

Here is a list of roles and sample tasks for workplace basic skills provision with a list of possible players below.

Function	Sample Tasks
Build Capacity	Coordinate provision in the area, plan/create specialist provider team including practitioner recruitment strategy, carry out practitioner training needs analysis, organise CPD
Manage Provision	Responsibility for strategy, action-planning, co-ordination, quality assurance, monitoring, review and continuous improvement
Promote to Employers	Produce marketing plan, organise promotional activities (eg seminars, networking, publicity, cold-calling, research/surveys)
Lead Programme	Maximise programme opportunities, engage senior management, set up steering group, manage programme process, lead practitioner team, evaluate and report stakeholder value
Raise Awareness	Engage key workplace personnel, communicate potential programme benefits throughout organisation
Identify Needs	Organisational needs analysis (managers' views, procedure and systems review, job shadowing, frontline staff interviews, analysis and reporting)
Engage Employees	Organisational needs analysis process, promotion and publicity
Develop Programmes	Identify and agree participants, negotiate release, design curriculum, agree evaluative procedure
Deliver Learning Opportunity	Reconcile workplace priorities with individual learning goals, maintain quality/audit records, provide IAG, celebrate achievement
Evaluate	Impact analysis including job skills improvement, key performance indicators and softer outcomes for individuals and family

Possible Players

Broker, Consultant Practitioner, Workplace Champion, Learning Rep, internal staff, LNE practitioner

It seems reasonable to suggest that it's not important who plays each role, as long as all players have agreed who does what, and that there are recognised lines of communication.