

Mr Butler 8/11

MANAGEMENT IN CONFIDENCE

As you will see  
for this, YTS at  
No 10 is still negotiating  
its way through the  
maze of trade union  
approval  
A 24/8

Mr Tim Flesher  
Private Secretary to the Prime Minister

YTS - MPO WHITEHALL SCHEME

1. I am "Project Officer" on the implementation of the YTS MPO Whitehall Scheme but shall continue to work with Dennis Burkhard as Managing Agent.
2. To bring you as far up to date as possible I am enclosing copies of:
  - i. MPO Training Division's letter of 17 August 1983 about delays in Trade Union clearance of the YTS in the Civil Service and action preparatory to a hopefully favourable outcome.
  - ii. a copy of MSC's distillation of the Scheme Programme.
  - and iii. a copy of MSC's Programme Development Officer's letter of 9 August 1983 informing us that their Area Board had agreed the Programme subject to Trade Union clearance "at the relevant level".
3. CCSU will meet on 30 August 1983 to discuss the issue of the YTS in the Civil Service and subject to what emerges we could launch the project in three to four weeks from then, hoping that the delay will not disadvantage us seriously on recruitment.

G. Burns

G F Burns  
PS Division  
Room 1/96 (OAB)  
Ext 3106 (273)

21 August 1983

ENCS

Mr. Flesher

Thanks. We don't want

the No. 10 post to become a focus of controversy with the National or Departmental writers. No doubt MPO are sensitive to this, but you might keep close to Mr. Burns about it. We should aim that MPO do not put it to the departmental staff side until the CCSU have cleared the overall scheme, and then in as low key as possible together with other YTS posts in the MPO.

FRB  
30.8.



**Management and Personnel Office**  
Whitehall London SW1A 2AZ

Telephone (Direct dialling) 01-273 4506  
GTN 273 (Switchboard) 01-273 3000

Your reference

Our reference

Date

17 August 1983

Dear Departmental Training Officer

**YOUTH TRAINING SCHEMES IN THE CIVIL SERVICE**

I have previously written to you indicating that discussions with the Council of Civil Service Unions about the Youth Training Scheme in the Civil Service were continuing and that I would inform you when the discussions were completed. I am afraid that the discussions are still continuing, but I hope to be able to let you know the outcome at the beginning of September.

Given the tightness of the timetable for the implementation of YTS programmes and the need to take matters as far forward as possible whilst our discussions at national level with the unions are continuing, we think that it would now be desirable for departments who are to be Managing Agents for YTS programmes in the Civil Service to take some further steps as soon as they are ready to do so.

Departments are therefore free to offer to talk to their departmental unions about their plans for YTS programmes making it clear that these are conditional upon gaining union support at national level. Additionally it would be sensible for departments which are to be Managing Agents to submit applications for YTS programmes, which also would be conditional on gaining union support, to Area Manpower Boards of the Manpower Services Commission for approval.

I will let you know as soon as I can about the outcome of the discussions with the Council of Civil Service Unions.

Yours sincerely

*E D Doig*

E D Doig

Circulation: All Departmental Training Officers and other staff  
concerned with YTS  
Research Establishments  
Museums and Galleries  
Mr N E A Moore  
Mr Coster  
Mr Doig  
MPO Training Liaison Officers  
Mr Walne  
Mrs Bayliss (MSC)

**MANPOWER SERVICES COMMISSION  
TRAINING DIVISION  
YOUTH TRAINING SCHEME**

Scheme Ref No.

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**SUMMARY OF THE TRAINING PROGRAMME**

Name of Managing Agent/Sponsor & Address:  
 Management and Personnel Office  
 Old Admiralty Building  
 Whitehall  
 London SW1A 2A2      ~~273 3000~~  
 Dennis DURKHALD      273 4046

Main Operating Address (if different)

**I.L.E.A.**  
 - 1 AUG 1983  
 CARE!

TYPE OF BUSINESS/ORGANISATION: Government Department

SCHEME TITLE: IPO - Whitehall Scheme

OCCUPATIONAL AREAS COVERED: Clerical

PLACES: 15 trainees      LENGTH OF PROGRAMME: 50 WEEKS

START DATE(S): 12 September 1983      INTAKE: BLOCK/STAGGERED/CONTINUOUS

RECRUITMENT FACTORS: Willingness and potential to participate in a wide range of clerical activities. Desirable but not essential for some applicants to have a basic knowledge of keyboard skills.

TRADE UNION(S) AND/OR EMPLOYERS ASSOCIATION(S) CONSULTED:

HEALTH AND SAFETY ARRANGEMENTS:

Negotiations taking place with the Council of Civil Service Unions

All Government Departments participating in the scheme have agreed to comply with the terms and conditions of the HASAWA 1974.

DESIGN ELEMENTS	SUMMARY
INDUCTION	
OFF-THE-JOB TRAINING	
OCCUPATIONALLY BASED TRAINING	
PLANNED WORK EXPERIENCE	
CORE SKILLS	
ASSESSMENT	
GUIDANCE AND SUPPORT	
REVIEW RECORDING AND CERTIFICATION	

LEARNING OPPORTUNITIES	SUMMARY
BASIC SKILLS AND ADDITIONAL SKILLS	These are fully integrated in the programme. Through off the job training and office placements, trainees will acquire skills in number, communication, manual dexterity and problem solving/planning. They will gain 'hands on' experience of information technology and an understanding of its applications.
WORLD OF WORK	During work experience trainees will be subject to the normal disciplines of time-keeping, acceptable dress and behaviour. An understanding of the role of Government Departments will be developed through the BEC module in Government. Work placements in the Department of Trade and Industry will increase awareness of the relationship between Central Government and industry/commerce.
WORLD OUTSIDE EMPLOYMENT	Trainees will undertake a research project on the employment, leisure and education facilities provided in the local community, organised by City and East London college.
JOB SPECIFIC AND BROADLY RELATED SKILLS.	Each trainee will have the opportunity to develop a range of skills in the clerical field, including keyboard, computing, office machinery and basic office procedures.
PERSONAL EFFECTIVENESS	During work placements trainees will be allowed to work on their own initiative and as part of a team. The experience of working in a number of sections will develop confidence, flexibility and inter-personal skills through contact with a variety of people. The design and implementation of the local community study will provide an opportunity for developing organisational/planning skills. Departmental training will include the use of problem solving exercises which will develop self confidence through group work.
SKILL TRANSFER	The range of skills covered in the programme will equip trainees to seek employment in a wide variety of office situations. Communications/inter personal and numerical skills have a wide application to other occupational areas. Trainees will experience the application of the skills learnt in different contexts through their movement between sections/departments during the work experience.

DESIGN ELEMENTS	SUMMARY
INDUCTION	<p>A one week induction at City and East London College will include an introduction to YTS and the training programme including on and off the job training, health and safety and use of logbook. An initial assessment of trainees' abilities and interests will be made. There will be Departmental induction at the beginning of work experience at each stage within the scheme.</p>
OFF-THE-JOB TRAINING	<p>Provides for a minimum of 13 weeks at, or organised by, City and East London College. This includes 1 week induction, 33 days BEC General course on a day release basis, 10 days block release Keyboarding and Information Technology and 6 days block Local Community Study project. This will be supplemented by a 1 week residential course at the Civil Service College, Sunningdale and at least 6 days departmental training in clerical skills and information technology. A 3 week typing course at the Dept of Trade Training Centre will be provided for those trainees with some basic typing skills.</p>
OCCUPATIONALLY BASED TRAINING	<p>On and off the job elements are closely integrated. Trainees will acquire a wide range of clerical skills including, filing, mailing, keyboarding, reprographics and knowledge of office procedure.</p>
PLANNED WORK EXPERIENCE	<p>Each trainee's first placement will be decided on the basis of the initial assessment. In the Department of Trade and Industry trainees will develop their skills in 2/3 sections in which a full range of clerical activities are carried out. In the Management and Personnel Office/Cabinet Office trainees will gain experience in a number of common services/support sections. Movement between Departments will be possible. The placement in Downing Street will include a variety of clerical duties in the Press Office, Correspondence and Appointment Sections. The trainee will have the opportunity to gain wider experience in other parts of MPO.</p>
CORE SKILLS	<p>Numeracy and Communication will be developed through BEC modules, stock control, numerical filing, minute writing, use of telephone. Manual dexterity will be developed through use of office machinery and problem solving through planning of work and off job training projects. Computer literacy will be covered by College and Departmental training.</p>
ASSESSMENT	<p>Following initial assessment, each trainee will be assessed monthly to evaluate progress. This will be carried out by the section supervisor and will fully involve the trainees in assessing their own progress. In addition college tutors will conduct assessment during the off-the-job training elements.</p>
GUIDANCE AND SUPPORT	<p>The immediate source of guidance and support will be the trainee's line manager. A named representative in each Department and the MPO co-ordinator will also be available whenever necessary. Staff at these 3 levels will be involved in the review of progress on a personal and regular basis. Careers and MSC staff will maintain regular contact with the scheme throughout the year.</p>
REVIEW RECORDING AND CERTIFICATION	<p>Review of progress will be carried out monthly, the outcome of which will be recorded in the trainee logbook. Departmental representatives will hold monthly review meetings to assess progress and identify the further needs of the trainees across the whole scheme. Each trainee will receive a YTS certificate and a BEC General Certificate where a suitable standard has been reached.</p>

► **RECOMMENDATION TO AREA MANPOWER BOARD:**

This scheme provides for all the core skills and learning opportunities to be provided within the framework of the design elements. Fifteen places are being provided between Management and Personnel Office, Department of Trade and Cabinet Office.

Consultation with the Council of Civil Service Unions about YTS in the Civil Service is currently well advanced. If early agreement is reached approval of individual schemes will be sought from the relevant unions at the appropriate level. The Board is asked exceptionally to approve this proposal subject to agreement being reached with the unions so that the preliminary work of agreeing recruitment arrangements with Careers Service may continue and the various inter-departmental inputs may be negotiated and planned.

There will be no topping up of allowances.

Signature ..... *[Handwritten Signature]* ..... Area Manager

Date ..... *27 July 1983* .....

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**AREA MANPOWER BOARD COMMENTS/DECISION:**

Signature ..... AMB Secretary

Date .....

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**POSITION ON OUTSTANDING ISSUE(S):**

Signature ..... Area Manager

Date

Your ref:

Our ref: RS/NH

Date: 9<sup>th</sup> August 1983



**Training Division**

London North Area Office  
19-29 Woburn Place

London  
WC1 0LU

Tel 01 632 5318

GTN 2924 +

Mr D Burkhard  
Personnel Manager  
Management and Personnel Office  
Old Admiralty Building  
Whitehall  
London SW1

Dear Dennis,

+/ I am writing, as promised, to confirm that the London North Area Manpower Board gave approval at their meeting on 4th August to the MPO scheme "subject to agreement by the recognised and appropriate unions at the relevant level". Sue Bryan will contact you if and when we are able to proceed any further with the scheme.

In the meantime I enclose a copy of the new MSC trainee log book which is available to you free of charge should you wish to provide them for trainees on the MPO scheme.

Finally, please note my telephone number has changed to 632 5318, should you wish to contact me. Sue Bryan's number remains unchanged.

Yours sincerely,

A handwritten signature in cursive script that reads 'Roy Saxby'.

Roy Saxby  
Programme Development Officer

cc. Mary Davis, Dept. of Trade.

+/ Copy of info scheme, as agreed,  
attached (given to me by Peter Powell  
of Careers Office in Chorus + Rd.)  
DJS: 17/8/83