

LINCOLN COLLEGE BUSINESS SOLUTIONS



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WHO WE ARE

Lincoln College Group consists of Lincoln and Newark Colleges, which train 11,000+ school leavers and adults a year across professional and industry courses, Apprenticeships, A Levels and Higher Education.

For more than 135 years we have been adding recognised economic and social value across the region. Working with more than 700 local businesses in the East Midlands, we currently have 1400 apprentices on programmes across a range of delivery models to meet employers' specific needs. We pride ourselves on being the most responsive training provider in the region.

LINCOLN COLLEGE BUSINESS SOLUTIONS PACKAGE

We listen to your needs then design the solution with you.

- Bespoke Career Pathway for your Business
- Structured Analysis
- Levy Support and Planning Service
- Named Account Manager
- Recruitment matching and eligibility service
- Vacancy and job description support
- Digital Account support and guidance
- The Apprenticeship Service Account support and guidance
- Year-round Apprenticeship service
- Progression routes and impact analysis
- Events, networking and Apprenticeship Awards
- Access to Lincoln College Corporate facilities

We pride ourselves on being business-led, listening to your needs and shaping our professional, technical training to meet them.



OUR APPROACH

Active Listening

We will not come to you with a list of courses and a sales pitch BUT we will listen to your individual needs.

Structured Analysis

Your dedicated Account Manager will carry out training needs analysis and workforce planning consultancy free of charge to define your needs and map them to suitable training.

Co-Design

Together we will design a Career Pathway for your business. This will define your training requirements for entry into your business, to plan staff progression for your technical and delivery staff and to develop and upskill management teams.

Impact and Review

We will establish clear key performance indicators for your training, measure impact and review your account on a regular basis.

“ We are developing qualified engineers with the skills we need to support and grow our business and provide great career opportunities for the successful students.

The College is also supporting us with various courses for our existing colleagues to help them develop their skills.

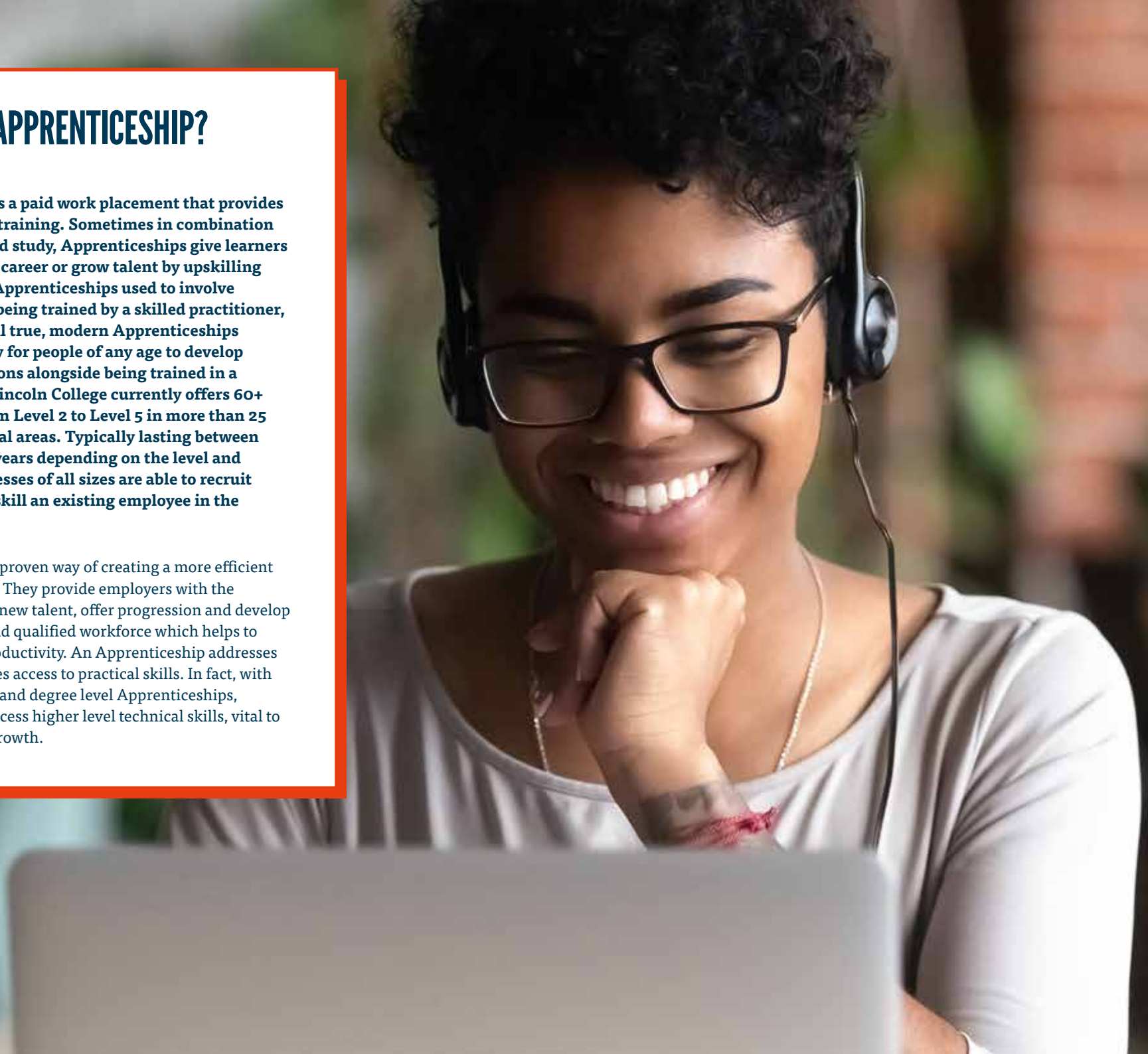
It is great to have such excellent facilities for learning on our doorstep and we are sure this partnership will go from strength to strength. We will continue to work together to provide the best learning experience for the students. ”

Jules Harrison Knowhow Project Manager

WHAT IS AN APPRENTICESHIP?

An Apprenticeship is a paid work placement that provides practical on-the-job training. Sometimes in combination with classroom-based study, Apprenticeships give learners their first step into a career or grow talent by upskilling current employees. Apprenticeships used to involve learning a craft and being trained by a skilled practitioner, and whilst this is still true, modern Apprenticeships offer the opportunity for people of any age to develop academic qualifications alongside being trained in a chosen profession. Lincoln College currently offers 60+ Apprenticeships from Level 2 to Level 5 in more than 25 different occupational areas. Typically lasting between 15 months and four years depending on the level and industry area, businesses of all sizes are able to recruit an Apprentice or upskill an existing employee in the workplace.

Apprenticeships are a proven way of creating a more efficient and skilled workforce. They provide employers with the opportunity to attract new talent, offer progression and develop a motivated, skilled and qualified workforce which helps to improve economic productivity. An Apprenticeship addresses skills gaps and provides access to practical skills. In fact, with the increase of higher and degree level Apprenticeships, businesses can now access higher level technical skills, vital to its performance and growth.



DEVELOP YOUR WORKFORCE WITH APPRENTICESHIPS

By taking advantage of the Apprenticeships provided by Lincoln and Newark Colleges this will allow you to develop an existing or new employee who will work to your standards, follow your own tried and tested working methods and grow alongside your business.

The result is a focused, skilled and qualified member of the team, who can strengthen your workforce and help take your business forward.

To discuss this further if you would like to put one of your current employees onto an Apprenticeship, or recruit a new Apprentice, please get in touch with our Employer Engagement Team on employers@lincolncollege.ac.uk or 01522 876285.

Benefits of apprenticeships

- Employers experienced a wide range of benefits as a result of training apprentices. The most widespread was development of skills relevant to the organisation (85% of all employers), followed by increased productivity (78% of all employers) *
- Amongst those who train existing employees as apprentices, improved staff retention was also commonly reported (76% of all who train existing employees) *

Recommending apprenticeships to others

- 85% of employers would recommend apprenticeships to others*

PLAN FOR THE FUTURE

Employing an Apprentice is a cost-effective way for new skills to be shared across your workforce, to help you develop new products or services and move into new markets. Surveys also suggest that customers like to buy from employers who have Apprentices.

Fill Your Skills Gap

A Lincoln College Apprenticeship provides a structured approach to training, tailored to your business needs, to ensure development takes place and relevant skills, knowledge and behaviours are gained both in the workplace and classroom. Your Apprentice could also have the opportunity to gain an insight into various roles and departments within your business - giving them the potential to progress, and in time to be one of your most knowledgeable employees.

Develop Your Existing Workforce

Higher level qualifications such as Degrees or Masters can be achieved through Apprenticeship programmes. This means your Apprentice can become a highly qualified and experienced employee, whilst working as a valuable member of your team.

Reduce Training and Recruitment Costs

By working with Lincoln College on your Apprenticeship requirements, you can avoid expensive recruitment costs by using our FREE Advice and Recruitment Service by contacting apprenticeships@lincolncollege.ac.uk or 01522 876284.

Under 25s National Insurance exemption

You may be exempt from making NI contributions for your apprentice, full details for this can be found at [Paying Employer National Insurance contributions for Apprentices under 25](https://www.gov.uk/paying-employer-national-insurance-contributions-for-apprentices-under-25)



Incentive Payments

You can also take advantage of the Government's £1000 incentive for employing an Apprentice aged between 16 and 18 (or up to the age of 25 if they have an education, health and care plan or have been in the care of their local authority).

Scan QR for full details.



(*Source: gov.uk)



85%

OF EMPLOYERS

*would recommend
apprenticeships to
others**

85%

OF EMPLOYERS

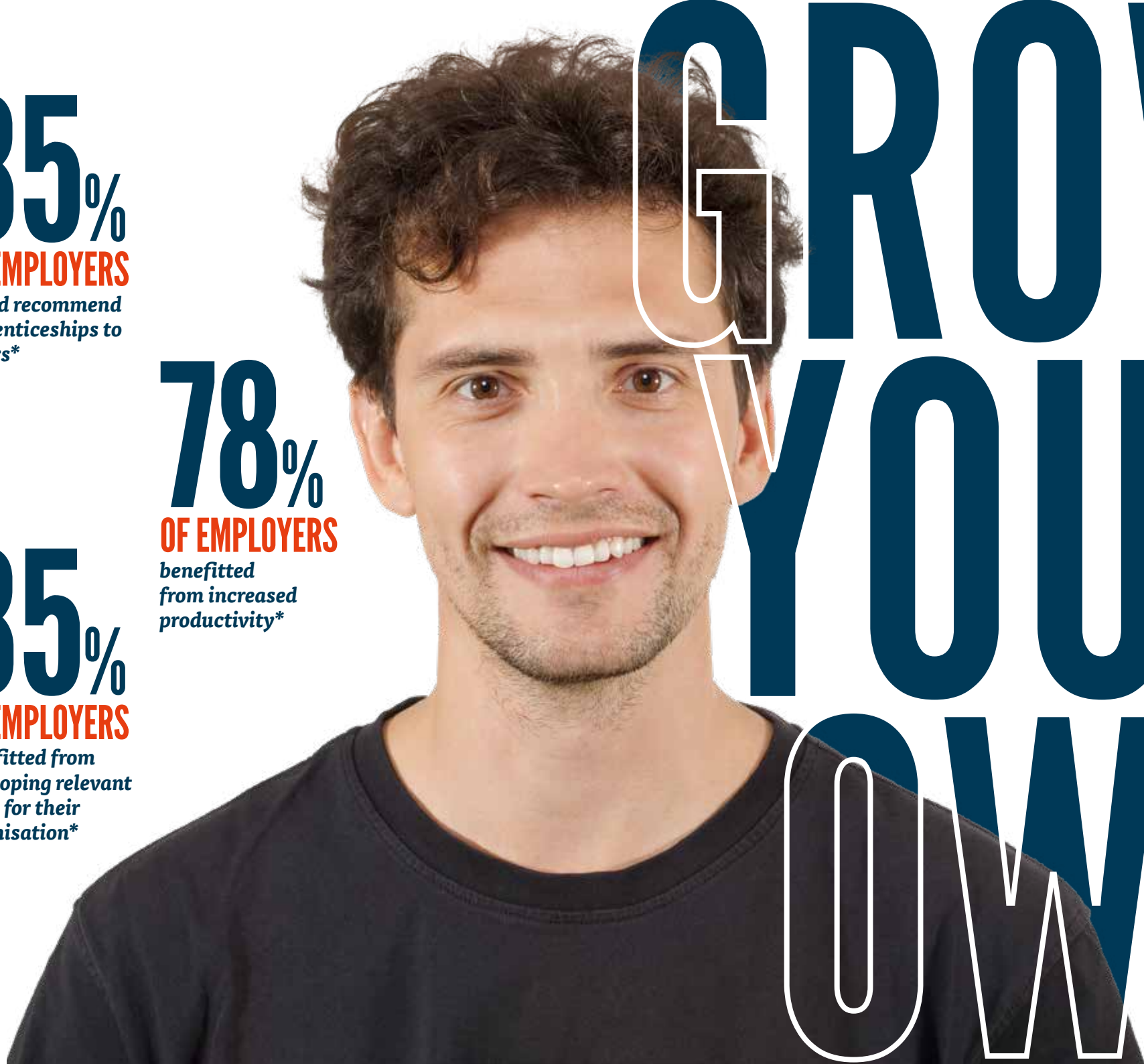
*benefitted from
developing relevant
skills for their
organisation**

78%

OF EMPLOYERS

*benefitted
from increased
productivity**

**GROW
YOUR
OWN**



EMPLOY AN APPRENTICE IN SEVEN EASY STEPS

Employing an Apprentice with Lincoln College is simpler than you may think. These seven steps walk you through the process, so you know what to expect when employing your Apprentice:

1 YOUR VACANCY

The first step is to contact the College's Apprenticeship Recruitment to discuss your vacancy and requirements.
apprenticeships@lincolncollege.ac.uk or
01522 876284

2 THE APPRENTICESHIP

The Team will ensure that your vacancy is suitable for an Apprenticeship and will suggest any revisions which might help it work more effectively.

3 ADVERTISING

The College will advertise your vacancy for FREE on the Government's Find an Apprenticeship website, the Lincoln College website and promote across social media platforms, whilst also matching it with any potential applicants on our database.

4 PRE-SCREENING

We will monitor the level of applications for your vacancy and screen applicants according to your entry criteria before forwarding them to you. You will then review the applications, select for interview and choose the Apprentice from the submitted applications.

5 INITIAL ASSESSMENT

The Apprenticeship Team will make sure that your potential Apprentice is suitable for the training programme, through their robust initial assessment process.

6 TRAINING NEEDS

The College will work with you and your Apprentice to develop a personalised delivery plan which meets everyone's needs and expectations. The Training Plan will be regularly reviewed by the Assessor over the course of the Apprenticeship.

7 PAPERWORK

Your dedicated Account Manager will complete all the necessary 'start-up' paperwork with you and your Apprentice and follow up all of your additional training requirements. You will also decide together on a start date for your new Apprentice.

“ Our relationship with Lincoln College as a training provider has contributed significantly to the success of the business; the experience has always been positive and productive. ”

Guy Dorrell,
Siemens PLC



EMPLOYER RESPONSIBILITIES

By employing an Apprentice, employers have certain requirements to meet:

- Employers are required to give their Apprentice an induction into their role and provide on-the-job training
- They are responsible for paying their Apprentice's wages and issuing their contract of employment
- An Apprenticeship agreement between the employer and the Apprentice must be in place
- Employers must allow assessment visits to take place in the workplace at least every 12 weeks, including a review with both the Apprentice and their manager
- All Apprentices must receive the same benefits as other employees
- Apprentices aged 16–18, or in the first year of their Apprenticeship, must be paid at least the Apprenticeship National Minimum Wage. If they are 18 or older or in the second or subsequent years of an Apprenticeship programme, the National Minimum wage for their age would apply. (National Minimum Wage is reviewed annually by the Government on the 1st April). Scan QR for more details.



NOTE:

The minimum hours of employment for an Apprentice is 30 hours per week. The exception to this is where an individual's circumstances in a given sector make this impossible. In such cases, the duration of the Apprenticeship would be extended



OFF-THE-JOB TRAINING

- Off-the-job training is learning which is undertaken outside of the normal day-to-day working environment, leading towards the achievement of an Apprenticeship. This can include training delivered at the Apprentice's normal place of work, but must not be delivered as part of their normal working duties.
- Employers must ensure that off-the-job training amounts to 6 hours per week during the Apprentice's contracted employment hours across the whole Apprenticeship.

RELEVANT TRAINING

Any off-the-job training undertaken by the Apprentice must be directly relevant to the Apprenticeship Standard and can include the following:

- The teaching of theory: lectures, role playing, simulation exercises, online learning and manufacturer training
- Practical training: shadowing, mentoring, industry visits and attendance at competitions
- Learning support: time spent completing assessments and assignments

THE LEVY

How does it work?

The Apprenticeship levy was introduced in 2017 to help fund millions of new apprenticeships. Large employers (with a payroll of over £3 million per annum, regardless of whether they already employ apprentices or not) across all industries are required to contribute to the new Apprenticeship levy.

The facts:

- The levy is payable by employers at the rate of 0.5% of the payroll cost through PAYE alongside income Tax and National Insurance
- Employers who pay the Apprenticeship levy are able to allocate their levy contributions as digital training vouchers. These vouchers can then be spent over 24 months.

Non-Levy Paying Businesses

- Employers with less than 50 employees will not be required to contribute towards training costs for 16-18-year-old apprentices.
- For anyone who employs an apprentice over the age of 19, employers are required to pay 5% towards the cost of this training. Employers with a payroll of less than £3 million per annum and 50 or more employees will pay a 5% contribution towards the costs of training apprentices





WHAT ARE THE DIFFERENT QUALIFICATIONS

Name	Level	Qualifications	Equivalent Educational Level	Progression Opportunities
Intermediate	2	Diploma/NVQ Level 2	5 GCSE passes at grades 9-4/A-C	Advanced Apprenticeship
		Maths and English (if applicable) Other accredited qualifications		Further employment
Advanced	3	Diploma/NVQ Level 3	2 A Level passes	Higher Apprenticeship
		Maths and English (if applicable) Other accredited qualifications		Diploma degree level study Further employment
Higher and Degree	4-7	Foundation degree and above	Foundation degree and above	Further degree study Further employment Apprenticeship

WE HAVE APPRENTICESHIPS AVAILABLE IN:

Lincoln College currently offers 60+ different Apprenticeships. Apprenticeships are becoming increasingly more specialised with pathways designed to suit specific job roles within a business and meet employers' needs. Scan QR for more details.



Business, IT and Logistics:

- Customer Service Practitioner – Level 2
- Customer Service Specialist – Level 3
- Business Administrator – Level 3
- HR Support – Level 3
- HR Consultant / Partner – Level 5
- Supply Chain Warehouse Operative – Level 2
- Team Leader / Supervisor – Level 3
- Operations / Departmental Manager – Level 5
- Information Communications Technician – Level 3
- Cyber Security Technologist – Level 4
- Data Analyst – Level 4
- Marketing Assistant Level 3
- Trade Supplier Level 2
- Safety, Health & Environment Technician Level 3



Construction

- Plumbing and Domestic Heating Technician – Level 3
- Gas Engineering Operative – Level 3
- Carpentry and Joinery – Level 2
- Advanced Carpentry and Joinery – Level 3
- Furniture Manufacturer – Level 2
- Bespoke Furniture Maker – Level 3
- Bricklayer – Level 2
- Painter and Decorator – Level 2
- Property Maintenance Operative – Level 2
- Construction Site Engineer - Level 3
- Civil Engineering Technician – Level 3
- Civil Engineering Senior Technician – Level 4
- Construction Site Supervisor – Level 4
- Construction Quantity Surveying Technician – Level 4



Service Industries

- Hospitality Team Member – Level 2
- Hospitality Supervisor – Level 3
- Commis Chef – Level 2
- Production Chef – Level 2
- Dental Nurse – Level 3
- Leisure Team Member – Level 2
- Leisure Duty Manager – Level 3
- Beauty Therapist – Level 2
- Advanced Beauty Therapist – Level 3
- Hairdressing Professional – Level 2
- Advanced and Creative Hair Professional – Level 3



Teaching, Care and Sports:

- Teaching Assistant – Level 3
- Early Years Educator – Level 3
- Early Years Practitioner – Level 2
- Adult Care Worker – Level 2
- Leader in Adult Care – Level 5



Engineering and Manufacturing

- Engineering Operative – Level 2
- Engineering Fitter – Level 3
- Maintenance and Operations Engineering Technician (MOET) Level 3
- Installation Electrician / Maintenance Electrician – Level 3
- Metal Fabricator – Level 3
- Motor Vehicle Service and Maintenance Technician (Light Vehicle) – Level 3
- Fire, Emergency and Security Systems Technician – Level 3
- Engineering Manufacturing Technician – Level 4



FUNCTIONAL SKILLS FOR LIFE

Functional Skills benefit learners because they focus on helping people to acquire the skills that are valued by employers. They are needed because otherwise those who have not achieved a good pass at GCSE have no public certification of the skills they have acquired.

Functional Skills are important because they provide young people and adults with the skills, knowledge and understanding that they will need in order to progress and succeed in education, work and life. Developing a broader range of aptitudes, attitudes and behaviours allows them to make a greater contribution to the workforce and the wider community.

Functional Skills English: employees will be able to communicate more effectively and accurately (both verbally and in writing) with colleagues and customers. They will be able to ask the right questions, and get the right message across.

Functional Skills Mathematics: employees will be able to use mathematics in practical situations that are relevant for work. They will have skills to tackle problem solving tasks and be able to apply calculations to basic numeracy tasks such as working out discounts or VAT, working within a budget or estimating the materials required for job.

Employees with skills in English and Maths means that a company can operate with greater efficiency, productivity and competitiveness.

- Functional Skills can be delivered at College, in the workplace or remotely.
- Remote lessons can be accessed on a PC, Mac, tablet or mobile device.
- Lessons are usually two-hour weekly lessons over a six-month period. The timings and commitment will be confirmed by the employer.
- The learner is assessed at the beginning of the course to determine the right level for them.
- Exams are sat when the learner is deemed ready.
- Exams can be sat in the workplace.

English is assessed in three parts:

- Speaking, Listening & Communication, this is observed by an assessor
- Reading – Online assessment for L1 & L2 (or paper based)
- Writing – Online assessment for L1 & L2 (or paper based)

Entry Level – paper based only

Maths – Online or paper-based assessment

Functional Skills Levels: Functional Skills qualifications are available at Pre-Entry, Entry 1, Entry 2, Entry 3, Level 1 and Level 2.

As an approximate comparison, Entry Level 1 – 3 is below GCSE level, Level 1 is comparable to GCSE grades 1 – 3, and Level 2 is comparable to GCSE grade 4.



ADDED VALUE

Unlike most training providers, we use our access to Government funding and the diversity of our group to add value to our apprenticeship partners – that's you.

ONLINE COURSES

E-Learning – anywhere, anytime, engaging, effective, accessible and affordable online training courses.

FULLY FUNDED ONLINE TRAINING

Upskill your workforce at zero cost

Build our online training into your health and wellbeing strategy. We have a wide range of fully-funded Level 2 online training courses that can add real value to your staff. Why not train your whole workforce in recognising mental health problems, safeguarding or lean management principles or chat to our staff about promoting the courses in your business

LEVEL 2 ONLINE COURSES

ELIGIBILITY CHECK LIST

To receive full funding you must:

- Be over the age of 19
- Be a resident of England
- Be a British Citizen or have been living in the EU for purposes other than study (if you have had a student visa within the last three years you will not be eligible for funding)
- Have not completed this course or a similar course previously (refresher courses cannot be funded or if you have a qualification that is a similar course at a higher level)

If you are aged between 19 and 23 then you must already possess a full Level 2 qualification or equivalent (five GCSEs at grade C or above, NVQ, apprenticeship, A Levels or a National BTEC).

SHORT COURSES

Our short courses, which include our night school classes and wider community courses, are run at Lincoln and Newark College. Our courses have been created to make learning accessible and flexible. We have both daytime and evening classes available across our college sites. Scan for details.



Business Courses

- Certificate in Lean Organisational Management Techniques (online) Level 2
- Certificate in Team Leading (online) Level 2
- Certificate in Principles of Customer Service (online) Level 2
- Certificate in Understanding Retail Operations (online) Level 2
- Certificate in Principles of Business Administration (online) Level 2
- Certificate in Warehousing and Storage (online) Level 2
- Certificate in Equality and Diversity (online) Level 2
- Certificate in Information, Advice and Guidance (online) Level 2
- Certificate in Understanding Environmental Sustainability Level 2
- Certificate in Digital Marketing (online) Level 2
- Certificate in Event Planning (online) Level 2

Health and Social Care Courses

- Award in Mental Health Awareness (online) Level 1
- Certificate in Awareness of Mental Health Problems (online) Level 2
- Certificate in Understanding Children and Young People's Mental Health (online) Level 2
- Certificate in Understanding Dignity and Safeguarding in Adult Health and Social Care (online) Level 2
- Certificate in the Principles of Dementia Care (online) Level 2
- Certificate in the Principles of the Prevention and Control of Infection in Health Care Settings Level 2
- Certificate in Understanding the Care and Management of Diabetes (online) Level 2
- Certificate in Preparing to Work in Adult Social Care (online) Level 2
- Certificate in Counselling Skills (online) Level 2
- Certificate in the Principles of Care Planning (online) Level 2
- Certificate in the Principles of End of Life Care (online) Level 2
- Certificate in Understanding the Safe Handling of Medication in Health and Social Care (online) Level 2
- Certificate in Understanding Behaviour that Challenges (online) Level 2
- TQUK Certificate in Understanding Distressed Behaviour in Children Level 2
- Certificate in Understanding Autism (online) Level 2
- Certificate in Understanding Nutrition and Health (online) Level 2
- Certificate in Introducing Caring for Children and Young People (online) Level 2
- Certificate in Common Health Conditions (online) Level 2

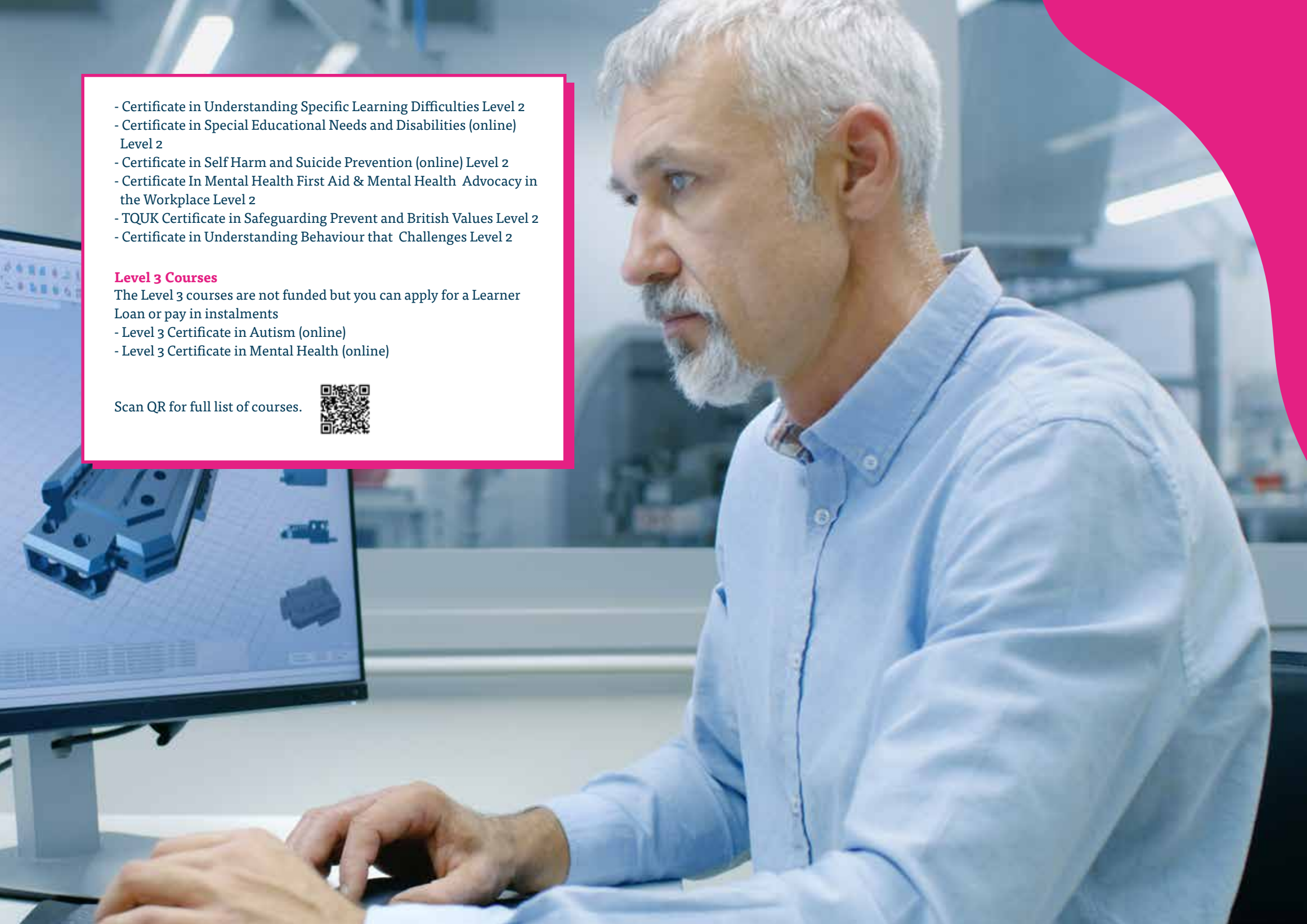
- Certificate in Understanding Specific Learning Difficulties Level 2
- Certificate in Special Educational Needs and Disabilities (online) Level 2
- Certificate in Self Harm and Suicide Prevention (online) Level 2
- Certificate In Mental Health First Aid & Mental Health Advocacy in the Workplace Level 2
- TQUK Certificate in Safeguarding Prevent and British Values Level 2
- Certificate in Understanding Behaviour that Challenges Level 2

Level 3 Courses

The Level 3 courses are not funded but you can apply for a Learner Loan or pay in instalments

- Level 3 Certificate in Autism (online)
- Level 3 Certificate in Mental Health (online)

Scan QR for full list of courses.



WHICH
LEVEL
IS NEXT?



UNDERSTANDING THE DIFFERENT LEVELS CAN BE CONFUSING

Here is a guide to all the qualifications and progression routes



HUMAN ALCHEMY

Empowering organisations and their leaders to be 'Extraordinary'

What do we do?

Human Alchemy was founded in 2000 to work with organisations seeking transformational – not incremental – change.

We offer a mix of consulting, facilitation, coaching and mentoring to suit the nature of the assignment and maximise value for our clients. We are known for our inspirational and impactful style and content, drawn from decades of experience of leading transformational programmes and facilitating high-level discussion and examination. Most organisations experience dramatic and tangible transformation after an initial 2-day programme and many tell us working with us has been life-changing.

Who do we work with?

CEOs: Accelerating CEOs/MDs, their senior Leadership teams and their organisations to become Extraordinary through the creation of High-Performing Leadership teams

PUBLIC SECTOR LEADERS: Designed specifically for Public Sector Leaders and their senior teams, our bespoke programmes accelerate public sector organisations into High-Performance and Extraordinary operations

LEARNING & DEVELOPMENT PROVIDERS: Equip your Leaders and Managers with next-level Extraordinary leadership skills, communication strategies and toolkits to enable and liberate your people

LEADERSHIP CHALLENGES WE HAVE SUPPORTED OUR CLIENTS WITH:

- Developing a new Vision / Strategic Plan
- Creating a High-Performing Leadership team
- Mergers, acquisitions, or changing market conditions
- Establishing a new set of behaviours, mindset, language and performance
- Engaging your people
- Newly established leadership team
- Enabling greater connection and ownership across the organisation
- Overcoming dysfunction
- Owning and unlocking the future
- Leadership skills and techniques
- Traits of an extraordinary leader

The Team

Our team comprises experienced and approachable Consultant Mentors with extensive personal experience of leading large businesses and skilful Master-level trained Coaches, who have worked in all sectors.

It is our unique consultation strategy that our clients tell us makes us different. Every programme is facilitated by a Consultant Mentor and a Master Coach, chosen specifically for their unique credentials and experience to complement the client's needs and objectives.

Extraordinary results for people and organisations.

To schedule your consultation, please check out our website

www.wearehumanalchemy.co.uk
enquiries@wearehumanalchemy.com



*“The best leadership
course I’ve attended
in my 20-year
military career”*

Matthew Brown, Royal Air Force



KNOWLEDGE LADDER

The Knowledge Ladder is an agile start-up company offering data science and data analytics to firms, regardless of sector, size, turnover or prior experience.

The original concept started from academic research showing the proven value of data analytics to firms who are mature in that field and also highlighted that there are many sectors and organisations that are yet to embrace the data revolution for a wide range of reasons.

The Knowledge Ladder recognises that some firms will have no experience with data analytics and data science whilst others will already have an internal data team.

To those firms with no previous experience The Knowledge Ladder can offer guidance to managers and leaders and short, sharp engagements to quickly understand what business problems data and information can solve. These ideas can then be delivered in rapid, agile projects that use internal and external data to solve problems and drive business outcomes.



For organisations that already have a data team The Knowledge Ladder can offer surge capacity, dedicated contracts with fixed support hours per month or the addition of infrequent, unusual and high-expertise data tasks like compressing big data into smaller datasets for further analysis, development of predictive machine learning algorithms or joining and linking complex datasets.

The Knowledge Ladder stands out from the competition in its vision and mission to democratise data science and data analytics by making them affordable and accessible to firms and sectors who may have been over-looked in the data revolution.

All organisations will be using data somewhere within their business model and most will have problems and issues that can be addressed by improving and optimising the use of data through data science and data analytics.

Why not get in touch for a zero-commitment discussion about whether your organisation can start to leverage the clear benefits of the data revolution?

www.theknowledgeladder.co.uk
enquiries@theknowledgeladder.co.uk





THE ONE-STOP CONFERENCING, TEAM BUILDING AND ENTERTAINMENT SOLUTION

Our range of venues for hire, across the City of Lincoln and our campuses, offer the perfect setting for your events, whether it's a conference, business meeting, seminar or private dining occasion.

Both The Drill and our Monks Road campus in Lincoln has fully equipped conferencing facilities and meeting rooms to host a range of seminars and workshops. Our bespoke conference room can seat up to 370 delegates.

Host with us and choose from a range of amazing added value services.

Break down barriers and switch on your problem-solving brains together at Escape Lincoln which is hosted on our campus.

Choose from a variety of hi-tech Escape Rooms including; Sherlock, Contagion and Magic Emporium.



DEANS
SPORT & LEISURE



THE DRILL



We are experienced in hosting all manner of events including;

- Conferences
- Training Courses
- Meetings
- Exhibitions
- Catered and Social Events
- Team Building Days







employers@lincolncollege.ac.uk

For advice call 01522 876285