



University of Central Lancashire

# Training 2000

# How Training 2000 can help enhance your business

## Training and Apprenticeships



We hired an apprentice through Training 2000 for our busy firm of solicitors. From producing the job advert to the hiring, Training 2000 were always on hand to help with any questions we had. The fact that they conduct an initial interview before recommending applicants to you is super helpful and efficient. Our apprentice has settled in really well and is a really valued member of staff"

*- Sophie, Farnworth Rose Solicitors*

Part of the  
University of  
Central Lancashire



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UCLan

 Apprenticeships

  
Traineeships





# Welcome to Training 2000

We have a great reputation for delivering training courses and Apprenticeships across many different sectors, for over 50 years. You can recruit new talent, upskill your existing members of staff or further your own career with a Training 2000 Apprenticeship or one of our commercial training courses.

In 2017, Training 2000 became part of the University of Central Lancashire meaning that our apprentices have direct routes to Degree Apprenticeships. By combining both our strengths and knowledge, we are specialists in Apprenticeships aimed at enhancing business performance, increasing efficiency and enabling innovation.

## Training solutions

We offer a wide range of business training covering a variety of industry and professional sectors. These include accredited training courses as well as bespoke training to meet the needs of your business. All designed to improve your employees' continued professional development and ultimately the efficiency and productivity of your business.



## Apprenticeship Frequently Asked Questions

### **Q. What is an Apprenticeship?**

A. An Apprenticeship is a great way to grow and develop talent in your workforce. They consist of combining paid employment and practical study for those aged over 16 years with no upper age limit. With an apprentice, you develop a motivated, skilled and qualified workforce with knowledge of your business.

### **Q. Can an Apprenticeship be tailored towards my organisation?**

A. Training 2000's Apprenticeships are flexible and can be moulded to suit your business needs for both now and the future. Apprenticeships are about long term workforce development, to ensure sector specific technical and practical skills remain in the UK. Training 2000 works closely with employers and sector skills councils to develop Apprenticeships that meet the current and future needs of your industry.

### **Q. How do apprentices combine work and study?**

A. An apprentice must spend at least 6 hours of their working week completing off the job activities e.g. online training, industry visits and shadowing. They are an employed member of staff with the same benefits as your other team members (holiday leave, sick pay etc.).



# The benefits of employing an apprentice

- Offering Apprenticeships will provide you with a pipeline of fresh recruits, widening your appeal to prospective employees and becoming an employer of choice
- Apprentices will have the right skills and knowledge for the job in your organisation making them an asset to your workforce
- Apprentices are highly motivated and keen to learn and progress within your businesses
- Apprenticeships enable you, the employer, to introduce new talent to the business; ensuring that skills and experience are passed on through your workforce
- Companies that employ apprentices lower their recruitment costs because training staff is more cost-effective than hiring skilled staff and provide a talent pipeline for the future
- Training apprentices produces workers with skills that are not available on the external jobs market, allowing businesses to shape their workers into precisely the right people for the job

**You don't need to employ a new member of staff, you can up-skill your existing workforce!**

## “ Our accountancy apprentice Anna, has just received her latest AAT results - 93%

I would like to thank all the team at Training 2000 for assisting Anna in achieving this tremendous result!

- David  
Managing Director, Hughes & Co



## How are Apprenticeships funded?

There are three main categories that businesses fall into. Depending on which one you are in will determine what you pay for your Apprenticeship training.

### 1. Apprenticeship levy paying employers

You will pay the Apprenticeship levy if your annual wage bill is over £3million.

- 0.5% of your payroll will go into your levy account
- This money is used to pay for Apprenticeship training

### 2. Non-levy paying employers

If your annual wage bill is under £3million, the Government pays 95% of the cost of the Apprenticeship. Employers only have to pay 5% towards the cost.

### 3. Employ under 50 employers

If you employ fewer than 50 members of staff and you employ a 16-18 year old (16-24 if a care leaver) then 100% of the Apprenticeship is paid for by the Government.

Did you know that you can transfer some of your Levy funds to a different company



We can support you with receiving levy funds from another company to cover the cost of your Apprenticeship training

There is an incentive payment of  
**£1000**  
for employing a 16-18 year old apprentice<sup>^</sup>

# Your Apprenticeship journey

Fill out our **'employer registration form'** which gives us all the details we need to start your Apprenticeship journey.

If you are **recruiting a new member of staff** our dedicated Recruitment Advisor will send over CVs of pre-screened potential candidates for you to interview or offer a work experience placement.

If you are **upskilling an existing member of staff**, your Recruitment Advisor will be in touch with them to talk through their eligibility for the Apprenticeship, request their ID and GCSE certificates and talk about what commitment is required.

**You will need to set up a Digital Apprenticeship Account - DAS (if you don't already have one) You will need our UKPRN number: 10006987**

Don't worry if you don't already have one, our Account Managers will help you set this up and guide you through how to use it.

We will conduct a **Health and safety check**, this will be a 15 minute phone call where we will ask questions about your business.

We need to complete a **three way conversation** with our Skills Coach, yourself and your apprentice which will determine the apprentice's current experience (skills scan). This will be at your premises, on Teams or over email

A bespoke learner training plan and agreement will be devised which you are required to sign.

**We hold regular OneFile training sessions, your Account Manager will let you know when the next one is**

You can check your apprentice's **progress on OneFile**.

You will receive **regular communication** and visits from your apprentice's dedicated Skills Coach.

Your apprentice will need to attend a **fixed start date (induction)** at Training 2000 or online and then they can start their Apprenticeship.

Three months before the end of the Apprenticeship, your apprentice has to complete an **End Point Assessment (EPA)**. It is an impartial assessment of whether your apprentice has developed the skills, knowledge and behaviours in the Apprenticeship standard.

When your apprentice successfully completes their Apprenticeship and passes their assessment, they'll be **awarded with a certificate**.



# Apprenticeship Preparation Programme

Our Apprenticeship Preparation Programme is a great solution for you to offer a work experience placement to a 16-18 year old to make sure that they are the perfect fit for your business before you employ them as an apprentice.

Would you be interested in offering a work trial to support a young person who is eager to get into your industry?

This is a valuable opportunity for you to give something back to our future workforce while you get the opportunity to see how this young person fits in with your business.

**It could last from 4 - 6 weeks / full or part time**

**The young person will have a keen interest in your sector / area of work**

**They are already attending Training 2000's Apprenticeship Preparation Programme and have been working on:**

- CV writing
- Interview techniques & preparation
- Mock interviews
- Functional Skills in both English and maths
- Training sessions in team building, confidence building and self-belief
- Knowledge and practical skills sessions in their chosen career
- Volunteering days at places such as Pennine Lancashire Community Farm, Blackburn Food Bank and the Canal and River Trust

**There is no cost to you - all we need to do is a health & safety check and get a copy of your employer liability insurance**

**You'll be fully supported by a member of staff from Training 2000**




**Traineeships**

# Advertising your Apprenticeship vacancy

## What we'll do

- ✓ We will add the vacancy to the National Apprenticeship Service website (Gov.uk) and advertise on our website
- ✓ We regularly share our Apprenticeship vacancies on social media and will tag your social accounts. Feel free to share these posts or create your own
- ✓ Our Recruitment team send regular emails to all our current applicants with our latest vacancies
- ✓ We share the vacancies with schools, especially those in year 11

## How you can help

- ✓ You can download and print our recruitment poster to display on notice boards, share with colleagues and display in shop windows etc 
- ✓ You could advertise the vacancy on your website and job sites such as Indeed.
- ✓ In February each year we hold our recruitment events aimed at year 11 school leavers. You are invited to come along to those events to promote your business and your Apprenticeship vacancies.

## We offer training and Apprenticeships in:

Automotive Technologies

Leadership and Management

Business and Accountancy

Dental Nursing, Healthcare and Optical

Engineering & Advanced Manufacturing

Scaffolding

**Need more information?  
Get in touch to discuss how Training 2000  
can support your business needs**

[www.training2000.co.uk](http://www.training2000.co.uk)  
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Proud to be part of the

