

SAIF Local Strategies Working Group

Abbreviated draft notes of training strategy meeting held on Thursday 5th June 2008 at 10.00am at the Scottish Government Building, Victoria Quay, Edinburgh

Present

Jean Alcock, Ben Forsythe, Margaret Hurcombe, Claire Brennan and Joanne Martin

Apologies

Lucie McAnespie and Carolyn Wyper

1. Charging

A charging policy for SAIF's training courses has been agreed; some of the key features are:

- the inclusion of a VAT element
- the use of a checklist to work out the 'true' cost to SAIF
- publications used as part of training / seminars will be free

2. Promotion of training

SAIF does not have a budget for publicity. The use of promotional methods have developed as the range and demand for training has grown. A structured approach to promotion is required.

3. Trainers

It was agreed that SAIF needs to recruit a bigger pool of trainers. The following actions were agreed:

- The development of a brief
- Advertise to invite tenders
- An interview process
- Attend the SAIF (induction) training course

This has time and cost implications which may need to be discussed further.

4. Training for the future

SAIF is considering training in new areas. It was agreed that the immediate priority is to concentrate on firming up the existing programme and methods.

Future discussion will concentrate on the development of new areas.

5. Accreditation

It was agreed that SAIF is not yet in a position to consider formal accreditation of any type. However, in future all those who attend our training courses will be offered an attendance certificate.

6. Next meeting

The next meeting will take place on Friday 22nd August 2008 at 10.30 am in Edinburgh. It is likely that this meeting will take place at FAIR.