

## **Appendix 'A' - Proposal for Rural Skills development programme**

### **Step 1. Recruitment of additional staff.**

Recruitment of an apprentice to support delivery of core programme, specifically administrative and logistical work to deliver courses, comprising drafting and circulation of course documentation, tool delivery to sites throughout the Cotswolds AONB, and tool maintenance.

Full costings for recruitment of this Apprentice are provided in Appendix B.

### **Step 2. Development of new course options.**

Additional staff resource will enable Rural Skills Officer to deliver a development programme of new courses, thereby expanding the existing programme and adding to the range / diversity of courses available.

### **Step 3. Review of expanded Rural Skills programme**

As part of this development programme, participation rates and numbers of new courses will be closely monitored. This will help to continuously balance the creation of new courses with increasing the number of existing courses against market requirements.

In summary, the current Rural Skills programme:

- Has reached capacity, with opportunities for new business not being realised due to the current staff capacity.
- Monitoring and balancing fill rates with course numbers and types by the Rural Skills Officer are secondary to operational work required to deliver the programme. Additional staffing will provide the opportunity to pay greater attention to these key areas.
- The new Rural Skills programme for schools has a proven track record since its inception and generated a positive balance, with established relationships yielding more requests for training opportunities than the Rural Skills Officer can currently deliver.
- If approved this proposal will enable the delivery of new courses / business opportunities to expand the programme and improve its financial balance.