

JS/10/18

16 August 2010

Dear Colleague

JOB SIZING TRAINING

The SNCT is currently finalising revised job sizing materials following the completion of the work of the SNCT Review of Job Sizing Working Group and a subsequent pilot exercise. Four one day training sessions have now been arranged as a means of ensuring that users of the job sizing toolkit are fully apprised of the changes that have been made in advance of the materials going live in January 2011.

The training will take place at the COSLA Conference Centre, 9 Haymarket Terrace, Edinburgh over the following four dates in November / December, with each session scheduled to run from 10am to 4pm:

Thursday 4th November
Thursday 18th November
Thursday 25th November
Thursday 9th December

Each council area is invited to be represented on one of the four dates and will be able to nominate a total of four attendees comprising two employers' and two trade union representatives.

You are asked to set out, in order of preference from 1 to 4, the dates which are most / least suitable for your council area (i.e. 1 = most suitable). We will try, as far as possible, to accommodate your preferences.

Please intimate your preferred dates to Andrew Morrison at andrew@cosla.gov.uk by **Friday 10 September at the latest**. You are also asked to provide Andrew with the names and email addresses of your nominated attendees so that we can contact them directly regarding the arrangements for the training.

Yours sincerely

Tom Young (Employer's Side)
Drew Morrice (Teachers' Panel)
Stephanie Walsh (Scottish Government)

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