

## Cross Sectoral Skills Required by Employers

### Leadership & Management

- Team leading
- Communication and emotional skills
- Mental health first aid
- Understand time management techniques and tools, and how to prioritise activities and approaches to planning.
- Managing projects to meet an organisation's goals.
- Coaching and mentoring- Work with a wide range of individuals and teams across organisations, to empower and engage with them to enhance their professional performance

#### Applicable Apprenticeship Standards

Team Leader or Supervisor L3  
Associate Project manager L4

### Digitalisation

- Use productivity software such as Excel.
- Digital skills such as the use of tablets on site, use of digital platforms for capturing work, ability to access and use on-line training packages.
- Building simple applications for use in larger software
- Extract, manipulate, manage, and analyse complex data sets from multiple systems, including large scale and real time data.
- Knowledge of Edge computing (a distributed computing paradigm that brings computation and data storage closer to the sources of data. This is expected to improve response times and save bandwidth)
- How to use AI and machine learning methodologies such as data mining, supervised/unsupervised machine learning, natural language processing, machine vision to meet business objectives

#### Applicable Apprenticeship Standards

Cyber Security Technician (L3)  
Cyber Security Technologist L4  
Software Development Technician L3  
Data Technician (L3)  
Data Analysts (L4)

### Skills for a Net Zero Economy<sup>[14]</sup>

LCREE- Green Jobs<sup>[15]</sup>

- Retrofitting, retraining, and responding to new technologies in industries such as utilities, ICT, motor vehicle, engineering, and construction.

#### Wider Skills

- Meet energy and cost reduction objectives and targets within the context of wider sustainability commitments.
- Sustainability Awareness (Carbon Literacy)
- Understand and improve energy consumption and sustainability issues, and the role of the organisation in tackling them.
- Analyse sustainability performance data and develop the appropriate business response in line with legislation including the Corporate Sustainability Reporting Directive (2025).

#### Applicable Apprenticeship Standards

Plumbing and Domestic Heating Technician (L3) **MG**  
Low Carbon Heating Technician (L3) **DG**

### Business & Professional

- Know how to monitor budgets to ensure efficiencies and that costs do not overrun.
- Understand HR in their sector and any unique features.
- Good understanding of HR legislation and the HR Policy framework of the organisation.
- Sound understanding of the HR Policies that are relevant to their role.
- Continuous Improvement Principles (CI).

#### Applicable Apprenticeship Standards

##### Paralegal Level 3

Accounts or Finance Assistant Level 2  
Accountant Level 3  
Business Administrator L3

Procurement and Supply Assistant L3  
HR Support L3  
Associate Project Manager L4  
Payroll Assistant Manager L5

<sup>[14]</sup> Informed by 'Towards a Green Jobs and Skills Roadmap for Reading' A Report by Shared Intelligence, Oct 2022

<sup>[15]</sup> Low Carbon and Renewable Energy Economy sector data (LCREE). LCREE is a new classification model from the ONS for identifying firms and organisations involved in low carbon activity which is defined as "economic activities that deliver goods and services that are likely to help the UK generate lower emissions of greenhouse gases, predominantly carbon dioxide"

## CROSS-SECTOR PRIORITIES: LEADERSHIP & MANAGEMENT

DESCRIPTION OF CHANGE AND EXPECTED BENEFIT	ACTIONS	OWNER	EMPLOYER CHAMPION	TIMESCALE	POTENTIAL FUNDING
<p>Research and explore the support Oxfordshire employers need to provide L&amp;M development for the existing workforce to respond to the identified issue of a tight labour market.</p> <p>Education &amp; Training Providers to use LSIF, Innovation Fund as alternative sources of funding for development of non-accredited and accredited short courses for part-time and full-time learners to improve their knowledge and understanding of the identified Cross-Sector Transferable Skills</p>	<p>Using the Information on Cross-Sector, Transferable Skills (Leadership &amp; Management), education and training providers should review curriculum planning to include these skills where possible and appropriate.</p> <p>Provide staff development for FE Teachers in identified transferable skills that are valued by employers.</p>	ETPs		Autumn 2023– March 2025	LSIP LSIF AEB Emp

## CROSS-SECTOR PRIORITIES: DIGITAL

DESCRIPTION OF CHANGE AND EXPECTED BENEFIT	ACTIONS	OWNER	EMPLOYER CHAMPION	TIMESCALE	POTENTIAL FUNDING
<p>Digital skills are now 'must have' in every sector. Training providers should seek opportunities to embed these in all types of curricula at all levels.</p> <p>Employers and training providers to collaborate to provide curriculum provision that is flexible and accessible to working learners for upskilling.</p> <p>Education &amp; Training Providers to use LSIF, Innovation Fund as alternative sources of funding for development of non-accredited and accredited short courses for part-time and full-time learners to improve their knowledge and understanding of the identified Cross-Sector Transferable Skills.</p>	<p>Training providers should seek opportunities to embed Digital Skills in all types of curricula at all levels. This may entail investment in staff training and capital investment.</p> <p>Using the Information on Cross-Sector, Transferable Skills (Digitalisation), education, and training providers should review curriculum planning to include these skills where possible and appropriate.</p> <p>Provide staff development for FE Teachers in identified transferable skills that are valued by employers.</p> <p>Invest in any equipment or resource required by the identified cross-sectoral transferable skills.</p>	ETPs		Autumn 2023– March 2025	LSIP LSIF AEB Bootcamp App 16-18

### Information Key PARTNERS

#### ERB

The Employer Representative Body- Thames Valley Chamber of Commerce (Thames Valley Skills Unit)

#### WDP

Workforce Development Partnerships

#### ETPs

Education & Training Providers

#### LEP

Thames Valley Berkshire LEP

#### PARTNERS

Including Trade Bodies, Careers Advisers, JCP and other agencies

#### CEIAG

Careers Education, Information, Advice & Guidance

### Information Key FUNDING

#### LSIP

Local Skills Improvement Plan Funding

#### LSIF

Local Skills Improvement Fund (funding)

#### AEB

Adult Education Budget (inc Innovation Fund and Loans)

#### App

Apprenticeship Funding

#### 16-18

16-18 year old education funding

#### Emp

Employer funded, or time commitment

#### Bootcamp

Skills Bootcamp

## CROSS-SECTOR PRIORITIES: BUSINESS & PROFESSIONAL

DESCRIPTION OF CHANGE AND EXPECTED BENEFIT	ACTIONS	OWNER	EMPLOYER CHAMPION	TIMESCALE	POTENTIAL FUNDING
Employers and training providers to collaborate to provide curriculum provision that is flexible and accessible to working learners for upskilling.  Training providers, working in partnership with the ERB should set out a 'rapid response' service to design and deliver local, non-accredited and/or modular provision to address urgent Business & Professional needs in the existing workforce.	Using the Information on Cross-Sector, Transferable Skills (Business & Professional), education and training providers should review curriculum planning to include these skills where possible and appropriate.	ETPs		Autumn 2023- March 2025	LSIP LSIF AEB 16-18 Emp

## CROSS-SECTOR SPECIFIC: GREEN

DESCRIPTION OF CHANGE AND EXPECTED BENEFIT	ACTIONS	OWNER	EMPLOYER CHAMPION	TIMESCALE	POTENTIAL FUNDING
Build relationships with employers, to help businesses understand their responsibilities and actively develop green skills strategies. [17]	Work in partnership with the Sustainability Knowledge Transfer Partnership led by the University of Reading.	ERB Emp Partners	TBC	Dec 2023- March 2025	LSIP Emp
Employers and training providers to collaborate to provide curriculum provision that is flexible and accessible to working learners for upskilling.  Training providers, working in partnership with the ERB should set out a 'rapid response' service to design and deliver local, non-accredited and/or modular provision to address urgent Green Job skills needs in the existing workforce.	Using the Information on Cross-Sector, Transferable Skills (Skills for Net Zero), education and training providers should review curriculum planning to include these skills where possible and appropriate.  Education & Training Providers to use LSIF, Innovation Fund for development of non-accredited and accredited short courses for part-time and full-time learners to improve their knowledge and understanding of the identified Green Skills.  Provide staff development for FE Teachers in identified Green skills that are valued by employers.  Invest in capital resources identified as essential in delivering Green skills identified (as above). E.g., Retrofitting and retraining in industries such as utilities, motor vehicle, engineering, and construction	ETPs		Autumn 2023- March 2025	LSIP LSIF AEB Emp 16-18

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### Skills for a Net Zero Economy[14]

LCREE- Green Jobs[15]

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Wider Skills

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## CROSS-SECTOR PRIORITIES: LEADERSHIP & MANAGEMENT

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<p>Research and explore the support Berkshire employers need to provide L&amp;M development for the existing workforce to respond to the identified issue of a tight labour market.</p> <p>Education &amp; Training Providers to use LSIF, Innovation Fund as alternative sources of funding for development of non-accredited and accredited short courses for part-time and full-time learners to improve their knowledge and understanding of the identified Cross-Sector Transferable Skills.</p>	<p>Using the Information on Cross-Sector, Leadership &amp; Management, education, and training providers should review curriculum planning to include these skills where possible and appropriate.</p> <p>Provide staff development for FE Teachers in identified transferable skills that are valued by employers.</p>	ETPs		Autumn 2023-March 2025	LSIP LSIF AEB Emp

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## CROSS-SECTOR SPECIFIC: GREEN

DESCRIPTION OF CHANGE AND EXPECTED BENEFIT	ACTIONS	OWNER	EMPLOYER CHAMPION	TIMESCALE	POTENTIAL FUNDING
Build relationships with employers, to help businesses understand their responsibilities and actively develop green skills strategies. [16]	Work in partnership with the planned Sustainability Knowledge Transfer Partnership led by the University of Reading.  Identify resources and support for businesses seeking help with Green Skills.	ERB Emp Partners		Dec 2023- March 2025	LSIP Emp
Employers and training providers to collaborate to provide curriculum provision that is flexible and accessible to working learners.  Training providers, working in partnership with the ERB should set out a 'rapid response' service to design and deliver local, non-accredited and/or modular provision to address urgent Green Job skills needs in the existing workforce.	Education & Training Providers to use LSIF, Innovation Fund as alternative sources of funding for development of non-accredited and accredited short courses for part-time and full-time learners to improve their knowledge and understanding of the identified skills. Provide staff development for FE Teachers in identified green skills that are valued by employers.  Invest in capital resources identified as essential in delivering Green skills identified (as above). E.g., Retrofitting and retraining in industries such as utilities, motor vehicle, engineering, and construction.	ETPs		Autumn 2023- March 2025	LSIP LSIF AEB Emp 16-18

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