

- (m) support for school leavers and those returning to work after long-term unemployment
- (n) working with local colleges to provide training for new entrants and with employers to offer on-site experience
- (o) assistance with/support for modern apprenticeships
- (p) assistance and support for those wishing to start their own business locally, including the provision of information about local initiatives to support new enterprise
- (q) the development of links with colleges, course providers and employers within the wider area, to provide nationally accredited training at all levels.

5. SRC - Schedule of Accommodation

- 1 Reception and waiting area
 - i) Space for three workstations
 - ii) Reception window
 - iii) Space for display space and stands
 - iv) Window
- 2 Training room (large)
 - i) Combined with resource library
 - ii) Space for presentation/display material
 - iii) Table and chair storage
 - iv) Suitable for convenient installation of secure ICT for projection and sound
 - v) Secure storage
- 3 Interview room/offices x 3 no.
 - i) Suitable for 4 seated
 - ii) Suitable for convenient installation of ICT and telecomms
 - iii) Capable of joining up into one or two larger rooms
- 4 Toilets
- 5 Kitchen/kitchenette
 - i) Appliances, utensil, food and crockery storage
 - ii) Suitable for convenient installation of telecommunications
- 6 Cleaning cupboard
- 7 Circulation

Total for Skills and Recruitment Centre 250 sq m NIA

SECTION B : EMPLOYMENT & TRAINING POST-CONSTRUCTION

SCHEDULE B

Part 2

FURTHER DETAILS OF THE EMPLOYMENT LIAISON OFFICER

1. The Employment Liaison Officer will lead the SRC and shall be responsible for all liaison between:
 - (a) the Developer and development occupiers, and
 - (b) the SRC/training providers.

2. The Employment Liaison Officer shall:
 - (a) establish relationships and secure new business with employers
 - (b) implement an appropriate Service Level Agreement with Job Centre Plus and other agencies
 - (c) work with local training providers to access appropriate training programmes
 - (d) capture vacancies
 - (e) negotiate an 'exclusive' period within which to match local jobseekers to new vacancies, before they are advertised more widely
 - (f) identify potential skills gaps
 - (g) Lead on the monitoring and recording of information on the delivery of jobs and training within the Development by the SRC including (but not limited to) monitoring by address, postcode, gender, age, job description, ethnicity, disability and previous employment status
 - (h) use reasonable endeavours to monitor and record information on jobs and training opportunities within the Development including (but not limited to) monitoring by address, postcode, gender, age, job description, ethnicity, disability and previous employment status
 - (i) identify and meet SRC staffing requirements, e.g. for account manager, outreach and/or support workers, within the funding available.