

SCTP BUSINESS PLAN 2014-2017

Mission Statement

To facilitate the strategic leadership of the pre-employment and work based learning sector in Sussex in order to maximise the quality, impact and profile of pre-employment and work based learning and support the development of member organisations.

A. Targets

1. Membership Numbers

Member numbers to increase as follows:

Date	Full Members	Assoc Members	Total
31/10/14	75	5	80
31/10/15	85	5	90
31/10/16	95	5	100
31/10/17	95	5	100

Key actions:

- Board members to recommend possible new member organisations
- Board members to 'buddy' with member prospects
- Invite prospective members as guests to members' meetings
- Keep members' meeting attendance records and identify and communicate with non-attendees to ensure engagement and retention
- Use SFA, NAS and LA data sources to identify potential new members

2. Membership Satisfaction

Biannual membership survey in May 2015 to show:

- 85% survey response rate
- 95% of respondents 'very satisfied' or 'satisfied'

Key actions:

- Deliver member services listed below
- Executive director to ensure members are aware of the benefits of SCTP services provided.

B. Member Services

Member support to focus on:

1. Provision of information

- Continue to produce the weekly 'Last Week's Latest News' newsletter and include more items on SCTP activity, local news and opinion.
- Continue to deliver bi-monthly members' meetings with an information sharing item and guest speakers.

2. Support & Training

- Deliver a range of CPD and information sessions to meet members' needs guided by the board.
- Form sub groups where required such as the Pre-employment Group and Strategic Leaders' Forum.
- Work with JISC RSC, Education and Training Foundation and OFSTED to open access to their services for members.
- Provide one-to-one support to members.
- Work with other provider networks to deliver common services across the south east.

3. Networking & Promotion

- Members meetings to allow enough time for networking.
- Continue to run the Apprenticeships in Sussex website and schools events service.

4. Representation

- Attend key meetings and communicate on a regular basis with contacts from external agencies (as listed below) to represent the interests of SCTP members
- Ensure that SCTP has a strategic voice through external lobbying and facilitating senior management networking among members.

5. Access To Key Agencies

- Through speakers at members meetings, CPD sessions, introductions, representation opportunities and latest news items open up access to members to key staff from OFSTED, LEPs, NAS, SFA, LAs, EFA, NCS, SLN, ETF, FE Sussex, JCP, AELP, ALPSE, AoC, DBIS & DWP.

C. Project Activity

The financial forecasts in the Business Plan are written to enable SCTP to operate in a sustainable manner with the acquisition of additional project activity. However, this is not to say that such activity might not be desirable and can be undertaken at the discretion of the board who must satisfy themselves that the following 4 criteria have been met in relation to any potential project before proceeding.

1. There must be a benefit to SCTP members which is accessible to all unless there are clear reasons to justify otherwise which are expected to be acceptable to members.
2. There is the capacity to allow successful delivery.
3. The activity is financial viable.
4. There is a clear reward over risk.

All projects undertaken will be evaluated by the board before proceeding and after to completion to make sure that the above criteria are met.

Approved by the board on the 6th March 2015 and amended 10th July 2015 and 8th July 2016.