Employerlink - Your Guide to Business Matters in Plymouth

Stay up-to-date with training and funding changes, as well as important developments in the City with our dedicated newsletter for employers. Insights, guest features, key events and news that make a difference, are all included to keep you informed. EmployerLink is published twice a year and can be sent via post or is available online/via e-mail.

If you would like to be added to the mailing list, please e-mail employers@cityplym.ac.uk.
City College Plymouth is the highest performing general further education college in the country for employer satisfaction with a 99.5% positive rating

2017 FE Choices Employer Satisfaction Survey

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City College has an enviable reputation for its excellent industry partnerships and its positive relationships with local, regional, national and international employers. These relationships are highly valued by the College and by employers themselves as they provide excellent mutual benefits, including a positive impact on budget, staffing and productivity.

The College plays an essential role within the business community, both in the City and region beyond. We also work with both large and small employers, as well as local government and third sector organisations, on a number of initiatives. These add real benefits, not only to our business network, but also to the wider community in Plymouth, Devon and Cornwall.

As one of the largest training providers in the South West, and with a wealth of industry knowledge and experience, we are well placed to support businesses of all sizes operating within a broad range of industries. We offer a comprehensive portfolio of training, from Apprenticeships to higher-level skills, and from entry level English and maths to management training.

Our dedicated Business Engagement team provides a single point of contact for businesses helping to identify training needs and accessing available Government funding - all of which ensures that the training we provide is not only of the highest quality but enables you to maximise your training budgets, whether for nationally recognised qualifications or bespoke training packages.

This guide provides an overview of the services we offer to businesses, but it is not exhaustive - we are able to provide bespoke training to meet individual employer needs.

Pauline Hands
Director of Marketing, Business Engagement & Enterprise
We work with and support the following organisations …

Your College Contacts

Sean Gibson
Working at the College allows me to support the training, recruitment and Apprenticeship needs of local businesses. I work with businesses of all sizes and across all business sectors. My days are varied and I often find myself visiting local employers specialising in engineering, hospitality and retail all in the same day!

I find the greatest satisfaction in working with smaller businesses who, initially, are unsure how a local college may support their activities. It is great when I am able to walk away knowing that I have made a real difference to the business and their staff.

Connect with Sean on LinkedIn; search Sean Gibson, City College Plymouth.
Follow Sean on Twitter - @sean_g_gibson

Mike Jones
Over my seven years at the College I have worked with businesses from all sectors and of all sizes, providing skills and training support as well as providing them with access to their future workforce.

I started as a Business Skills Advisor, working with the construction and health sectors, but now as Employability and Enterprise Manager I work closely with employers across the region’s industries to develop opportunities to both benefit businesses and provide valuable work experience for our students.

Acting as the link between the local business community and our students, enabling young people to learn directly from the knowledge and expertise of our employer partners, is the best part of my job. It’s satisfying to see businesses thrive, when you’ve supported them to find the ideal candidate for that crucial placement, Apprenticeship or employment position.

Connect with Mike on LinkedIn; search Mike Jones, City College Plymouth.
Follow Mike on Twitter - @mikejonesccp

We offer …

- **Advice and Guidance**
  - On training needs

- **Traineeships**
  - Structured work experience

- **Training and Skills**
  - All levels, all sectors

- **Business Networking**
  - Developing contacts

- **Apprenticeships**
  - Wide breadth of job roles

- **Work Experience**
  - Engage with potential employees

- **Wine and Dine**
  - Celebrate, reward and enjoy

- **Recruitment Services**
  - Finding the talented workers of the future

**Contact Information**

- 01752 305026 | employers@cityplym.ac.uk | cityplym.ac.uk/employers
Effective training or development depends on knowing what is required - for the individual, the department and the organisation as a whole.

With limited budgets and the need for cost-effective solutions, all organisations need to ensure that the resources invested in training are specifically targeted at areas where training and development is required. By providing businesses with the opportunity to have a free training needs analysis, the College can help businesses identify the key opportunities to improve business effectiveness and the solutions that allow them to achieve a more effective and efficient workplace.

City College can assist you and your staff in developing core skills and gaining respected and recognised qualifications to support workforce development and business success.

From half-day College Certificated courses to one and two-year accredited professional courses, we have a wide range of part-time options to choose from. Both off-the-shelf and bespoke training packages can be provided to cater for both individual employees or groups.

For information on the wide range of courses on offer, please ask for a copy of our course guide or visit www.cityplym.ac.uk/employers.

**Health and Safety Short Courses**

**Keeping your business ‘safe’**

Our first aid, health and safety, and manual handling courses aim to provide employees with the skills and knowledge required in order to work effectively and with confidence.

Many of our courses are accessible and flexible for full-time employees, and most can be tailored to a specific subject area or organisational focus.

“Really good workshop - informative, instilled confidence and well taught.”
First Aid Requalification

<table>
<thead>
<tr>
<th>Subject Title</th>
<th>Level</th>
<th>Course Code</th>
<th>Duration</th>
<th>Time</th>
<th>Cost</th>
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<tr>
<td><strong>FIRST AID</strong></td>
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<td>Emergency First Aid</td>
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<td>First Aid at Work Requalification</td>
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<td>FAR</td>
<td>2 days</td>
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<td>£110</td>
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<td>2 days</td>
<td>9am - 4pm</td>
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<td><strong>HEALTH AND SAFETY</strong></td>
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<td>Principles of Nutrition and Food Production</td>
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<td>ANFP</td>
<td>1 day</td>
<td>9am - 5pm</td>
<td>£20</td>
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<td>£25</td>
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<td>Managing Safely (IOSH)</td>
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<td>MTK40</td>
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Business Skills Workshops

In response to business needs, we have introduced a range of new and refreshed workshops which give you access to a wide choice of training that can make a positive impact on business and team performance. Workshops range from time management and taking effective minutes, to project management and effective communication.

Our workshops can be delivered on-site at your premises or here at the College. In addition, should you wish to book a session for your team as part of our bespoke service, we can provide dates and times to suit. We also offer special discounts for businesses looking to make repeat purchases or wishing to roll out a programme of training across their whole organisation - prices and availability on application.

We understand that you need training that is flexible, specific to your business needs, cost-effective and which adds value across all areas. Our range of Business Skills Workshops meet all these requirements and more.

### Subject Title | Level | Course Code | Duration | Time | Cost
--- | --- | --- | --- | --- | ---
### BUSINESS
- Assertiveness and Confidence Management | 2 | MTK20 | 1 day | 9am - 4.30pm | £149
- Coaching and Mentoring Skills | 2 | MTK21 | 1 day | 9am - 4.30pm | £149
- Effective Communication | 2 | MTK04 | 1 day | 9am - 4.30pm | £149
- General Data Protection Regulation (GDPR) | 2 | MTK56 | 1 day | 9am - 4.30pm | £149
- How to Manage Conflict | 2 | MTK25 | 1 day | 9am - 4.30pm | £149
- Project Management | 2 | MTK10 | 1 day | 9am - 4.30pm | £149
- Taking Effective Meeting Minutes | 2 | MTK18 | 1 day | 9am - 4.30pm | £149
### COMPUTING
- Excel Basic | 1 | MTK14 | 1 day | 9am - 4.30pm | £99
- Excel Intermediate | 2 | MTK16 | 1 day | 9am - 4.30pm | £135
- Excel Advanced | 3 | MTK23 | 1 day | 9am - 4.30pm | £149
### MANAGEMENT
- Management Skills | 2 | MTK29 | 1 day | 9am - 4.30pm | £149
### TEACHING
- Train the Trainer | 2 | MTK47 | 1 day | 9am - 4.30pm | £149

"A wonderful enjoyable workshop; very useful and helpful."
Time Management

"The lecturer made a dry and difficult subject accessible and understandable. Kept me engaged throughout."
General Data Protection Regulation (GDPR)
Pre-Apprenticeships

Pre-Apprenticeships, also known as Traineeships, are a formalised work trial or work experience placement that allow businesses to recruit the next generation of employees with minimal financial risk.

To recruit a young person on a Pre-Apprenticeship programme, you will need to provide a work experience placement for the trainee which lasts anywhere from six weeks to a maximum of three months. You will not be required to pay the young person; however, you are encouraged to support them with their expenses, ie transport and/or meals.

Ideally, once the young person has completed their Pre-Apprenticeship, you should give them:

• an interview for a position within your business if one is available - this could be a permanent position or an Apprenticeship, or
• if no Apprenticeship or job opportunity exists within your business, provide an exit interview together with a reference.

Apprenticeships are not only found across traditional industries, such as construction and engineering, but across all sectors, from customer service to media and digital industries.

The College offers intermediate, advanced and higher-level Apprenticeships in the following areas:

• business, administration and customer service
• childcare, and health and social care
• construction and the building trades
• engineering, automotive and marine
• hair and beauty
• hospitality and catering
• media and computing
• performing arts and music
• science
• sport
• team leading and management
• travel and tourism.

The Apprenticeship levy

The levy has completely changed the way Apprenticeships are funded, as spending power is now in the hands of the employer!

The levy only applies to businesses whose payroll costs exceed £3million; this will be offset by a £15,000 allowance for each business contributing to the levy. The levy is a payment of 0.5% of the employers’ total wage bill and will be paid through PAYE. The levy paid will be placed into a digital account which the business can then use to pay the College to deliver an Apprenticeship.

Levy funds cannot be used for:

• wages
• statutory licences to practise
• travel and subsidiary costs
• managerial costs
• traineeships
• work placement programmes
• the costs of setting up an Apprenticeship programme.

Non-levy payers

If your payroll costs are under £3million then you will not have access to the levy fund. However, you will be able to access Government support for Apprenticeships - the Government will pay 90% of the training and assessments costs, with you paying the remaining 10%.

Incentive payments

Small employers (those with less than 50 employees) may be exempt from paying for Apprenticeship training. Employers may also receive a further incentive of £1,000 for training apprentices if they are:

• aged 16-18
• a 19-24 year old care leaver
• a 19-24 year old with a Local Authority Education, Health and Care Plan.

You can take on an apprentice in a number of ways. You could offer an Apprenticeship to an existing member of staff, or you could recruit a new member to your team via a Pre-Apprenticeship or an Apprenticeship. Whichever route you choose to take, we will work with you throughout the process and, wherever possible, help you access any available funding.
“The Apprenticeship programme enabled training to be delivered in-house so we could maximise our apprentice’s time in the workplace and make sure that what she learnt was relevant to the legal business. Because she was training on-the-job, she managed to pick things up quickly and gave real value to our business from day one”.

Trevor Worth, Chief Executive Officer - Portcullis Legals

Graded ‘Outstanding’ by Ofsted in 2012 for Apprenticeship provision, and the proud winner of the 2015 Association of Colleges’ Beacon Award for the Promotion and Delivery of Successful Apprenticeships, we can help you gain a workforce with the higher-level skills needed to compete in a challenging economic environment and market place.

Working with us means much more than just purchasing training ... it’s about developing a mutually beneficial partnership and forging a relationship that is sustainable. After all, it’s really all about bringing a return on investment to your business.

We encourage you to have a real stake in your College, building a strong working relationship with us, which results in both organisations playing a meaningful role in each other’s success.

“The Duke of Cornwall Hotel has really benefitted from being part of the College’s Employer Partnership Scheme. It is great to be able to offer young people an opportunity to gain work experience and future careers in the hospitality sector.”

Jon Morcom, Director - The Duke of Cornwall Hotel
City College is your first choice for corporate events and offers a wide range of lunches, dinners and networking events that enable you to engage with other members of the business community, entertain your corporate clients, reward members of your team or simply enjoy some delicious food and engage with guest speakers!

Employer Advisory Boards

Our Employer Advisory Boards provide a forum for businesses to inform the College on the skills and training required for their business and their industry.

Employer Advisory Boards open the dialogue between the College and industry professionals, providing vital industry feedback and insight into the College’s curriculum. This informs what we teach and the way we teach it to ensure your future employees have the skills and knowledge your industry requires.

We currently have Employer Advisory Boards covering the following industry sectors:
- business and professional services
- construction
- creative, cultural and digital industries
- engineering
- hair and beauty
- health, care and life sciences
- lifestyle and visitor economy
- public services
- sport and leisure.

“It is great that City College consults with local employers in relation to the skills gaps which their businesses face. Having the opportunity to have a voice on future developments in the College is really important.”
Donna Barnes, Director - Talem Recruitment Group

Find out more information about working with us by calling 01752 305026 or e-mail employers@cityplym.ac.uk.

Fine Dining, City Updates and Networking

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TALKING BUSINESS @ PL1
Enjoy an evening of questions and good food!

If you are looking for an event with a twist, look no further! Our Talking Business @ PL1 events, run in partnership with The Herald, offer you the opportunity to join other business professionals in debating key topics and developments that matter to you, your business and the City.

Events are held six times a year, on Thursday evenings (5.45pm to 9.00pm) in our PL1 Restaurant and include a welcome drink and a delicious two-course meal with wine.

“The Herald is delighted to be the media partner for City College’s Talking Business @ PL1 events. These are fantastic networking events with a twist, which give local businesses a great opportunity to debate what’s important to them - plus there’s the added bonus of a sumptuous two-course meal!”
Bill Martin, Editor-in-Chief - The Herald

Places cost just £17.50 per person. For dates and debate topics, visit cityplym.ac.uk/employers.