



## EASTERN SEAFISH TRAINING ASSOCIATION

*Supported by*

**SEAFISH**

TRAINING

# FORWARD PLAN

## 2007/2008

Assisting companies and individuals in  
the sea fish industry to access  
relevant and cost-effective training

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## 1. Background

Eastern Seafish Training Association was constituted on 1st April 1992 with the strategic aim:

**To extend training opportunities within all four sectors of the sea fish industry and to introduce arrangements whereby all new and existing sea fish industry workers could have access to training opportunities and vocational qualifications.**

## 2. Primary Objectives

These are reviewed annually and from time to time may be revised as needs dictate.

Eastern Seafish Training Association will: -

- **Respond to national and local training needs to help ensure a framework of standard based training leading to nationally recognised vocational qualifications is in place for new recruits and those already employed within the Sea Fish Industry.**
- **Advise individuals, vessel owners and shore based units on the availability of training opportunities that can assist them to fulfil their training needs, and the United Kingdom and European legislative requirements.**
- **Promote the general uptake of training and aid the recruitment processes within the four sectors of the industry: -  
Fishing Processing Mongering Frying**
- **Promote and assist with the delivery and provision of careers information, guidance, counselling and support as required.**

## 3. GTA Structure and Operation

Eastern Seafish Training Association is a non-profit making organisation. Its main source of income is derived from an annual administrative support grant that it receives from the Sea Fish Industry Authority. Additional income to help recover the Association's full running costs is obtained through the organisation and delivery of training and consultancy services, and participation in European and UK Government related training support initiatives.

A full time Development Manager is employed to carry out the general activities required of the GTA, acting as contact points for industry enquiries, coordinating training activities, and organising the delivery of cost effective training to meet the sea fish industry's needs.

Whilst GTA's are autonomously constituted bodies, they work in close co-operation with Seafish Training and Standards (A division of the Sea Fish Industry Authority) in promoting the development and delivery of training within their geographical defined operational areas. A Management Committee consisting of industry representatives, who are elected at the 'Annual General Meeting', controls the GTA's operations. Attendance at AGM's is open to those engaged and/or employed in the sea fish industry.

The management committee: -

- Comprises of up to eight members who represent the four Sea Fish Industry sectors.
- Meets at least four times each year
- Formulates policy to help meet identified training needs.
- Oversees the recruitment, employment and activities of GTA staff.

**Current Key personnel in Eastern Seafish Training Association are:**

Chairman - Dave Audley (Fish Frying)

Vice-Chairman -Eric Oughton (Fish Processing and Catching)

Secretary/Treasurer- Karen Treacher

Development Manager - Clive Monk

The GTA welcomes nominations for Committee membership and strives to ensure full representation from all of the sectors. Committee members are nominated and elected at the Annual General Meeting. The AGM is scheduled to take place on 5 June 2007. Please contact the Secretary for details

#### **4. Geographical Area**

The GTA cover the East of England from Lincolnshire down to Essex, including Norfolk, Suffolk, Cambridgeshire and eastern parts of Bedfordshire, Hertfordshire and Northamptonshire. There are many towns in the region. The most important for the GTA for the Catching and processing sectors are: Kings Lynn, Gt Yarmouth, Cromer, Skegness, Boston, Lowestoft, Brightlingsea, Harwich, Maldon and Leigh on Sea. Cromer Crab Company are the largest processor based on the north Norfolk coast. The coastline has numerous holiday centres which each have significant numbers of Fish Fryers. See Appendix 2

#### **5. 2006/2007 Key Achievements**

##### **5.1 Catching Sector**

Most of the work carried out by the GTA in 2006/2007 was concerned with Safety Training for the catching sector. There was FIFG funding available for "New Entrants" to complete Safety training if they are working on registered fishing vessels. This training became a mandatory requirement on 1 April 2005. There was also FIFG funding available for refresher training (Sea Survival, First Aid and Fire Fighting) and for Stability, Navigation and engine courses.

A circular was sent to all fishermen (685) in the region who had taken the Safety Awareness course in the past. In theory, this meant all legally operating fishermen. The circular

informed them of the availability of the FIFG funded courses and the other training opportunities available through ESTA. This resulted in approximately 130 fishermen applying for various training. This ranged from individual who took all the available FIFG courses and others taking selected courses. This resulted in an exceptional year in terms of training.

Two foreshore gatherer courses were delivered in November for local fishermen who have licences for Morecombe Bay and Three Rivers Cockle picking.

Two Short-range radio courses were also delivered one in Essex and one in Norfolk.

The following training took place,

<b>TRAINING COURSES</b>	<b>NO.of Courses</b>	<b>Total Trainees</b>	<b>Trainee days</b>
Fire Fighting	8	82	82
First Aid	8	78	78
Sea Survival	9	75	75
Safety Awareness	3	26	26
2 day engine	5	41	82
2 day Navigation	7	60	120
5 day Nav	1	4	20
Stability	13	149	149
SRC	2	12	12
Foreshore gatherer	2	29	29
<b>Total</b>	<b>58</b>	<b>556</b>	<b>673</b>

Outcome funding is now paid on Safety Awareness. This gave outcome-funding income of £340. Additional income £260 was generated by carrying out TNA's for skippers FOR A Seafish/FIFG project

### **5.2 Processing, Wholesaler and Retail Sectors**

ESTA worked with 6 of the local businesses. This resulted in; 3 applying for the Seafish Processor Quality Award and undertaking the pre audit for the Award; 10 Training Needs Analysis completed; Manual handling training for all the factory employees for one processor; HACCP training for one Wholesaler; One days HACCP consultancy for one monger; 8 candidates for Intermediate Food Hygiene from one processor; five candidates on Food Hygiene and three candidates on Health and Safety.

Development Manager attended a train the trainer course for the Seafish Processor and Wholesaler Quality Awards and is now authorised to carry out the Pre audits for the Awards.

### **5.3 Frying/Food service Sector**

Working with Peterborough NFFF lead to 28 candidates on a taught Foundation Food Hygiene course and 7 candidates on HACCP and 7 candidates on First Aid.

Royal Harwich Yacht Club had 9 candidates completing the CIEH food Hygiene course.

There has been limited success with Open learning Food Hygiene training with 9 Food hygiene /Health and Safety candidates.

One shop has joined the Seafish Friers Quality Award and 20 shops undertook the Training Needs Analysis.

The chairman and Development Manager attended a Train the Trainer day for the Seafish Friers Quality Award and are now authorised assessors for the scheme. Clive Monk completed assessments for two new entrants and four re-assessments of existing members. 7 Candidates completed the Seafish/NFFF Fish Frier/Customer Service Skills qualification.

#### **5.4 Summary of on shore work**

<b>Training Courses</b>	<b>Total courses</b>	<b>Candidates</b>	<b>Trainee days</b>
Foundation Food Hygiene	3	37	37
Intermediate Food Hyg	1	8	24
HACCP	2	11	11
Manual Handling	1	13	6.5
Motivation/Training tech	1	12	6
Appointed Persons	1	7	7
EHO QA of Shellfish	4	7	7
<b>Courses Total</b>	<b>12</b>	<b>95</b>	<b>98.5</b>
<b>Other Outcome funded</b>	<b>No of Outcomes</b>	<b>Milestone £</b>	<b>Total Funding £</b>
Processor TNA	10	700	1400
Frier/retail TNA	20	700	1400
FFS/CSS	7	0	140
Food Hyg/H&S	45	500	1400
Seminars	12	0	240
<b>Total</b>			<b>£4,580</b>

#### **5.4 Summary**

Actual trainee days were 771.5 against a target of 462. Extra training was due to higher than expected demand for the new Navigation, Engine and Stability FIFG funded courses.

Net training income (Income minus cost for training costs) was £28,815 against a budget of £13,734.

In financial terms there was higher than budgeted costs generally due to the extra training courses (salaries, postage and stationery) added to this the error (£1350) in the budget for the Seafish core funding (see 7.1) and the shortage of outcome funding (Actual £5,952.50 against budget of £6,520) means the annual accounts show a surplus of £ against a budget of £342

#### **6. Seafish Funding**

This was the first year that funding from Seafish changed to core plus outcome funding. Unfortunately the original budget was put together with an error in the core-funding figure, which was put in the budget at £16,553 when it was actually £15,203.

The reduction from Seafish was therefore £5,068, which was the minimum target we needed to achieve from outcome funding to ensure we received the same funding we received from

Seafish in 2005/6. The budget was set at £6,520. The actual outcome funding we achieved was £5952.50. Therefore ESTA actually increased the funding from Seafish by £884.50 in comparison to the previous year.

## **7. Planned Courses and Targets for 2007/2008**

### **7.1 Funding**

Seafish will pay core funding of £15,203 for 2007/8. There have been some amendments to the Outcome funding. Our minimum target for Outcome funding is £5,271 in order to achieve the same funding that Seafish paid prior to the change to outcome funding. Appendix 1 gives the detailed plan which includes the training courses as well as the other services we can sell in order to attract Outcome funding.

Clive Monk will carry out assessments for the Seafish Quality Awards which attract payment from Seafish.

FSA funding is available via local authorities for "Safer Food Better Business" work (see 7.3) Appendix 2 is the financial budget for the forthcoming year based on Appendix 1.

### **7.2 Catching Sector**

#### **1. Safety Training-**

Funding: It is unclear as to how long FIFG Funding will continue. This plan is based upon it continuing to December 2007. Although the theory is that all current commercial fishermen have completed the mandatory training the reality is that there are still some who are trying to avoid it. MCA are beginning to enforce the rules so there is likely to be steady requirement for training for these and for the New entrants. There is still demand for the Stability, Navigation and Engine courses due to the possible introduction of a skippers ticket for vessels under 16.5 m.

#### **2. Other Catching Sector training**

The use of seminars for groups of fishermen will be a useful way of promoting ESTA and Seafish. Short Range Certificate radio courses, Care of the Catch and Food Hygiene courses will be promoted in 2007/8

3. Maintain contact with all relevant Catching sector organisations within the region in order to improve communication channels and establish Eastern Seafish Training Association as the first point of contact for the catching sector in the East of England. Regular newsletters will be issued.

4. Promote fishing as a genuine Career option by working with Job Centre Plus, schools and local Colleges.

### **7.3 Frying Sector**

1. ESTA is working in collaboration with the Cambridgeshire Local authorities and CMI providing six "Safer Food Better Business" seminars and corresponding individual coaching sessions for Fish and Chip shops in the county. This work is funded through the

council by FSA and will enable ESTA to build up relationships with the Cambridgeshire fish and chip shops. The seminars will also attract Outcome funding.

2. Establish and maintain contact with Fish Fryer organisations and businesses within the region to promote the GTA and the range of courses and other services on offer. A circular will be sent to all Fish and Chip Shops in the region in the summer.
3. Promote the Seafish Fish Frying Skills Qualification and the Customer Service Qualification and membership of NFFF by the use of targeted marketing to key players in the region.
4. Continue to promote ESTA to Local Authority Environmental Health Departments and offer collaborative working arrangements.
5. Continual promotion of established Food Hygiene Training, both Open Learning and Taught courses. Where possible taught courses will be offered on Sundays or Mondays to suit the customer requirements. Where Open Learning is used a short revision session will be included prior to the test. Taught courses will be set up around the region in the autumn in various locations to try and attract fish and chip shops and Fishermen.
6. Carry out Training Needs Diagnostic test where appropriate.

Appendix 1 gives the forecast.

#### **7.4 Processing Sector**

1. Establish and maintain regular contact with the processing businesses in the region and to promote training to them as a way of motivating and retaining good staff as well as increasing the performance of the business. Training requirements are likely to be Foundation and Intermediate Food Hygiene, HACCP, Forklift truck licences, Health and Safety, Knife skills, Supervisory skills and First Aid,.

Training Forecast is given in Appendix 1

2. Regular newsletters to be issued
3. Carry Out Training Needs Diagnostic test where appropriate

#### **7.5 Fish Mongering/Retail Sector**

1. Establish and maintain contact with Fish Mongers and other retail outlets selling fish to promote the GTA and the range of courses on offer. Training requirements are likely to be Food Hygiene, Health and Safety and First Aid. The figures for this are included in Fish Fryers/Fish Processors numbers as they are likely to be small numbers.

## 7.6 Other Training Opportunities

1. Billingsgate Training School offer courses for EHO's, which count towards their CPD requirements. This will also give another opportunity to promote the work of the GTA through EHO's.
2. Potential work with schools and FE Colleges offering taster sessions

## 7.7 Administration Matters

1. Administer the courses to ensure all are processed accurately and the FIFG information and Monthly reports and outcome funding statistics are forwarded to Seafish as close to the end of each calendar month as is possible.
2. Maintain accurate records of all those who have undertaken training and the certificates issued.
3. Follow up all enquires for further training by those in the catching sector and organise/coordinate course as the need arises. The aim is to reply to initial enquiries within 3 working days and offer course dates within 4 weeks subject to geographical and other local constraints.
4. Maintain database of Training providers, suitable training locations and caterers throughout the region.
5. Provide Quarterly reports for GTA Management Committee.
6. Produce Newsletters on the following provisional rota:

<u>Newsletter</u>	<u>Month</u>
General GTA/Catching	Aug, Dec
Fish Fryers	April, October, Jan
EHO	February, November

## 7.8 Miscellaneous Activities

1. **ESTA Website-**
  - a. Develop further links to and from ESTA website.
  - b. Maintain Website on a continual basis
2. **Careers Promotion -**
  - a. Establish and Maintain contact with Job Centre Plus and other organisations offering support in Career guidance within the region.
  - b. Attend and assist at school/college careers conventions and local job fairs as appropriate

- c. Ensure that access to Seafish careers guidance (Oceans of Opportunity) and information is made available to those who require it

**3. Funding -**

- a. Establish and Maintain contact with all organisations that may be helpful in obtaining funding. Particularly; EEDA, Local LSC's, DEFRA, Improve and local Colleges.

**4. Meetings -**

- a. Attend the quarterly GTA management committee meetings
- b. Attend the regional GTA training coordinators meetings as hosted by Seafish representatives.
- c. Attend any other meetings as required by the GTA management committee and other meetings that are deemed beneficial with regard to training. (eg Norfolk, Lincs and Cambs Shellfish Liaison Committee)
- d. Continue efforts to maintain a balanced sector representation on the GTA management committee. Identify suitable individuals who would be willing to assist with the work of the committee in an advisory capacity.

- 5.** Promote the work of all Seafish departments to interested parties, including schools and colleges.

- 6.** The GTA will continue to work with the Seafish regional training coordinator to ensure that the GTA satisfactorily meets the performance criteria parameters as described in the Seafish document, "Quality Standard for Group Training Association's."

***For further information please contact:***

Development Manager - *Clive Monk*

Secretary/Treasurer - *Karen Treacher*

Chairman - *Dave Audley*

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**TRAINING**

Appendix 1

SUMMARY OF TRAINING PLAN 2007/2008

	Candidate				
	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	TOTALS
Safety Awareness/ Basic Health & Safety	0	10	8	8	26
First Aid	16	0	16	8	40
Fire Fighting	20	0	20	12	52
Sea Survival	20	10	12	8	50
Stability *	10	0	20	0	30
Engine	16	0	16	0	32
Navigation Watchkeepers *	0	0	16	0	16
Radio	0	0	16	8	24
Food Hygiene	0	12	20	12	44
Food Health and Safety	1	1	1	1	4
Fish Frying Skills	2	2	2	2	8
Customer Service Skills *	2	2	2	2	8
Intermediate Food Hygiene			1	1	2
Safer Food Better Business Seminars	36	0	12	0	48
SFBB Coaching	30	0	0	0	30
HACCP	0	0	8	0	8
First Aid Training	0	8	0	0	8
Forklift	0	0	3	3	6
EHO	0	0	3	3	6
<b>Training Days</b>	<b>153</b>	<b>45</b>	<b>176</b>	<b>68</b>	<b>442</b>
TNA Processors	0	3	1	1	5
TNA Friers/retailer	10	10	5	5	30
Assessing and Maintaining Seafood Quality					0
Care of the Catch	0	0	10	8	18
Seminar	30	0	12	12	54
Friers Quality Award	1	1	4	1	7
Processor Quality Award	0	0	1	0	1
Vessel Accreditation Scheme	0	0	4	8	12
<b>GRAND TOTALS</b>	<b>194</b>	<b>59</b>	<b>213</b>	<b>103</b>	<b>569</b>
<b>Other Income</b>					
Commission for NFFF Membership	1	0	1	0	2
Attendance at Exhiitions	1	1			2
Attendance at Meetings	1				1
Work for Seafish (eg Friers Quality Award assessments)	3	3	3	3	12

**EASTERN SEAFISH TRAINING ASSOCIATION  
INCOME AND EXPENDITURE ACCOUNT  
ANNUAL BUDGET**

	2007-8	2006-7	<b>2006-7</b>	<b>2004-2005</b>
	BUDGET	ACTUAL	<b>BUDGET</b>	<b>£</b>
<b>INCOME</b>				
Core Funding- Seafish	15203		<b>16,553</b>	20,270
Outcome Funding -Seafish	11450		<b>6,520</b>	
Training/ Consultancy work	35976		<b>32,705</b>	30,347
Miscellaneous	2500		<b>2850</b>	0
Bank interest receivable	700		<b>1250</b>	550
<b>TOTALS</b>	<b>65,829</b>	<b>0</b>	<b>59,878</b>	<b>51,167</b>
<b>EXPENDITURE</b>				
Wages and salaries	33000		<b>30500</b>	19,424
Training/ TSCW Costs	23148		<b>19171</b>	32,632
Insurance	1750		<b>1800</b>	1,696
Motor expenses	1600		<b>1600</b>	2,205
Telephone/Internet	800		<b>800</b>	790
Printing, stationery and postage	800		<b>500</b>	530
Marketing	200		<b>200</b>	
Sundry expenses	600		<b>600</b>	1,054
Committee/ Meeting expenses	2200		<b>2200</b>	2,676
Corporation Tax	0		<b>0</b>	0
Office Storage	365		<b>365</b>	251
Job Advert	0		<b>0</b>	1,535
Accountancy fees	600		<b>900</b>	435
Bank charges	0		<b>0</b>	0
<b>TOTALS</b>	<b>65063</b>	<b>0</b>	<b>58636</b>	<b>63,228</b>
<b>DEPRECIATION</b>				
Depreciation	720		<b>900</b>	1,121
<b>GRAND TOTAL</b>	<b>65783</b>		<b>59536</b>	<b>64,349</b>
SHORTFALL IN/SURPLUS OF	<b>£46</b>	<b>0</b>	<b>342</b>	<b>-£13,182</b>
INCOME/EXPENDITURE				

## Appendix 3

### GTA Area of Operation.

Eastern Seafish Training Association's main operational area embraces the counties of: -

**Cambridgeshire**

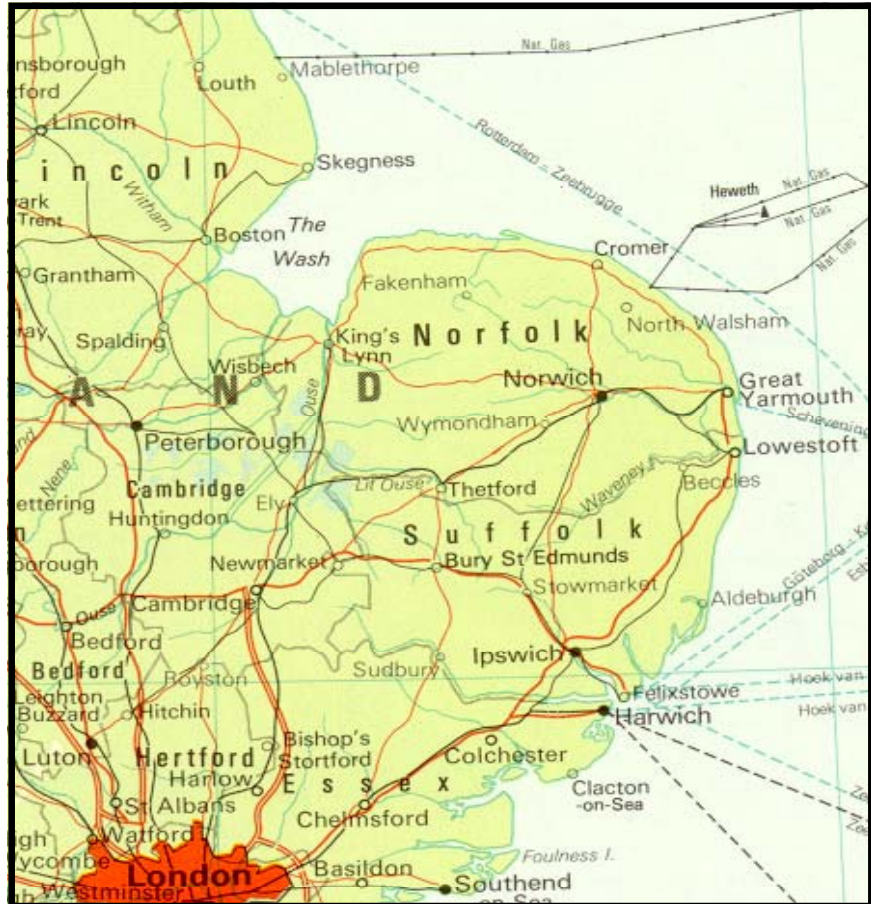
**Essex**

**Norfolk**

**Suffolk**

**South Lincolnshire**

**Eastern parts of:  
Bedfordshire  
Hertfordshire**



### **Client Group**

The most recent survey indicated the sea fish industry within the Eastern Region comprised of: -

- 666 Frying Establishments
- 116 Retail Outlets
- 31 Fish processing and merchants outlets
- 548 Registered fishing vessels

Employing an approximate workforce of 9863.

These figures are an approximate taken from the Labour Market Intelligence Report conducted in April 2002