

memorandum of understanding

supporting skills enhancement for the process and manufacturing sector

is made this 12th day of July 2010

Between:

(1) **PROSKILLS UK**, whose principal place of business is Centurion Court, 85b Milton Park, Abingdon, OXON, OX14 4RY, and

(2) **TRADES UNION CONGRESS (TUC's) unionlearn**; a body established by TUC whose principal place of business is Congress House, Great Russell St, London, WC1B 3LS ("unionlearn")

1. Purpose and Context

1.1. The purpose of this Memorandum of Understanding (MoU) between Proskills and unionlearn is to formalise the process of joint working to achieve mutually beneficial objectives.

1.2. The partners to this agreement represent the two sides of the employment relationship, enabling an approach to skills provision that optimises the opportunities for skills enhancement for the whole of the process and manufacturing sector.

2. The Partners

2.1. Proskills UK is the Sector Skills Council for the process and manufacturing sector. It is an independent employer-led organisation that works with a range of stakeholders to meet the skills needs of the sector.

2.2. Unionlearn is the TUC's learning and skills organisation; it has the capacity to assist unions to access learning for their members by providing a wide range of services at national and regional levels.

3. Aims and Objectives

3.1. The overarching aim of this MoU is to assure a spirit of common purpose in strategic partnership in key areas of activity throughout the UK.

3.2. The parties wish to participate jointly in a formal relationship, leading progressively to the introduction of effective working relationships between both organisations at all levels. This agreement will support delivery of the learning and skills-related objectives of each organisation and will open up new opportunities to realise their common objectives.

3.3. The objectives are to:

- » build a strong, effective and mutually beneficial working relationship between Proskills UK and unionlearn
- » develop long-term, sustainable initiatives that reflect and address the changing needs of the sector
- » create a shared voice for addressing common skills development issues through a process of lobbying and responding to funding opportunities.

3.4. Close working relationships, networking and trust will underpin this MoU. In particular the parties will:

- » acknowledge and respect the differences and similarities across respective organisations
- » share relevant information and plans in order to maximise coherence and minimise overlaps
- » ensure effective and timely communication on all issues likely to have an impact on the aims and objectives of the MoU

- » promote common messages to external stakeholders including appropriate use of joint communications and events.

4. Benefits

4.1. Achievement of the aims and objectives of this MoU will provide benefits for all parties, in particular:

4.2. For Proskills:

- » support for the implementation and delivery of the Proskills Move On project
- » joint work with Proskills National Skills Academy to develop a national network of learning centres
- » provision of updates on progress and identification of possible areas for joint working
- » encouragement of regional officers and work based representatives of the relevant unions to work with Proskills UK national and regional managers to promote greater take-up of relevant skills development solutions
- » opportunities for Proskills to provide, as necessary, speakers or attendance at unionlearn and union events.

4.3. For unionlearn:

- » enhancement of the skills of all members of the workforce, ensuring their contribution to delivering an effective, sustainable and safe service
- » improved evidence base to help employers realise and demonstrate the benefits of sustained investment in training for:
 - › driving up service quality
 - › promoting diversity and equality
 - › influencing the skills of the future, as well as existing, workforce
 - › taking an integrated approach to workforce skills that makes best use of the knowledge, skills and potential of all staff, particularly those who may have few formally recognised qualifications; allows recognition and transferability of skills; and

promotes learning and qualifications designed and funded flexibly – enabling staff to build up their skills through a range of flexible learning opportunities

- » recognition for the significant contribution union learning representatives (ULRs) can make as trusted intermediaries in the workplace, in reaching and supporting new learners and therefore support for ULRs to carry out this role effectively. Formal recognition with the ULR of the Year category at annual Proskills Awards dinner.
- » support for relevant, accessible careers information, advice and guidance.

5. Delivery

5.1. The aims and objectives of this MoU will be delivered by a joint working group of representatives of each signatory organisation, together with representatives of the Proskills National Skills Academy and of the relevant trade unions. The agenda for the joint working group will be based on the joint action plan appended to this MoU


5.2. This MoU is a statement of intent between the parties in relation to the subject matter herein and is not intended to create a contract, give rise to legal rights and obligations or create any legal relations whatsoever

5.3. All material/information shared between the parties will be kept strictly confidential and will not be disclosed without prior consent.

5.4. All contractual terms (including but not limited to those relating to ownership of intellectually property rights, licensing and the right to use materials, use of third party content, branding and cost schedules and responsibilities) shall be agreed prior to the parties undertaking specific projects and activities. This will include any consultancy contracts on either side.

This MoU shall be effective from the date of the latter of the parties' signatures hereto.

**For and on behalf of TUC's unionlearn
Signature:**



Name: Tom Wilson

Title: Director, unionlearn

Date: 12th July 2010

**For and on behalf of Proskills UK
Signature:**



Name: Tom Bowtell

Title: General Manager, Proskills UK

Date: 12th July 2010