



**CITY OF  
WOLVERHAMPTON  
COLLEGE**



**EMPLOYER  
SERVICES**

<b>INTRODUCTION .....</b>	<b>3</b>
<b>SUPPORT FROM EMPLOYERS .....</b>	<b>5</b>
Employer partner scheme	
<b>SUPPORTING STUDENTS .....</b>	<b>6</b>
Careers talks	
Enrichment activities	
Open events	
Preparing for job applications	
Employer mentoring	
Supporting extra-curricular activities	
<b>SUPPORTING HIGH QUALITY TEACHING .....</b>	<b>8</b>
Contributing facilities or specialist equipment	
Professional development for teachers	
Providing specialist input for classes	
Helping design a course	
Setting and supporting student projects	
<b>PROVIDING WORKPLACE EXPERIENCE .....</b>	<b>10</b>
Workplace visits	
Job shadowing	
Work experience placements	
Placements and internships for HE students	
<b>PROVIDING EXPERT GUIDANCE .....</b>	<b>12</b>
Employer advisory board	
<b>WORK-BASED LEARNING .....</b>	<b>13</b>
Apprenticeships	
Traineeships	
<b>UPSKILLING YOUR WORKFORCE .....</b>	<b>14</b>
Bespoke training	
English and maths	
Adult learning	

# CONTENTS



**City of Wolverhampton College is a leading provider of further education vocational training in the region.**

The college offers a wide range of courses and qualifications for school leavers and adult learners – from entry level to university-level HNCs, HNDs and foundation degrees – as well as a comprehensive

# INTRODUCTION



apprenticeship scheme, a range of 'get in to work' schemes to improve employability skills, and a growing sector-based work academy programme (SWAPS) enabling people to upskill and retrain in local priority sectors.







The college is committed to enabling people from Wolverhampton and the surrounding areas to gain the skills and knowledge they require to succeed in their chosen career, and to ensure that the workforce of the future is equipped with the skills employers are looking for.



## PURPOSE: Defining Futures

### VALUES:

<p><b>Student Engagement</b> We value students</p> 	<p><b>Student Success</b> We value success &amp; progression</p> 
<p><b>Business Success</b> We value sustainable business</p> 	<p><b>People Engagement</b> We value role models</p> 



# SUPPORT FROM EMPLOYERS

**As a local employer there are many ways you can help develop and define the future workforce and, in recognition of this, the college is launching a new employer partner scheme to enable students, tutors and support staff to benefit from a wealth of local business knowledge and experience.**

Whatever business you are in, and however big the company – from a one-man band to part of a large multi-national organisation – you can play a part in shaping the next generation of employees. From giving an industry-focussed talk to a group of students, providing a work experience

placement, or giving advice on preparing for an interview, to hosting workplace visits, talking to prospective students at an open event or becoming part of a new advisory group to develop future courses, there's a way for everyone to get involved.

This guide gives an overview of the opportunities available, as well as details of how the college can support you in developing and upskilling your existing workforce, as well as discounts on hair and beauty treatments, gym membership and the hire of sports facilities when you become an employer partner.

## Careers talks

Finding out about the range of careers available in their chosen industry and hearing about the journeys and hands-on experiences of people already working in the sector give students a real insight into the opportunities available to them when they complete their qualifications.

Talks to an individual class, year group, or wider college audience can be arranged at your convenience.

## Supporting extra-curricular activities

Extra-curricular activities are an important part of a students' college experience as they enable them to take a break from studying and participate in a range of non-course related sessions.

Activities can include running sports sessions and clubs, teamwork, communication and problem-solving tasks, entrepreneurial challenges, running workshops, and hosting and judging competitions.

Sessions can be arranged at a time convenient to you and all students will be pre-prepared for the activity and be ready and willing to take part on the day.

# SUPPORTING STUDENTS



## Preparing for job applications

As an employer, you're the ideal person to advise students on how to write a CV, apply for a job and prepare for interview.

By hosting a CV writing workshop, giving tips on what to include in a job application, or carrying out practice interviews and Q&A sessions, your support will be invaluable in helping students to build confidence, develop communication and presentation skills, and perform well in interviews.

Sessions can be arranged at a time to suit you and all students will be pre-prepared for the activity so will be ready to take part on the day.

# STUDENTS

## Employer mentoring

**Mentors provide a positive role model for students and, through one-to-one work, you will help them to build their confidence, develop resilience and gain subject-specific skills and knowledge.**

Mentors can also help students to work towards achieving particular goals, such as gaining an apprenticeship, preparing for higher level study, going to university or applying for a job.

Mentors and mentees will meet on a regular basis - either at college or online - and both parties will be supported throughout the process by teaching staff.

## Enrichment activities

Each term all students take part an enrichment week, when usual lessons are put on hold and they participate in a range of activities to enhance their learning.

A wide range of industry representatives host activities throughout the week - including workshops, talks, practical sessions and scenario-based tasks - to bring students' learning to life and develop their skills and knowledge further.

## Open events

**Throughout the year the college holds a number of open days and evenings for prospective students to talk to tutors in all curriculum areas about courses and qualifications on offer and the best routes into their chosen career.**

Having an industry employer on-hand to talk about career opportunities in their industry, the benefits of doing a qualification and the qualities they look for in employees can motivate students to sign up for courses and develop the skills they know employers want.

If you attend an event you will be positioned next to the relevant curriculum tutors and are welcome to bring your own displays and promotional materials.

Dates of open events can be found at [www.wolvcoll.ac.uk/events](http://www.wolvcoll.ac.uk/events)

## Helping design a course

All of our courses are designed to teach students the skills and knowledge that employers look for when taking on staff, and you can play a big part in ensuring that the content covers all the elements that you need.

Getting involved in designing courses, giving feedback on curriculum content or participating in a specialist lesson or workshop is the ideal way to ensure that course content reflects the needs of the industry and that the workforce of the future will be equipped to meet the demands of the business.

## Providing specialist input for classes

Learning about the latest industry developments and gaining specialist knowledge from industry experts is a great way to bring learning to life and inspire students to want to learn more.

Whether advising on new technologies, processes and services in a specific industry, hosting workshops, delivering a training session or presenting a masterclass, your input is invaluable to enhance students' learning.

Sessions can be arranged at a time convenient to you and students will be pre-prepared for the event and ready and enthusiastic to take part on the day.





## Professional development for staff

The college is committed to continuing professional development and has dedicated CPD days set aside each term to enable tutors and support staff to take part in a range of activities and training to ensure that their skills and knowledge is up-to-date.

Site visits, short industry placements or part-time working opportunities within a specific sector enable staff to improve their knowledge of the latest technical and professional developments within the industry which they can implement in their teaching and pass on to their students.

If you are able to offer professional development opportunities, sessions can be arranged at a date, time and location that is most convenient for you.

## Setting and supporting student projects

Setting students a real-life industry challenge is a great opportunity for them to use their skills and knowledge in a practical way.

Working alongside teaching staff, you will develop an appropriate task, highlight the areas you want to be addressed, review students' activities and progress, receive a final report and provide feedback on their findings.

Tasks can be a fictitious scenario or a real issue – who knows, our students might find a solution to your business problem!

## Contributing facilities or specialist equipment

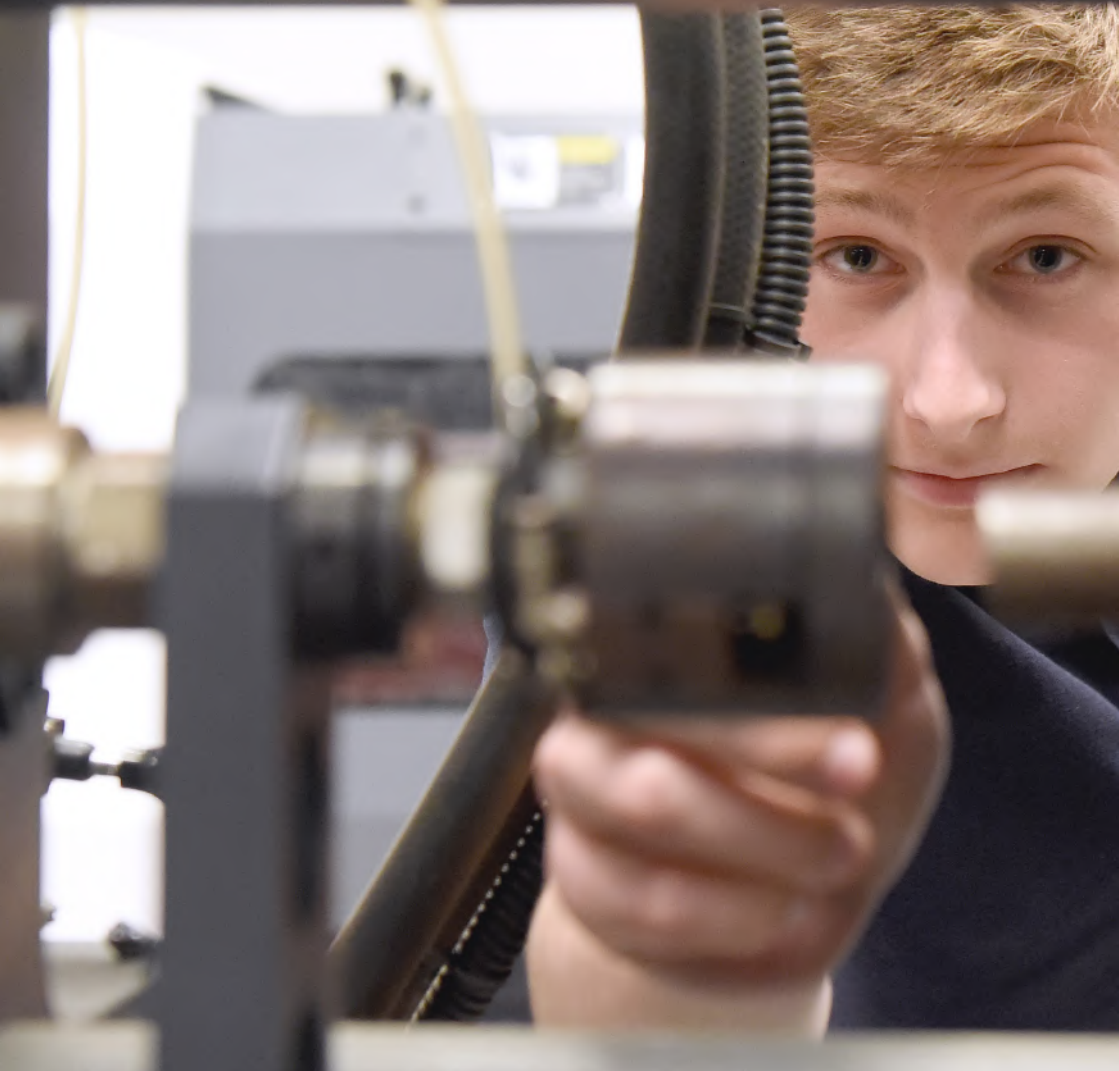
The college's workshops and training facilities are fitted out with a range of industry-standard equipment so that students gain skills, knowledge and experience of using the same tools and kit that they will use in the workplace.

To ensure that students have access to a variety of apparatus, the college is always grateful for sponsorship for the purchase of new equipment or for donations of surplus or 'retired' equipment, such as machinery, vehicles, tools, computer hardware and software, or workshop items etc.

What's more, the college can provide space to host manufacturers' equipment enabling others to view demonstrations on-site, or you may wish to provide access to your premises so that students can see particular equipment being used in the workplace.



# PROVIDING WORK EXPERIENCE



# WOLV KPLACE

## Placements and internships for HE students

Many higher education (HE) courses include a period of up to a year spent in industry, enabling students to enhance their knowledge and develop essential industry skills in the workplace.

Having a placement student gives you an additional resource in your team and, after assessing their capability, you may wish to take them on as a paid member of staff either before or after they have completed their qualification.

### Job shadowing

Job shadowing enables students to observe (shadow) an employee for a short period, giving them a snapshot view of their role, working life and the organisation.

Shadowing can form part of a work experience placement or can be offered as a standalone opportunity and sessions can be arranged at a time convenient to you.

### Workplace visits

Hosting workplace visits for students gives them an insight into the working environment and an overview of your organisation and industry and are a great opportunity to influence their future work experience and career choices.

Visits could be a morning or afternoon session, or a whole day, and include a range of activities including site tours, presentations, hands-on experience, talks with existing staff and Q&A sessions.

### Work experience placements

Work experience provide students with a valuable introduction to working life and working in a particular organisation.

Placements are typically two weeks and, with supervision, students will undertake a number of tasks designed to give them a taste of working for the organisation, build their confidence and enable them to use the skills and knowledge they have gained on their course.

As an employer, you will have the opportunity to showcase your organisation and industry, help to prepare the student with the transition from college into employment, possibly influence their choice of career path, and you may find a new employee as part of the process!

Find out more details about work experience placements at [www.wolvcoll.ac.uk/employers/work-experience-employers/](http://www.wolvcoll.ac.uk/employers/work-experience-employers/)



# PROVIDING EXPERT GUIDANCE

## **Being part of an employer advisory group**

As an employer, you will be aware of the skills, knowledge and qualifications you require your staff to have and will also be aware of any patterns of skills gaps among applicants.

By becoming part of the college's employer advisory board, you can help define the training of the workforce of the future by helping to develop training programmes, design new courses and improve lesson content so that students will gain the skills that you, and others in your industry, require.

## Traineeships

**Traineeships are designed for young people, aged 16-24, who do not have the appropriate skills or experience to access a college course, gain an apprenticeship or move straight into employment.**

The programme provides work preparation training, a work experience placement, and support with maths and English, in order to

enable them to move to the next stage of their learning journey or career.

Employers are not required to pay trainees for the work experience and traineeships are exempt from the minimum wage.

For more details go to [www.wolvcoll.ac.uk/get-in-to-work](http://www.wolvcoll.ac.uk/get-in-to-work)

# WORK-BASED LEARNING

## Apprenticeships

**An apprenticeship is a job with training and provides a range of benefits to employers including lower employment costs, up-to-date training and motivated staff, leading to an expanded skill base and better productivity within the workplace.**

Apprentices combine working in their chosen industry with studying towards occupational standards set by employers, learning-on-the-job alongside experienced colleagues in the workplace and gaining the latest industry skills and knowledge from experienced college tutors.

Throughout the training, you and your apprentice will be supported by a dedicated account manager and training assessor

to ensure that they are on-track with their learning, and that the skills they are gaining meet the needs of your business.

There is a range of financial incentives available for employers who take on apprentices and in addition, you can benefit from the college's free apprenticeship recruitment service which can help with advertising vacancies, screening applicants and shortlisting candidates for interview to ensure you appoint the right person for the job.

For details of all apprenticeships offered by the college go to [www.wolvcoll.ac.uk/apprentices](http://www.wolvcoll.ac.uk/apprentices)



# UPSKILLING YOU

## **Bespoke training**

**Keeping your current workforce up-to-date with the latest industry skills and knowledge is as important to business success as taking on new staff with the right qualifications.**

With a comprehensive range of range of sector-specific courses and industry-focussed training in business improvement techniques, first aid, health and safety, leadership and management, innovation and digital marketing, as well as specialist training in polymer processing, you can access all the training your workforce needs to meet the demands of your business.

All courses can be tailored to meet your specific requirements and delivered at a time and place that best suits your business, with short part-time courses meaning your staff can gain their qualification without significant time away from the workplace.

What's more, some courses are fully-funded meaning you will not have to pay for the training, no matter how many employees you have on the programme.

To find out more go to [www.wolvcoll.ac.uk/employers](http://www.wolvcoll.ac.uk/employers)

## Adult learning

As part of our commitment to meeting the recruitment needs of employers, we're proud to be delivering a range of free courses to give local people the skills they need to work in priority sectors.

The scheme aims to help people update their skills in preparation for employment in a range of different sectors including construction plant operations and groundworks, plastering and skimming, laying and maintenance of rail track, electric vehicle and green technologies adult social care, retail and customer service, security, and warehousing.

The short four-to-six week courses cover key employability skills - such as communication, teamworking and timekeeping - as well as producing a CV, applying for jobs and how to perform in an interview, and all successful participants are guaranteed an interview with an industry employer at the end of the programme.

If you are looking to recruit staff in any of these priority areas we can run a course on your behalf and present you with a group of employment-ready candidates for you to interview at the end of their training.

For details of all adult learning programmes go to [www.wolvcoll.ac.uk/adult-learners](http://www.wolvcoll.ac.uk/adult-learners)

# R WORKFORCE

## English and maths

**Having employees with good English and maths skills is essential to the smooth operation and functioning of any business, as well as in every aspect of daily life.**

If you have employees who do not have an English or maths qualification, or need to brush up their skills, there's a course suitable for them, whatever their level.

The college offers a range of part-time courses during the day or evening to enable your employees to fit studying around their work and other life commitments, and online courses are also available so they can study from home and save on travel costs too.

For more information on English and maths courses go to [www.wolvcoll.ac.uk/english-maths](http://www.wolvcoll.ac.uk/english-maths)

# FOR FURTHER INFORMATION:

call **01902 837163**

email **[employerenquiries@wolvcoll.ac.uk](mailto:employerenquiries@wolvcoll.ac.uk)**

visit **[www.wolvcoll.ac.uk](http://www.wolvcoll.ac.uk)**

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