

**PLEASE FAX BACK THIS COMPLETED FORM TO 01740 644799**

## Semta Train to Gain Sector Compact - Pre-Visit Questionnaire

### Section 1 - General

Company Name: ..... Address: .....

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Contact Name: ..... Tel. No: ..... Fax No: .....

Position in Company: ..... Email: .....

Nature of Business Operation/Sector .....

Number of Business Sites ..... Number of Employees: .....

Is Company part owned by a larger Company No  Yes  if yes, what percentage .....%

### About Your Company

Do you have a Business Plan? Yes  No

Do you have a Company Training Plan? Yes  No

Have you been involved with Train to Gain? Yes  No

If yes, what is your Train to Gain registration number? .....

Have you had any contact with the Learning & Skills Council (LSC)? Yes  No

Have you had any contact with Business Link? Yes  No

Have you had any contact with the Manufacturing Advisory Services (MAS)? Yes  No

The Semta group takes a responsible approach to data protection and never pass on your details to third parties, from time to time we may use your details to inform you of exhibitions, available funding etc, if you do not wish to receive any communications please tick the box.

### Section 2 - Please give a brief outline of your enquiry/training needs?

### Section 3 - For Office/Internal Use Only

Manager ..... Date Enquiry Rec'd ..... Added to Database .....

Regional Sector Lead ..... Date Questionnaire Rec'd..... Visit Report Rec'd .....

Region ..... Date of Meeting ..... Actions Completed .....