

# Knowledge Transfer Partnerships

## Classic KTP Associates Training Guide

The document is primarily designed for  
KTP Associates who have taken on  
a Classic KTP project (12 months or more)

**February 2014**



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## 1 Introduction

Welcome to the KTP training programme managed by Ashorne Hill. This programme applies to Associates who have registered with a project start date on or after July 1<sup>st</sup> 2011 and undertaking longer KTPs (12 to 36 months).

This guide describes the key features of the training and explains what you need to do next. New sections will be added from time to time based on questions and issues that arise as the programme rolls out.

The training element of your KTP project is managed by the KTP Office at Ashorne Hill. If you have any questions please contact the Training Programmes Coordinator or Programme Director, who will be able to handle your enquiry.



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## 2 Ashorne Hill Management College

The KTP training will be managed by the KTP Office at Ashorne Hill Management College.

In the heart of England, set in 35 acres of landscaped grounds within a further 200 acres of woodland and pasture, and created around a Grade II-listed mansion house on a site dating back to the Domesday Book, Ashorne Hill offers a relaxed yet business-focused environment highly conducive to learning and networking.



Located close to the ancient Fosse Way, yet within a mile of Junction 13/14 of the M40 motorway and within 5 miles of the cross-country rail station at Leamington Spa - with Birmingham International Airport just 25 miles away - Ashorne Hill has hosted many prestigious training and conferencing events over more than 50 years.

If you have any questions please contact the Training Programmes Coordinator or Programme Director, who will be able to handle your enquiry.



Mrs Yasmine Shilton – Training Programmes Coordinator  
[ktp.office@ashornehill.co.uk](mailto:ktp.office@ashornehill.co.uk)  
01926 488004



Mr Terry Gordon – Programme Director  
[terry.gordon@ashornehill.co.uk](mailto:terry.gordon@ashornehill.co.uk)  
01926 488066

The KTP Residential Training Modules are both held at Ashorne Hill Management College. Leading up to the residential modules, KTP Associates will receive reminders along with location details. If you have any travel concerns, please notify the KTP Office prior to the commencement of the module.

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## 3 KTP Training Programme Explained

The training programme is designed to equip you with the skills and knowledge required to complete your project successfully. You will cover a range of topics that will help you to manage the project itself, manage people and improve your interpersonal skills, as well as providing a commercial context to what you are doing. These skills will not only help you with your current project but will also be invaluable in your future career.

The main considerations were to design a training programme that would:

- Provide comprehensive support to KTP Associates
- Cater for a broad range of learning styles
- Equip Associates with skills and knowledge that employers want
- Add value for both the Associate and the KTP partner
- Help Associates to manage their projects more effectively
- Help Associates to integrate into the work environment
- Prepare Associates for their future careers
- Provide a more flexible route to an accredited qualification
- Provide an opportunity for networking and mutual support
- Meet the National Occupational Standards for managers

The programme combines both e-learning and residential training elements to cover six core themes that we believe are the most critical areas of skill and knowledge required by KTP Associates. These are:

- Working in a Team
- Project Management Skills
- Leadership and Management Skills
- Communication Skills (General and Interpersonal)
- Commercial Awareness (Marketing, Finance and Resource Management)
- Health and Safety Awareness



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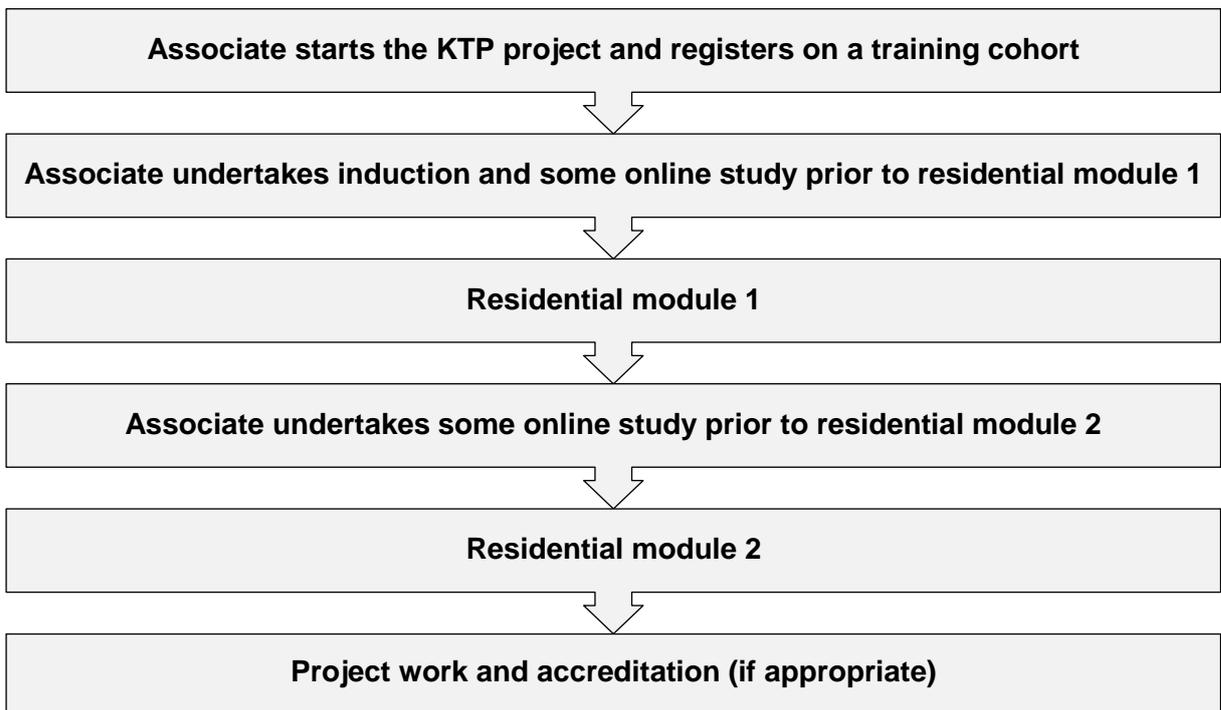
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## 4 KTP Programme Structure

The programme consists of two residential modules enhanced and supported by e-learning material. Each residential module begins on Sunday evening at 6pm and finishes on Thursday at around 3pm (4.5 days for each residential module).

You would normally expect to attend the first residential module the first few months of commencing your KTP project, with the second residential module taking place around 14 weeks after the first.

In simple terms the programme is structured as follows:



The table below provides a more detailed breakdown of the structure, with a timeline for all the key activities.

<b>Week 1</b>	<ul style="list-style-type: none"> <li>• Commencement of KTP Project</li> </ul>
<b>First couple of months</b>	<ul style="list-style-type: none"> <li>• Sign on to the KTP Portal and locate the KTP Training Site</li> <li>• Become familiar with the KTP Training Site</li> <li>• Complete the Prior to Residential Module 1 requirements online</li> </ul>
<b>First couple of months</b>	<ul style="list-style-type: none"> <li>• Attend Residential Module 1 (4.5 days)</li> <li>• Complete your Learning Log while on the Module 1</li> </ul>
<b>Between modules</b>	<ul style="list-style-type: none"> <li>• Meeting/s with KTP Adviser to discuss project progress, Learning Logs, action plans *</li> <li>• Complete the Prior to Residential Module 2 requirements online</li> <li>• Discuss qualification options at LMC, where appropriate</li> </ul>
<b>Around 14 weeks later</b>	<ul style="list-style-type: none"> <li>• Residential Module 2 (4.5 days)</li> <li>• Learning Log</li> </ul>
<b>Ongoing</b>	<ul style="list-style-type: none"> <li>• Meet with KTP Adviser to discuss project progress and action plans</li> <li>• Work on assignments for those doing an accredited qualification</li> </ul>
<p>* Some KTP Advisers may have already had the first meeting with Associates during the first few weeks of their project</p>	

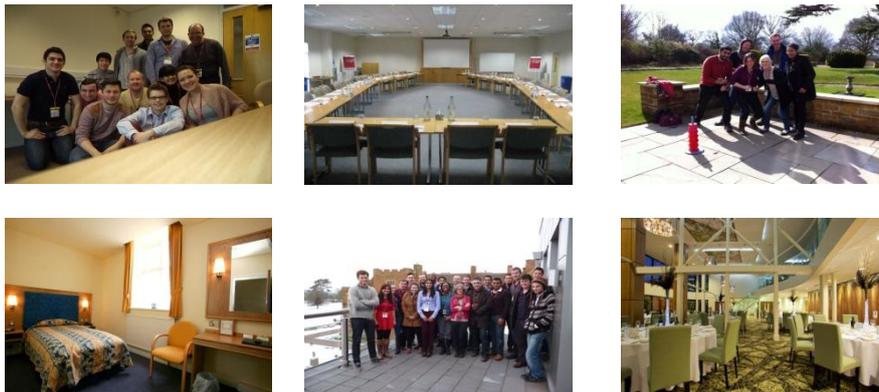
## 4.1 KTP Residential Modules

The residential modules are an essential part of the Associates' overall experience and provide an opportunity for networking, peer support, knowledge sharing and practical application of learning and skills.

The content of these modules covers themes that tend to evoke discussion or that are best learnt through group activities, experiential learning and interaction with the trainers and other Associates. These modules also contain topics, such as marketing, where the diversity of organisations and sectors represented among the KTP Associates naturally stimulates a lot of discussion and exchange of ideas. Another key area that benefits from residential delivery is finance, where those who have a natural grasp of the subject provide excellent support to those who are less comfortable with financial concepts.

The residential modules have been designed in such a way that the areas that are most directly relevant to the success of the Associate projects are delivered during the first residential module.

In most cases this will mean that they have acquired a range of communication, general and project management skills within five weeks of the project start date.



On the residential modules, we have recommended a maximum cohort size of 25 Associates, with a minimum of 15 per cohort. Larger cohort sizes will have a detrimental effect on individual learning and on the overall experience of the KTP Associates.

All of the residential training modules will be held at Ashorne Hill, which is based just outside Leamington Spa in Warwickshire, just off the M40.

Summary timetables for residential modules one and two are shown below.  
Detailed Residential Module One and Two timetables are located on the KTP Training Site.

## Residential Module One – Content Summary

<b>Sunday evening</b>	Introductions, programme overview and learning group formation		
Monday	Tuesday	Wednesday	Thursday
Introduction to KTP	Conflict management	Leadership and management	Time management
Working in teams	Influencing skills		Consolidation exercise in teams
Project management	Communication Skills	Motivating others	
	Managing resources	Health and safety	
Learning groups	Learning groups	Learning groups	Assignment briefing

## Residential Module Two – Content Summary

<b>Sunday evening</b>	Learning groups review what has happened between modules		
Monday	Tuesday	Wednesday	Thursday
Internal/external environment	Marketing exercise	Financial concepts Analysis of accounts	Business simulation
Business strategy	Marketing presentations	Business simulation	Final presentations
			Simulation review
Marketing	Financial concepts Capital and budgeting		Learning groups
Learning groups	Learning groups	Learning groups	Assignment briefing

## 4.2 How Associates register onto the KTP Residential Modules

Every KTP Associate must attend 2 residential modules and will also be required to do some online study. If an Associate is to be exempt from the residential modules, Advisers/Supervisors must notify the KTP Office at Ashorne Hill Management College.

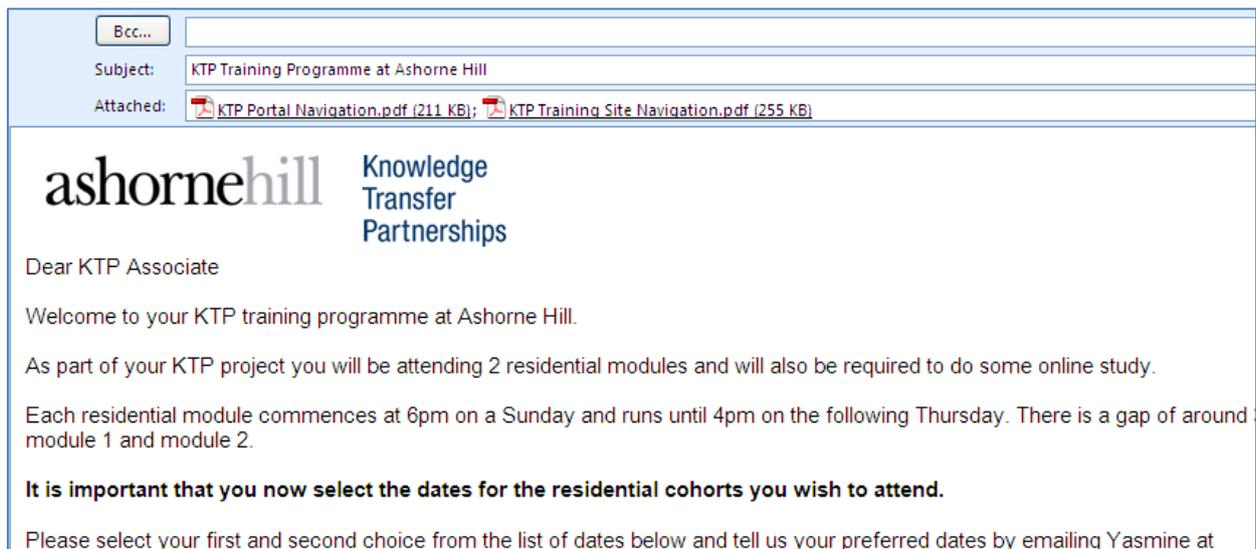
### Registration Process for Residential Modules at Ashorne Hill

- Each new Associate is given access details onto the KTP Portal from TSB once the University has registered the Associate
- The new Associate details are entered onto the KTP Portal Database on a regular basis
- The KTP Office at Ashorne Hill obtains the database through the KTP Portal and can locate all new Associates as they are entered onto the KTP Portal
- The KTP Office at Ashorne Hill will send a Welcome Email directly to the Associates regarding the residential modules from the start of the project (within the first four weeks)
- Associates are given a selection of Cohort dates to choose from and are requested to respond to the KTP Office at Ashorne Hill
- The KTP Office at Ashorne Hill responds with a Confirmation Email stating the selected Residential Module Cohort and dates

Associates are not able to register for their residential module through the KTP Portal or Training Site.

The KTP Office at Ashorne Hill will contact each Associate directly once their details have been entered onto the KTP Portal.

Look out for the Welcome email:



The screenshot shows an email interface. At the top, there is a 'Bcc...' field. Below it, the 'Subject:' is 'KTP Training Programme at Ashorne Hill'. The 'Attached:' section lists two PDF files: 'KTP Portal Navigation.pdf (211 KB)' and 'KTP Training Site Navigation.pdf (255 KB)'. The main body of the email features the Ashorne Hill logo (with 'ashornehill' in lowercase and 'Knowledge Transfer Partnerships' in blue) and the following text:

Dear KTP Associate

Welcome to your KTP training programme at Ashorne Hill.

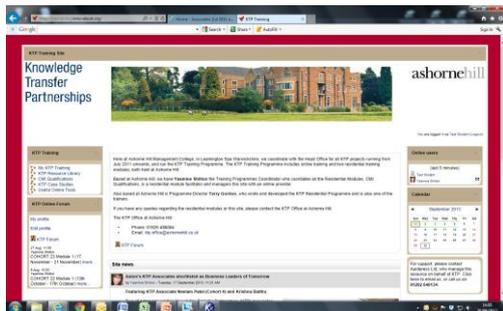
As part of your KTP project you will be attending 2 residential modules and will also be required to do some online study.

Each residential module commences at 6pm on a Sunday and runs until 4pm on the following Thursday. There is a gap of around module 1 and module 2.

**It is important that you now select the dates for the residential cohorts you wish to attend.**

Please select your first and second choice from the list of dates below and tell us your preferred dates by emailing Yasmine at

## 4.3 E-learning Content



You will be required to undertake some online study prior to each residential module. You will be told in advance what the online requirements are. Checklists of these requirements are shown on the KTP Online Training site.

In addition to the required e-learning material, you will also have access to a wealth of optional reading, study modules and links covering areas that are relevant to management in general, but not covered in detail during the programme.

You do not have to read this material but it will be useful if you are intending to undertake a CMI qualification or if you simply want to investigate specific areas in more depth.

The required elements of the training that are delivered and assessed online are:

### Prior to Residential Module 1:

Topic	Approximate Time
Read the KTP Associate Guide	60 minutes
Administration (register for residential modules, setup online profile)	30 minutes
Begin your Personal Development Plan	60 minutes
Complete the Belbin questionnaire	30 minutes
Complete the Leadership Questionnaire	15 minutes
Complete the Listening Questionnaire	15 Minutes
Complete the e-learning module on Health and safety	30 minutes
Complete the e-learning module on Presentation Skills	30 minutes
<b>Total time involved</b>	<b>4.5 hours</b>

### Prior to Residential Module 2:

Topic	Approximate Time
Complete the e-learning module on Change Management	30 minutes
Complete the e-learning module on Managing information	30 minutes
Complete the e-learning module on Decision Making	30 minutes
Complete the e-learning module on Quality Management	30 minutes
Read the SimCo Business simulation guidance and instructions	30 minutes
<b>Total time involved</b>	<b>2.5 hours</b>

The timings are approximate, depending on the rate of progress of individual Associates.

Any required elements covered online will be reviewed briefly at appropriate points during the residential modules and used as the basis for a discussion leading into the main topic and any associated exercises. You will also be able to download PDF versions of the detailed course notes so that you have a permanent desktop reference for day-to-day use.

[Click here to access the KTP Portal](#)

## 5 Personal Development Plan (PDP)

The PDP (Personal Development Plan) is a plan for acquiring or developing the knowledge and skills that Associates will need to work effectively on their KTP project and to plan for their future career. It covers areas such as long term aspirations and the skills and knowledge required to achieve them, technical knowledge and skills required on the project and general management skills that will help Associates both now and in the future.

One of the first steps as an Associate is to log onto the KTP Training Site, locate and download the PDP. As soon as Associates have had a go at drafting their PDP, it is important that Associates discuss it with their Company Supervisor, Academic Supervisor and KTP Adviser – who will be able to offer them advice. We advise Associates to discuss their PDP progress at their LMC meetings. Associates should also bring the PDP along with them to the first residential training module, where they may want to modify it based on what they have learnt. The PDP Guide is located on the KTP Training Site.

		
<b>KTP Associate</b>		
<b>PDP</b>		
<b>Personal Development Plan</b>		
Please complete the general information in the boxes below:		
Your Name	<input type="text"/>	
KTP Number	<input type="text"/>	
Company Supervisor	<input type="text"/>	
Knowledge Base Supervisor	<input type="text"/>	
KTP Adviser	<input type="text"/>	
Company	<input type="text"/>	
Knowledge Base Partner	<input type="text"/>	
KTP Project (Short description from proposal form)	<input type="text"/>	
Today's Date	<input type="text"/>	

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## 6 Learning Groups and Learning Log

On the Sunday evening of the first residential module you will be allocated a learning group with 4 or 5 other KTP Associates.

These learning groups will remain constant throughout the programme.

You will be fully briefed on how the learning groups work during the first residential module.

During the residential modules, the learning groups will meet at the end of each day to discuss the key learning points from the day and individual development plans and action points. Each Associate will also be asked to complete a Learning Log, detailing the key learning points from each day and how these can be applied back at work, which you should discuss with the others in your learning group. The Learning Log will be obtained during the Residential Modules.

A short summary of the results of these learning group meetings will be fed back at the start of the following day.

Learning group members will also give feedback to each other and coach each other through any issues relating to the personal development, understanding and implementation of action plans.

The Learning Log will also form the basis of discussions between you and your KTP Adviser.

As well as support, learning groups also provide

- A mechanism for exchanging ideas and learning about other projects
- An excellent opportunity to establish strong, enduring networks
- A social and support network that extends well beyond the KTP programme

The online support provided through the site will allow members of a particular cohort to communicate with each other and to share ideas, ask for help, post questions, chat online, share documents, etc. This facility will be further sub-divided so that individual learning groups will have their own online network with the same functionality to communicate within that particular group.

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**Learning Log**  
(To be discussed with your learning group)

Day 1

Conclusions and Key Learning Points

What are the key things I have learned today?

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

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## 7 Accreditation

Although the achievement of an accredited qualification is no longer a mandatory part of the KTP training, it is appropriate to discuss the range of alternatives available to Associates who might like to follow the option of obtaining a CMI level 5 Qualification in Management.



The Ashorne trainers will briefly cover this during the residential modules and the process is fully described in the online materials. However, KTP Advisers and Supervisors may still be asked about the qualification options and will be involved in the final decision as to whether this is appropriate.

Please note that Associates who do decide to go for the CMI level 5 will be required to pay for this from their own personal development budget and this requires prior approval of the Partnership LMC.

Associates will also have to get permission from their LMC before they can register for a qualification. This will require filling in a qualification request form (available on the KTP Training site or from the KTP Office at Ashorne Hill), which must be agreed by the KTP Adviser.

Depending on the needs of individual KTP Associates, there are three possible options.

- CMI Level 5 Award in Management
- CMI Level 5 Certificate in Management
- CMI Level 5 Diploma in Management

The CMI Qualifications Guide is located on the KTP Training Site.

If you wish to apply for the CMI Qualification, please contact the KTP Office at Ashorne Hill to obtain the application form, or you can download the form from the KTP Training Site.

CMI Application Form

Knowledge  
Transfer  
Partnerships

Here at Ashorne Hill we offer KTP Associates a range of CMI Level 5 Qualifications. KTP Associates have the choice to undertake one of the CMI Level 5 Qualifications available, including the Award, Certificate or Diploma.

KTP Associates must pay for the qualification using their own development budgets but will require approval from the LMC before application.

PLEASE COMPLETE IN BLOCK CAPITALS AND IN BLACK INK

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Post code: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

CMI Level 5 Qualification (please tick)	Assignments	TOTAL Fees
<input type="checkbox"/> Level 5 AWARD	1	£240 + VAT
<input type="checkbox"/> Level 5 CERTIFICATE	2	£420 + VAT
<input type="checkbox"/> Level 5 DIPLOMA	7	£1,200 + VAT

Please be aware the CMI will contact you for an additional £25 membership fee. Benefits for the membership are shown on <http://www.cmi.org.uk/membership/membership-cmi>

Payment (please tick one of the following):

Credit Card

Card number: \_\_\_\_\_

Type: \_\_\_\_\_ Expiry: \_\_\_\_\_

Security code: \_\_\_\_\_ Valid from: \_\_\_\_\_

Cardholder: \_\_\_\_\_

Cardholder signature: \_\_\_\_\_

Please invoice me against Purchase Order number:

Attention to: \_\_\_\_\_

Address: \_\_\_\_\_

Post code: \_\_\_\_\_ Phone: \_\_\_\_\_

Please contact me to arrange BACS transfer

For more information  
T: +44 (0) 1526 488004  
F: +44 (0) 1526 488005  
E: [ktp.office@ashornehill.co.uk](mailto:ktp.office@ashornehill.co.uk)  
W: [www.ashornehill.co.uk](http://www.ashornehill.co.uk)

**Terms and Conditions of bookings:**  
Payment – the course fee must be paid in full prior to the event to guarantee your place. Payment via invoice is only permissible where a Purchase Order number has been provided on the form.  
**Cancellation fees –** cancellations between 20-25 days prior to the course will incur a 50% cancellation fee. Cancellations 21 days and under will be subject to a full 100% charge. Changing your qualification: KTP Associates will need to discuss with their Adviser if they wish to change their Qualification.  
**Meals and accommodation –** no meals or accommodation is required for the CMI Qualification.  
Cancellation of courses by Ashorne Hill and changes to course content: Our courses are constantly updated and we reserve the right to alter any of the course content without prior notice. Ashorne Hill reserves the right to cancel a course at any time without liability. In these circumstances, participants will be offered an alternative date, a credit note or a full refund.