

## SKILLS INVESTMENT GROUP (SIG) – RECORD OF MEETING

Tuesday 10<sup>th</sup> May 2016 at Jobcentre Plus, Trinity Road, Elgin

### Attendees:

Dave McCallum (Chair)	DMc	Skills Development Scotland (SDS)
Alison Kearney	AK	Highlands and Islands Enterprise (HIE)
Jane Munro	JM	Jobcentre Plus
Jacqui Taylor	JT	Moray College UHI
Dawn Mylchreest (Secretariat)	DM	Moray College UHI

### Apologies:

Graham Jarvis	GJ	The Moray Council (TMC)
Sonya Warren	SW	Community Champion

<b>AGENDA ITEM / TOPIC</b>	<b>UPDATE / ANY ACTIONS</b>	<b>ACTION BY</b>
1. Welcome and Introductions	DMc opened the meeting, apologies noted from GJ and SW.	
2. Employability Moray	<p>The first Employability Moray meeting was held on 26/04/16 and the Record of Group Meeting was distributed. JM updated the group and the discussion that followed on Employability Moray's focus, targets and governance.</p> <p>The date of the next Employability Moray meeting is 26/08/2016 and the group decided to work on a draft Action Plan / Targets to be available for this meeting.</p>	<b>ALL</b>
3. Action Plan Discussion	<p>DMc advised the group to focus on the wide age range 16-65+ as well as the RSIP. Previously the STG action plan was lifted from the SIP as well as looking at Moray 2026.</p> <p>JT advised the group to keep it simple by identifying opportunities and feeding up actions and outcomes as well as sharing knowledge.</p>	
4. Key Challenges	<p>Each member of the group gave an overview of the challenges they face within their organisations and from those discussions 3 main areas were identified:</p> <ol style="list-style-type: none"><li>1. Short term employability courses</li><li>2. MA's</li><li>3. STEM</li></ol> <p>AK advised the group HIE may provide training grants to account managed clients. These are not applicable</p>	

	<p>to industry specific qualifications. JM advised the group that DWP clients need sector recognised certificates to secure employment.</p> <p>MA's and FA's is a large area and we will also overlap with DYW on this area. Any approaches should be joined, across the Groups to avoid duplicate requests from employers.</p>	
5. Draft Action Plan	DMc and JT to meet prior to next meeting to start looking at setting actions to bring back to the group for discussion.	<b>DMc &amp; JT</b>
6. Dates of Future Meetings	<ol style="list-style-type: none"> <li>1. Thursday 2<sup>nd</sup> June 2016, 10am – Horizon Scotland</li> <li>2. Thursday 30<sup>th</sup> June 2016, 10am – SDS, Elgin</li> <li>3. Thursday 14<sup>th</sup> July 2016, 10am – Moray College UHI</li> <li>4. Thursday 25<sup>th</sup> August 2016, 10am – Job Centre, Elgin</li> </ol>	