

## Response 2 Redundancy Project - Background

The R2R project is supported by the European Social Fund and the East of England Development Agency. It offers a service to private and public sector organisations which have jobs at risk and operate in the East of England (Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk and Suffolk).

It aims at supporting those staff, whose jobs are at risk by providing funding to support training to better prepare them for the job market. R2R has spending limits for the training provision. For any individual, it will normally only support one training episode at a cost up to £500 for any training but the level of payment will be related to the skill level being attained. Where there is a need and a cost for business start-up training this can be funded in addition to the skills training.

To be eligible staff must be directly employed by the company, temps and agency workers are excluded, for example. For sub-contractors, R2R would need to make separate arrangements with their employing company.

To access the training it is necessary for each employee to have an Information, and Advice session with a professionally trained person. It lasts about an hour and aims to assess the current skills of the individual, the desired direction of the individual's career and any training needs to improve existing skills or enable the employee to change career direction.

Additionally, R2R can provide outplacement training workshops, which cover CV preparation, interview techniques and job search, for example. Normally the one to one sessions and the workshops take place on company premises but if this is not possible we will arrange them at a location convenient for staff.

If you are using your own contracted outplacement provider R2R is happy to liaise with them to enable your employees to take advantage of the training opportunity.

Because approximately half of the funding comes from the European Social Fund we are required to collect some information about the company, subsequent to being invited to offer support but only that which is already in the public domain.

Against this background we ask participating companies to work in partnership with R2R on the following basis:

R2R will respect the confidentiality of any information it becomes aware of which is commercially sensitive and not in the public domain. We will be happy to sign a non-disclosure agreement if required.

The R2R project manager will agree with your nominated contact an overall schedule, which is tailored to meet the requirements of the company paying particular regard to appropriate timing and availability of staff.

The project manager will be happy to explain to staff at half hour session(s) what R2R has to offer.

We will appoint an organisation to perform the one to one sessions and group workshops on our behalf but,

As indicated above, we will be pleased to work in conjunction with your own outplacement provider which you may have appointed, so staff can still have access to the training provision.

We will expect our, or your own provider, to arrange a detailed timetable for the sessions, which normally take place in company time but can be arranged outside office hours to satisfy your shift patterns if necessary.

Any training needs will be identified to R2R by receipt of a form completed and signed by both the employee and the interviewer at the one to one sessions.

R2R will directly contact employees at work or at home to organise the training at a time and location acceptable to the individual and on occasions yourselves.

In some cases time off may be requested so that the training can be completed prior to leaving. Training can be in basic skills through to NVQ level 4 or equivalent.

Obtaining another job does not invalidate any confirmed arrangements.

Payment for the training is normally made directly to the training provider, which could be in the public or private sector, but on occasions a grant is made to the individual on completion of the training.

If you have not already made contact with the local Jobcentre Plus office we would, with your consent, invite them to discuss the services they offer with you and your staff.

Although it is recognised by R2R that the information is sensitive, it will request a list of staff affected and their proposed leaving date as soon as practicable because:

Assists in scheduling the one to one sessions

Assists in arranging training

R2R will need to collect additional information, which is already in the public domain, as listed in Appendix 1

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