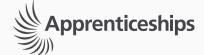
# Apprenticeships & Workforce Development





## What is an Apprenticeship?

Simply put, an Apprenticeship is a job with training.

- It's a way of recruiting new talent into your business, allowing you to train your way, providing you with the right skills for your company's future.
- Apprenticeships are also an option to develop the skills and knowledge of your existing staff.
- Just like employees, apprentices are paid by the employer with a contract of employment, except they are on a formal pathway of training and development.
- Training takes place on and off the job, with typically 20% training off the job.
- Training can last between 1-4 years.

#### It's a fact

Benefits of an Apprenticeship programme...



Productivity in the workplace improved by 76%



Increased employee satisfaction



75% of employers reported improved quality of their product or service



Reduced staff turnover



Reduced recruitmen costs

# How do I get an apprentice?

Harlow College offers a **FREE recruitment service** for all employers hiring an apprentice and there are no recruitment agency fees.

#### We will help you:





3 Shortlist and schedule interviews



You can hire an apprentice all year round!



#### We are your perfect Apprenticeship training partner

- As well as offering a **FREE recruitment service** we will provide support from initial enquiry through to Apprenticeship completion.
- We offer a wide range of Apprenticeships within a variety of industry sectors.
- Our staff have years of industry experience and a wealth of knowledge when it comes to training young people.

#### Apprenticeship Levy payers

We can help with the set-up of your Digital Account. Selecting Harlow College as a training supplier is one simple click away. Ask for our Levy Account set-up guide or one-to-one assistance from our experienced team.

#### Who pays for the training of your apprentice?

Size of your business	Apprentice 16-18 yrs The Government pays you £1000	Apprentice 19+yrs
Under 50 employees	Government pays 100% of the training costs	You pay 10% of the training costs
Over 50 employees	You pay 10% of the training costs	You pay 10% of the training costs
Levy Payer*	You pay 100% from your levy pot	You pay 100% from your levy pot

## Where is Apprenticeship training delivered?





At your premises



From our new campus at London Stansted Airport (Sept 2018)



Online/blended learning

Weekly attendance at college is not always required and the place and time of training is dependent on the course of training being undertaken. Please discuss your requirements with us.

#### **Corporate Solutions**

We offer over 50 training and development programmes across eight key areas, tailor-made to address your organisation's specific needs. Whether you're looking for a fully certificated programme or a short, up-skilling session, we can develop a customised training solution to fit your timetable and meet your specialist needs.

#### What we do:

- Offer advice and information services to businesses to identify needs and potential training solutions
- Build learning plans for individuals and organisations that accelerate performance
- Cater for all levels from beginners to advanced, for individual learners as well as employers seeking staff development opportunities

#### Training and Development Areas:



Our training courses are available using a range of flexible learning options including blended and online learning. Whatever learning method you choose you'll have a learning experience that will help strengthen the performance of your employees.

#### Where we are

We have permanent training centres in Harlow, London Stansted Airport and across Essex and deliver in-house training courses across London, the East and South East of England.



#### We are committed to your Business

Harlow College is a highly respected and established organisation, with a long track record of delivering quality education and training. The quality of our provision was **confirmed by OFSTED as Good** in January 2016. We have successfully delivered a wide range of workforce development programmes to adults across the East and South East of England, reaching over 5000 adults every year. We are renowned for our innovative use of technology in the development of curriculum - including digital skills - to meet the needs of the employers the College serves.

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Why not drop in for a coffee and an informal chat, or ask us to come to meet you at work, if that's more convenient. We're here to help!