



# Training 2000 can train your workforce

See how your business can benefit from an apprentice



 Apprenticeships

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**Shelagh Thompson, Manager, Highfield Scheme.**

“ For the last 10 years, Training 2000 have taken all of the staff in our learning disability house through their NVQ 2 and 3 in Care. Using Training 2000 has benefited our company in that the staff who have undergone these qualifications have always achieved success and their training has allowed us to develop our policies and procedures and to improve our working practices. The advice and support that Training 2000 have given me has enabled us to recruit the right calibre of staff. ”

# How can an apprentice help your company?

**A skilled workforce can help you weather tough market conditions and emerge stronger when the upturn comes. In fact, businesses that invest in training are far more likely to survive a downturn than those that don't.**

## Improve your bottom line

Apprenticeships deliver real returns to your bottom line. In a recent survey,\* the majority of employers said that Apprenticeships helped them to improve productivity and to be more competitive. They also said that training apprentices is more cost effective than hiring pre-skilled staff, leading to lower overall training and recruitment costs.

## Fill your skills gaps

Apprenticeships deliver skills designed around your business needs. They also help you develop the specialist skills you need to keep pace with the latest technology and working practices in your sector. Employers in the Populus survey said they relied on their Apprenticeship programmes to provide the skilled workers they need for the future.

## Motivate your workforce

Apprentices tend to be eager, motivated, flexible and loyal to the company that invested in them. Remember, an apprentice is with you because they want to be – they have made an active choice to learn on the job and a commitment to a specific career.

## Get support and get started

We're making it easier for you to start an Apprenticeship programme by cutting back on red tape and have outlined six steps to taking on an apprentice. (See page 7).

\* Apprenticeships, survey conducted by Populus on behalf of the Learning and Skills Council, February 2009.

## Louise Gaskell, Director, Gaskell Motors.

“ We have used Training 2000 for apprentices for 10 years and we always know that the learners are given the right training in the correct environment. Training 2000 help to raise skills levels and provide excellent support for our learners and also ourselves. ”



# The facts about Apprenticeships

## So, what are Apprenticeships?

They are work-based training programmes designed around the needs of employers, which lead to nationally recognised qualifications.

## Who are they for?

You can use Apprenticeships to train both new and existing employees.

## Where do they take place?

Most of the training is 'on the job' at your premises. The rest can be provided by us at our Blackburn, Nelson and Blackpool sites.

## What will Training 2000 do?

As your training provider, Training 2000 will provide an employer representative who will be able to support and guide you.

### They will work with you to:

- help you decide which Apprenticeship is right;
- explain the way that Apprenticeships might work for you and if funding is available;
- recruit an apprentice or support your existing staff into Apprenticeships;
- agree a training plan with your apprentice;
- manage the training and evaluation; and
- ensure that national quality standards are met and deliver integrated, coherent training.

## How long does it take?

Generally, Apprenticeships take between one and three years to complete.

## Is there a cost for employers?

Like all employees, apprentices must still receive a wage. The minimum wage for apprentices is £2.50 per hour. However, as skills develop, many employers tend to increase wages – in fact, research has found that apprentices earn an average of £170 net pay per week.

## Will there be a mountain of paperwork?

No. There is a need to ensure that the training provided is of a high quality, and that the public funding provided is used for training – but this is not a bureaucratic process.

## What levels of Apprenticeship do Training 2000 offer?

### 1 Apprenticeships

(equivalent to five good GCSE passes)  
Apprentices work towards work-based learning qualifications such as an NVQ Level 2, Key Skills and, in most cases, a relevant knowledge based qualification such as a BTEC. These provide the skills that apprentices need for their chosen career, and allow entry into an Advanced Apprenticeship.

### 2 Advanced Apprenticeships

(equivalent to two A-level passes)  
Advanced apprentices work towards work-based learning qualifications such as an NVQ Level 3, Key Skills and, in most cases, a relevant knowledge based certificate such as a BTEC. To start this programme, the applicant should ideally have five GCSEs (grade C or above) or have completed an Apprenticeship.

## Do they lead to further qualifications?

Apprentices can progress to higher education, including university degrees.

## What are my responsibilities as an employer?

You must give your apprentices an induction into their role and provide on-the-job training. You are also responsible for paying your apprentices' wages.



### Can I get help with funding?

Yes.

Apprenticeship funding is available from the National Apprenticeship Service. The size of the contribution varies depending on your sector and the age of the candidate. If the apprentice is aged 16–18, you will receive 100 per cent of the cost of the training; if they are 19+, you will receive up to 50 per cent. This is paid directly to Training 2000 as the organisation that provides and supports the Apprenticeship.

### Peter Wright - HR Manager - ACME Refrigeration, Blackburn.

“ACME Refrigeration has been utilising the training services of Training 2000 for in excess of twenty years. With the help of Training 2000 ACME Refrigeration has produced many skilled workers over the years. The dedication and commitment of Training 2000 to provide a first class service towards our learners has never ceased and whilst working closely with ourselves always look to improve quality.

The relationship that has been forged with Training 2000 over the years has ensured that we are kept fully up to date with the progress of our learners and this has been a contributing factor in producing competent workers.

We hope to maintain the relationship with Training 2000 for the considerable future.”

# About Training 2000

**Training 2000 is one of the largest Group Training Associations in England, with over 40 years' experience of delivering high quality work-based learning and training programmes to industry and individuals. From humble beginnings we have grown to more than 300 staff and 6 centres across both the North West and other areas of the UK. We are now one of the largest providers of Apprenticeship training in the UK.**

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Training 2000 has seen a change over the last 40 years. It started out as a local Blackburn-based company in the engineering sector working with local employers and has grown to be one of the most recognized and largest Group Training Associations in England, working with national employers across a wider range of sectors, whilst maintaining local support.

We are committed to safeguarding and promoting the welfare of learners and expect all staff, sub contractors, visitors, employers and other learners to share this commitment.

We will help people to realise their potential and achieve great results through the growth of a healthy charity, which is inspired by visionary leadership, shared values and goals, thriving on innovation and challenge. We have a well established reputation for excellence in service provision and Training 2000 has achieved the Training Quality Standard (TQS) with excellence in Automotive, Engineering and Healthcare. Achieving the standard sets us apart from our competition and demonstrates our ability to offer high quality training at a time and place to suit everyone.



# The Apprenticeships We Offer

## Automotive

Vehicle Refinishing (paint)  
Light Vehicle Body Repair  
Vehicle Body Building  
Auto Electrical  
Motorcycle Mechanic  
Light Vehicle Mechanic  
Vehicle Parts Distribution & Supply  
Heavy Vehicle Mechanic  
Mechanical & Electrical Trim

## Business and IT

Customer Service  
Business Administration  
Accounting  
Team Leading  
Management

## Construction

Heating and Ventilation  
Plumbing  
Air conditioning & Refrigeration

## Dental

Dental Nursing

## Engineering & Manufacturing

Engineering Leadership  
Engineering Technical Support  
Mechanical Manufacturing in Engineering  
Fabrication & Welding  
Electrical & Electronic Engineering  
Engineering Maintenance

## Health & Social Care

Health & Social Care



## Your Next Steps

If you are interested in employing an apprentice and would like more information, please call 01254 586534 or visit [www.training2000.co.uk](http://www.training2000.co.uk).

1. Once you have made initial contact, a representative from Training 2000 will arrange a meeting and discuss your specific needs.
2. The recruitment process can begin.
3. Applicants will apply online at [www.t2k.org.uk](http://www.t2k.org.uk) and start the Training 2000 recruitment process.
4. All suitable applicants will be interviewed at Training 2000.
5. Successful applicants will be forwarded to you to make a decision on who you wish to interview.
6. The successful apprentice will have a personal Career Development Advisor (CDA) who will follow their progress, mentor and develop them. They will be on call to answer any questions or offer any assistance that you or the apprentice may need.

The National Apprenticeship Vacancy Matching Service enables you to advertise your vacancies online and leaves us to deal with the recruitment process. If you are interested in advertising your vacancies on this site please discuss this at your initial meeting.

We also offer commercial courses in:

-  Automotive
-  Business & IT,  
Leadership & Management
-  Construction & Scaffolding
-  Dental
-  Engineering &  
Manufacturing
-  Environmental
-  Health & Safety
-  Health & Social Care
-  Mechanical Handling



Apprenticeships

**TRAINING 2000**

"Committed To Equality Of Opportunity & Access For All"

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**Tel: 01254 586534**  
**[www.training2000.co.uk](http://www.training2000.co.uk)**

Training 2000 is a company  
limited by guarantee.  
Registered in England: 2380675  
Registered Charity: 701770



**With an investment of over £1.5 million in our training and education facilities, Training 2000 is leading the way in automotive training in the local area. An Automotive Apprenticeship offers you the flexibility to meet your future business needs and train up the skilled employees that you need to keep ahead of the competition.**

Your apprentice would visit Training 2000 on a block/day release programme to cover the off the job training. This would include:-

- All theoretical aspects of the Apprenticeship
- Key Skills/Functional Skills integrated throughout the training programme
- Specialised training to meet your company's needs
- A drive to survive programme to enhance safety awareness

Ideally the apprentices would start the programme in September each year but consideration would be given to suitable applicants after this date.

### What Automotive Apprenticeships are available?

- Auto Electrical
- Heavy Vehicle Mechanics
- Light Vehicle Mechanics
- Motorcycle Mechanics
- Vehicle Mechanical & Electrical Trim.
- Light Vehicle Body Repair
- Vehicle Parts Distribution & Supply
- Vehicle Refinishing (paint)
- Vehicle Body Building

All training leads to achievement of VCQ (Vocational Competence Qualification) at levels 2 or 3, along with a Vocational Related Qualification Technical Certificate or Diploma.

### I have decided to employ an apprentice. What do I need to do now?

Please phone 01254 586534 or visit [www.training2000.co.uk](http://www.training2000.co.uk) to arrange an initial meeting with a representative from Training 2000 to discuss your specific needs.

**Chris Grime,**  
**Principal Fleet Manager,**  
Lancashire County Engineering Services (LCES),  
Preston.

“ Training 2000 has provided a comprehensive training programme for apprentices across all disciplines within our vehicle maintenance division. This training, coupled with our in-house mentoring arrangements has produced award winning apprentices who have become outstanding individuals and are a major asset to Lancashire County Engineering Services. ”



# Business & IT



**For many potential customers, it is the first impression given by your receptionist or the level of customer service that they receive which will determine their views of your organisation.**

Whatever the nature or size of your business, you could benefit from taking on an apprentice and, as Training 2000 has years of expertise in this field, we are well placed to assist you.

Our Apprenticeship programme is for a period of twelve months and is flexible for the learner and the employer with a choice of training for the technical certificate taking place at one of our learning centres or through coaching and mentoring in the workplace.

## What Business & IT Apprenticeships are available?

- Business Administration
- Accountancy
- Customer Service
- Team Leading
- Management

## What does the training lead to?

- A Certificate at Level 2 or a Diploma at Level 3
- A technical certificate at level 2 or 3
- Key/functional skills (if applicable)

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### Joanne Croasdale - Business Support Manager

Capita Symonds Ltd, Blackburn

“ Having worked with Training 2000 over several years we have recruited numerous apprentices who have been of a high standard and have successfully progressed into full time positions or received promotions within Capita. We receive excellent standards of training, mentoring and support from Training 2000.”



**A highly trained highly skilled workforce will set you apart from the competition – and at Training 2000 we can offer high quality training to help you achieve this.**

As well as being trained on the job, apprentices would attend block/day release training at Training 2000. The majority of the courses start in September but individual requirements may be accommodated.

### What Construction Apprenticeships are available?

- Air Conditioning & Refrigeration
- Heating & Ventilation
- Plumbing

All training aims lead to achievement of City & Guilds National Vocational Qualifications at levels 2 or 3 along with a Technical Certificate and the following qualifications where required within the Apprenticeship:-

- Health & Safety qualifications
- ACS Gas Safety qualification
- Water regulations
- Unvented hot water

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#### Peter Wright - HR Manager

ACME Refrigeration

“ ACME Refrigeration has been utilising the training services of Training 2000 for in excess of 20 years. With the help of Training 2000 ACME Refrigeration has produced many skilled workers over the years. The dedication and commitment of Training 2000 to provide a first class service towards our learners has never ceased and whilst working closely with ourselves always look to improve quality.

“The relationship that has been forged with Training 2000 over the years has ensured that we are kept fully up to date with the progress of our learners and this has been a contributing factor in to producing competent workers. We hope to maintain the relationship with Training 2000 for the considerable future. ”



**With a pass rate of 85% compared to a national average of 59%, you can be assured of a high quality training experience with Training 2000. We have invested over half a million pounds in our full dental training surgery, giving learners the practical skills needed as well as the theoretical knowledge. This, coupled with our trainers who are all experienced dental nurses means that our Apprenticeship programme is second to none.**

Our Apprenticeship training programme starts in February and September every year.

### **What Dental Apprenticeships are available?**

- Dental Nursing (Advanced Apprenticeship)

All training leads to achievement of a Level 3 Diploma along with the National Examination Board for Dental Nurses Examination.

### **I have decided to employ an apprentice. What do I need to do now?**

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#### **Elaine Gaffney RDN, Dip DPM, Practice Manager,**

Bateman & Best Dental Practice, Darwen.

“ We chose to recruit from Training 2000 because of their selection criteria, saving us time and money in advertising and selection interviews, and we are happy in the knowledge that they will select suitable applicants based on the needs of the practice. We have had a 100% pass rate from our trainees enabling the practice to run more efficiently and work together as a team, which reflects on the patients who are receiving good quality care.

With the help of Training 2000 we are a successful practice and would not hesitate to recruit and train through them in the future. ”



# Engineering & Manufacturing



## I have decided to employ an apprentice. What do I need to do now?

Please phone 01254 586534 or visit [www.training2000.co.uk](http://www.training2000.co.uk) to arrange an initial meeting with a representative from Training 2000 to discuss your specific needs.

**Here at Training 2000, we are renowned for our excellent engineering training. We can either upskill an existing member of staff, or help you recruit from our pool of suitable existing applicants who are keen to start a career in Engineering. Either way we will ensure that you end up with a fully trained, fully competent addition to your workforce.**

As well as being trained on the job, apprentices would attend block/day release training at Training 2000's Engineering Centre over the duration of their Apprenticeship. Training 2000 has achieved the Training Quality Standard (TQS) with excellence in Engineering.

### What Engineering & Manufacturing Apprenticeships are available?

- Engineering Leadership
- Engineering Technical Support
- Mechanical Manufacturing in Engineering
- Fabrication & Welding
- Electrical & Electronic Engineering
- Engineering Maintenance

All training leads to achievement of National Vocational Qualifications at levels 2 or 3, along with a Technical Certificate or Diploma.

### Leyland Trucks, Leyland

“ We have been working in partnership with Training 2000 for approximately 8 years, supporting our apprentice training and development. They are the only training provider for this particular programme within the area that meet our rigorous standard of quality. As a result Leyland Trucks are able to recruit well-trained and highly skilled personnel who have successfully completed the Advanced Apprenticeship programme.

“As a result of spending the foundation year at Training 2000, the apprentices return to site, work ready, enthusiastic and committed.”

# Health & Social Care



## I have decided to employ an apprentice. What do I need to do now?

Please phone 01254 586534 or visit [www.training2000.co.uk](http://www.training2000.co.uk) to arrange an initial meeting with a representative from Training 2000 to discuss your specific needs.

**Training 2000 has a pass rate in Health & Social Care that is over three times higher than the national average, so you can be sure that your apprentice would be getting the best possible training. As our staff are all ex-industry, they understand the day to day pressures of working within a care environment.**

Our Apprenticeship programmes start on a 14 week rolling block with a one day per week day release. The day release will be classroom-based for 16-18 year olds or for 19+ will be on a one-to-one basis with their assessor.

### What Health & Social Care Apprenticeships are available?

- Health & Social Care
- Healthcare

All training leads to the achievement of a Diploma at Levels 2 or 3 and a Technical Certificate.

### Shelagh Thompson, Manager, Highfield Scheme, Rishton.

“ For the last 10 years, Training 2000 have taken all of the staff in our learning disability house through their NVQ 2 and 3 in Care. Using Training 2000 has benefited our company in that the staff, who have undergone these qualifications, have always achieved success and their training has allowed us to develop our policies and procedures and to improve our working practices. The advice and support that Training 2000 have given me has enabled us to recruit the right calibre of staff. ”