

# Apprenticeships & Workforce Development

**HARLOW  
COLLEGE**



# 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.

## 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:

- 1 Compile a job description
- 2 Advertise the role via the National Apprenticeship Service website
- 3 Shortlist and schedule interviews



You can hire an apprentice  
all year round!

## 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  
recruitment  
costs



# 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 <i>The Government pays you £1000</i>	Apprentice 19+ yrs
Under 50 employees	<b>Government pays 100%</b> of the training costs	<b>You pay 10%</b> of the training costs
Over 50 employees	<b>You pay 10%</b> of the training costs	<b>You pay 10%</b> of the training costs
Levy Payer *	<b>You pay 100%</b> from your levy pot	<b>You pay 100%</b> from your levy pot

*\* Employer with a wage bill of over £3m pa*

## Where is Apprenticeship training delivered?



From our large  
modern campus  
in Harlow



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:

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

## Training and Development Areas:

 Leadership & Management	 Mindfulness & Wellbeing	 Customer Service & Hospitality	 Business & Finance
 Computing, Digital & Social Media	 Literacy & Numeracy	 Health & Social Care	 Security and Health & Safety

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.

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## 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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**[www.harlow-college.ac.uk](http://www.harlow-college.ac.uk)**

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!