

EMPLOYER'S GUIDE TO APPRENTICESHIPS

Take your business higher with
Apprenticeships & Training



We are rated Ofsted **OUTSTANDING** for apprenticeships – Feb 2024

**NORTHERN
SKILLS**

M C
Middlesbrough
College Group

TTE

Employer's Guide to Apprenticeships

Your guide to taking on an apprentice with Middlesbrough College Group.

This guide will take you through the benefits of apprenticeships, other ways we can support your business, what to expect after taking on your apprentice and much more.

Northern Skills and TTE are the apprenticeship and training arm of Middlesbrough College Group, supporting over 2000 businesses across the North East and beyond with specialist apprenticeship and training solutions.

We are delighted to have been graded Outstanding for apprenticeships at our recent Ofsted inspection in February 2024.

Our mission: Transforming lives through high quality training that is closely aligned to the needs of the region.

Our vision: To harness and develop the talent of the North through expert apprenticeship and training solutions.

Take the next step and see how we can help support your business through apprenticeships and training.



Contents

- 4** Apprenticeships explained
- 5** What is involved in an apprenticeship?
- 5** Apprenticeship standards
- 6** Benefits of apprenticeships
- 7** First-hand employer feedback
- 8** The apprenticeship reform explained
- 10** How we can help: Apprenticeships
- 11** Our current partners
- 12** Other ways we can support your business
- 14** Online distance learning courses
- 16** Other ways we can support your business
- 17** Work placements
- 18** The recruitment process
- 19** Finding you the right apprentice
- 20** Inducting learners
- 21** Contract of employment
- 22** Designing the right training programme for your business
- 23** Delivering training programmes
- 24** Reviewing progress
- 25** Assessing competence
- 26** Supporting your apprentice
- 27** Health and safety best practices
- 28** Preparing for your learner
- 30** Safeguarding
- 32** Continually improving as a provider
- 34** Equality and Diversity
- 35** Prevent strategy



Apprenticeships explained

What is an Apprenticeship?

Apprenticeships are unique work-based training programmes designed to industry standards that meet the needs of employers.

Apprenticeships can be personalised to your business to ensure your new employee is adding value to your organisation, whilst also proving to be an effective way to grow talent and develop a motivated, skilled and qualified workforce.

Apprenticeships allow learners to work, earn a wage, gain a qualification and valuable industry experience all at the same time.

There are multiple types of apprenticeships, these include:

- › Level 2 Intermediate Level Apprenticeship (GCSE)
- › Level 3 Advanced Level Apprenticeship (A Level)
- › Level 4-5 Higher Level Apprenticeship (up to degree level)
- › Level 6-7 Degree Level Apprenticeship

Who are apprenticeships for?

Apprenticeships are for anyone over the age of 16 and can be completed by existing staff who are looking to enhance their skills or by new recruits who are starting out in an apprentice role.

Apprenticeships are a great way for anybody to kick-start a career, and for learners to get their foot in the door at a meaningful organisation who is there to help them thrive.

How apprenticeships work

We design apprenticeship and training programmes specific to your needs with flexible learning that fits around your organisation. Training is primarily delivered in the workplace by the employer but is supported by 20% off the job training in College with our specialist tutors.

Your apprentice will also be allocated a personal training adviser to support them throughout their training and to help them achieve their qualification. Personal training advisors are also there to help you and the learner if any problems arise during the programme.

DID YOU KNOW?

Learners may be eligible for funding if they have not completed an apprenticeship at the same level before, or if the new programme is significantly different.



What is involved in an apprenticeship?

Employment: An expected minimum of 30 hours a week paid employment, many employers offer a 37-hour working week for their apprentices.

20% off the job training: A minimum of 20% paid learning time must take place outside of the general day to day work.

Knowledge, Skills & Behaviours: This will be covered in your apprenticeship standard and in addition may be a technical certificate or Diploma.

Employability: This includes work skills, employability skills and personal development, as well as; knowledge, confidence, resilience, mental health, punctuality and attendance.

Transferable & Functional Skills: These are practical, applied skills relevant to both young people and adult learners. These skills help develop communication, teamwork, problem-solving and presentation attributes of a learner. These could include English and Maths.

End point assessment: This includes various methods of assessment the apprentice must achieve to provide evidence, showing that they are competent in the job they have been training for.

Apprenticeship standards

Apprenticeship standards provide details on the skills, knowledge and behaviours required of the apprentice depending on their job role. Standards are developed by employer groups known as 'Trailblazers', to ensure that they are of high quality.

All apprentices complete a training plan that is agreed with the employer. End point assessment (EPA) takes place towards the end of the apprenticeship, so the apprentice(s) can demonstrate their abilities against the skills, knowledge and behaviours detailed in the standard discussed.

Successful EPA will result in the apprentice being awarded an Apprenticeship Completion Certificate. The 'Institute for Apprenticeship' website details all the apprenticeship standards which are currently available to use, or that are in development.

Apprenticeship standard assessment process

Initial assessment

On-programme phase (on the job and off the job training)

Gateway to end point assessment

End point assessment

Completion and certification

Occupational competence

Benefits of apprenticeships

Apprenticeships are an established and effective way to recruit and train people on the job. By building apprenticeship programmes into your organisation, you are not only helping individuals develop a career, but you are also making a strong business decision which will create benefits for your growing team.

As businesses face the challenge of an increasingly competitive marketplace, skilled and qualified employees are even more important than ever before. Our apprenticeships are an effective approach to staff recruitment and development that offer a real return on investment.

We offer a cost-effective way for your organisation to build a confident and dynamic workforce, ensuring that the skills developed by your apprentice are beneficial to your business, in both the short and long term.

Business benefits

- › Increase productivity and efficiency
- › Develop a motivated, skilled and qualified workforce
- › Give your business the competitive edge
- › Reduce training and recruitment costs
- › Freshen up your workforce
- › Increase motivation and staff retention
- › Improve overall profitability



Your online DAS account

The Digital Apprenticeship Service (DAS) can now be accessed by every apprenticeship employer in the UK.

The DAS online portal was originally introduced by levy-paying customers to view their digital apprenticeship allowance, access funds and find training providers.

However, the DAS has since expanded and is accessible to every apprenticeship employer in England. This means you will be able to control how you pay for apprenticeship training as well as assessing and recruiting all online.

To find out how to access your DAS account, contact: das@northernskills.co.uk



First-hand employer feedback

MAB

“One of my favourite parts of my role at Mabo is to interview and take on apprentices, it feels great to give them an opportunity in something we know they are passionate about.

We absolutely would recommend taking on apprentices to other businesses, it is great to gain new employees who are a clean slate and are ready to learn.

To have a fresh perspective is incredibly important to us. Every apprentice we have taken on has been enthusiastic and eager to evolve with our company, I think the fact we have kept on 15 apprentices as full-time employees is a true testament to the programme.

Working with Middlesbrough College Group has been fantastic; the team are easy to work with and support us every step of the way!”

Stephen Cumberworth, head of pay-per-click at Mabo

The apprenticeship reform explained

In spring 2017 the Government changed the way it funds Apprenticeships in England. Find out how the changes will affect your business.

£3m

Employers with an annual payroll over **£3m** will now be paying the Apprenticeship Levy. This is **0.5%** of that payroll and is paid through Pay as You Earn (PAYE).

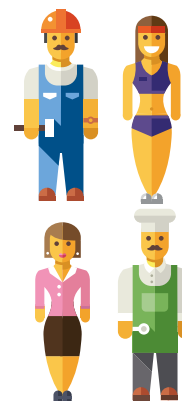
Levy-paying employers receive a **£15,000** allowance to offset against payment of the Levy. This is ring-fenced as electronic vouchers that can only be used to purchase training from recognised providers.



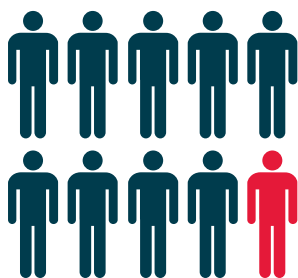
98%

of employers' wage bill is less than **£3m** and will not pay the Apprenticeship Levy.

The Levy applies to employers across all industries regardless of whether they employ Apprentices or not.



Non-levy paying employers who take on Apprentices **will contribute 5%** to Apprenticeship costs, with the Government funding the remaining **95%**.



Published Apprenticeship standards can be found online:

www.instituteforapprenticeships.org/apprenticeship-standards





Funding bands have been created for Apprenticeship frameworks and the new Apprenticeship standards; there are **15 funding bands in total**.



For every **16-18** year old recruited via an Apprenticeship, an employer will receive an extra
£1000



100%

For employers with **less than 50 staff** who recruit **16-18** year olds via Apprenticeships, the Government will fund **100%** of the training costs.



Depending on the Apprenticeship, the **5%** contribution from employers will range from **£75 - £1350**.

How we can help: Apprenticeships

Apprenticeship programmes we currently offer:

Beauty

- › Level 2 Beauty Therapist
- › Level 3 Advanced Beauty Therapist

Business

- › Level 3 Team Leader/ Supervisor (ILM3)
- › Level 3 Business Administrator
- › Level 2 Customer Service Practitioner
- › Level 2 Accounts/ Finance Assistant (AAT2)
- › Level 3 Accounts Assistant (AAT3)
- › Level 4 Professional Accounting (AAT4)
- › Level 5 Operations/ Departmental Manager (ILM5)

Catering & Hospitality

- › Level 2 Commis Chef
- › Level 2 Production Chef
- › Level 2 Hospitality Team Member
- › Level 3 Hospitality Supervisor
- › Level 3 Senior Production Chef

Childcare, Healthcare and Education

- › Level 3 Dental Nursing
- › Level 3 Teaching Assistant
- › Level 4 Children, Young People and Families Practitioner

Construction

- › Level 2 Bricklayer
- › Level 2 Carpentry and Joinery
- › Level 2 Property Maintenance Operative
- › Level 2 Wood Product Manufacturing Operative
- › Level 3 Craft Carpentry and Joinery
- › Level 3 Civil Engineering Technician
- › Level 4 Construction Site Engineering Technician
- › Level 4 Construction Quantity Surveying Technician
- › Level 4 Construction Site Supervisor
- › Level 4 Construction Design and Build Technician

Please note, our apprenticeship offering may change, if you have a query or question regarding our offering, please contact our apprenticeships team on 03453 40 40 40

Engineering & Manufacturing

- › Level 2 Lean Manufacturing Operative – (Inspection Quality, Production Assembly, Production Processing, Logistics Material/Handling)
- › Level 2 Engineering Operative – (Maintenance, Mechanical Manufacturing Engineering, Electrical and Electronic Engineering, Fabrication, Processing or Finishing, Technical Support)
- › Level 2 General Welder (Arc Processes)
- › Level 2 Science Manufacturing Process Operative
- › Level 3 Science Manufacturing Technician
- › Level 3 Science Industry Manufacturing Technician
- › Level 3 Design and Draughtsperson – (Mechanical, Electrical, Engineering, Structural, Control and Instrumentation)
- › Level 3 Engineering Technician – (Advanced Manufacturing Engineering, Mechatronics Maintenance Technician, Product Design and Development Technician, Toolmaker and Tool and Die Maintenance Technician, Technical Support Technician)
- › Level 3 Machining Technician
- › Level 3 Metal Fabricator
- › Level 3 Engineering Fitter
- › Level 3 Pipe Welder
- › Level 3 Plate Welder
- › Level 3 Maintenance & Operations Engineering Technician – (Electrical Technician, Mechanical Technician, Control and Instrumentation Technician, Electrical System and Process Control Technician, Electromechanical Technician, Plant Operations Technician)
- › Level 3 Laboratory Technician
- › Level 4 Engineering Manufacturing Technician
- › Level 4 Process Leader

IT, Computing and Digital Technologies

- › Level 3 Information Communications Technician
- › Level 3 Network Cable Installer (Newcastle delivery only)
- › Level 3 Software Development Technician
- › Level 3 Content Creator
- › Level 3 Cyber Security Technician
- › Level 3 Multichannel Marketer
- › Level 4 Digital Industries – Marketing Executive
- › Level 4 Digital Industries – Software Developer
- › Level 4 Digital Industries – Network Engineer
- › Level 5 Audio Visual Technician

Motor Vehicle (Automotive Technology)

- › Level 2 Autocare Technician
- › Level 3 Light Vehicle Service & Maintenance Technician

Our current partners

Middlesbrough College Group work with businesses across the North East, Yorkshire and beyond to deliver apprenticeships, bespoke training and assessment at all levels to meet specific business needs.

Whether you are a small, medium or large organisation, we can provide specialist training and apprenticeship solutions that will help you take your business higher.

Our partners include

CATERPILLAR

MABO

DURATA
Your Power Safe In Our Hands

WANDER
#BEATTHESCROLL

PD PORTS

sembcorp

thirteen
Managing and building homes

Sage

BRITISH STEEL

Calm

CALYSTA

amazon

intelect

**BAKER
Kitchen
STREET**

**TC
TEES
COMPONENTS**

Foundation

Quorn



Other ways we can support your business

Develop your people and your business through our commercial training courses.

Middlesbrough College Group offer a wide range of specialist industry training courses designed to help organisations succeed. In order to remain competitive in an ever-changing industrial landscape, you must up-skill and retrain with your employees whenever possible.

All of our industry training courses have been designed with you and your employees in mind and are delivered by experts in your industry. So, whether you or your staff are wanting to learn something new or up-skill your current skill set, we can provide a course for you.

Courses we offer

Business Management & Accountancy

- › Level 2 Foundation Certificate in Accounting
- › Level 3 Advanced Diploma in Accounting
- › Level 4 Professional Diploma in Accounting
- › Level 3 Diploma in Principles of Leadership and Management
- › Level 3/5 Certificate in Leadership and Management

Catering

- › Basic Food Hygiene
- › Basic Food Hygiene Refresher
- › RSPH Food Safety

Construction, Gas & Plumbing

- › BPEC Domestic Unvented Hot Water Systems - 1 Day (Initial Assessment)
- › BPEC Domestic Unvented Hot Water Systems - 3 GLH (Re-Assessment)
- › BPEC Commercial to Domestic Core Safety Changeover (CoCDNI)
- › Initial ACS Domestic Gas Safety Training and CCNI Refresher
- › Initial Gas Training (2 Days), Initial Gas Assessment CCNI (2 Days), Gas Certification Fee, Initial Gas A , BPEC Part L Energy Efficiency
- › Gas Assessments HTRI (Re-Assessment Only)
- › Gas Assessments HTRI (Initial Assessment / Training)
- › Gas Assessments CKRI (Re-Assessment Only)
- › Gas Assessments CKRI (Initial Assessment / Training)
- › Gas Assessments CENWAT1 (Re-Assessment Only)
- › Gas Assessments CENWAT1 (Initial Assessment / Training)
- › Gas Assessments CCNI (Re-Assessment Only)

Engineering Maintenance

- › Abrasive Wheels
- › Automotive Refrigerant Handling
- › CompEx EX01 to EX04
- › CompEx Foundation
- › CompEx Dust
- › CompEx Mechanical EX11 (Including CompEx Foundation)
- › Recognised Practitioners Programme (Ex01RPP-Ex04RPP)
- › Mechanical Engineering for Non-Mechanical Engineers
- › Electrical Engineering for Non-Electrical Engineers
- › Electrical Safety
- › Global Wind Organisation (GWO) Basic Technical Training Certificate
- › IET Wiring Regulations 18th Edition
- › Periodic Inspection and Testing of Electrical Installations 2391-52
- › Electrical Inspection and Testing 2391-52 (Exam only)
- › Level 3 Award in the In-Service Inspection and Testing of Electrical Equipment - PAT Testing 2377
- › Forklift Truck Operations
- › Forklift Truck Operations Refresher
- › Cherry Picker and Scissor Lift

First Aid

- › Emergency First Aid at Work
- › First Aid at Work Re-qualification
- › First Aid at Work

Healthcare and Childcare

- › Commercial Dental Nursing
- › Level 3 Diploma in Residential Childcare
- › Level 5 Diploma in Leadership and Management in Residential Childcare

Health, Safety and Environment

- › CCNSG – Safety Passport
- › CCNSG – Safety Passport – Refresher
- › Confined space entry awareness
- › Confined Space Entry: Water (Low risk)
- › Confined Space Entry: Water (Medium risk)
- › CSCS Exam Only
- › Inspection and Usage of Ladders
- › IOSH Managing Safely Certificate
- › IOSH Working Safely Certificate
- › Leading a Team Safely
- › Level 2 Principles of COSHH
- › Level 2 Principles of Manual Handling
- › Level 2 Risk Assessment
- › Level 3 NEBOSH National Certificate In Occupational Health & Safety
- › Level 6 NEBOSH National Diploma In Occupational Health & Safety
- › Mobile Tower
- › Permit to Work
- › Rigging, Lifting and Slings – Initial
- › Rigging and Slings – Refresher
- › Slings / Signaller / Crane Banksman
- › Safe Isolation

AutoCAD

- › Level 1 – Parametric Modelling
- › Level 2 – Computer Aided Design
- › Level 3 – AutoCAD

IT, Computing and Digital

- › Microsoft Office Specialist (MOS) Access 2016
- › Microsoft Office Specialist (MOS) Excel 2016
- › Microsoft Office Specialist (MOS) Excel Expert 2016
- › Microsoft Office Specialist (MOS) PowerPoint 2016
- › Microsoft Office Specialist (MOS) Word 2016
- › Microsoft Office Specialist (MOS) Word Expert 2016
- › Comp TIA+

Process Operations and Oil & Gas

- › Level 2 0610 Certificate in Process Technology (Chemical)
- › Level 3 0610 Certificate in Process Technology (Chemical)

Teaching and Education

- › Level 3 Award in Education and Training (AET)
- › Level 3 TAQA Certificate in Assessing Vocational Achievement
- › Level 4 TAQA Certificate in Leading the IQA of Assessment Processes

Virtual Process Control Room

- › Virtual Process Control Room Operation – Basic Awareness and Introduction Levels 1-3
- › Virtual Process Control Room Operation – General Control Room Operator Training Level 4
- › Virtual Process Control Room Operation – Responding to Critical Situations and Emergencies Level 5

Welding

- › Welder Qualification Testing/Procedure Codings
- › Welding Skills (Arc Welding)
- › Welding Skills (Gas Shielded)
- › Welding Skills (TIG)



Online distance learning courses

Business Skills

- › Business Administration Level 2
- › Customer Service Level 2
- › Customer Service Level 3
- › Event Planning Level 2
- › Information Advice and Guidance Level 2
- › Lean Organisation Management Techniques Level 2
- › Team leading (TQUK) Level 2
- › Understanding Retail Operations Level 2

Health & Social

- › Autism Level 3
- › Awareness of Mental Health Problems Level 2
- › Behaviour that Challenges Level 2
- › Children and Young Peoples Mental Health Level 2
- › Common Health Conditions Level 2
- › Counselling Skills Level 2
- › Dementia Care Level 2
- › Dementia Care Level 3
- › Dignity and Safeguarding Level 2
- › End of Life Care Level 2
- › End of Life Care Level 3
- › Falls Prevention Level 2
- › Mental Health Level 3
- › Nutrition and Health Level 2
- › Self-Harm and Suicide Awareness Level 2
- › Understanding Autism Level 2
- › Understanding Specific Learning Difficulties Level 2
- › Working With Individuals with Learning Disabilities Level 2
- › Cleaning Knowledge and Skills Level 2
- › Environmental Sustainability Level 2
- › Principles Of Warehousing Level 2
- › Safeguarding, Prevent and British Values Level 2

Health & Safety

- › Cleaning Knowledge and Skills Level 2
- › Environmental Sustainability Level 2
- › Principles Of Warehousing Level 2
- › Safeguarding, Prevent and British Values Level 2

Sector Skills Academies

- › Rail Academy inc CSCS card, Emergency First Aid at work and PTS Level 2
- › Emergency First Aid at Work Level 3
- › First Aid at Work Level 3
- › First Aid at Work Re-qualification Level 3
- › Forklift Truck (Counterbalance)
- › Forklift Truck (Counterbalance) Refresher
- › Cherrypicker and scissorlift
- › Highfield Award Health and Safety in Construction
- › CITB CSCS exam
- › Transport Academy
- › Warehousing Academy (inc FLT)





“The courses that Middlesbrough College have recently provided Thompsons of Prudhoe, has been of value to the upskilling of our workforce, be it from working in Confined Spaces for our Asbestos Operatives to CPCS Telescopic Handler Training for our Demolition Operatives on site at Teesworks. This has assisted not only Thompsons but the employees due to increasing their workload and our productivity.”

Sandra Lee, Manager at Thompsons of Prudhoe

Other ways we can support your business

T Level programmes

T Levels are a new, 2 year Level 3 qualification for 16 to 19 year olds. Designed with employers, each T Level is equivalent to 3 A levels and helps young people develop the knowledge, attitude and practical skills to progress into future employment, an apprenticeship or higher education.

Every T Level student must complete an industry placement that lasts a minimum of 45 days, with an employer in their programme sector. This is to provide young people the invaluable opportunity to put their learning, knowledge, and skills into practice in a real workplace environment.

We need employers like you to help students put their skills into action whilst gaining the vital knowledge needed to achieve their College qualification. Industry placements give our students the extra confidence boost, and experience needed to move forward in their journey. We are confident our students can make a meaningful impact on your business.

Take your business to the next level with a T Level

As T Levels have been designed with employers in mind, they can provide you with a range of short and long-term benefits to your business, some of which we have shared below.

Industry placements give you a chance to work alongside the next generation of workers entering your industry, making sure they develop the knowledge, attitude and practical skills to succeed.



Employer benefits include:

- › No cost to the employer
- › Develop young people to succeed in your industry
- › Capitalise on fresh ideas from a new perspective
- › Supercharge your industry's talent pool
- › Work with your future employees and give them the tools to succeed
- › Have a low cost, effective method of recruiting from an untapped skills pool
- › Provide opportunities for existing staff to act as mentors or managers
- › Improve partnerships with education providers and influence learning pathways to help meet the needs of your business and industry

First in the Tees Valley to deliver T Levels we offer industry placements across multiple skills areas:

- › Business and Administration
- › Construction
- › Digital and IT
- › Engineering and Manufacturing
- › Health and Science
- › Catering
- › Creative and Design including Media, Broadcast and Production
- › Education and Childcare
- › Hair and Beauty



Work placements

We also offer shorter work placement opportunities for our students which can be from a few days to a number of weeks, providing valuable experience in a job related to their course.

Many employers offer a wide range of work based learning opportunities, including T Levels, apprenticeships and short placements.

Each work-based learning programme serves different purposes and allows employers to offer opportunities that best fit their business needs, whilst offering individuals different progression routes to a successful career.

To find out more about T Levels and Work Placements, visit northernskills.co.uk/t-levels or email: placements@mbro.ac.uk



Employer success

“We’ve always been passionate about working with young people and showing them that they don’t have to go to university in Manchester or get jobs in London.

And because that’s traditionally what would have happened, we noticed a real skills gap when trying to employ skilled developers locally.

For us, T Levels have filled that gap. They deliver technical skills that fuel the success of local businesses like ours, as well as the digital cluster here in Middlesbrough.

Ultimately, it’s our responsibility as employers to open up our workplaces, invest our time in the next generation and showcase what’s on offer here on Teesside – because there is a lot to shout about.

Businesses need to look at it less as philanthropic and giving back to the community and see it as a real return on investment. I’d take on as many T Level students as I had the time and energy to work with, and in fact, we’re already working with the College to offer more placements.”

Phil Smith, Chief Technology Officer at NorthLink Digital.

The recruitment process

The recruitment and selection process aims to attract and select learners who are best suited to the work and the training you can offer.

- › Having discussed your needs we will match your requirements with the skills and experience of our learners and shortlist those whom we feel would be most suited to the position you are offering
- › Alternatively, you may wish to undertake your own recruitment activities. As the employer the final decision regarding selection will be yours
- › All learners recruited must work towards a qualification with Northern Skills or TTE

Our role

- › On receipt of your job vacancy, our recruitment team will contact you within two working days
- › Following initial contact, and where we have suitable candidates, we will forward CVs within two working days
- › If we have no suitable candidates we will promote your vacancy through our network of partners. If your vacancy is displayed via the National Apprenticeship Service you may be contacted by them to verify your vacancy
- › We will assess and interview all candidates to ensure suitability
- › We will provide advice, support and guidance with selection methods and interviewing candidates
- › We will manage your vacancy and provide regular updates throughout the process



Employer's role

- › Provide a detailed job description and skills requirement on initial Northern Skills/TTE training visit
- › On receipt of CVs provide Northern Skills/TTE with feedback within three days
- › Provide feedback on outcome of any interviews within one week of them being held
- › Advise of proposed start date (your H&S assessment must be completed before learner commences employment)
- › Give applicants a detailed overview of the role and the training which you will provide
- › Treat all candidates fairly and consistently and make reasonable adjustments where possible during the selection process
- › Pay at least the minimum wage in accordance with current Government guidelines. If the candidate you employ has been referred by Northern Skills/TTE recruitment service then the apprenticeship training must be delivered by Northern Skills/TTE

*We reserve the right to charge a recruitment fee if you use our recruitment service without training being delivered by Northern Skills/TTE. The fee is £1,000 + VAT and payable within 30 days of invoice.

Finding you the right apprentice

If you have a vacancy to fill, our dedicated recruitment team can help your business find a rising star perfect for the job. We will match the applicant qualifications, skills and experience to your requirements, ensuring you have top quality candidates to interview. Our dedicated recruitment team do everything they can to ensure the candidates put forward are suitable and ready to step into your advertised role.

How we personalise the process

Our extensive recruitment process and specified recruitment team help you successfully find the perfect candidate, taking much of the extensive recruitment process away.

What happens next?

We will provide you with a dedicated training adviser to support and guide you through the apprenticeship programme. They will work closely with you to:

- 1 Agree a clear delivery plan and the method of delivery to suit you and your employees
- 2 Manage the training and evaluation to our nationally recognised quality standards
- 3 Ensure that the training plan is held in a constant state of review to ensure that it meets your requirements and responds to any changes in your business needs
- 4 Provide you with regular reports on your Apprentice's progress

Things we do to help you:

Identify a Vacancy

Our advisors will help you decide which apprenticeships are right for your workforce from level to qualification, and units to study. We will also explain the funding that may be available to you if a Vacancy.

Advertise

We will advertise your vacancy through our free recruitment service, advertising on various websites, jobs boards and social media platforms.

Shortlist

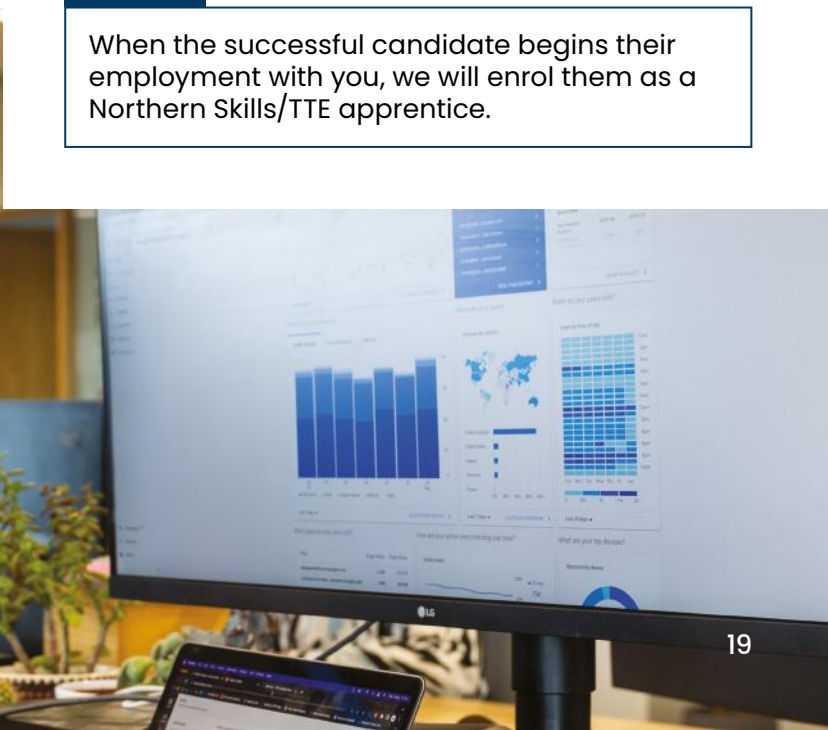
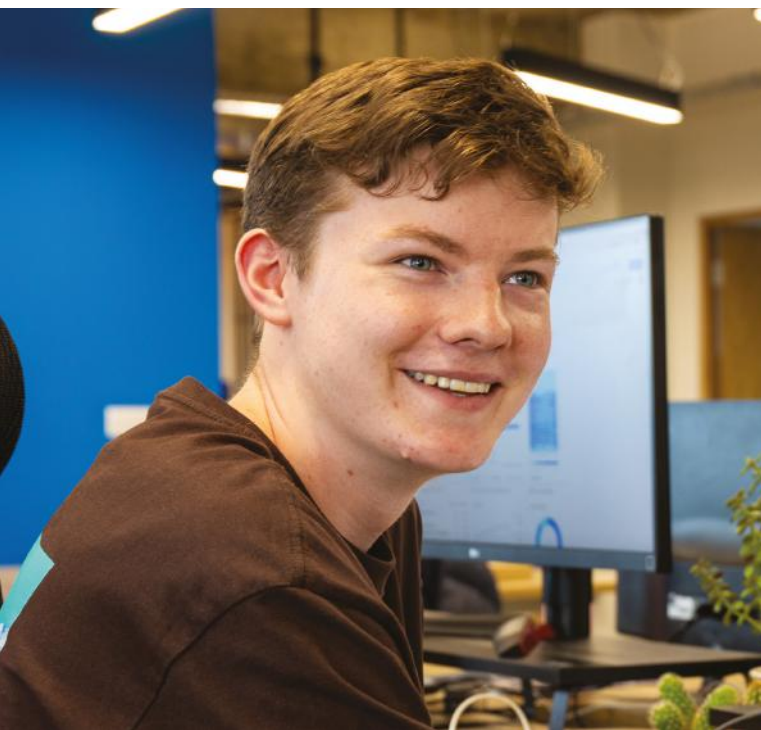
We will identify suitable candidates for the role and help you to plan the interviews.

Selection

We'll invite the shortlisted candidates for you to interview and feedback to them when you've made your decision. We can also design and administer a skills test to inform your decision.

Recruit

When the successful candidate begins their employment with you, we will enrol them as a Northern Skills/TTE apprentice.



Inducting learners

Induction training will help learners settle quickly into your workplace by helping them understand the environment in which they are based and the job which they are doing. Northern Skills and TTE will complement this by providing an induction to introduce learners to their training programme.

Our role

- › Provide an induction for learners on their training programme
- › Explain work-based learning and the role of both the learner and employer
- › Advise you on workplace induction and initial training
- › Explain how the qualifications are achieved
- › Explain to learners their rights and responsibilities
- › Ensure learners have understood the information which they have been given at induction
- › Provide learners with written information to support what they have been given during induction, to which they can refer to in the future

Employer's role

- › Provide a 'Contract of Employment' for the learner, taking into account relevant employment legislation
- › Employ the learner under an Apprenticeship Agreement in accordance with the Apprenticeship, Skills, Children & Learning Act 2009. The Apprenticeship Agreement must identify the skill, trade or occupation for which the Apprentice is being trained, and confirm the Apprenticeship being undertaken. Northern Skills/TTE will provide a template
- › Show learners all aspects of the workplace Introduce learners to the people they will work with and their supervisor Train learners in the health and safety of your workplace
- › Explain your company policies and procedures to the learner
- › Inform learners of their terms and conditions of employment or placement
- › Provide learners with information about the job which they will be doing
- › Provide the learner with a mentor/line manager if possible



Contract of employment

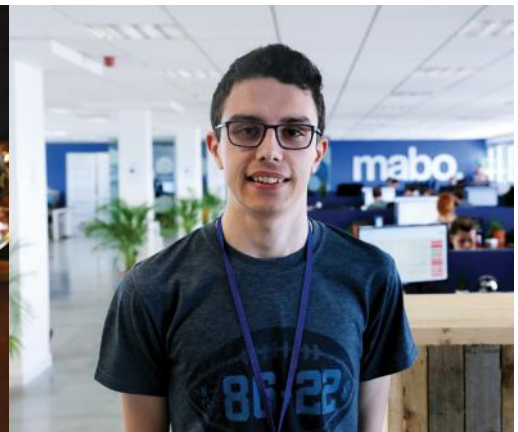
The importance of an employment contract is to ensure that both you and your employee have a clear understanding of what is expected during the term of employment, and so that no mixed messages are spread. Contracts of employment help reduce risk, for both you and your new employee.

Things to consider when establishing a contract of this employment, are:

- › Salary
- › National Insurance
- › Hours of work
- › Attendance at College
- › Sickness
- › Holidays
- › Period of notice
- › Redundancy

Apprenticeship wage

Apprentices under the age of 19 and all apprentices, regardless of their age, in the first year of their apprenticeship must be paid at least the apprenticeship national minimum wage. Apprentices who are 19 or over and not in the first year of their apprenticeship are entitled to the relevant national minimum wage for their age.



Designing the right training programme for your business

To help you to get the best from your learner and to develop their skills and knowledge, we will jointly plan a training programme that meets both their needs and your needs as an employer.

An Individual Learning Plan (known as ILP) will be developed for the programme, which shows what training learners will receive, both on and off-the-job.

This helps to ensure that the learners achieve their qualification. The plan will also identify any additional support that they may require.

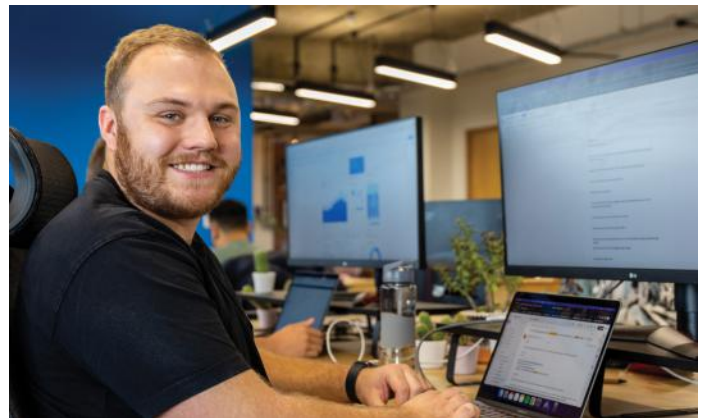
We will consider current knowledge, skills and experience when creating this plan. We will also ensure that your staff are provided with all the information they require to understand the learner's training programme before the learner joins your organisation.

Our role

- › Assign a Training Adviser to support the learner
- › To work with you to identify the individual's immediate training and development needs
- › Assess the learner's current skills, knowledge and qualifications
- › Identify any personal circumstances which may affect learning and training to enable us to provide support or tailored training
- › Set out an Individual Learning Plan for the learner and yourselves on our Smart Assessor e-portfolio
- › Help you understand the training programme including the qualification and Functional Skills requirements

Employer's role

- › To help identify the individual's immediate training and development needs
- › Help us plan the training programme for the learner
- › Identify appropriate learning opportunities within the workplace which will help the learner develop and progress
- › Understand the learner's training programme including the qualification and Functional Skills requirements



Delivering training programmes

Having planned the learner's training programme, we will then work together to deliver the training that is required to develop the learner's skills and help them achieve their apprenticeship.

Much of the training will take place within the workplace itself. This will typically involve learners developing their skills through observing others, practising themselves and through support from their supervisor.

The more learning opportunities that you can provide therefore, the greater range of skills that the learner is likely to acquire which will be of benefit to your company.

You may also wish to consider giving the learner projects to undertake or want them to attend formal training sessions in the workplace that will develop their skills and knowledge even further.

Our role

- › Provide help and advice on planning workplace training and learning activities
- › Be aware of the learning activities that are taking place within the workplace
- › Provide off-the-job training sessions where appropriate to support the skills that the learner is developing in the workplace in order to help the learner, achieve their qualification and gain the best workplace experience possible
- › Keep you informed of what the learner has covered during off-the-job training activities (where applicable)

Employer's role

- › Help learners develop their knowledge and skills by providing a wide range of learning and training opportunities as part of their on-the-job training
- › Work with Northern Skills/TTE to plan and coordinate on and off the job training. Permitting 20% of each apprentice employed hours to be used for off the job training
- › Help learners put into practice what they are learning
- › Identify ways the learner can use English, maths, and ICT skills at work. Provide opportunities for learners to practice these skills during their usual work tasks, or by work-based projects to fill any gaps. This will help learners embed their Functional Skills whilst on the job
- › Release learners from the job to complete English and maths (and ICT if applicable), initial assessments and examinations
- › Initiate a meeting with us if you have any concerns about any aspect of the programme delivery



Reviewing progress

To ensure the learner is getting the most out of their training programme it is important to monitor their progress at regular intervals and check this in with Northern Skills/TTE.

This will help us to guarantee any additional training or support needs are properly addressed. We will fully involve the learner's supervisor in this process.

Our role

- › Organise a schedule of regular progress meetings to take place every 12 weeks and involve the learner and the workplace supervisor in the progress review
- › Record the progress made by the learner in the workplace
- › Identify additional training and support needs and amend the training plan accordingly
- › Set challenging learning goals between review dates
- › Make sure the learner and the workplace supervisor have a copy of the record
- › Retain documents that evidence 20% off-the-job training

Employer's role

- › Let us know how the learner is progressing in the workplace
- › Advise us of any concerns which you may have regarding the learner's progress
- › Attend, and participate fully, in learner progress reviews
- › Advise on workplace training and assessment opportunities that may occur in the period to the next review
- › Monitor progress at all times with Northern Skills/TTE, no less than every 12 weeks
- › Retain documents that evidence the 20% off-the-job training
- › Participate in tripartite reviews with the apprentice and their Training Adviser every 12 weeks
- › Participate and support progress towards Gateway and End Point Assessment as well as portfolio development where applicable



Assessing competence

To gain their qualification the learner is required to demonstrate that they are competent in a range of different activities and skills.

Each learner is allocated a training adviser who will discuss and agree the best way of providing evidence to reach the national standards. This will involve identifying activities which occur normally within the workplace to demonstrate skills.

The training adviser will observe the learner carrying out tasks within the workplace to make sure that the standard of work required can be delivered consistently.

For apprenticeship standards, apprentices will also need to complete an End Point Assessment (EPA) to demonstrate competence.

Our role

- › Develop a workplace development assessment and action plan
- › Help the apprentice and staff within your organisation understand the assessment process
- › Help the apprentice understand how to collect evidence and match it to occupational standards
- › Formally assess the apprentice's competence using practices which are timely, fair, regular, informative, and reliable
- › Give constructive feedback to the apprentice following assessment
- › Co-ordinate mock exams, exam times and exam invigilation for the apprentices

Employer's role

- › Provide opportunities for the apprentice to demonstrate their competence in specific tasks
- › Help the apprentice to evidence the work they have done
- › Sign statements confirming the learner's competence in specific activities or record a 'witness testimony'



Supporting your apprentice

We will work closely with you to ensure that your apprentices are given proper support, ensuring any potential problems are identified and addressed as early as possible.

We know that your apprentice will be valued by you as an integral part of your workforce.

Our apprenticeship team offer not only essential development of the skills, knowledge and behaviours that your apprentice needs to achieve their apprenticeship, but also a range of wrap around support should you or your apprentice need it.

Our role

- › Keep in regular touch with you and the apprentice
- › Encourage and motivate apprentices through their training programme
- › Show real interest in the skills which apprentices are developing in the workplace
- › Help learners to understand the long-term benefits of training and qualifications
- › Identify any problems or concerns which learners may have at an early stage
- › Share any identified concerns with you and agree suitable solutions where learners want to change their training programme or job
- › Where learners have additional learning needs in English, maths or ICT we will ensure they receive sufficient support to achieve their Functional Skills qualifications
- › As part of the Middlesbrough College Group, we offer support in additional areas of learning if identified

Employer's role

- › Help learners to understand the long-term benefits of training and qualifications
- › Provide opportunities for learners to practice their skills
- › Allow learners at least two hours per week to contribute to their overall 20% off the job training
- › Encourage learners to attend and show real interest in their off-the-job training
- › Where learners have additional learning needs in English, maths or ICT, allow learners to attend support workshops designed to build their basic skills
- › Ensure learners attend Functional Skills exams (where applicable). If your learner fails to attend a confirmed booking a £25 re-sit fee will be charged
- › If a learner cannot attend a class, inform Northern Skills/TTE as soon as possible
- › Be aware of any problems or difficulties which may be facing learners
- › Share your concerns with us as soon as they arise



Health and safety best practices

We have a positive commitment to promoting good health and safety practice in the workplace and will seek assurance that your workplace is a safe environment for our learners.

Our role

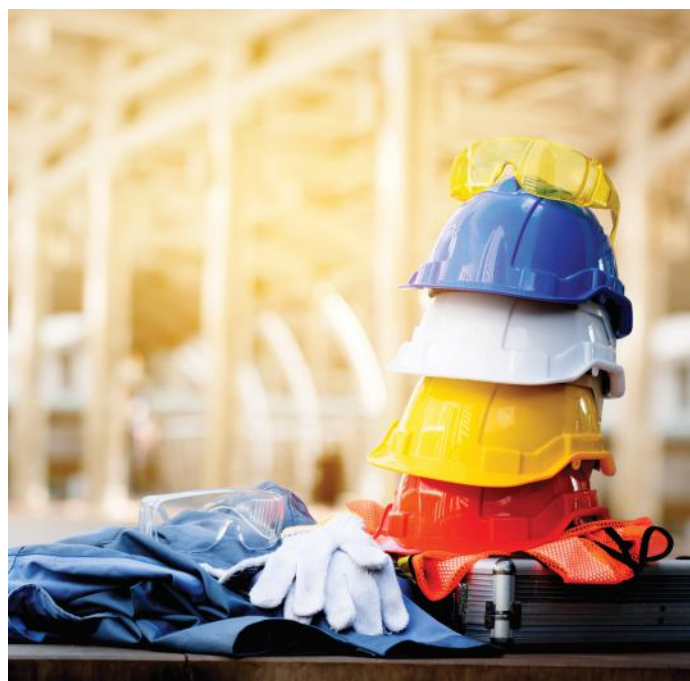
- › Use competent staff to verify that you can provide a healthy, safe and supportive learning environment
- › Assist you on questions of health and safety requirements and application to individual learners
- › Provide a safe and healthy working environment for learners during off-the-job training
- › Monitor health and safety practices on an ongoing basis
- › Promote health and safety training to learners to raise their awareness of risk
Check learners' understanding of health and safety risk awareness
- › Investigate any accidents involving learners within the workplace and agree preventative action

Learner's responsibilities

- › As with all other employees (within your activity) the learner has several responsibilities under the Health and Safety at Work Act
- › Take reasonable care of their own health and safety and that of other people who may be affected by their actions or omissions
- › Co-operate with the employer in complying with the employer's legal duties
- › Use equipment or substances in accordance with any training or instruction given by the employer
- › Report to the employer any serious or imminent danger
- › In case of absence or sickness, immediately notify Northern Skills/TTE and the employer

Employer's role

- › Ensure the health, safety and welfare of learners and bring your policy to their attention
- › Comply with health and safety legislation
- › Inform the learner about who is responsible for health and safety matters within the company
- › Provide initial and ongoing health and safety training in the workplace for learners
- › Provide necessary Personal Protective Equipment Report any accidents concerning learners immediately to us, and report under RIDDOR if required
- › Assess the risks to which learners are exposed at work and apply the general principles of prevention
- › Introduce and maintain appropriate measures to eliminate or control risks to the lowest reasonable practicable level
- › Ensure learners are properly supervised by a competent person Ensure learners are covered under Employers Liability Insurance



Preparing for your learner

Your health and safety responsibilities as an employer

Although the learner is your employee and must be treated as such with regards to your Health and Safety responsibilities, Northern Skills, TTE and Middlesbrough College also seek assurance all learning takes place in a safe, healthy and supportive working environment.

The assessment will take around 20-40 minutes to complete and will normally include topics such as is detailed in this section. If there are any shortfalls this will be indicated on the report with suggested actions and must be addressed before approval of the placement/apprenticeship.



The Health & Safety assessment will cover:

- › Insurance Management of health and safety
- › Health and safety policies and risk assessments
Supervision, training and induction
- › Work equipment and PPE Working environment and welfare
- › Accident and disease reporting
- › Fire, first aid and emergencies
- › Health surveillance
- › Safeguarding and prevent
- › The employer agreement
- › A development plan



The employer will provide:

- › A copy of your Certificate of Employers Liability Insurance
- › Health and Safety Policy (If relevant)



“Our industry continues to face a major skills shortage and we’ve really struggled to recruit specialist joiners over the years. We’ve seen it in the construction industry too.

Work placements and apprenticeships have helped fill that gap and have played a huge part in our success and growth. In fact, my own son Callum started off as an apprentice back in 2016 and is now thriving with the company as a fully qualified bench joiner.

The great thing about placements and apprenticeships is they benefit both the learner and the employer. We’re able to develop staff from a young age, teaching them specialist skills for our business, while apprentices learn on the job and build invaluable skills that will help them forge long-lasting careers with our company.

It’s incredibly rewarding to watch them develop and we’re even exploring the possibility of opening our own apprenticeship academy, in partnership with Middlesbrough College Group. This would allow us to further shape their learning, offer bespoke skills training and ultimately future-proof our workforce.

We can’t wait to see where this partnership takes our business next.”

Peter Marwood, BA Joinery Operations Director

Safeguarding

Important policies you must follow as an employer

Northern Skills and TTE are committed to safeguarding and promoting the welfare of all students and apprentices.

As an employer of an apprentice or an employer providing a work experience placement for a student, you also have a responsibility, and we expect all employers to share our commitment to safeguarding and the Prevent duty. We are required by law to ensure that everyone working with children (up to the age of 18 years) and vulnerable adults understand their responsibilities to keep them safe.

Areas where a young person could be at risk include: Physical abuse, emotional abuse, sexual abuse, neglect, bullying including cyberbullying, child missing from education, child missing from home or care, child sexual exploitation (CSE), domestic violence, drugs, fabricated or induced illness, faith abuse, female genital mutilation (FGM), forced marriage, gangs and youth violence, gender based violence/violence against women and girls (VAWG), mental health, private fostering, preventing radicalisation, relationship abuse, sexting and trafficking.

Staff at Northern Skills and TTE have had Disclosure Barring Service checks and have undergone safeguarding training which assists them in identifying and addressing any safeguarding concerns.

It is your responsibility to ensure your employees working alongside Apprentices are free from convictions and will not pose a threat or danger to the apprentice. It is important that you are mindful of potential risks when identifying roles and responsibilities for apprentices to ensure they are not put at risk.

Middlesbrough College Group have a designated Safeguarding Team that is available to provide support to apprentices, families, employers and staff. If for any reason you suspect that an apprentice does not feel safe, or you know someone who you feel may be in danger, please contact your assessor or alternatively contact the Safeguarding Team.

Text 'Safe' to 60081 or email:
safeguarding@mbro.ac.uk

Safeguarding policy:
www.mbro.ac.uk/safeguarding



Safeguarding

Our role

- › Have a Safeguarding Policy which our staff fully adhere to
- › Ensure employers and learners are aware of and support our Safeguarding Policy
- › Assist employers who do not have a Safeguarding Policy in devising and implementing a policy by providing a generic template
- › Ensure employers and learners are aware of our designated safeguarding representatives
- › Treat any employer or learner safeguarding suspicions or disclosures with professionalism and discretion and to support employers and learners following a disclosure



Employer's role

- › To ensure a safe working environment for all learners and identify a named member of staff to be the key contact for welfare, safeguarding and prevent
- › To create a culture which is committed to protect learners from potential harm or damage
- › Ensure employees working alongside apprentices are free from convictions and will not pose a threat or danger to the apprentice
- › To comply with all safeguarding legislation and to implement a Safeguarding Policy with assistance from Northern Skills or TTE if one is not yet in place
- › Support learners through any safeguarding issues or disclosures
- › Report to Northern Skills or TTE if any safeguarding concerns arise

Safeguarding is extremely important to us at Middlesbrough College Group as an education and training provider. We urge any employers to get in touch with us as soon as possible if any safeguarding concerns arise, whether they be involving the student in or outside of the workplace.

Continually improving as a provider

All work-based training is subject to external inspection by Ofsted. Inspections look at the quality of training in all occupational areas.

Inspectors typically collect much of their evidence through discussions with learners and employers, and therefore your views and comments will form a very important part of the process and outcome.



Our role

- › To produce an annual self-assessment report against Ofsted's Education Inspection Framework and action plan
- › To continuously improve provision to provide an increasingly good service to learners and employers
- › To prepare for regular inspections by Ofsted
- › Work and communicate with inspectors during the inspection process

Employer's role

- › Provide us with feedback on the quality of our training programmes
- › To take part in discussions with Inspectors during inspections as required
- › To allow inspectors to take part in discussions with learners during the inspection process





“Northern Skills have been very supportive in the development of the team at Baker Street Kitchen. We have built a fantastic relationship over the past few years, both with the recruitment team, skills managers, and on-site assessors. The team are always available to get hold of and will work with us to ensure our apprentices are getting the support they need.

Northern Skills have helped us retain and develop a successful team, we have Lewis who completed his apprenticeship and has now progressed to be a duty manager, Ben who completed a chef apprenticeship and is now a key asset in our kitchen brigade. We currently also have Luke working as a kitchen apprentice. Working with Northern Skills couldn't have been easier and more successful; I would highly recommend them.”

Simon Fletcher, Managing Director and owner of Baker Street Kitchen

Equality and Diversity

Northern Skills and TTE recognise its role in creating a climate which supports equality, diversity and opportunity and will endeavour to address by reasonable adjustments to remove any barriers that may exist in relation to any of the protected characteristics for all its students, Apprentices, staff and potential applicants.

Northern Skills and TTE recognise that its legal obligation is to; eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations.

Middlesbrough College Group as zero tolerance and is opposed to any form of discriminatory behaviour, bullying or harassment on the grounds of:

- › Age
- › Disability
- › Race
- › Gender
- › Religion / belief
- › Marital status / civil partnership
- › Gender reassignment
- › Pregnancy & maternity
- › Sexual orientation
- › Social background or any other personal characteristic

We ask that your organisation supports our Equality and Diversity Policy by undertaking the same commitment in actively promoting equality of opportunity for all your staff and apprentices. Our assessors will discuss equality and diversity with you and share the Group's Equality and Diversity Policy when they visit you. We can also support with training should you wish to further develop your equality and diversity arrangements.

Staying compliant

It is important to stay compliant and up to date with changes in rules, regulations and procedures.

We have listed some useful websites for you below:

Apprenticeship pay: www.gov.uk/employing-an-apprentice/pay-and-conditions-for-apprentices

Advice for employers: www.acas.org.uk



Prevent strategy

Northern Skills and TTE have a vital role to play in protecting students from the risks of extremism and radicalisation which is underpinned by the Counter Terrorism & Security Act 2015.

Radicalisation is the process by which individuals come to support terrorism or violent extremism. It is recognised that radicalisation can occur to any individual from any section of society and is not particular to any racial, ethnic or social group. It is also recognised that in many instances the process of radicalisation is essentially one of grooming by others. We work closely with communities and partner agencies to safeguard vulnerable individuals from any background who might be at risk from radicalisation.



If you spot any concerns about an apprentice, please contact the Safeguarding Team.

Text 'Safe' to 60081 or email: safeguarding@mbro.ac.uk

Several possible behaviour changes could suggest that your apprentice could be at risk of radicalisation, and it is important that you are aware of these. These would include increased instances of:

A conviction that their religion, culture or beliefs are under threat and treated unjustly.

A tendency to look for conspiracy theories and distrust of mainstream media.

The need for identity and belonging.

Being secretive about who they are talking to online, switching screens when a staff member enters the room.

Becoming emotionally volatile.

Useful Contacts

Safeguarding:

safeguarding@mbro.ac.uk

Digital Apprenticeship Service Enquiries:

d.pedro@mbro.ac.uk

Finance and support:

sales@mbro.ac.uk

Recruitment support:

info@northernskills.co.uk

National Apprenticeship Service:

helpdesk@manage-apprenticeships.service.gov.uk

Industry Training Courses:

mccommercial@mbro.ac.uk

Additional TTE information:

info@tte.co.uk

09/04/24

Northern Skills

Tel. 03453 40 40 40

Email: info@northernskills.co.uk

northernskills.co.uk

Northern Skills
(Middlesbrough)
Middlesbrough College Campus
Dock Street
Middlesbrough TS2 1AD

Northern Skills
(Newcastle)
The Stamp Exchange
Westgate Road
Newcastle upon Tyne NE1 1SA

Northern Skills
(Sunderland)
The Software Centre
Tavistock Place
Sunderland SR1 1PB

TTE
Edison House,
Middlesbrough Road East
South Bank
Middlesbrough TS6 6TZ



**NORTHERN
SKILLS**

M C
Middlesbrough
College Group

TTE