



The City
of Liverpool
College

We are for
**THE
FUT
URE**

EMPLOYER GUIDE



Contents

| | |
|--|----|
| Welcome | 1 |
| Apprenticeships at The City of Liverpool College | 2 |
| Meet the Apprentice - Vivien Wong | 3 |
| Apprenticeship Offer | 4 |
| Apprenticeship Funding Explained | 5 |
| Meet the Apprentice - David McComb | 6 |
| The Apprenticeship Journey | 7 |
| Meet the Employer - The Sovini Group | 8 |
| Kickstart Scheme | 9 |
| The Green Agenda | 10 |
| Learning & Development | 11 |



Welcome

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.**

Apprenticeships with The City of Liverpool College

The City of Liverpool College are proud to be a leading apprenticeship provider across the North West.

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.

We 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.

Our Workforce Development Team 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.

Apprenticeships aren't just for new recruits! They are a great



option for employers looking to develop their existing workforce's skills.

Find our full apprenticeship offering on page 4.



over
50
Apprenticeship
programmes



30
Expert Skills Coaches



up to
£4000
incentive payment
per apprentice

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.



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.

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, I 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.

Apprenticeship Offer

2021/2022

AUTOMOTIVE

| APPRENTICESHIP STANDARD | LEVEL | DURATION |
|---------------------------------|-------|-----------|
| Heavy Vehicle Service & Repair | 3 | 36 Months |
| Light Vehicle Service & Repair | 3 | 36 Months |
| Vehicle Damage MET Technician | 3 | 36 Months |
| Vehicle Damage Paint Technician | 3 | 36 Months |
| Vehicle Damage Panel Technician | 3 | 36 Months |

CONSTRUCTION MANAGEMENT

| APPRENTICESHIP STANDARD | LEVEL | DURATION |
|--|-------|-----------|
| Civil Engineering Technician | 3 | 36 Months |
| Surveying Technician | 3 | 24 Months |
| Building Services Engineering Technician | 4 | 36 Months |
| Construction Site Engineering Technician | 4 | 36 Months |
| Construction Site Supervisor | 4 | 36 Months |
| Construction Design & Build Technician | 4 | 36 Months |

CONSTRUCTION CRAFTS

| APPRENTICESHIP STANDARD | LEVEL | DURATION |
|------------------------------|-------|-----------|
| Advanced Carpentry & Joinery | 3 | 12 Months |
| Bricklayer | 2 | 30 Months |
| Carpentry & Joinery | 2 | 24 Months |
| Furniture Manufacturer | 2 | 24 Months |
| Groundworker | 2 | 18 Months |
| Painting & Decorating | 2 | 36 Months |
| Plasterer | 2 | 36 Months |
| Property Maintenance | 2 | 12 Months |

TEACHING & LEARNING

| APPRENTICESHIP STANDARD | LEVEL | DURATION |
|-------------------------|-------|-----------|
| Assessor Coach | 4 | 15 Months |
| Teaching Assistant | 3 | 18 Months |

BUILDING SERVICES

| APPRENTICESHIP STANDARD | LEVEL | DURATION |
|--|-------|-----------|
| Refrigeration & Air Conditioning Building Services Design Technician | 3 | 36 Months |
| Building Services Engineering Craftsperson | 3 | 36 Months |
| Installation & Maintenance Electrician | 3 | 42 Months |
| Gas Engineer | 3 | 24 Months |
| Plumbing | 3 | 48 Months |

ENGINEERING

| APPRENTICESHIP STANDARD | LEVEL | DURATION |
|--|-------|-----------|
| Engineering Manufacturing Technician | 4 | 42 Months |
| General Welder | 2 | 18 Months |
| Metal Fabricator | 3 | 42 Months |
| Pipe Welder | 3 | 48 Months |
| Plate Welder | 3 | 36 Months |
| Lift Truck & Powered Access Engineering Technician | 3 | 36 Months |

PROPERTY & HOUSING

| APPRENTICESHIP STANDARD | LEVEL | DURATION |
|---|-------|-----------|
| Facilities Services Operative | 2 | 12 Months |
| Facilities Management Supervisor | 3 | 18 Months |
| Housing & Property Management Assistant | 2 | 12 Months |
| Housing and Property Management Junior Estate Agent | 3 | 18 Months |
| Junior Estate Agent | 2 | 12 Months |
| Mortgage Advisor | 2 | 12 Months |
| Safety, Health and Environment Technician | 3 | 24 Months |
| Senior Housing & Property Management | 4 | |

HAIRDRESSING

| APPRENTICESHIP STANDARD | LEVEL | DURATION |
|----------------------------|-------|-----------|
| Advanced Hair Professional | 3 | 24 Months |
| Hair Professional | 2 | 24 Months |

BUSINESS & MANAGEMENT

| APPRENTICESHIP STANDARD | LEVEL | DURATION |
|-----------------------------|-------|-----------|
| Associate Project Manager | 4 | 24 Months |
| Business Administrator | 3 | 18 Months |
| Customer Service Specialist | 3 | 15 Months |
| ILM Chartered Management | 6 | 48 Months |
| ILM Operational Manager | 5 | 30 Months |
| ILM Strategic Leader | 7 | 24 Months |
| ILM Team Leader | 3 | 12 Months |

HEALTHCARE

| APPRENTICESHIP STANDARD | LEVEL | DURATION |
|----------------------------------|-------|-----------|
| Adult Care Worker | 2 | 12 Months |
| Healthcare Support Worker | 2 | 12 Months |
| Lead Adult Care Worker | 3 | 18 Months |
| Leader in Adult Care | 5 | 18 Months |
| Pharmacy Services Assistant | 2 | 12 Months |
| Pharmacy Technician | 3 | 24 Months |
| Senior Healthcare Support Worker | 3 | 18 Months |

DIGITAL

| APPRENTICESHIP STANDARD | LEVEL | DURATION |
|---------------------------------|-------|-----------|
| Digital Engineering Technician | 3 | 36 Months |
| Digital Marketer | 3 | 18 Months |
| Digital Support Technician | 3 | 15 Months |
| IT Solutions Technician | 3 | 18 Months |
| Software Developer | 4 | 24 Months |
| Software Development Technician | 3 | 18 Months |

FASHION & RETAIL

| APPRENTICESHIP STANDARD | LEVEL | DURATION |
|--------------------------|-------|-----------|
| Retailer | 2 | 12 Months |
| Retail Team Leader | 3 | 12 Months |
| Fashion Studio Assistant | 3 | 18 Months |

We are proud to offer over 60 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

workforceskills@liv-coll.ac.uk

Apprenticeships

Funding Explained

Find out more about how apprenticeships are funded, depending on the size of your business.

Small to Medium Sized Enterprise

SME's, with a pay bill of less than £3m & less than 50 employees

Apprentices aged 16-18: The Government will pay 100% of the training costs

Apprentices aged 19+: You pay 5% towards the cost of the Apprenticeship and the Government will pay the remaining 95%.



Small to Medium Sized Enterprises

SME's, with a pay bill of less than £3m & more than 50 employees

Apprentices aged 16+: You pay 5% towards the cost of the Apprenticeship and the Government will pay the remaining 95%

Large Employers

If you have a pay bill in excess of £3m:

You can pay for the Apprenticeships you want using the levy funds in your Digital Apprenticeship Service (DAS) Account.

Questions about the Levy?

Speak to us about spending your levy. We offer free, impartial advice on how to fully utilise your levy and strengthen your workforce.

Meet the Apprentice

David McComb is a Level 4 Construction Site Engineering Technician with construction company, Amey.

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. 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.

Could you tell us a bit about your role?

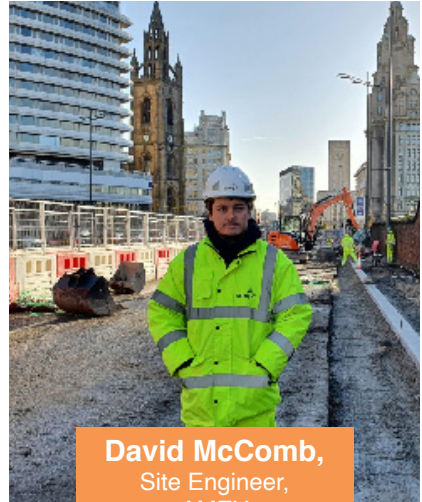
I am currently working permanently on site between two large schemes in the city centre of Liverpool to change the Strand outside the Liver building and outside of St Georges hall/ Lime Street Station. My role on site is to keep a site diary and check on the general progress of the schemes, problem solving.

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.



David McComb,
Site Engineer,
AMEY

THE APPRENTICESHIP JOURNEY

OFF-THE-JOB TRAINING STARTS

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 GROUPEd
 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

OFF-THE-JOB TRAINING COMPLETED

KEY

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

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



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

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 built positive working relationships with the workforce skills team 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.

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.

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.

The City of Liverpool College is an established Kickstart Gateway with a wealth of experience in providing tailored training solutions. Our Kickstart mentors and coaches will support your staff through their placements, with regular meetings and reviews.

Our bespoke Kickstart training programmes are completely free and can be tailored to suit a variety of businesses and roles.



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.

The Green Agenda

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.

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. Heat networks will play an increasingly important role in meeting the UK's net zero objectives and we're developing our offer to match.

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

Learning & Development

at The City of Liverpool College

We offer bespoke training packages to strengthen your business. Our Workforce Development Team are available for business reviews, recruitment advice and learning needs analysis.

Our team bring a breadth of knowledge in performing learning needs analysis and creating bespoke learning packages to suit your needs. Combining this knowledge with the funding and government incentives available to businesses we are aiming to partner with businesses to provide training and experience beginning at 2 week Traineeships and progressing to full time apprenticeships and professional upskilling within the company.

Our professional upskilling model can work with you to train staff in areas specific to your businesses including courses outside of government funding. Courses can range from half a day health and safety course to two week training in becoming a Microsoft Office Specialist and much more.



“

We partnered with the City of Liverpool College to develop a training programme for AinsCo’s future engineers. We are excited to build on this relationship as we recruit more engineering apprentices that will support our long term business growth.

”

Dan Aisncough,
*Finance Manager at AinsCo
Fire and Security*

We are for
**THE
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URE**

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 4004



www.liv-coll.ac.uk



workforceskills@liv-coll.ac.uk



0151 252 4004

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