



Traineeships – Starting Successfully

Tuesday, 18 November 2014
 Park Inn by Radisson Hotel, Manchester City Centre

Draft Agenda - PM

12.45	Delegate Registration Refreshments & Networking Opportunity	<i>Refreshments Area</i>
13.45	Welcome, Housekeeping and Overview of the day Key messages from practice	<i>Michael Gray, Michael Gray Associates Limited</i>
14.05	Background and Policy <ul style="list-style-type: none"> • The purposes of traineeships • The delivery framework • Traineeships and the future • Questions and answers 	<i>Brontë Turner, Funding Policy Implementation Manager, Skills Funding Agency</i>
14.35	Planning for Traineeships <ul style="list-style-type: none"> • A strategic approach • Managing risk • Promotion • Recruiting trainees • Working with employers • Staff skills • Quality and progression • Planning activity 	<i>Michael Gray, Michael Gray Associates Limited</i>
15.15	Refreshments	<i>Refreshments Area</i>
15.45	Qualifications for Trainees	<i>Mandy Slaney, City and Guilds</i>
16.00	A Provider’s Experience	<i>Jo Walker, EFA Centre Manager, North Yorkshire, YH Training</i>
16.45	Summary <ul style="list-style-type: none"> • Challenges and opportunities 	<i>Michael Gray, Michael Gray Associates Limited</i>
17.00	Close	