

NC

EMPLOYER SERVICES GUIDE



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If you would like to find out more about any of the opportunities in this guide, please contact the Business Centre on **01604 734323** or send an email to **business.centre@northamptoncollege.ac.uk** or visit **www.northamptoncollege.ac.uk/employers**

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We know that student engagement with employers is key, providing the future workforce with a clear line of sight to career opportunities from the very beginning.

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A WARM WELCOME FROM THE CEO AND PRINCIPAL

Great businesses come from great ideas. Great ideas come from great people. Northampton College is committed to producing a tailor-made pipeline of great people to benefit the business community both here in Northamptonshire and further afield.

As the leading college in the region, we respond to local and regional priorities, working in partnership with stakeholders to make an impact on the requirements of the skills agenda.

We have strengthened the alignment between our provision and the needs of employers by developing an ambitious curriculum, forging strong relationships with external stakeholders such as the South East Midlands Local Enterprise Partnership (SEMLEP), and engaging with the very latest skills strategies to ensure these are addressed as part of our curriculum map.

We know what's needed and we know how to provide it.

Northampton College has exceptional links with local businesses and we work with hundreds of organisations every year, providing training and support for apprentices, offering exciting new T Level qualifications, and offering work experience placements to our students as part of their main study programme.

We know that student engagement with employers is key, providing the future workforce with a clear line of sight to career opportunities from the very beginning.

We want to give you access to the people who will make a difference in your business - we're here for you, and we look forward to working with you to build a better, brighter future for Northamptonshire.



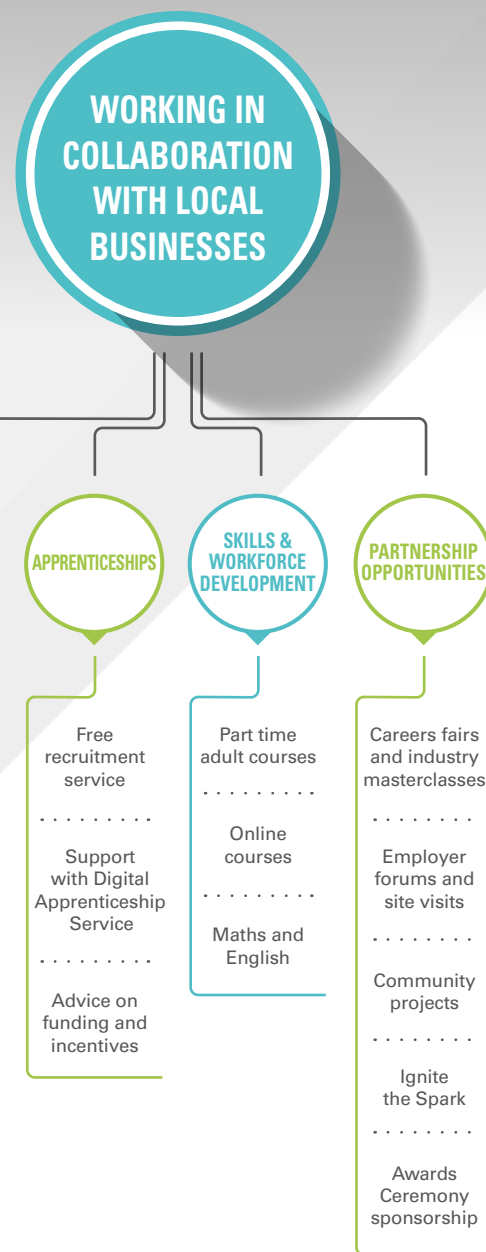
Pat Brennan-Barrett OBE
CEO and Principal

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



PUTTING SKILLS IN FOCUS

Northampton College has a central role to play in supporting the Skills for Jobs agenda and we will continue to ensure that our curriculum matches the ambitions and demands of Northamptonshire's employers.

The College is working closely with the Chamber of Commerce, employers, and other stakeholders as they develop the Local Skills Improvement Plan (LSIP) to ensure more businesses are engaged, there is more shared strategic thinking, and local provision is reflective of emerging skills needs.

Our study programmes and apprenticeships also have a core aim to prepare students in the SEMLEP priority employability skills, helping you train and sustain a skilled and qualified workforce.

These include:

- Communication
- Organisation
- Teamwork/Collaboration
- Digital literacy
- Planning
- Problem solving
- Creativity
- Leadership
- Time management
- Resilience

WE ARE HERE TO SUPPORT YOU

We work with organisations of all sizes across Northamptonshire to address skills gaps and can deliver a wide range of training approaches.

By closely analysing the needs of your business, we can work with you to identify any qualifications required, deliver training where needed and find the perfect candidates for your vacancies.

If you would like to find out more about what we can offer to your organisation, or about any of the opportunities in this guide, please get in touch to arrange an appointment with our business development team to discuss your training and recruitment needs.

We can provide further information on grants, funding and incentives and explain more about our free recruitment service.

Please contact the Business Centre on **01604 734323**, send an email to **businesscentre@northamptoncollege.ac.uk**, or visit **www.northamptoncollege.ac.uk/employers**

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.

Most of the training is completed in the workplace and is focused on learning job specific skills. It is compulsory that at least 20% of all training takes place 'off-the-job', e.g. at college or internal staff training.

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



WHAT'S INCLUDED IN AN APPRENTICESHIP?

1. Initial assessment

Before starting the apprenticeship, we will provide advice and guidance, carry out mock interviews, assess current levels of knowledge/experience and conduct assessments.

2. Training

The apprenticeship contains a list of skills, knowledge and behaviours an apprentice will need to have learned by the end of their training programme. A detailed training plan will be developed and put in place with you, your apprentice and the College.

3. Gateway

In partnership with the College, you will decide when your apprentice is ready to pass through gateway for their end-point assessment.

4. End-Point-Assessment

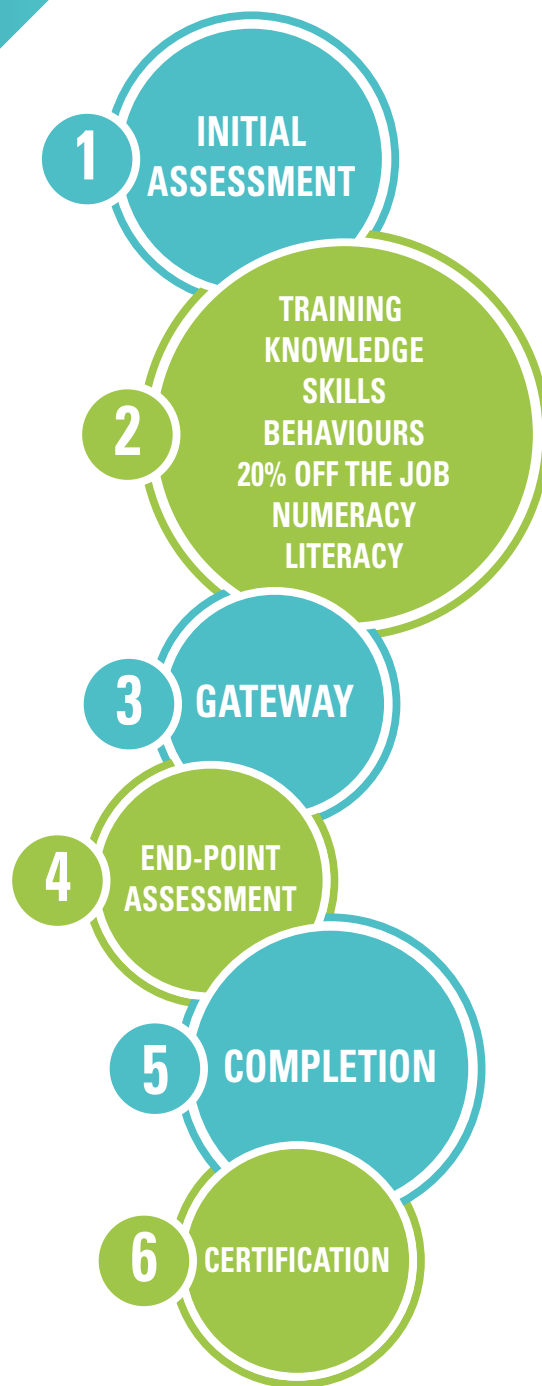
All apprentices will complete the end-point-assessment which could include exams, practical assessments, presentations, and professional discussions. Graded Pass, Merit or Distinction.

5. Completion

Following successful completion of the end-point assessment, the apprentice will be signed off and receive their certificate.

6. Certification

Having completed all assessments successfully the apprentice will receive an Apprenticeship Certificate and any relevant qualification certificates.



EXCELLENCE IN END POINT ASSESSMENT DELIVERY

The College is proud to have received the City & Guilds EPA Apprenticeship award in recognition of its high-quality apprenticeship provision and excellence in End Point Assessment (EPA) delivery.

Our Booth Lane campus is also home to the region's only AM2/AM2S/AM2E electrotechnical testing centre – giving students the chance to be assessed locally and removing the need to travel further afield to Peterborough or Birmingham.

This, alongside existing training rooms on the campus, provides the specialist and independent facilities required for apprentices to undertake their End Point Assessments for the new Apprenticeship Standards in Northamptonshire.

95%

**OF APPRENTICES
PASS THEIR END
POINT ASSESSMENT,
WITH A QUARTER
OF THESE ACHIEVING
A DISTINCTION GRADE.***

*2022/23

THE FACTS 2022/23

94%

94% of apprentices gained a promotion with the same employer after completing an Apprenticeship with Northampton College



We have supported over 400 apprentices in over 350 local businesses



80% of employers said apprentices were well-prepared for their job role through their apprenticeship

200

Over 200 vacancies advertised



93% of employers would hire a Northampton College apprentice again in future

80%



Over 80% of employers would recommend Northampton College as a training provider

**NORTHAMPTON COLLEGE OFFERS
A WIDE VARIETY OF
APPRENTICESHIP PATHWAYS
FROM CHILDCARE TO ENGINEERING AND
CONSTRUCTION TO BUSINESS ADMINISTRATION**

APPRENTICESHIP RECRUITMENT

To help reduce costs and ensure the right candidate is appointed, we are pleased to offer an apprenticeship recruitment service.

You could start with a free, no obligation review of your training requirements carried out by one of our Business Development team.

Once you have decided on the standard that is right for you and your organisation, the College takes great pride in finding you the perfect apprentice through our Apprenticeship Matching Service. We collate a database of current and former students, and local candidates and carefully pair their skillset with the needs of your business.

We can also help to fill any apprenticeship vacancies you may have by advertising them free of charge.



WE OFFER APPRENTICESHIPS IN:

- Accounting
- Brickwork
- Business Administration
- Carpentry and Joinery
- Commis Chef
- Customer Service
- Early Years Practitioner/
Educator
- Electrical Installation
- Engineering
- Fabrication and Welding
- Footwear Manufacturing
- Hairdressing and
Barbering
- Motor Vehicle
Accident Repair
- Motor Vehicle - Light
Vehicle and Heavy Vehicle
- Painting and Decorating
- Property Maintenance

*These areas are subject
to change.*

CASE STUDY

STEPHENSONS ONLINE LTD.

"We have recently started including Northampton College apprentices as part of our portfolio of succession planning at SOL Retail, and we've been delighted with the results."

"As our business has continued to expand, we have really been looking to take on young people at the beginning of their careers and train them from the bottom up so that they can grow and develop along with us."

"Our initial intake was very successful, and we have been steadily increasing our number of apprentices ever since - who then progress into full-time positions with us after completing their qualification."

"We're very excited about continuing to welcome Northampton College apprentices to our team."



WHAT WILL IT COST?

You will need to employ your apprentice on a salary that meets the national minimum wage for Apprenticeships. The cost of training is relative and considers the size of your business as well as the age of the apprentice.

You will be entitled to a £1,000 incentive if you take on an apprentice aged 16-18.





APPRENTICESHIP LEVY - WHAT YOU NEED TO KNOW

UK employers with an annual pay bill of over £3 million are now required to pay a levy of 0.5% that funds Apprenticeships.

The aim of the Levy is to increase the investment in training by UK employers through Apprenticeships, making it a long-term solution to support growth and commitment from our country's employers.

Northampton College can help to support you with all aspects of the Apprenticeship Levy including:

- Identifying skills gaps
- Developing your existing staff
- Recruiting new members of your team
- Delivering training from Level 2 to 5.

THE NATIONAL APPRENTICESHIP SERVICE

The National Apprenticeship Service allows employers of all sizes to tailor apprenticeship training to meet their needs, fill skills gaps and boost productivity.

DO SMALL BUSINESSES HAVE TO PAY THE LEVY?

Smaller employers do not pay the apprenticeship levy and will share the cost of training and assessing their apprentices with the government. This is called 'co-investment'.

The government has made a commitment to provide 95% of the cost of training an apprentice to businesses that are too small to pay the levy - this means that small employers only pay 5% towards the cost of apprenticeship training. If you are a business with under 50 employees and you take on an apprentice who is 16-18 years old their apprenticeship training will be fully funded.

You can pay the difference from your own budget if the price of training is more than the funding band maximum. As a smaller employer, you will need to reserve funds in the 'finance' section of your apprenticeship service account before starting an apprentice. You can also give your training provider permission to reserve funds on your behalf.

Further information on how to register and use the apprenticeship service to access funds to pay for apprenticeship training can be found on the GOV.UK website:

<https://accounts.manage-apprenticeships.service.gov.uk/>

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*This is your chance to be
an industry leader and act
as a role model to a new
generation of workers.*
.....



WORK PLACEMENTS

GIVING YOUNG PEOPLE THE CHANCE TO SHINE

INDUSTRY PLACEMENTS AND WORK EXPERIENCE

Getting the chance to showcase your skills is hugely important for all our young learners and we appreciate the ongoing support we have from hundreds of local employers who open their doors to students.

Placements and work experience programmes are a great way of helping to develop the essential skills of your future work force and can act as a potential recruitment pipeline for apprentices or full-time members of staff, while giving students an invaluable taste of their chosen career.

Even if you can't offer a role in your company perhaps you could help with mock interviews to develop students' employability skills or give a careers talk or video about your industry?

We would love even more local employers to get involved and give students the chance to shine. This is your chance to be an industry leader and act as a role model to a new generation of workers.

Please get in touch with a member of our team if you can offer a placement, work experience or any of the above to one or more of our students:

workexperience@northamptoncollege.ac.uk

01604 734323



CASE STUDY

CARMAC

"As a company we have seen the benefits of bringing through apprentices and students on work placements, moulding them into the employees you need with the skills you rely on. We've had success with that model and we wanted to give something back."

"It's important we get a new generation into construction. It's an extremely varied industry with a wide range of different job roles and it's changing all the time with new technologies coming on board."

"We've recently introduced GPS systems onto some of our diggers which is revolutionising the way we work. This will become second nature to a new generation of employees but for those who have been with us for 25 years it's obviously a very different way of doing things."

"We're giving Northampton College students the chance to see at first hand the way we work and they will be given a flavour of all the different job roles we have on site, from surveying and engineering to health and safety."

"It's been very positive so far and the students say they are enjoying the opportunity to apply some of their learning in a real-world environment."

Neil Oram,
Senior Manager

CARMAC

Groundworks & Civil Engineering



T LEVELS

Northampton College has introduced a number of technical qualifications called T Levels that offer students a mixture of college-based learning and on-the-job experience.

These two-year courses feature more teaching hours than most current technical programmes and include a three-month work placement.

T Levels are offered as a technical alternative to A Levels and will help to simplify vocational training in England, close skills gaps for employers and make access to the job market easier for learners.

Our T Level offer includes:

- Education and Early Years
- Health/Adult Nursing
- Business Management and Administration
- Digital Support Services
- Designing, Surveying and Planning for Construction
- Onsite Construction
- Building Services Engineering - Electrical
- Design and Development for Engineering and Manufacturing

As our T Level provision continues to grow, we are looking for employer partners to help us deliver these qualifications and further strengthen the links between education and industry.

The Government have also launched a one-year **Employer Support Fund** so that employers can be reimbursed for costs incurred in delivering T Level Industry Placements in the 2023-24 financial year, worth around £12m.

If you would like to know more, please email workexperience@northamptoncollege.ac.uk or call **01604 734323**.

CAREERS FAIR

Our annual careers fair is designed to promote careers within the county and foster relations between young people and employers.

You will have the opportunity to:

- Promote local jobs to local people
- Help students prepare for the future by giving inspirational talks about careers in your industry
- Network with potential future employees and other businesses
- Promote your business with a stand in our careers marketplace
- Speak to young people about Apprenticeships.

For more information, please get in touch with our Futures Careers Service: futures@northamptoncollege.ac.uk.



GUEST SPEAKERS

We connect theory with practice by bringing industry representatives into the classroom as guest speakers to deliver masterclasses and inspirational talks to our students.

This is a great opportunity for you to gain public speaking experience and raise the profile of your company. You could even attract talented future employees.

Showing what you have achieved in your career can inspire students, giving them the confidence and ambition to succeed. It also gives them an insight into the steps they need to achieve their career potential.



SKILLS AND WORKFORCE DEVELOPMENT

COURSES FOR ADULTS

ENGLISH AND MATHS FOR ADULTS

We offer high-quality English, maths and IT courses for adults at The Skills Centre NC which is based in the centre of Northampton.

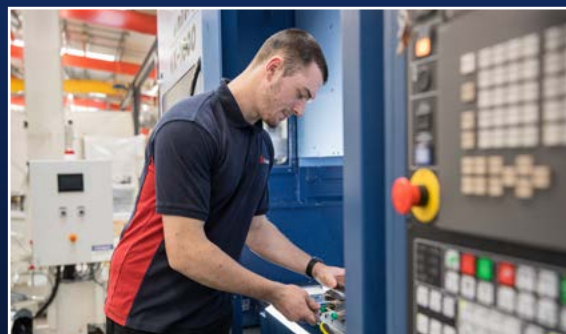
Each year exceptional numbers of adults (over 90%) pass their exams which mean they can secure skilled jobs or progress onto higher levels of study. **These courses are free for most UK residents** and are ideal for employers wishing to upskill their workforce.



PART-TIME COURSES

We offer range of part-time courses for adults wishing to learn new skills or gain qualifications to gain employment or progress at work. For employers, these short courses can offer a great way of upskilling staff.

Alongside courses from Entry Level to Level 3, these also include a growing number of HNCs and HNDs, some of which can be studied on a part-time basis, offering a flexible way of achieving a university qualification.



PROFESSIONAL TRAINING COURSES

Our professionally recognised qualifications are designed for businesses who are willing to invest in their staff as well as individuals who are seeking to address their own professional development.

We offer a flexible approach to learning designed to fit in with the work and family commitments of most mature students.

These courses are accredited by professional bodies, including the Association of Accounting Technicians (AAT), the Chartered Institute of Personnel and Development (CIPD) and the Institute of Leadership & Management (ILM).



DISTANCE LEARNING

We offer several short courses that can be studied online from home, meaning employees can start them at any time throughout the year and complete them in their own time.

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*For employers, these short courses
can offer a great way of upskilling staff.*
.....

Please visit our [website](#) to see the full range of subjects offered. These courses are free of charge providing the course is completed.



PARTNERSHIP OPPORTUNITIES

We have excellent links with local businesses across a range of industry sectors.



EMPLOYER FORUMS

We regularly hold employer forums so we can hear from you about the skills you feel are lacking in today's workforce. We are also keen to explore other ways we can work together to make sure we deliver highly relevant training programmes and apprenticeships.



IGNITE THE SPARK

'Ignite the Spark' is our exciting annual programme of events, aimed at school pupils in years 10 and 11.

While originally designed to increase participation amongst young people in STEM educational programmes, this evolving initiative has grown year on year to encompass a range of subjects closely aligned with local and regional skills priorities – including logistics, digital skills, construction, engineering and more.

'Ignite the Spark' recognises the power of partnerships between education and industry, providing pupils with the opportunity to learn directly from experienced professionals.

If you would like to get involved or would like to know more, please contact a member of our team.

'Ignite the Spark' recognises the power of partnerships between education and industry..

"We really enjoyed delivering a workshop at the 'Exploring Global Logistics' Ignite the Spark event, which was very well attended by local school pupils in year 10.

"Young people need to be exposed to the different careers and industries that are out there so that we can recruit for the future.

We are looking for people now to fulfil roles that don't even exist yet, so it's massively important to raise awareness of the Logistics industry at events like this, which 'Ignite the Spark' definitely did. Thank you for having us!"

Marietta Jones
Early Years Manager at Wincanton



AWARDS CEREMONY SPONSORSHIP

Sponsoring a category at our annual awards ceremony is an excellent opportunity for organisations within Northamptonshire to promote their brand whilst actively supporting upcoming talent.

The event recognises students who have excelled in their area of study, either by achieving high levels of academic success or by overcoming significant challenges and breaking down barriers to their learning.





ILMAR

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Tel 01604 734323

Email business.centre@northamptoncollege.ac.uk

www.northamptoncollege.ac.uk/employers

