

EMPLOYER GUIDE TO
APPRENTICESHIPS
AND TRAINING
AT SALFORD CITY COLLEGE







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Welcome

Salford City College is one of the most successful colleges in the country, sitting in the top 10% for its success in teaching and learning. Our Apprenticeship success rates are over 10% higher than the national average. The College is very diverse and offers a range of curriculum including; Apprenticeships, bespoke business training, A-Levels, Vocational Courses, Higher Education and basic skills provision.

Our Apprenticeship delivery grows each year and we have nearly 1000 Apprentices each year working in a range of businesses in a range of different sectors. We pride ourselves on ensuring that the right Apprentice is matched to the right employer, with this approach ensuring that our Apprentices succeed and our employers are satisfied with the service that we provide. It is therefore no surprise that the majority of our work comes from repeat business. Our Business Account Executives and Assessors ensure that they keep in close contact with the employer and the Apprentice during the whole programme and should any issues arise, we work together to sort these in a timely manner.



We offer a number of training solutions to help ensure that your employees have the right skills and opportunities to develop.

The dedicated team will work with you every step of the way. From helping to identify your training requirements to delivery of outstanding training; from helping you advertise your job vacancies to shortlisting, we are a one stop shop for all of your business needs.

As we are driven by the needs of employers, our offer is continually developing, so please do tell us what you want and if we do not offer it, we shall be able to direct you to someone who does.

After finishing, the majority of Apprentices (85%) will stay in employment, with two-thirds staying with the same employer.

BIS Apprenticeship Evaluation Learner Survey

Apprentice Case Study

“I would definitely recommend an Apprenticeship; since starting at Damson, I have really progressed. I always wanted to be a chef and my Apprenticeship has allowed me to gain the experience I need to achieve my career goals. I enjoy learning on the job and soaking up information and knowledge from the chefs I work alongside.”

Chris Naish-Stevens

Apprentice Chef,
Damson at MediaCityUK



What You Need to Know

How do Apprenticeships work?

Apprenticeships at Salford City College offer high quality teaching and learning with hands-on experience provided by you, the employer. Apprenticeships can be offered to existing staff or to new employees.

As an alternative to full-time education, an Apprentice will get real paid work experience whilst working towards nationally recognised qualifications, which can be highly valued by employers in today's competitive jobs market.

Apprenticeships can last between 12 months and four years, dependent on the type of sector and level.

Training combines off the job study with learning and development in the workplace. Training may take place at the college and if the Apprentice is required to study functional skills, they will also attend college for this part of their programme. The Apprentice will be in the workplace for most of the time, working alongside your experienced staff to gain job-specific skills. Throughout the duration of the Apprenticeship you and the

Apprentice will have the support of a highly experienced assessor who will visit the work place and review the skills that have been learnt, ensuring that the Apprentice is successful on their programme of learning.

How many hours does an Apprentice work?

All Apprentices work a minimum of 30 hours a week on average. This includes any training time at college (off the job) and on the job (with the employer).

The Apprentice must be paid for all the time they spend training, whether it is at college or in the workplace. Apprentices can work more than 30 hours a week in line with normal working conditions. If it is your current staff who will be doing the Apprenticeship programme, the same also applies in regards to the minimum hours.

What does an Apprenticeship include?

A typical Apprenticeship comprises of:

- Knowledge-based training
- Competence-based training
- Transferable key skills such as numeracy, IT and communication
- An employment rights and responsibilities module

Each Apprenticeship programme has a number of mandatory and optional units. The optional units will be agreed with you and the assessor in line with the job description that the Apprentice will have. These optional units can also work around the skills that you want the Apprentice to develop.

How much does it cost for a business to take on an Apprentice?

There is usually no cost involved for the training of your Apprentice, other than paying the Apprentice their wage!



Apprentice Case Study

“Apprenticeships really make you stand out from the crowd. The experience you gain whilst doing an Apprenticeship gives you knowledge of what it is really like to work in industry.”

Alex Miurhead

Junior Customer Support
Technician Apprentice,
Gamma



Apprentices have to be paid the Minimum Apprentice Rate, however, as the Apprentice progresses, many employers tend to increase wages in line with their developing skills and industry specific knowledge.

There are also grants which might be open to you, these grants change frequently, so will be able to get more information on request.

Why choose Salford City College?

We are confident that we can deliver what you need and will provide a very efficient, helpful and professional service.

We have specialised assessors who are industry experts in what they deliver. They are very focused on ensuring that they work closely with you to ensure that their visits are at a time that suits you, they are productive and you can be updated on the Apprentices progress at regular stages.

We have a dedicated team of Business Account Executives and Apprentice Co-ordinators who will work with you from the very start. They will support you through the process and will stay in touch once

the training has started and moves to the Assessor.

We will ensure that you are contacted by the Assessor within two days of the Apprentice starting and the Apprentice will get a visit from the Assessor within ten days of starting.

We shall provide you with e-reviews to show the progress your Apprentice is making and will provide you with attendance records by email.

What's in it for me and my business?

In an increasingly tough marketplace, successful businesses know that to continue to grow and thrive they need to maintain a skilled and motivated workforce.

- Gain skilled and qualified staff in a cost effective way
- Ensure that your staff have up to date training and qualifications
- Ensure that your business is up to date with industry standards
- Address skills shortages
- Motivate your workforce
- Enhance your business performance

Our Sectors

We offer specialist training for a wide range of industry sectors, led by Assessors who understand your business and skills needs, and can work with you to get the most out of your workforce. Programmes are available at different levels.

Childcare and Health and Social Care

Children & Young People's Workforce
Health & Social Care
Residential Childcare

Construction and Built Environment

Bench Joinery
Building Maintenance, Multi Trade Repair & Refurbishment Operations
Carpentry & Joinery
Construction Management
Construction Operations & Civil Engineering Services
Decorative Finishes – Painting & Decorating
Domestic Plumbing & Heating
Gas Utilisation: Water Heating & Wet Central Heating
Heating & Ventilation
Installing Electrotechnical Equipment & Systems
Motor Vehicle
Plastering
Plumbing & Heating
Trowel Occupations

Digital and Creative

Creative & Digital Media
Digital Marketing
IT Application Specialist
Live Events & Promotions

Education

Early Years Educator
Learning & Development
Support Teaching & Learning

Hair and Beauty

Beauty Therapy
Hairdressing

Hospitality, Retail and Catering & Sport

Food & Beverage
Food Production
Hospitality Supervision & Leadership
House Keeping
Kitchen Services
Professional Cookery
Retail
Sport

Professional, Management and Financial Services

Accountancy
Business Administration
Customer Service
Front of House Reception
Management
Marketing
Social Media
Team Leading

Recruitment & Selection



We have a specialist recruitment team who can assist you in identifying the right person to meet your business needs in a quick, efficient and cost effective manner, from providing advice and support on designing a job description, to accessing a pool of job ready adults and young people. One of our Business Account Executives will assist you throughout the process and provide ongoing account management support.

We have a full vacancy handling service; from advertising your vacancy and pre-screening candidates, to providing you with a shortlist of suitably experienced and interested candidates for you to interview. We can also hold assessment centres and conduct pre-employment training, free of charge.

Other Training and Support for Your Business

We offer more than just Apprenticeship training and have a history of success for delivering a range of training programmes as well as bespoke training to a range of organisations.

We offer short refresher courses; right through to Level 7 Strategic Management and Leadership programmes. Whatever your training requirements, give us a call on 0161 631 5555, and we will work with you to establish your exact needs. We will then deliver your bespoke training, at a time and place that suits you.

Want to Know More?

Our Business Account Executives would love the opportunity to come and talk to you in person about what we can offer. To arrange a visit phone **0161 631 5555** or e-mail apprenticeships@salfordcc.ac.uk.

Employers think that qualified Apprentices are 15% more employable than those with other qualifications.

www.apprenticeships.org.uk

Some of Our Partners

Salford City Council



ANOMALY



Seddon



Salford Royal 
NHS Foundation Trust



...and many more!

Testimonials

“Salford City College’s Apprenticeship programme has now become our main method of recruitment due to the high calibre of candidates they put forward and their continued help and support. It is clear that they share our passion for providing better futures for young people.”



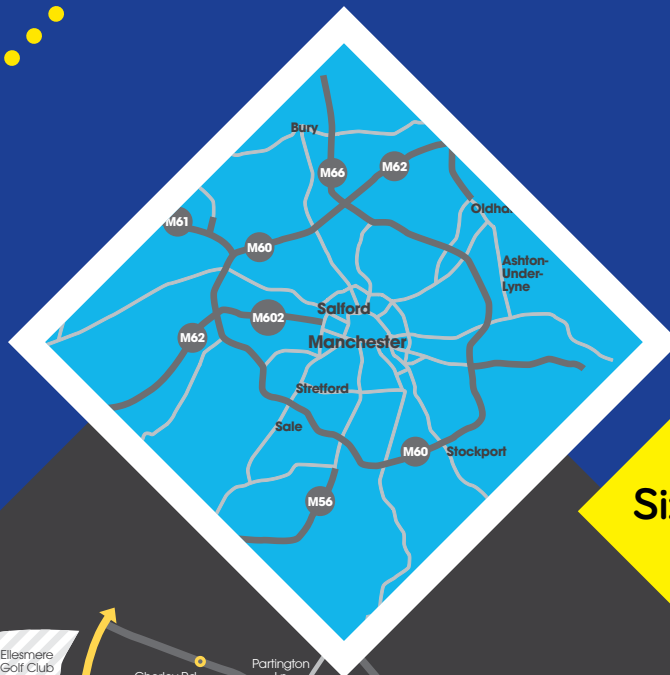
▲ N O M ▲ L Y

“Working with the Apprenticeship Team at Salford City College has been a fantastic experience from the inception of the relationship, which continues to develop as the Apprentices complete their NVQ modules and grow into the future talent of our business. Our appointed tutor from the college, Lydia Harris, frequently visits our offices to meet with our Apprentices and guides them through their coursework in a professional and knowledgeable manner. As the Apprentices’ line manager, I am kept up to date and fully informed of the Apprentices’ progress, which aids with my workload planning and delegation of duties. We will continue to work closely with Salford City College to secure the success of the new generation of our workforce.”



“We have found Salford City College to be a fantastic training provider! From the recruitment stage to training, our Apprentices are provided with experienced and supportive tutors who are dedicated to helping them achieve. We would not hesitate to recommend Salford City College to other employers.”





**City Skills
Sixth Form Centre**
Frederick Road,
Salford, M6 6QH



FutureSkills
Dakota Avenue,
Salford, M50 2PU

Contact the
Apprenticeship Team today!

0161 631 5555

apprenticeships@salfordcc.ac.uk

Visit **www.salfordcc.ac.uk**
and select **Apprenticeships**

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