



The City
of Liverpool
College

We are for

**THE
FUT
URE**

EMPLOYER GUIDE

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Welcome



Sophie Park
Director of Workforce Skills

Welcome to The City of Liverpool College, the College for Business.

At the heart of every successful business is its people and we're passionate about nurturing the right talent, ready to meet your business needs. Through relevant, progressive training, we help leading UK employers meet their growth potential.

In providing high-calibre apprentices, bespoke, on-the-job training and comprehensive recruitment support, we aim to help you gain a competitive edge. Not only that, our curriculum is

tailored around both employer feedback and advice from industry experts so that our learners are equipped with the latest knowledge and skills for their industry.

Our College workshops and facilities are designed with employers in mind. We are proud to have a £2.5m Microsoft Academy - putting digital skills at the heart of education, specialist hi-tech learning laboratories for students studying on dental, engineering and science-based programmes state of the art and this year we are developing our brand new building services engineering workshop.

Our Workforce Development Team are on hand to provide expert advice and training options to suit your business. We offer free business reviews to help identify skills gaps and growth opportunities.

Never before has it been so important for businesses and educational providers to come together to boost employment prospects and bridge the skills gap. Now is the time for us to join forces. Read on and find out more about our offer - **we are for the future.**

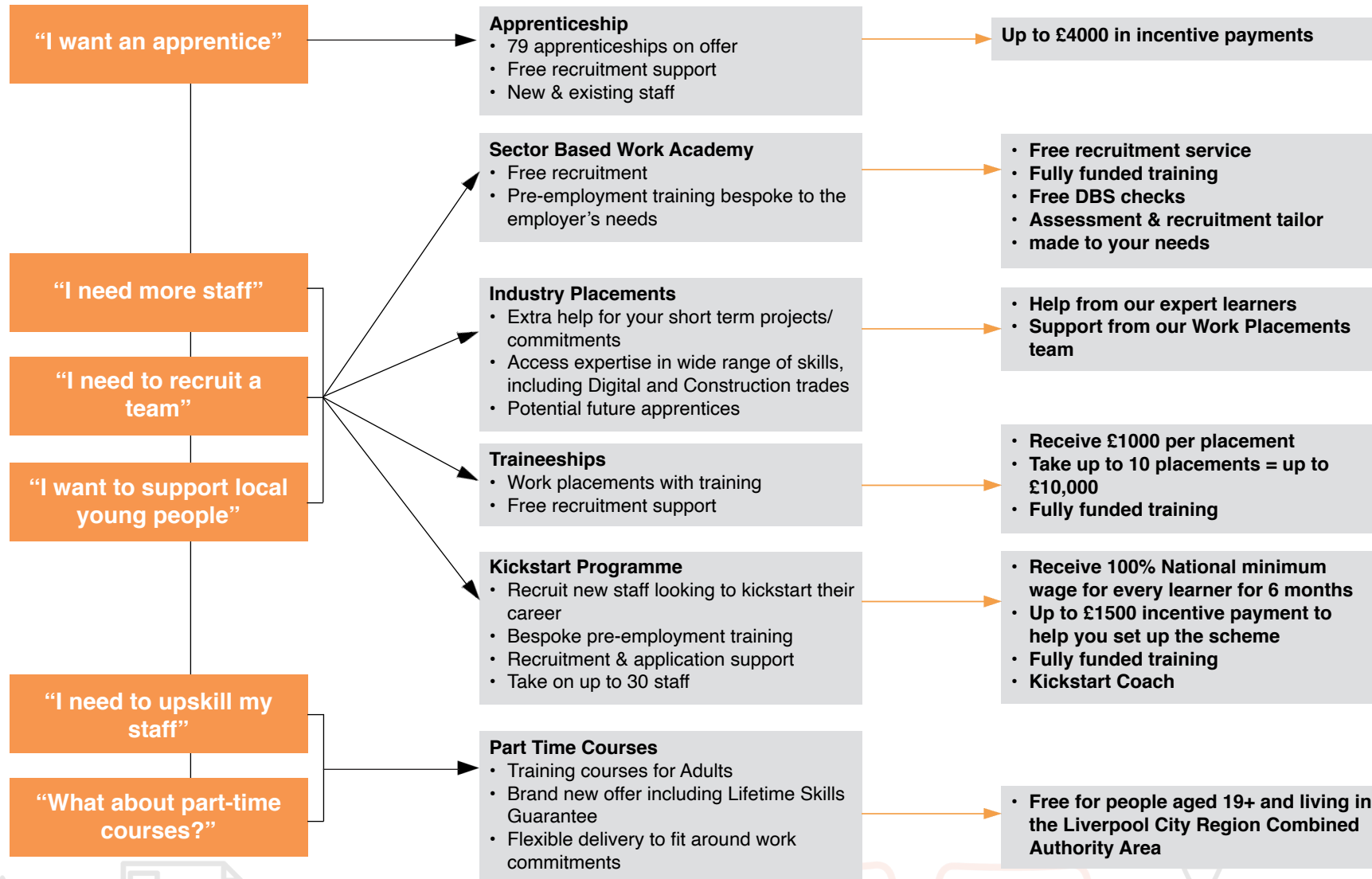
Sophie Park
Director of Workforce Skills

Support & Incentives for Employers

Business Needs

Solutions

Funding & Support



Apprenticeships at The City of Liverpool College

The City of Liverpool College are proud to be a leading provider of Apprenticeships.

If there's a skills shortage in your business, apprenticeships could be the answer. They allow you to take on enthusiastic young talent, or provide current staff with essential new skills.

The College work closely with employers to tailor each apprenticeship standard to your business. We offer apprenticeships across a range of industries, from level 2 right up to degree-level apprenticeships, open to anyone aged 16 and over.

We provide free recruitment support, including matching the skills of candidates to your vacancy, interview pre-screening service and ongoing support through every stage of the process.



Upskill Existing Staff

Apprenticeships aren't just for new recruits! They are a great option for employers looking to develop their existing workforce's skills. We offer a range of Apprenticeships all the way up to degree level, to help you get the most from your staff. Our Workforce Development Team offer free reviews for businesses, to identify skills gaps and areas for growth. Get in touch:

apprenticeships@liv-coll.ac.uk



up to

£4000

incentive payment
per apprentice



over

70

Apprenticeship
programmes



30

Expert Skills Coaches

Meet the Apprentice

Vivien Wong is a Level 4 Project Management Apprentice, working as an EPA advisor for The City of Liverpool College.

Why did you decide to undertake an apprenticeship?

I decided to undertake an apprenticeship as I wanted a career change. I have always loved taking on new challenges and learning new things to expand my knowledge. An aspect that I thoroughly enjoyed in my previous role was project work and I knew that this would be something that I would want to pursue in the future. Being able to work as an EPA Advisor and study alongside has been a great opportunity offered, given I had no knowledge or experience about EPA prior.



Vivien Wong
EPA Advisor, The City of
Liverpool College

Could you tell us a bit about your role?

As an EPA Advisor I liaise with external stakeholders to ensure that I have the up-to-date information to support our internal stakeholders. I ensure that we have EPA Approvals with the EPAO's so I can register students. Towards the end of the student's programme, I will upload all the evidence to trigger gateway and liaise with EPAO's to book the student's EPA event. Throughout the student's duration on-programme, I additionally provide support to students and Assessors with any queries they have.

How easy was it to get started?

Learning a new job role was difficult at the beginning, however with the support of the team and my Skills Coach, I have picked this up relatively quickly. Outside of my job role, have been given other opportunities to flourish and learn more things. I can say that I am learning and thriving in my role every day!

What are your plans for the future?

At the end of the apprenticeship, I hope to be a permanent member of the Apprenticeship Team. I would love to continue to grow in my role and help the business grow. I am looking forward to taking on new challenges and responsibilities.

THE APPRENTICESHIP JOURNEY



INITIAL ENQUIRY

Employer details collected & Employer meeting scheduled
Student details collected, including all necessary information for a temporary enrolment

BKSBs sent to student



EMPLOYER MEETING

Health & Safety Checklist & Employers Liability Insurance information collected
Digital Account Service completed

Apprentices/Assessor meeting scheduled



APPRENTICE & SKILLS COACH MEETING

Skill Scan completed & RPL calculated (if needed)
BKSBs checked

All documents now complete



APPRENTICE STARTS

Notification sent to HoS & Skills Coach with start information & skills scan attached

Paperwork added to Sharepoint and compliance checked



CHECKPOINT 1

30 DAYS ON PROGRAMME MEETING

30 day on programme meeting booked on Smart Assessor with apprentice, employer, Skills Coach and member of Business Support



APPRENTICE GROUPE

Apprentice added to timetable and registers

Apprentices added to Functional Skills groups where applicable



SMART ASSESSOR

Check units
Check reviews are pre-booked
First day in learning SA activity
Check employer/apprentice access

Apprentice completes 6-Step Induction



APPRENTICE ENROLLED

Sent to MIS to process

MIS enrol apprentice on apprenticeship programme and Functional Skills where needed



12 WEEK REVIEWS

Booked and recorded in Smart Assessor with the apprentice, employer and Skills Coach



4 WEEK REVIEWS

Telephone call every 4 weeks between the apprentice & their Skills Coach



ONGOING REVIEW

All progress recorded on Smart Assessor

Coaching/mentoring/assessment at the workplace/college/remote)

CHECKPOINT 2



6 MONTH ON PROGRAMME MEETING

6 Month on programme meeting booked on Smart Assessor with apprentice, employer, Skills Coach and member of Business Support



MOCK EPA

Mock EPA completed including:
Practical Skills Test
Knowledge Tests
Professional Discussions



QUALIFICATIONS COMPLETED

Qualifications completed and claimed including Functional Skills

CHECKPOINT 3



ANNUAL PROGRESS MEETING

12 Month on programme meeting booked on Smart Assessor with apprentice, employer, Skills Coach and member of Business Support



MOT MEETINGS

4 Weekly Monthly on Track meetings
'Off Track' students identified
Weekly intervention for all off track students

KEY

- Workforce Development
- Business Support
- Skills Coach/Assessor
- Curriculum



GATEWAY TRIGGERED

Gateway triggered
EPA booked with confirmation from apprentice, employer and Skills Coach



EPA



EXIT MEETING

Exit meeting booked on Smart Assessor with apprentice, employer, Skills Coach, Business Support and a member of Workforce Development

Destination Survey completed

Future business discussed with employer
Future development discussed with apprentice



APPRENTICE COMPLETES

Apprenticeship Offer 2020/2021

We are proud to offer over 70 apprenticeships across a range of industries.

We're always looking to expand our offer, so if you can't see what you're looking for get in touch: apprenticeships@liv-coll.ac.uk

Engineering & Logistics



Apprenticeship	Level
Automation & Controls Technician	4
Engineering Manufacturing Technician	4
Maintenance & Operations Engineer	4
Metal Fabrication	3
Trade Supplier	2
Lift Truck & Powered Access Engineering Technician	3
Safety, Health & Environment Technician	3

Construction Crafts



Apprenticeship	Level
Advanced Carpentry & Joinery	3
Refrigeration & Air Conditioning Engineer	3
Bricklayer	2
Carpentry & Joinery	2
Civil Engineering Technician	3
Electrical Installation	3
Facilities Management Supervisor	3
Facilities Services Operative	2
Furniture Manufacturer	2
Gas Engineer	3
Groundworker	2
Plasterer	2
Plumbing & Heating Technician	3
Property Maintenance Operative	2
Surveying Technician	3

Motor Vehicle



Apprenticeship	Level
Heavy Vehicle Service & Repair	3
Light Vehicle Service & Repair	3
Vehicle Damage Paint	3
Vehicle Damage Panel	3
Vehicle Damage MET	3

Construction Management



Apprenticeship	Level
Building Services Engineering Site Management	6
Building Services Design Engineer	6
Civil Engineer	6
Civil Engineering Site Manager	6
Construction Quantity Surveying Technician	4
Construction Site Engineering Technician	4
Construction Site Management	6
Construction Site Supervisor	4

Building Services Engineering



Apprenticeship	Level
Building Services Design Technician	3
Building Services Engineering Services & Maintenance Engineer	3
Building Services Engineering Technician	4
Building Services Engineering Craftsperson	3
Building Services Engineering Installer	2

Business & Management



Apprenticeship	Level
Associate Project Manager	4
Business Administrator	3
Customer Service Specialist	3
Debt Advisor	3
ILM Team Leading	3
ILM Operational Manager	5
ILM Chartered Management	6
ILM Strategic Leadership	7
Learning & Development Consultant	5
Assessor Coach	4
Teaching Assistant	3

Health & Social Care



Apprenticeship	Level
Adult Care Worker	2
Healthcare Support Worker	2
Laboratory Technician	3
Lead Adult Care Worker	3
Leader in Adult Care	4
Pharmacy Services Assistant	2
Pharmacy Technician	3
Senior Healthcare Support Worker	3

Digital & IT



Apprenticeship	Level
Cyber Security Technologist	4
DevOps Engineer	4
Digital Engineering Technician	3
Digital Marketing	3
Digital Support Technician	3
IT Solutions Technician	3
Network Engineer	4
Software Development Technician	3
Software Tester	4
Unified Communications Technician	3
Unified Communications Troubleshooter	4

Property Management



Apprenticeship	Level
Junior Estate Agent	2
Mortgage Adviser	3
Housing & Property Management	3
Housing & Property Management Assistant	2
Assessor Coach	4
Senior Housing & Property Management	4

Hairdressing & Barbering



Apprenticeship	Level
Advanced Hair Professional Hairdressing	3
Hairdressing	2



Meet the Apprentice

David McComb is a Level 4 Construction Site Engineering Technician with construction company, Amey. Read on to find out more about his role and his apprenticeship journey so far.

Why did you decide to undertake an apprenticeship?

I decided to do an apprenticeship so that I could learn skills both inside of college and outside in a job role in the industry I had chosen. Also being paid to learn and work is also a bonus.

How long have you been at the company?

I have worked at Amey for over 3 years now and started as an apprentice at 21 years old on a Level 3 course. Since finishing my Level 3 BTEC I have gone on to start a level 4 HNC in Civil Engineering at the college.



**David McComb
Site Engineer, Amey**

Could you tell us a bit about your role?

I am currently working permanently on site between two large schemes in the city centre of Liverpool to change the Strand outside the Liver building and outside of St Georges hall/ Lime Street Station. My role on site is to keep a site diary and check on the general progress of the schemes, problem solving for example finding unexpected underground services and on site drawing changes on AutoCAD.

What has the support been like from The City of Liverpool College during your apprenticeship?

The support from the college has been great I have had regular visits and contact from my NVQ assessor and the teachers have always been helpful.

What are your plans for the future?

My plans for the future are to finish my HNC and hopefully continue to university to get a degree, after this I will then be going on to get recognised as a chartered engineer and hopefully become a project manager at Amey.

Meet the Employer

The City of Liverpool College has a long partnership with The Sovini Group, providing skilled apprentices across a range of trades. We caught up with Chloe Ellison, Head of Organisational Development, about apprenticeships and how they contribute to their overall business.



Chloe Ellison
Head of Organisational
Development, The Sovini Group

How long have you been taking on apprentices from The City of Liverpool College?

We have been working with The City of Liverpool College for many years. We have built positive working relationships with senior management to ensure we are able to shape and enhance our apprenticeship programme.

What kind of roles do you recruit apprentices for?

Mainly in Gas, Joinery, Painting and Decorating and Plastering. However we do offer a wide range of apprenticeships opportunities in additional areas such as, business admin and HR to Finance and Sales.

Why do you think it's important to take on apprentices/what kind of benefits do they bring to your business?

As the UK's Best Place to Work 2020, The Sovini Group proudly supports and invests in apprentices each year. We support individuals to fulfil their potential, develop professionally and personally and are able to learn key life skills that will transform their lives. Our bespoke programme enables us to develop a motivated, skilled and qualified workforce. This helps with workforce planning which allows us to mold and shape our leaders for the future.

What kind of opportunities to you offer after their training, do you ever keep apprentices on in permanent employment?

Our main aim is to offer permanent positions upon completion of the apprenticeship. We have a really high success rate of apprentices who complete their apprenticeship remaining with the organisation.

Traineeships

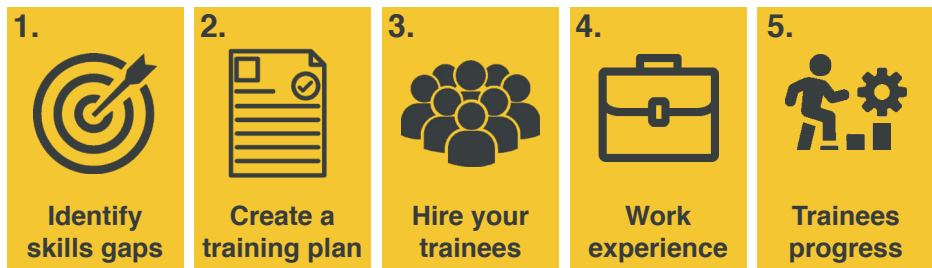
Strengthen your workforce and hire tomorrow's talent today with Traineeships!

A traineeship is a combination of training and a meaningful work placement that provides young people an opportunity to succeed. The flexible nature of the traineeship allows companies to build up a pool of potential staff. Employers who make new work placement opportunities available may also receive an incentive payment of £1000 per learner, for up to 10 learners.

Companies can use the time to identify strong candidates that can progress on to additional programmes such as apprenticeships.

The typical programme offer through the college is a 6 week programme consisting of 4 weeks pre-work training and preparation followed by two weeks work placement. This however can be tailored to meet your needs.

Traineeships - Our Simple Process



Kickstart Careers with The City of Liverpool College

Kickstart the careers of young people in your local area with the Government's Kickstart Scheme!

With Kickstart, the Government will subsidise new placement employees' wages for up to six months, as well as awarding up to a £1,500 incentive payment to employers for each Kickstart employee taken on.

These work placements will give young people working in sectors disproportionately hit by the pandemic – the opportunity to build their skills in the workplace and to gain experience to improve their chances of finding long-term work.



6 Months

Government funded national minimum wage & national insurance contributions for 25 hours per week



Dedicated
Kickstart Mentor
with bespoke
pre-employment training



Up to
£1500
incentive payment



The Benefits

- 1** Enthusiastic, willing employees with an interest in the industry.
- 2** Companies can use the time to identify strong candidates that can progress on to additional programmes such as apprenticeships.
- 3** Allows you to work with The City of Liverpool College to build bespoke training packages that meet the needs of your business and the trainees.
- 4** Assist in your current capacity and productivity.
- 5** Help to tackle youth unemployment.

Zero Carbon Communities

Sustainability and finding ways of becoming more environmentally friendly continues to be a focus for government and industry, and impressive steps are being taken across the country to meet the UK's net-zero emissions target for 2050.

Locally, Liverpool City Region has an ambition to reach net-zero carbon by 2040 and is already making great strides, from investing in hydrogen buses to installing electric vehicle charging points. Sustainable energy is undoubtedly a focus for the region.

As well as ensuring constant improvement and innovation when it comes to our teaching and curriculum, a huge priority for us at The City of Liverpool College is ensuring that our curriculum reflects the needs of the Liverpool City Region and beyond. This means we can provide our students with the relevant skills they need to enter the world of work in sustainable careers, and that we're creating the future workforce, retaining talent locally.

Transport

As the UK looks towards the ban on sales of petrol and diesel cars by 2030 as part of the zero emissions bid, training and infrastructure for electric vehicles and charging points is at the forefront of our green plan.

Electric Vehicles Apprenticeships



Level 3
Vehicle Maintenance -
Light Vehicle



Level 3
Vehicle Maintenance -
Heavy Vehicle



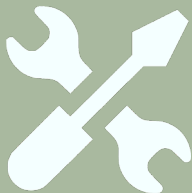
Level 3
Electrical Installation &
Maintenance Technician

Alternative Heating

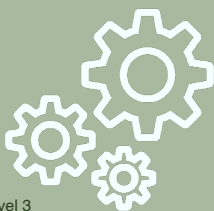
Heat networks will play an increasingly important role in meeting the UK's net zero objectives, with the Minister for State for Business, Energy and Clean Growth, Kwasi Kwarteng MP, recently calling for up to £1bn of investment in the industry by 2030.

Heat Network Systems

Apprenticeships



Level 3
Building Services
Engineering Craftsperson



Level 3
Building Services
Design Technician



Level 3
Pipe Welder

Heat Interface Units

Apprenticeships



Level 3
Plumbing & Heating
Technician - Environmental



Level 3
Electrical Installation &
Maintenance Technician

Short Courses & Qualifications

We offer a range of short courses & qualifications across all areas of alternative heating, including:

- Solar Voltaic Systems
- Solid Biomass
- Rainwater Harvesting & Greywater Recycling Systems
- Solar Thermal Systems
- Part L (Energy Efficiency)
- Heat Pumps Systems - Short Course
- Heat Pumps Hybrids - Short Course

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Seize the Opportunity

If you are interested in anything featured in this booklet, head to: <https://www.liv-coll.ac.uk/study/employers>

If you have any questions, please
email: workforceskills@liv-coll.ac.uk
or call: 0151 252 3000



www.liv-coll.ac.uk



apprenticeships@liv-coll.ac.uk



0151 252 3000

Please note: course information is correct at the time of publishing. For subject alterations and latest information please visit our website at [liv-coll.ac.uk](https://www.liv-coll.ac.uk) or contact 0151 252 3000.