



## **NW Higher Level Skills Pathfinder**

### **Sector Panel Terms of Reference**

**September 2008**

#### **Remit**

To proactively commission higher level skills provision which is demand led and meets identified employer needs, and to provide guidance on current skills needs to HEFCE funded HE providers in the NW.

To reactively commission higher level skills provision, which is demand led, and meets employer needs identified through the brokerage activity.

In order to ensure both of the previous activities are undertaken to make decisions on the virement of funds between the proactive and reactive fund budgets.

#### **Key Activities**

- To produce guidance on the current skills issues at higher level for their sector not currently met within the region.
- To inform HLSP intelligence in regard to higher level skills needs and gaps for their sector, through the collation of research information from all sector partners and the utilisation of the NWUA mapping of provision data.
- To issue calls for proposals to HEFCE funded HE providers to address the higher level skills needs and gaps identified.
- To appraise proposals received against the guidance issued and to agree funding for proposals which meet the identified needs and gaps in current provision.
- To ensure that proposals identify the required level of employer contribution.
- To appraise proposals which have been submitted as a response to needs identified through the brokerage activity.
- To oversee the allocation of funds between proactive and reactive provision for their sector and approve the virement of funds from one area to the other as required.

- To recommend ASN allocations for proposals to the HLSP Steering Group for approval.
- To provide regular updates on activity to the HLSP Steering Group.

### **Membership**

<i>Advanced Engineering and Materials</i>		
<b>Organisation</b>	<b>Name</b>	<b>Position</b>
SEMTA	Selina Green	HE Manager (North of England)
ProSkills	Gary Overton	Regional Director (North)
Cogent	Dr Brian P Murphy	Research Director
Skillfast-UK	Helen Hewitt	Skills Manager
NWDA	Chris Rowlands	Sector Head for AEM
SSPA	Martin Wright	North West Aerospace Alliance
LSC	Linda Fraser Webb	Sector Manager
NWUA	Celia Brigg	Assistant Director (Skills)
NWUA	Karen Lang	Specialist Advisor

<i>Biomedical</i>		
<b>Organisation</b>	<b>Name</b>	<b>Position</b>
SEMTA	Selina Green	HE Manager (North of England)
Cogent	Dr Caroline Sudworth	HE Development Manager
Bionow/NWDA	Dr Linda Magee	Biotechnology Sector Head/Head of Bionow
LSC	John Crawford	Sector Development Manager
NWUA	Celia Brigg	Assistant Director (Skills)
NWUA	Celia Brigg	Specialist Advisor

<i>Business and Professional Services</i>		
<b>Organisation</b>	<b>Name</b>	<b>Position</b>
Asset Skills	Lisa Lister	Regional Manager (North)
NSAFS	Belinda Ryan	Regional Director (North West)
LSC	Stephen Kelsey	Sector Manager
FSSC	Paul McCraith	Relationship Manager (North)
NWDA	Ryan Donaghey	Policy Manager
NWUA	Celia Brigg	Assistant Director (Skills)
NWUA	Eddie Keating	Specialist Advisor

<i>Construction</i>		
<b>Organisation</b>	<b>Name</b>	<b>Name</b>
ConstructionSkills	Gwen Caddick	Regional Strategy Advisor
Summit Skills	Rob Wellman	Operations Manager
Asset Skills	Lisa Lister	Regional Manager (North)
NWDA	Ryan Donaghey	Policy Manager
LSC	Mal Fisk	Sector Manager
NWUA	Celia Brigg	Assistant Director (Skills)
NWUA	Fiona Stanier	Specialist Advisor

<i>Creative and Digital Industries</i>		
<b>Organisation</b>	<b>Name</b>	<b>Position</b>
Skillset	David McCall	Regional Manager
Cultural & Creative Skills	Victoria Pirie	Industry Skills Director
e-Skills	Anthony Sherlock	Northern England Skills Director
Skillfast-UK	Helen Hewitt	Skills Manager
NWDA	Iain Bennett	Head of D&CI (Cluster Rep)
LSC	Linda Stokes	Sector Manager
NWUA	Celia Brigg	Assistant Director (Skills)
NWUA	Peter Davies	Specialist Advisor

<i>Energy and Environmental Technologies</i>		
<b>Organisation</b>	<b>Name</b>	<b>Position</b>
EU Skills	Steve Collier	Skills Director (Northwest)
Summit Skills	Rob Wellman	Operations Manager
Cogent	Dr Brian P Murphy	Research Director
Asset Skills	Lisa Lister	Senior Regions Manager (North)
Lantra	Madge Moore	Director
NWDA	Joe Flanagan	Head of Energy
Envirolink	Nick Storer	Chief Executive
NWUA	Celia Brigg	Assistant Director (Skills)
NWUA	Claire Lowe	Specialist Advisor

<i>Food and Drink</i>		
<b>Organisation</b>	<b>Name</b>	<b>Position</b>
Improve Ltd	John Nixon	North West Operational Team Representative
Lantra	Madge Moore	Director
Food NW	Pat Foreman	Chief Executive
LSC	Linda Fraser-Webb	Sector Manager
NWDA	Mark Bareham	Sector Leader Food and Drink
NWUA	Celia Brigg	Assistant Director (Skills)
NWUA	Rebecca Ward	Specialist Advisor

## **Specific Roles of Members**

### ***SSC Representatives***

- To inform the panel of SSC research and intelligence
- To provide the demand side input through SSC employer engagement
- To ensure linkages to other SSC activity

### ***NWDA Representatives***

- To inform the panel of other regional activity relevant to the sector
- To inform the panel of NWDA research and intelligence specific to the sector
- To provide links to regional cluster organisations or sector bodies funded through NWDA (e.g. NWAA, CIPS)

### ***LSC Representatives***

- To inform the panel of LSC funded activity in the sector
- To provide a link to Train to Gain and Level 3 Pilot activity specific to the sector
- To provide information on LSC funded provision at level 4 in the sector

### ***SSPA Representatives***

- To inform the panel about the wide range of sector activity currently being undertaken
- To provide a mechanism for ensuring HLSP activity links to other sector activity
- To inform the panel of SSPA research and intelligence (with specific reference to sector information contained within the NW Statement of Skills Priorities)

### ***NWUA Assistant Director (HLSP Project Manager)***

- To provide links to wider project activity and other NWUA related activities
- To advise on the HLSP criteria generally and on HEFCE funding regulations
- To ensure that the panel is acting in the best interests of the HLSP
- To provide a link between the sector panels and with the Steering Group

### ***HLSP Specialist Advisor***

- To inform the panel of developing HLSP activity for the sector.
- To inform the panel of the progress of proposals already funded through the HLSP
- To advise the panel on the levels of interest for proactive and reactive provision
- To inform the panel of current (non HLSP) HE activity for the sector
- To advise on HE capability
- To advise on HEFCE funding and HE provision
- To ensure links to other HE providers with an interest in the sector including the NWUA Lead Academics and Networks
- To consult on proposals with other interested bodies i.e. UVAC, FDF, LLNs

## **Frequency of Meetings**

Bimonthly during the early stages of the HLSP. It is anticipated that this will be less frequent as the project progresses and frequency of meetings will then be at the discretion of the panel in liaison with the HLSP Project Manager.