

# Employer Guide

Investing in Future Talent

**Contact our Business  
Development Team today!**

01476 400200

[apprenticeships@grantham.ac.uk](mailto:apprenticeships@grantham.ac.uk)

[www.grantham.ac.uk](http://www.grantham.ac.uk)

# Welcome to Grantham College's Employer Guide

**Grantham College & University Centre is proud to work with employers in the community to help them secure new talent and invest in the future of their workforce.**

Our team of experts are always available to support you on your journey to grow your business and develop your employees' skill set. Whether you are looking to bring some enthusiasm and fresh ideas into your business by recruiting a new apprentice, or to up-skill your staff via completion of one of our many cutting-edge, fully funded short courses, Grantham College & University Centre has the solution for you.

We can complete a skills gap analysis with you to identify where employee training is needed, and support you in choosing the correct, bespoke learning and development solutions to meet the business needs. Our team will look to identify any funding support, grants or specialist advice available in your sector.

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► We are proud to support the following organisations:



# ➤ Why partner with Grantham College for your business?

Our programmes have been developed to provide a structured progression route for developing talent within your organisation.

## Industry-Focussed Assessor & Teaching Staff

Many of our tutors will have many years of working in the industry so will have expert and relevant knowledge to pass on to ensure our students are career-ready!

## Dedicated Business Development Team

Our team can provide you with a thorough training needs analysis to help identify any skills gaps and provide advice on the best solution(s) to meet your needs.

## Local & Personal

Our business development team can meet you at your premises to discuss your requirements and help you take your business forward.

## Extensive Experience

We have over 20 years of experience working with small, medium and large employers across a range of industries and have a wealth of experience in building relationships with employer networks.

## Flexible Delivery

We work closely with employers to develop training programmes that perfectly fit around the needs of your business.

## Industry-Standard Facilities

Specialised equipment to support apprentices to become an expert in their field and recruit the best candidates for your needs. We have on-site accommodation if required, excellent well-being support, library and much more.

## Grantham College is rated Ofsted 'GOOD'.

Ofsted paid us a visit in January 2023 and we have been graded once again as a 'GOOD' college. We are over the moon to be able to prove what a great place Grantham College & University Centre is to study!



## ► Benefits to your business

Apprenticeships give you the opportunity to bring in fresh new talent and help fill any skills gaps whilst shaping their learning around the working practices of your organisation.

### ► COST-EFFECTIVE RECRUITMENT OF NEW TALENT

Bring in fresh new talent and help fill any skills gaps whilst shaping their learning around the working practices and needs of your organisation.

### ► UPSKILL EXISTING EMPLOYEES

Apprenticeships are for any learner aged 16+ and are offered at level 2 through to degree-level. This makes them a great way to develop employees throughout your organisation.

### ► IMPROVED STAFF RETENTION

Investing in the development of your own staff will result in a motivated and ambitious workforce, helping to improve retention of key skills and experience.

### ► INCREASED QUALITY AND PRODUCTIVITY

Employers who have an established apprenticeship programme reported that productivity in their workplace had improved by 76% whilst 75% reported that apprenticeships improved the quality of their product or service.\*

### ► YOU'RE PAYING FOR APPRENTICESHIPS ANYWAY SO YOU MIGHT AS WELL BENEFIT FROM THEM!

If your wage bill is in excess of £3 million then you'll be contributing to the Apprenticeship levy. The way to reclaim this is through the hiring of apprentices so it's a case of use it or lose it. You can also give 25% of your levy money to your supply chain to use on Apprenticeships.

## We would love to hear from you!

It is always a pleasure to hear what our past and current students have been getting up to in the workplace.

We share and celebrate our student successes across our social media platform, website, and employer newsletters. It is a great way to showcase how amazing our students are and is a way to promote your business in the local community.

Please let us know if you have a story we can share! We can come visit you to take photos, videos and to write a story.

Email our Marketing Team at [marketingteam@grantham.ac.uk](mailto:marketingteam@grantham.ac.uk).



# Alice Heaton

## Construction Apprentice

Alice has always been keen to pursue a career in bricklaying as she wanted to challenge herself in a role that enabled her to stay physically fit and she loves the idea of being able to build her own house one day. After completing a full-time course at Grantham College & University Centre, she decided her natural progression route was to undertake an apprenticeship.

Alice has been working for JRL Brickwork since September and it is clear that she has already made a lasting impression with her employer. James Laurie, Director, explained "Alice has made excellent progress during her time working at JRL. As a firm believer in the apprenticeship process and understanding the need to grow future talent, we as a company employ a minimum of 5 apprentices per year. Our retention rate of apprentices after they complete their qualification is extremely high, with many of our previous apprentices now running gangs or in managerial roles within the company. Alice is the first female apprentice we have employed, and we are keen to grow this in the future. We offer a package of support to all of our employees, male or female, but it has been imperative to me that Alice feels safe, secure and valued within the team, and the outside environment in which she is working. We have a duty of care to ensure that she is not faced with any gender prejudice, and so far, she has had nothing but a positive experience when on site."

Alice has had experience of working on smaller one-off builds and has now started work on a much larger housing estate site, project managed by C3 Construction.

Alice said "I am really enjoying working on site and have learnt so much in the short time I have been here. Everyone has been so helpful and eager to support me when needed."

As a female, it has been a challenge working in this sector (construction) as you fear that some may see you as a bit of a novelty, but I have earned the respect from my colleagues who treat me as they would any other employee.

I have found undertaking an apprenticeship so rewarding as I am able to gain a valuable insight into what goes on in the industry, as well as learn the theoretical side at college - all whilst getting paid to do so!

Having a supportive employer makes all the difference to your experience and I feel lucky to be part of the company I work for."

With Alice's grit and drive, it is evident that she has a successful career in bricklaying ahead of her and will hopefully inspire other females to follow her lead.



## ➤ Apprenticeships

All apprenticeships have been designed by employers who have developed a set of standards that reflects the needs of their industry.

This means your apprentice will be getting the skills and knowledge that will give them the edge in your workplace.

### What are they and why will they work for your business?

- Apprentices work as a paid employee within an organisation whilst working towards a nationally recognised qualification.
- Apprenticeships are available to current and new employees, and start at GCSE equivalent up to degree level.
- Apprentices work for at least 30 hours per week and training for their qualification will take place either at work or in College, usually for one day per week.
- Apprenticeships take between 1 and 5 years depending on the level, framework, sector and the Apprentice's prior skills.

### What is expected from you as an employer?

- Pay at least the national minimum wage for apprentices.
- Help apprentices develop their knowledge and skills by providing a wide range of learning and training.
- Provide your apprentices with Terms and Conditions of Employment, contract and job description.
- Allow your apprentice 20% off-the-job training.
- Provide a safe working environment for your apprentice.
- Provide a workplace mentor for your apprentice.
- Explain your company policies and procedures.
- Allow time for college and assessor visits.

## We offer apprenticeships in...

Engineering	Beauty Therapy	IT/ Computing
Marketing	Automotive	Business/ Accounting
Renewable Energy	Hairdressing	Bricklaying
HR Support	Carpentry & Joinery	System Support
Team Leading	Early Years	Customer Service
Teaching Assistant	Plumbing & Heating	Property Maintenance
Retail	Gas Engineering	Hospitality & Catering

### 20% Off-the-job-training

All Apprentices have to have a minimum of 20% off-the-job-training which needs to be completed within working hours. If training must take place in an evening, or outside of contracted hours, we would expect this to be recognised (for example, through time off in lieu).

## ➤ Higher Apprenticeships

Higher apprentices work towards work-based learning qualifications such as an NVQ Level 4 and, in some cases, a qualification like a Foundation Degree.

Contact our Apprenticeships team at [apprenticeships@grantham.ac.uk](mailto:apprenticeships@grantham.ac.uk) or call **01476 400200** for more information.

# ➤ Apprenticeship Funding for Employers



## Apprenticeship Levy

Companies with an annual wage bill of over £3 million will have to pay an Apprenticeship Levy of 0.5% directly to HMRC through the PAYE process. The amount you have available to spend is calculated on a monthly basis as follows: Your levy is 0.5% of your gross annual payroll, less a £15,000 allowance.



## Accessing the Levy

If you pay into the levy, you can access your money through an online 'levy pot'. The Government will add a 10% top-up to the funds you have in your account every month. So, for every £1 that goes in to your account, this will be topped up to £1.10. The apprenticeship levy will cover the full cost of the apprenticeship training.



## Non-Levy Payers: Fully Funded Apprenticeships

This applies to companies with fewer than 50 employees employing a 16-18 year old apprentice. Apprenticeship training is fully-funded for these companies which means there is no fee to you as an employer.



## Non-Levy Payers: Co-investment Apprenticeship

If you employ a 16-18 year old apprentice and have more than 50 employees or you take on an apprentice aged 19 and above then employers are expected to co-invest. 'Co-investment' is where the government funds 95% of the apprenticeship training, and employers pay the remaining 5%.



## Funding Bands

The government has 30 funding bands for Apprenticeship learning, which will set an upper limit of how much funding the government will provide for each Apprenticeship.

## £1000 Incentive

All employers receive a £1,000 incentive for taking on a 16-18 year old apprentice, a 'care leaver' aged up to 24, or an EHCP holder up to 24 years old. The incentive is paid in two payments: at 3 months and at 12 months.

# ➤ Apprentice Recruitment Service

The College offers a dedicated apprenticeship recruitment service for employers to help you find the best fit for your business.

**The recruitment service can be completed in six stages:**

1.

Your dedicated Business Development Advisor will support you in completing a vacancy template. This template is an opportunity to promote your Apprenticeship vacancy and will include a vacancy overview, role description, working pattern, wage and start date.

2.

Our apprenticeship team will submit your vacancy onto the 'Find an Apprenticeship' page on the **www.gov.uk** website.

3.

Your apprenticeship vacancy will be advertised nationally as well as internally to our Grantham College & University Centre existing students.

4.

Once your vacancy closes, your dedicated Business Development Advisor will check each application to ensure eligibility and suitability.

5.

You will then be required to shortlist and interview the applicants.

6.

Upon successfully appointing your new apprentice you will need to inform your Business Development Advisor and agree the Employment/Apprenticeship start date.

86%

of employers said apprenticeships helped them develop skills relevant to their organisation\*



86%

## ► Workforce Training & Development

The College offers both accredited and industry standard work based learning and management and technical training, often available free to our employers.

We offer a range of courses, from apprenticeships, NVQs in the workplace to short distance learning and community courses.

In addition, the team can meet with you to discuss your specific business needs and develop a programme to suit you. We will ensure that evaluations regularly take place to monitor success of training solutions and like to build long-term relationships with employers to ensure we keep you informed of any exciting new opportunities that your business can take advantage of.

We have launched an extensive range of CPD opportunities for employers and their workforce, through our portfolio of adult courses.

These courses can be delivered online, on campus or even in your workplace in some cases. Many online courses have flexible start dates and can be accessed at a time that's convenient to learners – making it easy to fit CPD around busy schedules!

As a College Provider we are able to obtain a range of funding support for our employers. Funding available varies from year to year and is dependant on regulations and different funding types:

Adult Education Budget (AEB)

Leisure & Community Courses

Skills Bootcamps

English, Maths & Basic Skills

Multiply

## ► Bespoke Training

Grantham College & University Centre has extensive experience of working with organisations locally, regionally and nationally to develop and deliver high-quality, cost-effective, bespoke and tailored training courses.

We can create training activities that are specifically designed for your organisation, so why not talk to us about your requirements and see how we can create a bespoke programme for you.

### **What we can offer your business:**

- Deliver courses from our existing programme specifically for your organisation at a time and date suitable for you.
- Tailor course content from our courses to suit your training requirements.
- Design a completely bespoke training programme or activity to meet your organisation's training objectives.

# ➤ Support Our Students

We offer a range of solutions for businesses and are here to help you develop your workforce to meet your business's needs. It is also essential for us as an education provider to meet our students' needs. We believe that our employer network plays a critical role in preparing people for the work-place. At the core of everything we do, is the focus on producing the next generation of talent and we are able to facilitate this with the support of our employers from across the region.

Any size employer can get involved with supporting our students through their learning journey. We have a dedicated placement team who will be able to help you support a student in a way that best fits your business. Depending on the support programme you choose, there are different requirements and our team can help you explore the different options.

## Apprenticeships

Hiring young apprentices brings fresh ideas to your team and allows you to train them for the skills your business requires, filling skill gaps and developing loyal employees.

Hiring an apprentice would require you to take a young person on for a minimum contract of 12 months whilst they complete their programme. During this time they would be working for you full time, with 6 hours per week put aside for studying or attending class.

## Work Experience

Work experience provides our students with a shorter time in a work environment and is an important element of learning and development contributing towards their future employment. Work experience provides students with a better understanding of the workplace, boosts their confidence and allows them to engage with their local business community in a positive way. Work experience typically last for 2 weeks or more and is unpaid.

## T-Levels

T Levels involve more classroom study than apprenticeships, which means students can gain experience in an industry whilst continuing with their studies. Crucially, T-levels include an invaluable industry placement of at least 45 days – more than existing technical courses – to give students the best start to their career.

## Traineeships

A traineeship is a skills development programme that includes a work placement. It can last from 6 weeks up to 1 year (although most will last for less than 6 months).

Traineeships help 16 to 24 year olds – or 25 year olds with an education, health and care (EHC) plan – get ready for an apprenticeship or job if they don't have the appropriate skills or experience.

## Industry Placements

Employers who would like to be involved in the Industry Placement scheme will be required to offer an unpaid placement for 2 days a week during term time, totalling 315 hours placement time.

The courses that require Industry Placement as part of the qualification are: Business, Computing, Childcare, Engineering and Construction.

## Shaping our Curriculum

It is our mission to help young people become work ready so that they can complete their qualification with us and head straight into employment if they wish to do so. In order to ensure that we are teaching the right skills we look to local employers to provide feedback on our curriculum and give you the opportunity to have your say on what and how we teach our students. Tell us what you think by emailing our Business Development Team on [apprenticeships@grantham.ac.uk](mailto:apprenticeships@grantham.ac.uk)

## ► Our Facilities

We have excellent facilities and industry-led environments for our students to learn in, as well as opportunities for the local community to enjoy. We provide great value and service, as well as valuable work experience for our students.

- **On-site Accommodation**
- **Subject-Related Specialist Equipment**
- **Institute of Technology Building**
- **Renewable Energy Centre**
- **Automotive Centre**
- **Gym & Sports Hall**
- **Library & Study Spaces**
- **Laptop Loan Scheme**
- **Dedicated University Centre**
- **Construction Site**
- **R&R Hair & Beauty Salons**
- **Great Student Support**
- **Counselling, Mental Health & Well-being Support**
- **Careers Advice**



## ► Conferencing & Meetings

Take advantage of our conference facilities and meeting room hire, along with free parking at our campus. We offer a conferencing service that is ideal for meetings, lectures, training and workshops. As part of our conferencing offer, we can provide a range of hospitality services including breakfasts, refreshments, buffet or sit-down lunches and evening dining in our on-campus restaurant The Apple Tree

We offer hire of a range of classrooms, meeting rooms, IT suites and workshops which are ideal for many different requirements. Our classrooms, meeting rooms and IT suites are ideal for company training, away days and offer Internet-connected PCs and projectors.

Have a look at our Institute of Technology collaboration space below.

This room is used for customers for business meetings, presentations, interviews, workshops and training sessions.



To learn more about our very competitive hire rates please contact **enquiry@grantham.ac.uk** or call **01476 400200**.





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**Grantham College &  
University Centre**  
Stonebridge Road  
Grantham  
NG31 9AP

