

# Training guide for employers

sustainability  
for your business

their **skills**  
your **business**  
our **region**



# The right choice as your business training provider

Northampton College provides a wide range of services and opportunities for local businesses across the county to improve and strengthen their workforce. We are recognised and approved to deliver courses and qualifications by a wide range of professional awarding bodies and associations and have an excellent track record of working with public and private sector organisations of all sizes.

All of our training programmes are run by qualified, experienced practitioners who help individuals improve their skills and make a real impact in the workplace.

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The College's Business Centre, set up to meet the training needs of local employers, achieved its target of increasing the number of young people following Apprenticeship frameworks. The quality of these qualifications is also improving with success rates for Apprenticeships having increased by 5.6% over the last year and achievement by those undertaking training in their workplace being maintained at outstanding levels.

# 1. Sector Based Work Academies

Pre-employment training

2. FREE  
Recruitment  
service

3. Apprenticeships

Traineeships

4. Develop  
existing staff

Maths and English  
Workplace Learning  
Professional Training  
Coaching and Mentoring



[www.northamptoncollege.ac.uk/business](http://www.northamptoncollege.ac.uk/business)

# 1 Sector Based Work Academies

Sector-based work academies are designed to help those that are receiving benefits but ready to work to secure employment. They are designed to meet your recruitment needs by ensuring candidates have the essential skills to succeed in the workplace. The sector based work academy has three key components: relevant pre-employment training, a work experience placement and guaranteed job interview. There is no direct cost to your organisation and the training is delivered by Northampton College.

# 2 Free Recruitment service

Our free recruitment service provides local businesses with support and assistance in managing their recruitment process from start to finish. We will advertise your vacancy and find appropriate candidates to match the skills and experience required and then help to arrange interviews at no cost. We can also arrange work experience placements to allow you to get to know the candidates before you employ them.

# 3 Apprenticeships

An Apprenticeship is a nationally recognised training scheme allowing young people and adults to gain qualifications whilst they work. Apprenticeships are designed with the help of employers to deliver a personalised development programme, and provide a work-based route to a skilled occupation with on-the-job training, delivering benefits to both the apprentice and business.

Northampton College provides support and assistance for both apprentices and employees interested in the Apprenticeship scheme. By supporting both parties, we are able to gain a greater understanding and ensure that the correct individual is recruited and an appropriate programme is put in place.

Financial support with the cost of an apprentice may also be possible through government schemes – please see our website for the latest details.



We offer Apprenticeships in the following areas:

- Accounting
- Business Administration
- Children and Young People's Workforce
- Customer Service
- Engineering (Mechanical/Electrical)
- Fabrication & Welding
- Hairdressing
- Health & Social Care
- Hospitality
- IT
- Manufacturing
- Motor Vehicle
- Social Media
- Team Leading
- Vehicle Body & Paint Operations
- Warehousing & Logistics

## Traineeships

A Traineeship is a national pre-Apprenticeship eight-week programme designed to help young people to develop the skills that employers are looking for through a mixture of work experience and academic study. This scheme also allows the employer to work closely with the young person providing a full insight into their attitude and ability to allow them to find the most suitable candidate for their business. Northampton College can help you to design a Traineeship that suits the needs of your business and helps you to get ahead of the competition by bringing enthusiastic young people into your business before they start to climb the job ladder.

Traineeships could help you:

- Develop a loyal and talented workforce
- Deliver your commitment to Corporate Social Responsibility
- Build a pool of high quality new recruits for your sector
- Develop your existing staff by improving their mentoring and coaching skills.

Northampton College will help to recruit your trainee by advertising your vacancy free of charge and you will be able to choose your preferred candidate. Work preparation, plus English and Maths tuition is delivered at Northampton College, leaving three full days for work experience at your premises.

Case Study



“Taking on apprentices gives us the opportunity to provide chances to those people who need it most, in particular young people who are struggling to find the work they want due to lack of experience.

The scheme fosters a great deal of loyalty with our apprentices due to the support and opportunities we can offer them and for us, having young people in our business is fantastic as they are technologically savvy and create a new dynamic, providing ideas and suggesting new initiatives.

We invest a lot of time and effort in the support and training we provide to apprentices and as result we find that they are extremely committed to the business.”

Stephen Smith – Trainer







## Weetabix achieves savings through staff training and engagement

National food manufacturing company and household brand name, Weetabix approached the College to ask for help with improving efficiency in its business through training. The company had identified the need for expertise at grass roots level in terms of identifying ways of preventing apparently small operational problems from escalating into major drains on cost.

Weetabix takes continuous improvement very seriously and is always looking at ways in which it can embed processes and systems amongst its staff to eliminate waste.

In the past, consultants had been deployed to deliver training on how to look for improvement opportunities but this process consistently failed to engage staff who tended to forget the consultants' advice once they had left the premises.

By training their own technical operators in what to look for and how to quantify improvement opportunities, the company succeeded in engaging their teams in the process of cost reduction, improving morale and productivity at the same time as saving money.

The technical team was able to identify issues at an operational level that may never have been spotted by managers away from the shop floor. By empowering operational staff with the techniques for evaluating aspects of

waste, the company achieved significant savings. For example, as a result of being qualified in Business Improvement Techniques, staff identified that the way in which cardboard packaging was packed and delivered by their suppliers resulted in wastage that could be prevented if different pallets and bindings were used. Technical operators were able to assess the scale of the issue and suggest to managers how much the practice was costing. This enabled managers to understand which issues in the manufacturing process were worth addressing in the interests of continuous improvement.

Training Co-ordinator for Learning and Development, Darren Jenkins said, 'Training is extremely important to Weetabix as a business and we strongly believe it is pivotal to our success.

'The College helped us train more than 30 employees in Performing Manufacturing Operations and Business Improvement Techniques in our workplace and potential savings of up to £500k have been identified.

'There has been much greater staff engagement since we started these training courses with Northampton College, and we found its team to be professional and supportive throughout the process.'

# 4 Workplace Training

Our workplace training courses are competence-based qualifications which use practical, work-related tasks to help develop the skills and knowledge of your workforce. Investing in your employees will make them feel valued and your business will benefit directly in a number of ways:

- Increased productivity and improvements in business performance.
- Ability to adapt to future requirements by keeping your workforce up-to-date with the latest technology and best practice in your sector.
- Increased staff motivation, retention and morale.

### Programmes include:

- Business Administration
- Customer Service
- Hairdressing
- Health & Social Care
- Business Improvement Techniques
- Performing Manufacturing Operations
- Childcare

## Maths and English

Northampton College is also able to deliver Maths and English programmes in the workplace designed to ensure your employees have the essential skills needed to do a job effectively.



## Professional Training Courses

Northampton College is able to offer a comprehensive range of professionally recognised qualifications designed for businesses who are willing to invest in their staff as well as individuals who are seeking to address own professional development. We offer a flexible approach to learning designed to fit in with the work and family commitments of most mature students. We have worked with organisations ranging from multi-national companies to small businesses employing a handful of people.

Your business could benefit in a number of ways:

- Improve the productivity and efficiency of your employees
- Increase the value of existing members of staff
- Gain new methods and techniques to take back to your business
- Motivate your workforce, making them feel a lot more valued
- Gain the most from the advice and guidance available through experienced course leaders

Can't find a programme that's right for your business?

Using the Organisational Needs Analysis we can provide a solution to your training needs either through adapting existing units or through the formation of a completely bespoke package created specifically for you.

For a full list of courses, please visit [www.northamptoncollege.ac.uk/business/professional-training-courses/](http://www.northamptoncollege.ac.uk/business/professional-training-courses/)

### Engaging leaders programme

With offices in Northampton and Daventry, Chelton Brown is one of Northamptonshire's leading letting agencies and they are passionate about staff training and development.

Keen to ensure their employees have the right knowledge and expertise to offer the best letting and property management service in the area, the company arranged for their management team to take part in a leadership and management workshop with Northampton College.

Sali Brown, Managing Director at Chelton Brown said, "As a company I think it's very important to develop your staff in order to grow the business. We found the training offered by Northampton College particularly relevant as the principles it covered mirrored the management style we try to follow. The course was really well facilitated and the venue was great and conveniently located."

Chelton Brown were so impressed with the experience they received at this one-day workshop that they contacted Northampton College again to discuss the possibility of developing a bespoke leadership and management programme specifically aimed at their senior managers.

The main purpose of this training was to provide a course that would empower and upskill the senior management team at Chelton Brown and develop their skills in a range of areas such as people management, planning processes, decision-making and performance management.

After a series of meetings to fully understand the needs of the business, Northampton College developed a bespoke ten-week leadership and management course which was delivered on-site at its Booth Lane campus.

This innovative training course covered a wide variety of disciplines, from creative thinking to leadership behaviours and the key focus was equipping staff with the skills they need.

Sali said, "We sent a total of eight members of staff on this course and we are absolutely thrilled with the results. The feedback from our staff has been really positive and they have been able to put the theory they have learnt into practice straight away in the business. I would definitely recommend Northampton College to other businesses."

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Call us now to book or plan your  
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