House
38 Market Square
Uxbridge
UB8 1LH
Email: brian.wisdom@people1st.co.uk
Tel: 0870 060 2550

Scottish representation Kate Tetley
28 Castle Street
Edinburgh
EH2 3HT
Email: kate.tetley@people1st.co.uk
Tel: 0131 624 4040
Fax: 0131 624 4041

Lorraine Birrell
Contact details as above
Email: lorraine.birrell@people1st.co.uk

Science, Engineering & Manufacturing Technologies Alliance

Sector coverage Basic metal manufacture, metal products, mechanical equipment, electronics, electrical equipment, motor vehicles, aerospace, other transport equipment. Also, building and repairing of ships, boats, railway and tramway locomotives, and rolling stock, motorcycles, bicycles, pharmacy, forensic science, meteorology, parts of the pharmaceutical industry, biotechnology, genetics, nanotechnology and part of the packaging industry.

Chief Executive Philip Whiteman
22 Old Queen Street
London
SW1H 9HP
Email: pwhiteman@semta.org.uk
Tel: 020 7222 0464
Fax: 020 7222 3004

Scottish representation Brian Humphrey
Scottish Engineering Centre
105 West George Street
Glasgow
G2 1QL
Email: bhumphrey@semta.org.uk
Tel: 0141 847 0977
Fax: 0141 847 0080

Skillfast-UK

Sector coverage Apparel, footwear, textiles, leather, man-made fibres and related businesses.

Chief Executive Linda Florance
Richmond House
Redvers Close
Leeds
LS16 6RD
Email: linda_florance@skillfast-uk.org
Tel: 0113 239 9600
Fax: 0113 229 9601

Scottish representation David Stevenson
Address as above
Email: david_stevenson@skillfast-uk.org
Tel: 07831 636807

SkillsActive

Sector coverage Sport, recreation, children's play, health and fitness, outdoor education, training, caravans, recreation and adventure.

Chief Executive Stephen Studd
Castlewood House
77-91 New Oxford Street
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WC1A 1PX
Email: stephen.studd@skillsactive.com
Tel: 020 7632 2000
Fax: 020 7632 2001

Scottish representation	<p>Ashley Pringle 28 Castle Street Edinburgh EH2 3HT Email: ashley.pringle@skillsactive.com Tel: 0131 226 6618</p> <p>Pam Scott Contact as above Email: pam.scott@skillsactive.com</p> <p>Joan Beattie Contact as above Email: joan.beattie@skillsactive.com</p>
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Skills for Health

Sector coverage	Skills for Health represents the four UK health departments, all key stakeholders within the health sector, and has close working relationships with similar bodies working in related sectors, eg social care.
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Director	<p>John Rogers 1st Floor Goldsmith House Broad Plain Bristol BS2 0JP Email: john.rogers@skillsforhealth.org.uk Tel: 0117 922 1155 Fax: 0117 925 1800</p>
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Scottish representation	<p>Michelle Bremner Contact as above Email: michelle.bremner@skillsforhealth.org.uk</p>
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Skills for Justice

Sector coverage	Custodial care, community justice and policing.
Chief Executive	<p>Dick Winterton 9 Riverside Court Don Road Sheffield S9 2TJ Tel: 0114 261 1499</p>
Scottish representation	<p>Tommy Cuthbert c/o Scottish Law Commission 140 Causewayside Edinburgh EH9 1PR Email: tommy.cuthbert@skillsforjustice.com Tel: 0131 662 5234</p>

Skills for Logistics

Sector coverage	Freight transport by road, storage and warehousing, activities of other transport agencies, courier services, air freight (other scheduled air transport) rail freight (other transport via railways), freight inland sea and coastal water transport.
Chief Executive	<p>Ian Hetherington 14 Warren Yard Warren Farm Office Village Stafford Road Milton Keynes MK12 5NW Email: ian.hetherington@skillsforlogistics.org Tel: 01908 313 360 Fax: 01908 313 006</p>

Scottish representation
 Sheila McCullough
 Contact as above
 Email: sheila.mcculough@skillsforlogistics.org
 Tel/Fax: 0131 552 1768

Skillset

Sector coverage
 Broadcast, film, video, interactive media
 and photo imaging.

Chief Executive
 Dinah Caine
 80-110 New Oxford Street
 London
 WC1A 1HB
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 Tel: 020 7520 5757
 Fax: 020 7520 5758

Scottish representation
 Alasdair Smith
 c/o Scottish Screen
 249 West George Street
 Glasgow
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 Tel: 0141 222 2633
 Fax: 0141 222 2644

Skillsmart Retail

Sector coverage
 Retail

Chief Executive
 Nigel Broom
 40 Duke Street
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 W1A 1AB
 Email: nigel.broom@skillsmart.org.uk
 Tel: 020 7399 3450
 Fax: 020 7399 3451

Scottish representation
 Ian McAvoy
 4 Hunter Square
 Edinburgh
 EH1 1QW
 Email: ian.mcavoy@skillsmart.org.uk
 Tel: 07986 291084

SummitSkills

Sector coverage
 Electrotechnical, heating, ventilating, air
 conditioning, refrigeration and plumbing
 industries

Chief Executive
 Keith Marshall
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Scottish representation Ian Stirrat
 The Walled Garden
 Bush Estate
 Midlothian
 EH26 0S
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 Tel: 0131 445 9225

Sector Skills Councils in development

Central Government

Sector coverage Central Governmental employers
 comprise all government departments,
 executive agencies and non-departmental
 public bodies in the UK.

Central Government SSC Secretariat
 c/o Cabinet Office
 Admiralty Arch
 The Mall
 London
 SW1A 2WH
 Email: cgssc@cabinet-office.x.gsi.gov.uk
 Tel: 020 7276 1611
 Fax: 020 7276 1323

Creative and cultural skills

Sector coverage The arts (music, the performing arts, visual
 arts and literary arts); cultural heritage
 (museums, galleries and heritage
 organisations); crafts; design (specialist
 consultancies covering graphics, spatial and
 domestic products).

Chief Executive Tom Bewick
 1 Marshall Court
 Marshall Street
 Holbeck
 Leeds
 LS11 9Y
 Email: info@ccskills.org.uk
 Tel: 0113 244 6254
 Fax: 0113 244 8577

ProSkills

Sector coverage A group of process and manufacturing
 industries - glass, extractives, coatings
 (paint), refractories and building products,
 paper, print and printed packaging.

Chief Executive
 (from 1 April 2005) Terry Watts
 contact address for Mr Watts to be
 advised
 Proskills
 c/o Building Products Training Council
 23 Shepherd Street
 Sheffield
 S3 7BA
 Email: info@proskills.org.uk
 Tel: 0114 275 9345

Skills for Care and Development

Sector coverage Social care policy is fully devolved to each of the four countries. The scope of the sector is defined by legislation in each of the countries, with some differences for the devolved administrations. It is anticipated that differences in the sector footprints will continue as services evolve to meet specific needs and changing legislative frameworks in individual countries. In Scotland, Skills for Care and Development covers the complete spectrum of those working in Social Work and Social Services in the statutory, voluntary and private sectors. Skills for Care and Development is a partnership among the Care Council for Wales, the Scottish Social Services Council, the Northern Ireland Social Care Council and Skills for Care Limited in England.

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