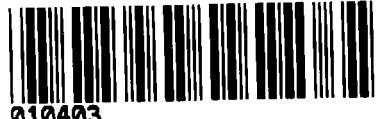




Kirklees Youth Training Workshop

INFO-PARTNER



KIRKLEES YOUTH TRAINING WORKSHOP

PROJECT DIRECTOR - Stuart Plant

EXECUTIVE COMMITTEE

<u>Chairman</u>	1. Mr. Jeff. Taylor (Kirklees Training Association)
	2. Mr. Eddie Abbott (Kirklees F. E.)
<u>Secretary</u>	3. Mr. Stuart Plant (Inter-Action and Project Director)
<u>Treasurer</u>	4. Mr. Raymond Gledhill
	5. Mr. Peter Andrewes (Hudds. C. R. C.)
	6. Mr. R. R. McKnight (Lloyds Bank)
	7. Mr. J. Royle (Marshall, Mills & Sykes - Solicitors)
	8. Mr. Patrick Phillips (Careers Office - S. Kirklees)
	9. Mr. Joe Gray (Principal Careers Officer)

Sponsored by Inter-Action and Community Relations Council

ADVISORY GROUP MEMBERS. (In addition to Executive).

Mr. David Garforth - M.S.C. Special Measures
Lady Margaret Kagan
Mr. Danielion (Dabtac - Prinipal)
Dr. Taylor (Huddersfield Technical College)
Mr. David Sykes (Materials Handling/Transport Managing)
Mr. Jon Vogler (General Manager) Oxfam Wastesaver.
Mrs. Jenny Plant (Youth & Community Worker)
Mr. Bruce - B.O.S. Recruitment.
Mr. Charlie Loveland (F.E. North Kirklees)
Mr. Ian Wolfe (BBC. TV Community Education)
Mrs. Kathryn Evans (Community and Co-operative Education . Inter Action).
Mr. Joe Gray (Principal Careers Officer - Kirklees MBC)
Mrs. Pat Cooke (Careers Officer - N. Kirklees)
Mr. Nick Netherwood (Netherwood, Dalton - Printers, Huddersfield)
Mr. Robin Bennison (Area Rep. - Pronk, Davis, Rushby) (Silk Screen)
Mr. Michael Collier Bradley (Director - MENSA) (Inter Action)
Mr. Don Gilhooley - (Rep. Gestetner Ltd., (Leeds))
Mr. Gordon Blakeley (Youth Officer - Centre for Ed.Visitors & Exchange. Govt.
Bureau St)
The Secretary - Huddersfield & District Trades Countil
Mr. John Knight - Surveyor (Inter Action)
Mrs. Hazel Wigmore - National Childrens Centre, Huddersfield.
Mr. K. Welton - Chamber of Commerce
Mr. Albert Chapman (Huddersfield Technical College
Mr. & Mrs. A. Penn
Mr. Belcher (Poly. Art & Design)
Miss Kate Kelly (Screen Print Advisor)
Mr. Baxter (Hudds. Tech College)
Mr. Salish Malik - (N.K. - C. R. O)
Mr. Peter Whittle (Kayes Drapers)
Mr. Derrick Stott (Garrards)
Mr. Abdul Ali - (Social Services)
Ellis (Wakefield Rd)

INTRODUCTION

1. After the Holland Report Opportunities Programme was launched the proposal for the Kirklees Youth Training Workshop was submitted sponsored jointly by Inter-Action Ltd., London and the Kirklees Branches of the Community Relations Council.
2. The Project is structured as in Appendix AA and has an Executive Committee which is responsible for both the North and South Kirklees Sections of the Programme. Each section has its own Advisory Committee selected from all relevant industrial, careers and community groups.
3. The Salary of the Project Director is paid through Inter-Action Ltd., and administered through Kirklees Administrative Directorate.
4. The Scheme is aimed at the least able Young People in the Kirklees Area and pays particular attention to the high numbers of female young unemployed, the Asian Community and problems arising out of long term unemployment prospect. The implcating factors have been considered in the choice and content of workshops.
5. The Workshops (listed in Appendix BB) have all been designed with a progressive skills training element and there has been a good response to the ideas from local employers and training bodies.
6. The Project Director is a member of the Kirklees Working Party on Young Unemployed and Secretary to the Executive of the Project. He is also a member of both Advisory Groups.
7. The Project has the approval of local authority bodies and support of the Technical College (Dr. Taylor) and DABTAC(Mr. Danielion), as well as a number of voluntary organisations in the area.

INTRODUCTION TO WORKSHOPS

8. Researching the particular needs of local industry, employers etc., it was found that there were four main reasons for discrimination among the less able that they had
 - i) no knowledge of the production process,
 - ii) they needed attitudinal training (their approach to employment),
 - iii) Remedial Maths and English were much needed and
 - iv) Health and Safety awareness on site was lacking.
9. Local Industry could absorb some young people, provided they were better trained in the areas aforementioned. This training need is borne in mind whilst planning the Workshops.
10. It is unlikely however, that Industry could absorb all young people - no matter how well trained they were - so we should be looking for simple alternatives.
11. The Workshops designed for the Project could encourage young people to seek that alternative in their own low cost, low capital outlay venture.
12. Figures of Youth Unemployment in Kirklees are attached as Appendix CC and show the opportunities available.
13. Kirklees Youth Training Workshops offer a basic multi-transferable skill opportunity coupled with a day to day Life and Social Skills Programme which in its rarest form should assist young people in the seeking, interviewing and retaining of a job and at its most sophisticated could produce young people who have a desire to make work for themselves through low capital projects in the areas of manufacturing and services.
14. Remembering that the young people are, in the main, the least able, and that the job vacancies are not taken by them, we must look for suitable areas of skills training that does not build up false hopes and expectations - work that is divisible into small units of operation that together make up a final production process that can be seen and appreciated.

LIFE AND SOCIAL SKILLS TRAINING

15. Bearing in mind the comments in Section 1 we should look at the supplementary skills training under the title of LIFE AND SOCIAL SKILLS. This area would be the responsibility of the Project Director in liaison with the Special Measures Programme, the local Training Establishments and the Supervisors.
16. Responsibilities would include:
 - a. Determination of individual needs of workshop trainees, supervisors and any volunteers. Further Education, day courses, inter action with internal and external groups. Job placement on initial contact with the workshop and all subsequent development in close liaison with the Supervisor.
 - b. Develop the ability to communicate through simple exercises and training aids.
 - c. Develop, within the workshop, an environment that will encourage the trainees to cope with the outside world.
 - d. To develop a local knowledge of facilities that are already provided to enhance interests and hobbies outside the working environment.
 - e. To develop the ability to seek out a job. Simple training aids again used, how to use the telephone, interview education, appearance, and letter writing and then job retention education.
- NB. These five aspects would be developed in each workshop in close liaison with the Supervisor, taking in to account special needs of the individual trainee.
17. Other areas to be developed would be the determination of initial workshop placement and monitoring of progress of the individual through a Job Rotation Schedule, were it applicable.
18. Long term Career Prospects in close liaison with the Careers Office.
19. Arranging Day Release Courses in conjunction with the Technical College and the Polytechnic.
20. Canteen Facility: to encourage the concept of social activity, the making of biscuit or cake for Workshop consumption, the making of tea and coffee on a rota basis, exchange of ideas and events, organisation of internal events, notice board facilities, Job Centre information, details of courses etc.

This area would be a major factor in the Life and Social Skills training in an informal way yet designed to maximise the ongoing work of the Supervisors.

21. After discussions with Dr. Taylor at the Huddersfield Technical College it has been agreed that courses will be available on Day Release to those requiring them, that Tutors will conduct Life and Social Skills Training 'on site' at the Workshops and that the content of those courses should be based on the Manpower Services Commission Handbook entitled"Guide to Life and Social Skills".

The initial courses on site will be defined in a Ten Week Syllabus and each session will stand on its own merits. This is to ensure that the short stay 'trainee' will receive some guidance in this area.

SUPERVISORS - GENERAL COMMENTS

22. The appointment of the supervisors is vital to the success that the young people attending the workshops will have. We shall therefore be looking for specialist workers in each unit but they must have the ability to communicate with young people, they must have enthusiasm, the ability to work in conjunction with other trainers, other workshop trainees and see the Workshop as a total.

The specific requirements are all noted in Sections 5.6.7 and 8. Also please see diagram Appendix AA1.

23. For the success of each workshop it is envisaged that they should aim to have a range of production levels -(that one item should be made in that workshop that is independently produced for sale in the Retail Unit Workshop).

24. This production level concept should allow the least able to undertake a simple task/skill and improve, the more able to be involved at a higher level.

25. General responsibilities of the Supervisors:

- a. Care of materials and equipment
- b. Clerical skills and Book keeping
- c. Production and packaging
- d. Design, layout (in conjunction with other Supervisors)
- e. Sales and outlets
- f. Liason internally and public relations
- g. Market Research

26. Through these responsibilities, with the General Manager, the Supervisors should seek to devise methods and training aids to develop a personalised programme for each trainee that would bring about a greater knowledge of the Workshop, the industrial world, employers problems and simple alternatives to unemployment.

WORKSHOPS - GENERAL COMMENTS

27. Each workshop has its own identity, its own product(s) and its own specialist requirements but the Supervisors together with the General Manager would be encouraging inter action at all levels, with a possible experiment in Job Rotation in the early stages.
28. The workshops would look to each other for ideas and motivation. Each trainee should seek to involve themselves in design and planning for the total workshop concept.
29. Finally, the workshops would work for each other and supervisors must be used to the transference of costings from one Department to another, the total production process, deadlines, markets and man hours breakdown etc. This can only be done by a realistic consultative process with members from each workshop, availability of materials, ordering, schedules, which will hopefully produce harmonious working relationships.

WORKSHOP ONE - SEWING AND REPAIR

30. Suggested initial production item would be a Simple Cushion.

Supervisor skills: Sewing, both machine and hand, design, marketting.

This workshop would initially produce a single article to comply with the ideals set down in 3.3. and then after a successful completion of that phase move in to the production of a range of articles in consultation with the other workshops.

This process would lead from the production of the simple cushion with all the elements of training, through to the production of several items where the fabric, labels for packaging and sale through the retail unit would occur on site.

The supervisor would also look for sub contract work to enable the group to experience industrial realism and the pressures of outside commitments.

Repair Work

31. This area would provide a service to the Community through Old Age Pensioners and less privileged groups. Renovation and repair of clothing, soft furnishings and the training in domestic skills will be a priority.

This work will be on contract through the local authority or through the advertising of the scheme undertaken by the group.

WORKSHOP TWO - REPAIR AND CONSTRUCTION

32. Suggested initial item for production could be a painted drum for the storage of childrens toys.

Supervisor skills required: Woodwork skills, precision work, hand skills both industrial and domestic, basic electrical knowledge, plumbing knowledge, work programmes and time sheet recording methods.

This workshop would initially be responsible for the repair and maintainance of the building that the project is situated in. The repair of walls, the building of partitions, shelving.

The group should be looking to extend their area of work by producing items for sale in the shop. These items should be, as in Workshop 1, simple items with a progressive skill element. Wooden toys made from old chairs, the refurbishing of old toys, the painted toy storage drum.

With a greater knowledge gained in all the areas outlined - and with a greater awareness of the social skills they need to gain, the group, or part, should aim to become mobile. To move out in to the community offering a service to the less affluent areas, in the repair and maintainance sector of their work.

There would need to be a separate Supervisor for the Mobile unit but this should not be undertaken until such time as those young trainees have spent their induction period in the workshop gaining the required level of expertise.

Cross fertilisation with other Departments, especially the retail unit should be enormous, as the shop would probably require much initial carpentry work.

* The C.I.T.B., have offered their services in this area and we could perhaps dovetail over the training programme.

WORKSHOP THREE - FABRIC DESIGN AND PRINTING

33. Suggested initial item for production for direct sale through Retail Unit would be a simple hand printed card.

Supervisor skills required: Design and layout skills, silkscreen printing skills, knowledge of fabric design, production and retailing, photographic skills for printing and buying knowledge.

This workshop would have two functions - Internal and External.

Internal:

To design and produce in conjunction with other workshops printed matter for the promotion and sale of work. To cost out effectively, transfer costs and to print those items as effectively as possible.

Items would include.

Fabric prints for the toy manufacturing, cards, posters, fabrics for soft furnishings, aprons, mop caps, tea cosy and the like.

Labels for the promotion of goods, advertising displays for the Workshop and other sundry items.

External:

To involve the community in some small printing projects, to show, at cost how printing is done.

To print those materials designed for the teaching of life and social skills under the experimental project for which this whole workshop is actively engaged in.

To gain other external work.

WORKSHOP FOUR - THE RETAIL UNIT WORKSHOP

34. This workshop would be the FRONT for the whole workshop project.

Based in shop premises/public meeting point the unit is responsible for reception duties and the sale of goods produced.

The public would wish to be shown around the open workshops, to know about the project and what happens, this would be a reception duty.

The logging of items brought in for repair or sale would be received and despatched internally, items collected by the public would be signed for and dealt with by this unit.

Telephone enquiries, salesman approaches, correspondence and general information would also be the responsibility of this workshop.

Stocking of shelves, window display, the internal records of sales and other major items related to the smooth running of the unit would be dealt with.

Supervisor skills: Retail experience, stock control, window display and transfer debit and credit systems.

SKILLS ACQUISITION THROUGH WORKSHOP PARTICIPATION

35. From the involvement in the workshops the following skills would be acquired:

Hand and machine sewing skills
Design
Materials costing
Cutting and filling skills
Labelling and packaging
Repair work
Domestic skills
Communication skills in Workshop 1

Use of hand tools in joinery
Electrical works
Plumbing work
Care and maintenance of hand tools
Clerical - time sheets and internal transfers
Training manual presentation
Diagram work
Costing out of jobs in Workshop 2

Design
Layout and precision skills
Printing skills
Colour appreciation
Textile work
Fabric printing
Packaging and label design and printing
Communication skills
Ordering, stock control, internal transfers
Liason with other Workshops
Time sheet keeping in Workshop 3

Retail work
Stock control
Window display
Public communication
Handling accounts
Maths skills
Reception skills
Ordering forms, time sheets, internal and external accounts
Method production and procedures
Book keeping
Telephonist skills
Simple accounting procedures in Workshop 4

Community appreciation
Vehicle maintainance
Time sheet keeping
Public communication
Care of tackle
Safety in the home
Domestic repair and renovation ... in Workshop 5 Mobile

WORKSHOP SIX - URBAN FARM

36.

AIMS

To teach under Supervisor, young unemployed people in the Area in skills related to both Horticulture and Agriculture, within the framework of the preparation and production of Market Gardening, Nursery Work, Landscape groundsmanship, flower production and Animal Husbandry.

This training will be aligned to the Manpower Services Commission overall proposals for the teaching of transferable skills in realistic situations that will allow young people, in the right environment to explore their potential and thereby seek out job opportunities and retain them.

Each young person will also receive, either formally through Day Release or informally by the Staff of DABTAC and Huddersfield Technical College coming to the workshop an amount of training in Life and Social Skills.

THE SITE

Following a Working Party discussion on the relevant 'type' of workshops for North Kirklees we have attempted to match the needs of the young people to the needs of industry and the jobs available. However, the degree of mis-match can only outline the need for urgent thinking about alternatives.

Bearing all these factors in mind it was suggested by Batley C.V.S. that their original plan for an URBAN FARM be followed up and steps taken to ascertain the developments within Kirklees Council. This was done and the report is now at the stage of submission.

A map showing the area is attached.

SUPERVISION

Realistic appraisal of the site has been undertaken and the need for constant Supervision is recognised. It is also recognised that weekend Supervision is desirable and this will be taken into account when we appoint.

These appointments are vital to the success that the young people attending the workshop will have. We shall therefore be looking for specialist workers who additionally have the ability to work closely with other trainers, other workshop trainees and see the workshop as a total.

cont/.....

SKILLS ACQUISITION

Nursery Work
Bedding Works
Care and Mainenance of Greenhouses
General Mainentance
Landscape
Turfing
Mowing
Soil Mixing
Use of Insecticides
Greenhouse hygiene
Ventilation
Potting Work
Animal husbandry - Poultry
Mushroom Farming
Safe Working Practice

LIFE AND SOCIAL SKILLS

The agreement of both Dr. Taylor (Principal - Huddersfield Technical²₃ College) and Mr. Danielion (Principal D.A.B.T.A.C.) to involve their staff in this area has already produced initial meetings to determine the content of courses, duration of courses, course venue, style and materials.

The area of Life and Social Skills is of paramount importance to the Workshop and a great deal of attention is being paid to it all by all concerned.

TO SUMMARISE

The Kirklees Youth Training Workshop is making application to use the marked section of Wilton Park, Batley for a Training Workshop to be called URBAN FARM. The application is made with the support of Dewsbury and Batley Technical and Art College, Huddersfield Technical College, Batley Community Volunteer Service, Kirklees Careers Service, Inter-Action and Community Relations Council, the latter two being co-sponsors. Support is also forthcoming from the Batley Civic Society.

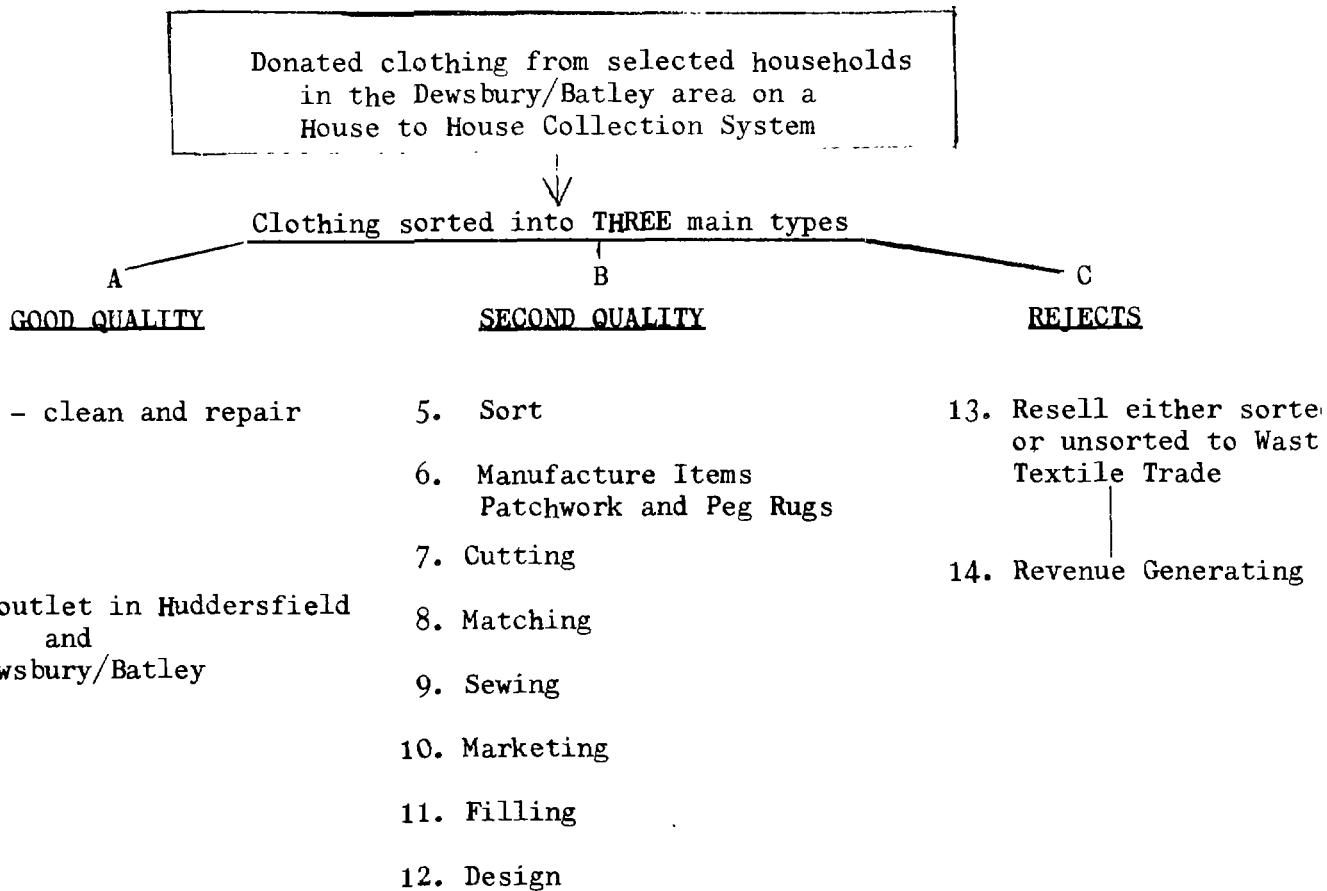
The scheme will run for a period of a minimum five years and will be paid for under the new Youth Opportunities Programme (M.S.C.) as part of a series of Workshops collectively called Kirklees Youth Training Workshop. Details of the overall scheme will be available soon but the structure document outlines the Workshop.

There will be up to eight young people with the required Supervision.

WORKSHOP SEVEN .. CLOTHING RENOVATION

37 The need for simple sorting, baling and processing work linked to the Textile Industry is an area of need in the locality.
To accomodate this we intend to incorporate and teach several basic skills in one workshop.

Diagrammatically the process is shown as follows:



These aspects of the Workshop demand an involvement from the Community at large and can be efficiently run with the minimum of costs or Capital Expenditure. (See Cost Sheet)

WORKSHOP EIGHT - LIGHT ENGINEERING

38. This Workshop is still being researched and will perhaps have to be delayed until a realistic feasibility study can be undertaken to look in to the Costing and Product side of the operation.

WORKSHOP NINE - WOODWORK AND GENERAL REPAIR

39. Based on a previous unfulfilled J.C.P. Appreciation this Workshop again needs the careful consideration that only an in depth feasibility study can offer.

The idea is sound and it seems possible that Local Authority Contracts can be obtained for the refurbishing of old and damaged school furniture.

The Workshop could also offer scope for the 'one off' manufacture of items specially required by local tradesmen, companies, playgroup, voluntary bodies. etc.

Support is forthcoming from the Timber Trade in Kirklees.

THE PROJECT DIRECTOR - RESPONSIBILITIES FOR THE INDIVIDUAL TRAINEE

41. Reference through this report has been made to the individual trainee and the measures that should be taken to ensure a smooth period of training whilst at the Workshop.

This training will be a part of the day to day running of the Workshop with special attention be paid to the Day Release Courses run at the Huddersfield Technical College - with the assistance of Mr. A. Chapman.

A process of training would run as follows:

Interview - with SMP and the Careers Service
Initial workshop selection
Long term career prospects

Day release possibilities
Programme individual training needs

Health and Safety at work

Life and Social Skills

Special attention to Authority bodies with whom the young trainee will have to deal with such as Income Tax, Social Security.

Job rotation possibilities - if needed

Social/Canteen duties - Training - knowledge of local facilities

Total workshop conception

Job Centre - function and areas of work

Records of progress with the supervisor at regular meeting.

***** This training will run in unison with the Skills Training.