



# **Bespoke Workforce Development Solutions**

**Apprenticeships & Adult Skills**

**Portfolio 2020**

# ACCOUNTS/FINANCE ASSISTANT



## LEVEL 2 APPRENTICESHIP STANDARD

### Role Overview:

Maintaining an efficient and accurate finance function within a business.

### Role Profile:

Accounts/Finance Assistant is responsible for assisting the team of accountants with junior accounting duties. These can vary massively depending on the team structure and size of business.

An Accounts/Finance Assistant's work could include basic bookkeeping activities, working with sales and purchase ledgers, running calculations to ensure that records and payments are correct, recording of cash and data entry.

Accounts/Finance Assistants can work in almost any sector. Potential employers include corporate businesses, sole traders, partnerships, Public Sector, not-for-profit organisations and educational institutions. Accounts/Finance Assistants may work in-house for an organisation or they might work for accountancy firm, bookkeeping practice, shared service provider, or on behalf of several different clients.

### Examples of the subject areas covered in this Apprenticeship include:

#### Knowledge

- General business
- Understanding your organisation
- Accounting systems and processes
- Basic accounting
- Ethical standards

#### Skills

- Attention to detail
- Communication
- Uses systems and processes
- Personal effectiveness

#### Behaviours

- Team work
- Personal development
- Professionalism
- Customer focus

### Typical Duration:

12 months

### Max. Funding Band:

£6000

### Entry Requirements:

4 GCSE's grade A\* - D or 9 - 3, or equivalent, including Maths and English.

Passion and flair for the industry.

Additional entry requirements set by the employer.

### Typical Job Titles:

Accounts Assistant, Accounts Payable Clerk, Accounts Administrator, Business Accounts Administrator, Finance Assistant Junior, Cost Accountant Assistant, Assistant Bookkeeper, Junior Cashier, Data input clerk, Accounts Receivable Clerk.

### Qualifications Included:

- AAT Foundation Certificate in Accounting (Level 2)
- ACCA Certificate in Financial and Management Accounting (Level 2)
- IAB Level 2 Certificate in Bookkeeping
- ICB Level 2 Certificate in Bookkeeping

**\*Apprentices will be required to have achieved level 1 English and Maths and have taken the test for level 2 prior to taking the end-point assessment.**

# ASSISTANT ACCOUNTANT



## LEVEL 3 APPRENTICESHIP STANDARD

### Role Overview:

Carrying out routine financial activities and support for businesses and organisations of all types and sizes.

### Role Profile:

An Assistant Accountant provides support to internal and external customers and will work predominately either as an assistant accountant within practice or alternatively within the finance function of an organisation. Part of their role will involve assisting in the day to day financial activities such as data entry to month end management accounts and/or year-end financial statements. In addition the Assistant Accountant may find themselves involved in regulatory financial requirements such as the completion of VAT returns or assisting in the preparation of tax computations.

### Examples of the subject areas covered in this Apprenticeship include:

#### Knowledge

- Business awareness
- IT systems and processes
- Ethical standards
- Financial accounting and reporting
- Management accounting

#### Behaviours

- Embracing change
- Adding value
- Ethics and integrity
- Personal accountability
- Productivity
- Team working and collaboration

#### Skills

- Analysis
- Communication
- Producing quality and accurate information
- Uses systems and processes
- Problem solving

### Typical Duration:

12-18 months

### Max. Funding Band:

£8000

### Entry Requirements:

5 GCSE's grade A\* - C or 9 - 4, or equivalent, including Maths and English.

Passion and flair for the industry.

Additional entry requirements set by the employer.

### Typical Job Titles:

Assistant Accountant, Trainee Accounting Technician, Accounts Clerk, Cashier Finance Assistant, Purchase Ledger Clerk, Sales Ledger Clerk.

**\*Apprentices without Level 2 English and Maths will need to achieve this prior to taking the end-point assessment.**

# PROFESSIONAL ACCOUNTING/ TAXATION TECHNICIAN



## LEVEL 4 APPRENTICESHIP STANDARD

### Role Overview:

Working as an accountant or bookkeeper for an accounting practice, business, organisation or HMRC.

### Role Profile:

Individuals in the role of a Professional Accounting/Tax Technician will have responsibility for creating, and/or verifying and reviewing, accurate and timely financial information within the organisation in which they are employed or on behalf of another organisation. This will be performed in order to meet relevant ethical, professional and legal standards, and will utilise the individual's knowledge of the business systems and processes, as well as standard accounting and tax practices. This role may exist in an accounting practice, a professional services company, HMRC or the accounting function of a business or other organisation.

### Examples of the subject areas covered in this Apprenticeship include:

#### Knowledge

- Technical knowledge
  - Option 1 - Accounting
  - Option 2 - Tax
- Business awareness
- Ethical standards
- Regulation and compliance
- Systems and processes

#### Skills

- Analysis
- Communication
- Leadership
- Planning and prioritisation

- Producing quality and accurate information
- Team working and collaboration
- Uses systems and processes

#### Behaviours

- Adaptability
- Adding value
- Ethics and integrity
- Proactivity
- Professional scepticism

### Typical Duration:

18 months

### Max. Funding Band:

£8000

### Entry Requirements:

5 GCSE's grade A\* - C or 9 - 4, or equivalent, including Maths and English.

Passion and flair for the industry.

Additional entry requirements set by the employer.

### Typical Job Titles:

Assistant Auditor, Assistant Management Accountant, Assistant Financial Accountant, Accounts Payable and Expenses Supervisor, Commercial Analyst, Payroll Manager, Senior Bookkeeper, Senior Financial Officer, Tax Investigations Officer, Personal Tax Assistant and Business Tax Assistant.

**\*Apprentices without Level 2 English and Maths will need to achieve this prior to taking the end-point assessment.**

# BUSINESS ADMINISTRATOR



## LEVEL 3 APPRENTICESHIP STANDARD

### Role Overview:

Supporting and engaging with different parts of the organisation and interacting with internal or external customers.

### Role Profile:

Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors.

The role of a business administrator involves working independently or as part of a team and individuals will demonstrate their ability to develop, implement, maintain and improve administrative services.

**Examples of the subject areas covered in this Apprenticeship include:**

### Knowledge

- The organisation
- Value of their skills
- Stakeholders
- Relevant regulation
- Policies
- Business fundamentals
- Processes
- External environment factors

### Behaviours / Attitudes

- Professionalism
- Personal qualities
- Managing performance
- Adaptability
- Responsibility

### Skills

- IT
- Record and document production
- Decision making
- Interpersonal skills
- Communications
- Quality
- Planning and organisation
- Project management

### Typical Duration:

12-18 months

### Max. Funding Band:

£5000

### Entry Requirements:

5 GCSE's grade A\* - C or 9 - 4, or equivalent, including Maths and English.

Passion and flair for the industry.

Additional entry requirements set by the employer.

### Typical Job Titles:

Administrative Assistant,  
Administrative Coordinator,  
Administration Officer,  
Administrative Support Officer.

**\*Apprentices without Level 2 English and Maths will need to achieve this prior to taking the end-point assessment.**



# CUSTOMER SERVICE PRACTITIONER



## LEVEL 2 APPRENTICESHIP STANDARD

### Role Overview:

Providing customer service products and services for businesses and other organisations including face-to-face, telephone, digital and written contact and communications.

### Role Profile:

The Level 2 Apprenticeship Standard in Customer Service is designed for individuals with a desire to learn a range of practical skills that are transferable to almost any role.

The role of a Customer Service Practitioner is to deliver high quality products and services to the customers of their organisation. Their core responsibility will be to provide a high quality service to customers which will be delivered from the workplace, digitally, or through going out into the customer's own locality. These may be one-off or routine contacts and include dealing with orders, payments, offering advice, guidance and support, meet-and-greet, sales, fixing problems, after care, service recovery or gaining insight through measuring customer satisfaction. They may be the first point of contact and work in any sector or organisation type.

### Examples of the subject areas covered in this Apprenticeship include:

#### Knowledge

- Knowing your customers
- Understanding the organisation
- Meeting regulations and legislation
- Systems and resources
- Your role and responsibility
- Customer experience
- Product and service knowledge

#### Skills

- Interpersonal skills
- Communication
- Influencing skills
- Personal organisation
- Dealing with customer conflict and challenge

#### Behaviours

- Developing self
- Being open to feedback
- Team working

### Typical Duration:

12 months

### Max. Funding Band:

£3500

### Entry Requirements:

4 GCSE's grade A\* - D or 9 - 3, or equivalent, including Maths and English.

Passion and flair for the industry.

Additional entry requirements set by the employer.

### Typical Job Titles:

Customer Service Practitioner, Customer Service Advisor, Customer Service Officer, Customer Service Coordinator, Client Relationship Officer.

**\*Apprentices will be required to have achieved level 1 English and Maths and have taken the test for level 2 prior to taking the end-point assessment.**

# CUSTOMER SERVICE SPECIALIST



## LEVEL 3 APPRENTICESHIP STANDARD

### Role Overview:

A professional for direct customer support within all sectors and organisation types.

### Role Profile:

The main purpose of a Level 3 Customer Service Specialist apprentice is to be a 'professional' for direct customer support within all sectors and organisation types. You are an advocate of customer service who acts as a referral point for dealing with more complex or technical customer requests, complaints and queries. You are often an escalation point for complicated or ongoing customer problems. As an expert in your organisation's products and/or services, you share knowledge with your wider team and colleagues. You gather and analyse data and customer information that influences change and improvements in service. Utilising both organisational and generic IT systems to carry out your role with an awareness of other digital technologies. This could be in many types of environment including contact centres, retail, webchat, service industry or any customer service point.

### Examples of the subject areas covered in this Apprenticeship include:

#### Knowledge

- Business knowledge and understanding
- Customer journey knowledge
- Knowing your customers and their needs/customer insight
- Customer service culture and environment awareness

#### Skills

- Business focused service delivery
- Providing a positive customer experience

- Working with your customers/ customer insights
- Customer service performance
- Service improvement

#### Behaviours

- Develop self
- Ownership/responsibility
- Team working
- Equality
- Presentation

### Typical Duration:

15 months

### Max. Funding Band:

£4000

### Entry Requirements:

5 GCSE's grade A\* - C or 9 - 4, or equivalent, including Maths and English.

Passion and flair for the industry.

Additional entry requirements set by the employer.

### Typical Job Titles:

Customer Service Specialist, Account Manager, Accounts Coordinator, Business Service Representative, Customer Service Representative.

**\*Apprentices without Level 2 English and Maths will need to achieve this prior to taking the end-point assessment.**

# ADULT CARE WORKER



## LEVEL 2 APPRENTICESHIP STANDARD

### Role Overview:

Providing frontline care for vulnerable adults to within their own homes, day care centres, residential and nursing homes and other healthcare settings.

### Role Profile:

This qualification, promoted and valued by employers, is achieved by a combination of direct teaching and self-directed learning. Progression: This apprenticeship provides an ideal entry into the occupation and supports progression within the sector.

Adult Care Workers need to have the right values and behaviours developing competences and skills to provide high quality compassionate care and support. They are the frontline staff who help adults with care and support needs to achieve their personal goals and live as independently and safely as possible, enabling them to have control and choice in their lives which is at the heart of person centred care. Job roles are varied and determined by and relevant to the type of the service being provided and the person supported. Adult Care Workers may work in residential or nursing homes, domiciliary care, day centres, a person's own home or some clinical healthcare settings.

### An Adult Care Worker must know and understand:

- The job they have to do, their main tasks and responsibilities
- The importance of having the right values and behaviours
- The importance of communication
- How to support individuals to remain safe from harm (Safeguarding)
- How to promote health and wellbeing for the individuals they support and work colleagues
- How to work professionally, including their own professional development

**\*Apprentices will be required to have achieved level 1 English and Maths and have taken the test for level 2 prior to taking the end-point assessment .**

### Typical Duration:

12 months

### Max. Funding Band:

£3000

### Entry Requirements:

4 GCSE's grade A\* - D or 9 - 3, or equivalent, including Maths and English.

Passion and flair for the industry.

Additional entry requirements set by the employer.

### Typical Job Titles:

Care Assistant, Care Worker, Support Worker, Personal Assistant, Relief Team Worker, Support Worker - Supported Living, Key Worker in Residential Settings, Key Worker in Domiciliary Services, Key Worker in Day Services, Home Care Support Worker, Substance Misuse Worker, Learning Disability Support Worker, Mental Health Support Worker, Mental Health Outreach Worker and Re-enablement Worker.

### Qualifications Included:

- Level 2 Diploma in Health & Social Care
- Care certificate



# LEAD ADULT CARE WORKER



## LEVEL 3 APPRENTICESHIP STANDARD

### Role Overview:

Leading frontline care for vulnerable adults within their own homes, day care centres, residential and nursing homes and other healthcare settings.

### Role Profile:

The Apprenticeship is an integrated programme of knowledge and skills acquisition, developed alongside core behaviours expected of a competent worker operating in a regulated field. The award of the Apprenticeship certificate will signify recognition of competence in a role and enable progression to higher Levels of skills development.

Lead Adult Care Workers are the frontline staff who help adults with care and support needs to achieve their personal goals and live as independently and safely as possible, enabling them to have control and choice in their lives. In addition, Lead Adult Care Workers have responsibility for providing supervision, frontline leadership, guidance and direction for others, or working autonomously, exercising judgement and accountability.

### A Lead Adult Care Worker must know and understand:

- The job they have to do, their main tasks and responsibilities
- The importance of having the right values and behaviours
- The importance of communication
- How to support individuals to remain safe from harm (Safeguarding)
- How to champion health and wellbeing for the individuals they support and work colleagues
- How to work professionally, including their own professional development of those they support and work colleagues

### Typical Duration:

12 months

### Max. Funding Band:

£3000

### Entry Requirements:

5 GCSE's grade A\* - C or 9 - 4, or equivalent, including Maths and English.

Passion and flair for the industry.

Additional entry requirements set by the employer.

### Typical Job Titles:

Care Officer, Care Supervisor, Senior Care Worker, Supervising Care Worker, Senior Support Worker, Relief Team Leader, Social Work Assistant, Social Services Officer, Outreach Development Worker, Community Support Worker, Community Outreach Worker, Family Support Worker or Personal Assistant. These could all specialise in a variety of areas such as learning disability, mental health, drug and alcohol misuse, homecare, dementia and end-of-life care.

### Qualifications Included:

- Level 3 Diploma in Health & Social Care
- Care certificate

**\*Apprentices without Level 2 English and Maths will need to achieve this prior to taking the end-point assessment.**

# IMPROVEMENT TECHNICIAN



## LEVEL 3 APPRENTICESHIP STANDARD

### Role Overview:

Responsible for delivery and coaching of improvement activity within an area of responsibility.

### Role Profile:

Improvement Technicians are responsible for delivery and coaching of improvement activity within an area of responsibility, often associated with Lean and Six Sigma methodologies. They can be found across all industry sectors and functions including automotive, banking, engineering, food products, IT, property, retail, telecoms etc. Typically, Technicians work as a member of an operational team to resolve problems - preventing re-occurrence, engaging others in issues affecting them and to support the improvement of performance.

### Examples of the subject areas covered in this Apprenticeship include:

#### Knowledge

- Compliance: Legislative and customer compliance requirements including health and safety.
- Team formation & leadership: Improvement team roles and responsibilities in a change environment.

#### Skills

- Communication: Share improvement progress through appropriate reporting.
- Project management: Plan, manage and implement improvement activities. Identify and support management of risks.

#### Behaviours

- Drive for results: Clear commitment for identifying opportunities and delivering improvements, pays attention to detail.

### Typical Duration:

14 months

### Max. Funding Band:

£4000

### Entry Requirements:

5 GCSE's grade A\* - C or 9 - 4, or equivalent, including Maths and English.

Passion and flair for the industry.

Additional entry requirements set by the employer.

### Typical Job Titles:

Business Improvement Co-ordinator, Continuous Improvement Executive, Process Technician, Operational Excellence/Lean Engineer, Lean Six Sigma Yellow belt and Quality Control Analyst.

**\*Apprentices without Level 2 English and Maths will need to achieve this Level prior to taking the end-point assessment.**

# IMPROVEMENT PRACTITIONER



## LEVEL 4 APPRENTICESHIP STANDARD

### Role Overview:

Identify and lead the delivery of change across organisational functions and processes .

### Role Profile:

Improvement Practitioners use a blend of Lean and Six Sigma, project and change management principles and tools to identify and lead the delivery of change across organisational functions and processes. Improvement Practitioners can be found across all sectors and functions including automotive, banking, engineering, food products, IT, property, retail, telecoms etc.

Typically, Practitioners lead smaller projects and/or play a key supporting role in a larger programme – tackling issues that may require swift problem solving, or re-occurring challenges that require in-depth analysis and the implementation of a range of effective and sustainable countermeasures. They are the focal point for all stakeholders and responsible for communication throughout a project.

### Examples of the subject areas covered in this Apprenticeship include:

#### Knowledge

- Compliance: Legislative and customer compliance requirements including health and safety.
- Team formation & leadership: Decision-making techniques e.g. consensus, authority rule, majority rule.

#### Skills

- Compliance: Work in accordance with organisational controls and statutory regulations.
- Communication: Speak and write clearly. Influence others, question effectively. Plan and deliver meetings presenting insight to engage audiences.

#### Behaviours

- Drive for results: Continuous drive for change and encourages others to deliver results across functional areas capturing and standardising best practice

### Typical Duration:

14 months

### Max. Funding Band:

£6000

### Entry Requirements:

5 GCSE's grade A\* - C or 9 - 4, or equivalent, including Maths and English.

Passion and flair for the industry.

Additional entry requirements set by the employer.

### Typical Job Titles:

Business Improvement Co-ordinator, Continuous Improvement Executive, Process Technician, Operational Excellence/Lean Engineer, Lean Six Sigma Yellow belt and Quality Control Analyst.

**\*Apprentices without Level 2 English and Maths will need to achieve this Level prior to taking the end-point assessment.**

# ASSOCIATE PROJECT MANAGER



## LEVEL 4 APPRENTICESHIP STANDARD

### Role Overview:

Managing project work and teams for businesses and other organisations.

### Role Profile:

Projects can be defined and delivered within different contexts, across diverse industry sectors. They can be large or small. Every project needs to be managed to ensure its success, An Associate Project Manager knows what needs to be achieved, how it will be achieved, how long it will take and how much it will cost, and works with the project team to achieve the required outcomes.

Associate Project Managers need good planning, organisation, leadership, management and communication skills. An Associate Project Manager utilises resources with suitable skills, qualifications, experience and knowledge to work together in a motivated and integrated team, with clearly defined reporting lines, roles, responsibilities and authorities.

### Examples of the subject areas covered in this Apprenticeship include:

#### Knowledge

- Project governance - Different types of organisational structures and responsibilities, functions and project phases on different types of project. How governance can control and manage the successful delivery of projects.

#### Skills

- Stakeholder and communications management - Manage stakeholders, taking account of their Levels of influence and particular interests. Manage conflicts and negotiations. Communicate to a variety of different audiences. Contribute to negotiations relating to project objectives.

#### Behaviours

- Collaboration and team work - Understands and is effective as part of an integrated team.

### Typical Duration:

18 - 24 months

### Max. Funding Band:

£6000

### Entry Requirements:

5 GCSE's grade A\* - C or 9 - 4, or equivalent, including Maths and English.

Passion and flair for the industry.

Additional entry requirements set by the employer.

### Typical Job Titles:

Associate Project Manager, Assistant Project Manager, Junior Project Manager, Project Team Leader. Some organisations use 'project manager' as a generic job title.

### Qualifications Included:

APM Project Management Qualification

**\*Apprentices without Level 2 English and Maths will need to achieve this prior to taking the end-point assessment.**

# TEAM LEADER/SUPERVISOR



## LEVEL 3 APPRENTICESHIP STANDARD

### Role Overview:

Managing teams and projects to meet a private, public or voluntary organisation's goals.

### Role Profile:

A Team Leader/Supervisor is a first line management role, with operational/project responsibilities or responsibility for managing a team to deliver a clearly defined outcome. They provide direction, instructions and guidance to ensure the achievement of set goals. Working in the private, public or third sector and in all sizes of organisation, specific responsibilities will vary, but the Knowledge, Skills and Behaviours needed will be the same whatever the role.

Key responsibilities are likely to include supporting, managing and developing team members, managing projects, planning and monitoring workloads and resources, delivering operational plans, resolving problems, and building relationships internally and externally.

### Examples of the subject areas covered in this Apprenticeship include:

#### Knowledge

- Understand different leadership styles and the benefits of coaching to support people and improve performance. Understand organisational cultures, equality, diversity and inclusion.

#### Skills

- Able to communicate organisation strategy and team purpose, and adapt style to suit the audience. Support the development of the team and people through coaching, role modelling values and behaviours, and managing change effectively.

#### Behaviours

- Drive to achieve in all aspects of work. Demonstrates resilience and accountability. Determination when managing difficult situations.

### Typical Duration:

12 months

### Max. Funding Band:

£4500

### Entry Requirements:

5 GCSE's grade A\* - C or 9 - 4, or equivalent, including Maths and English.

Passion and flair for the industry.

Additional entry requirements set by the employer.

### Typical Job Titles:

Supervisor, Team Leader, Project Officer, Shift Supervisor, Foreperson, and Shift Manager.

### Qualifications Included:

The ILM Level 3 diploma for managers

**\*Apprentices without Level 2 English and Maths will need to achieve this prior to taking the end-point assessment.**

# OPERATIONS/DEPARTMENTAL MANAGER



## LEVEL 5 APPRENTICESHIP STANDARD

### Role Overview:

Managing teams and projects in line with a private, public or voluntary organisation's operational or departmental strategy.

### Role Profile:

An Operations/Departmental Manager is someone who manages teams and/or projects, and achieving operational or departmental goals and objectives, as part of the delivery of the organisations strategy. They are accountable to a more senior manager or business owner. Working in the private, public or third sector and in all sizes of organisation, specific responsibilities and job titles will vary, but the Knowledge, Skills and Behaviours needed will be the same.

Key responsibilities may include creating and delivering operational plans, managing projects, leading and managing teams, managing change, financial and resource management, talent management, coaching and mentoring.

### Examples of the subject areas covered in this Apprenticeship include:

#### Knowledge

- Understand operational management approaches and models, including creating plans to deliver objectives and setting KPIs. Understand business development tools (eg SWOT) and approaches to continuous improvement.

#### Skills

- Able to input into strategic planning and create plans in line with organisational objectives. Support, manage and communicate change by identifying barriers and overcoming them.

#### Behaviours

- Drive to achieve in all aspects of work. Demonstrates resilience and accountability. Determination when managing difficult situations. Seeks new opportunities.

### Typical Duration:

30 months

### Max. Funding Band:

£7000

### Entry Requirements:

5 GCSE's grade A\* - C or 9 - 4, or equivalent, including Maths and English.

Passion and flair for the industry.

Additional entry requirements set by the employer.

### Typical Job Titles:

Operations Manager, Regional Manager, Divisional Manager, Department Manager and Specialist Managers.

### Qualifications Included:

The ILM Level 5 diploma for Leaders and Managers

**\*Apprentices without Level 2 English and Maths will need to achieve this prior to taking the end-point assessment.**



# SECTOR BASED WORK ACADEMIES



## RECRUIT WORK READY CANDIDATES

### Overview:

Sector-Based Work Academies are a great way to create a skilled workforce for your business. ITS Group has designed sector-specific Adult Skills training programmes, across a range of vocational areas, to help meet your immediate and future recruitment, induction and staff development needs. These cost-free programmes will help you find and employ the right skills to sustain and grow your business.

**Our bespoke sector based work academy provides a complimentary recruitment, induction and vacancy fulfilment service and can include:**

- Pre-employment training - relevant to the needs of your business, with accredited sector qualifications
- Work experience placement - great benefit to the individual and an opportunity to assess future potential employees
- A guaranteed job interview - valuable interview experience for the individual and a source of work-ready candidates for your business

### Benefits to the employer:

Reduced recruitment costs / Higher staff retention / Reduced costs for mandatory training / Reduced costs for key licenses / Higher staff morale / Excellent opportunity for press coverage and fits into most corporate social responsibility policies / Build longer term sustainable recruitment plans and workforce development strategies.

Utilise our complimentary recruitment service to ensure your organisation boosts it's staff retention and motivation, all while ensuring you gain keen, qualified individuals ready to make a real difference in your business.

### Typical Duration:

3-4 weeks (may vary)

### Available Funding:

Fully funded

### Typical Sectors:

Security and Events, Construction, Health and Social Care, Warehousing and Logistics, Food Production and Manufacturing, Retail.

Contact our Team to utilise our free recruitment service.

Call: 01226 216760

Email: [work.academy@ind-training.co.uk](mailto:work.academy@ind-training.co.uk)

# FAST TRACK TO APPRENTICESHIPS



## RECRUIT APPRENTICESHIP READY CANDIDATES

### Overview:

ITS Group, working in partnership with Barnsley College, have launched a new rolling programme for school-leavers aged 16-18 who are unemployed and looking to start / progress their careers through an apprenticeship. The programme is designed to give school-leavers a stepping stone into an apprenticeship through supported work and interview preparation alongside earning up to 10 different qualifications that strengthen their CV.

### The programme may include the following essential learning activities:

CV preparation / Interview Skills / Health and Safety / Customer Service / Money Management / Self-assessment and mindset / Understanding motivation / Team Working / Communication / Positive Attitude and behaviours / Career progression / Mental Health awareness.

\*Depending on the apprenticeship they are applying for, they may also qualify for a free first aid, CSCS card and food safety qualification.

### Duration:

2 weeks - 4 weeks

### Available Funding:

Fully funded

### Eligibility Criteria:

16-18 years old /

Currently unemployed

Contact our Team for more work preparation information.

Call: 01226 216760

Email: [work.academy@ind-training.co.uk](mailto:work.academy@ind-training.co.uk)

## RECRUIT WORK READY CANDIDATES

**Are you struggling to recruit quality candidates?**

**Are you looking to help shape your workforce for the future?**

A traineeship is a course, fully funded by the government, that includes a work placement. It can last from 6 weeks up to 6 months dependent upon individual needs.

Our traineeships are delivered through a combination of work placement hours, functional skills for Maths and English and time spent developing your employability. We provide support with your communication skills, confidence, team working, English and maths, IT skills. Help with job searching, interview preparation, CV writing, making positive impressions.

### **Benefits to the employer:**

- Enables you to design a programme that suits both the needs of your business and the needs of the trainee.
- Helps you to increase capacity and productivity.
- Helps you develop a loyal and talented workforce.
- Allows you to help tackle youth unemployment.

### **Benefits to the learner:**

- Traineeships help 16 to 24 year olds prepare for an apprenticeship or job if they don't have the appropriate skills or experience.
- Progression route into an apprenticeship or employment.

### **Duration:**

2 weeks - 6 months

### **Available Funding:**

Fully funded

### **Eligibility Criteria:**

19+ years old /

Currently unemployed

**Contact our Team for more traineeship information.**

**Call: 01226 216760**

**Email: [work.academy@ind-training.co.uk](mailto:work.academy@ind-training.co.uk)**

# ADULT EDUCATION BUDGET



## ADULT SKILLS TRAINING

### Overview:

ESFA funded Adult Education Budget (AEB) aims to engage adults and provide the skills and learning they need to progress into work or equip them for an apprenticeship or other learning. It enables more flexible tailored programmes of learning to be made available, which may or may not require a qualification, to help eligible learners engage in learning, build confidence, and/or enhance their wellbeing.

### Available funding:

#### Age 19-23

- Fully funded - English & Maths up to Level 2
- Fully funded - First full Level 2
- Fully funded - Learning to progress to Level 2
- Fully funded - First full Level 3

#### Age 24+ other

- Fully funded - English & Maths up to Level 2
- Co-funded - First full Level 2
- Co-funded - Learning to progress to Level 2
- Loan funded - First full Level 3

**Qualifications up to and including Level 2 are fully funded for employees earning less than £16,000**

### Eligibility Criteria:

All candidates must be 19 years plus.

Contact our Business Development Team for more information.

Call: 01226 216760

Email: [business.enquiries@ind-training.co.uk](mailto:business.enquiries@ind-training.co.uk)

# ADVANCED LEARNER LOANS



## INVEST IN YOUR FUTURE

### Overview:

Advanced learner loans give individuals access to financial support for tuition costs similar to that available in higher education and are administered by Student Finance England.

Individuals planning to study at Level 3, 4, 5 or 6 and aged 19 or over (on the first day of the course) may qualify for an Advanced Learner Loan to help pay for their course fees. These government loans are easy to apply for, household income isn't taken into account and there's no credit check. The individuals won't have to pay anything back until their income is over £25,725 a year.

The loan pays for a qualification and is paid directly to the training provider, so individuals won't have to worry about sorting payment out. It's a great way to get a qualification that they may not have previously been able to afford!

Note: the loans **do not** cover Degrees or other forms of Higher Education such as HNCs or HNDs. For HE funding information go to [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance)

**More information about Advanced Learner Loans can be found at [www.gov.uk/advanced-learner-loan](http://www.gov.uk/advanced-learner-loan)**

### Eligibility:

Loans are not means-tested and are available to eligible learners who are:

Aged 19 or older on the first day of starting their designated loans qualification.

Be living in the UK of the first day in learning and been ordinary resident in the UK for 3 years before starting the course.

Studying in England

Studying one or more designated loan qualifications at Levels 3, 4, 5 or 6.

The minimum loan amount is £300.

**For further details, including eligibility and how to apply...**

**Contact our Business Development Team for more information.**

**Call: 01226 216760**

**Email: [business.enquiries@ind-training.co.uk](mailto:business.enquiries@ind-training.co.uk)**

# MANDATORY TRAINING



# SHORT COURSES

**We have a range of mandatory compliance training courses...**

The following are examples of mandatory compliance training courses that could boost your employee productivity and safety within the workplace. For more information, click the links below:

- [Emergency First aid Level 3 - £50 per person.](#)
- [First Aid at work 3 day - £150 per person.](#)
- [Health and Safety Level 2 - £50 per person.](#)
- [Food Safety for Catering - £50 per person.](#)
- [Level 2 Risk Assessment - £50 per person.](#)
- [Level 2 Food Safety in Manufacturing - £50 per person.](#)
- [Level 3 Award in Food Safety for Catering - £50 per person.](#)
- [Level 3 Award in Food Safety for Manufacturing - £50 per person.](#)
- [Level 2 Award in Safe Moving and Handling - £50 per person.](#)
- [Level 2 Award in the Principles of Fire Safety - £50 per person.](#)
- [Level 2 Award in the Control of Substances Hazardous to Health - £50 per person.](#)
- [Level 2 Award in Safeguarding and Protecting Children and Young People - £50 per person.](#)

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