



Anne Clarke Associates Ltd
Gateway to Excellence in Training

Company Name: _____

Contact Name: _____

Number of Employees: _____

Vocational Sector: _____

Company Background, Business Vision & Goals

How long has the company been established?
What are the company's goals and targets for the future?
What are the current and future key challenges for the business?

Market Products & Services

What are the company's main markets, products and services?
How do you promote your business?
What are your routes to market – how do you sell?
How do you develop new products/services?

Operations

How do you measure – costs, efficiency, customer satisfaction & quality?

Use of ICT – networks, internet, website, E-mail?

Structure & People

What is the structure of the business? Different departments? Please feel free to attach an organizational chart.

Do you have any Vacancy issues, or issues surrounding staff retention?

HR Policies & Procedures:

Do all employees have job descriptions and contracts of employment? (please tick)

Job Description	All	Some	None
Employment Contracts	All	Some	None
Annual Appraisals	All	Some	None
Are they up to dates?	All	Some	None
Do you have a Training plan		Yes	No
Do you have a Health & Safety Policy		Yes	No

Training & Development

Are any of your staff currently undergoing any Training & Development?
No

Yes

How close is your workforce to meeting any regulatory training targets?

%

Details of current training taking place (in-house or externally delivered):

Further training and development planned in the next 6 – 12 months

Yes No

Details (in-house or externally delivered?):

Training Needs Identified

	Type/Level of Qualification or Short Course	Potential Learner Numbers	Learners eligible for T2G funding
H&SCare L2/L3/L4			
LMC			
Skills for Life (Lit/Num)			
Warehousing L2			
Management in Logistics L3			
Management L3/L4/L5			
Retail L2			
Business Administration L2/L3			
Customer Service L2/L3			
Hospitality L2/L3			
Security L2			

Anne Clarke Associates Ltd can also tailor Full Day and Half Day courses to meet the needs of your Business. Please list below any areas where you feel we can assist you with your Training Needs:

1.
2.
3.
4.
5.

Please return the completed form to support@anneclarkeltd.co.uk or alternatively post to:

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Saint Johns Business Estate
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