



# Apprenticeships

Transformative skills development for organisations

# Welcome

Skern Training and Skills is here to support you in designing, managing, and delivering the best apprenticeship provision, just the way you want it. Skern is an established and trusted name within the training and development sector, having provided industry leading learning experiences throughout its 45 year history.

We truly understand the knowledge, skills and behaviours required for an apprentice to excel within your organisation, and we employ a passionate and highly skilled training team who are the envy of the industry to deliver it.

*“We can give an idea to Skern and they turn that idea into an engaging activity or mini workshop – that’s what’s fantastic about the team. Skern listens to our requirements and develops a fun, memorable programme for the apprentices that effectively embeds our core values, creates networking opportunities, and importantly builds their confidence.”*

BMW

*“A very powerful learning experience, one of the best courses I have been on and so I would highly recommend it. It was great to feel supported whilst challenging myself.”*

Learner



**Grade 1 Outstanding in:**

Behaviours and Attitudes

Personal Development

**Grade 2 Good in:**

Quality of Education

Leadership and Management

## Our Impact

*“Leaders provide apprentices with relevant and useful information about the career options and opportunities open to them.” “As a result many apprentices learn new skills and achieve qualifications that increase their knowledge and improve employment options at the end of their apprenticeship.”*

*“Apprentices develop into well rounded individuals who collaborate well with staff and their peers and learn to work effectively with diverse groups of people.”*

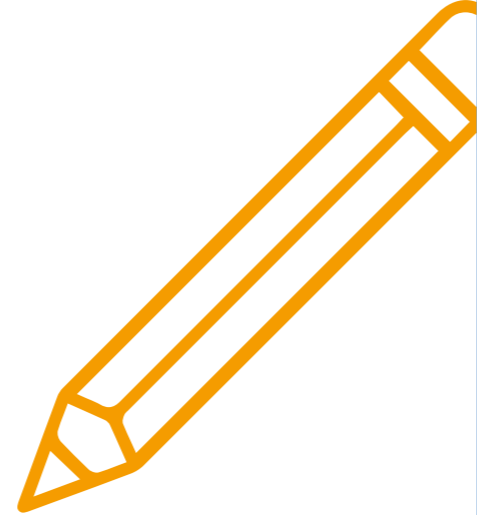
*“Leaders collaborate highly effectively with employers and external stakeholders to ensure that the curriculum content taught to apprentices is relevant, up to date and meets the needs of industry.”*

*“STS training vocational specialists are well qualified and are experts in their sectors. They use this expertise intelligently to ensure apprentices learn the skills they need to be safe and successful in their chosen careers.”*

- OFSTED Report, 2023

# Why apprenticeships?

Apprenticeships provide the building blocks for organisational development



Recruit staff efficiently

New talent

Improve Productivity

Staff retention

Decrease skill gaps

Motivating existing staff

Offer new career pathways

Improve skills

Future proof your business

Cost effective development

Flexible and responsive training

Increase diversity

## Seize the opportunity

The national focus on long term investment in the skills sector has produced many options and incentives. As an employer you can access government funding to help pay for your apprenticeship training, and it's a lot easier than you might think.

### Your apprentice must:

- Work with experienced staff
- Learn job-specific skills
- Get time for training or study during their working week
- Be aged 16 or over
- A standard minimum of 12 months based on a 30 hour week



## Apprenticeships add value at every career stage

You can employ apprentices at all levels, from school leavers right through to senior leaders. They can be new or existing employees. Our up-skill apprenticeships can help existing employees add value to their current role, developing more opportunities, more fulfilling careers, job satisfaction and structured recognition. Resulting in a motivated workforce that thrives in their next round of challenges.

*“The course is well aligned with my role, and as a result it’s easy to apply my learning in practice. STS tutors clearly have a deep understanding of their subject areas, they are supportive, understand how I learn best and have tailored sessions to my needs.”*

Ed Tomlin, Level 5 Operations Manager Apprentice

# 72%

of businesses reported improved productivity as a result of employing an apprentice

# 65%

of employers recognise the new ideas apprentices bring to their organisation

# 96%

of employers that take on an apprentice report benefits to their business

# 90%

of apprentices stay on in organisations after completing an apprenticeship.



## Why Skern Training & Skills?

- Flexible, adaptable and tailor made programmes
- High impact, experiential learning courses
- Detailed knowledge and experience of sectors
- Blended learning program unique to your business needs
- Professional, experienced and passionate team
- Information, advice and guidance to navigate the apprenticeship journey
- Culture of learning – it's what we do

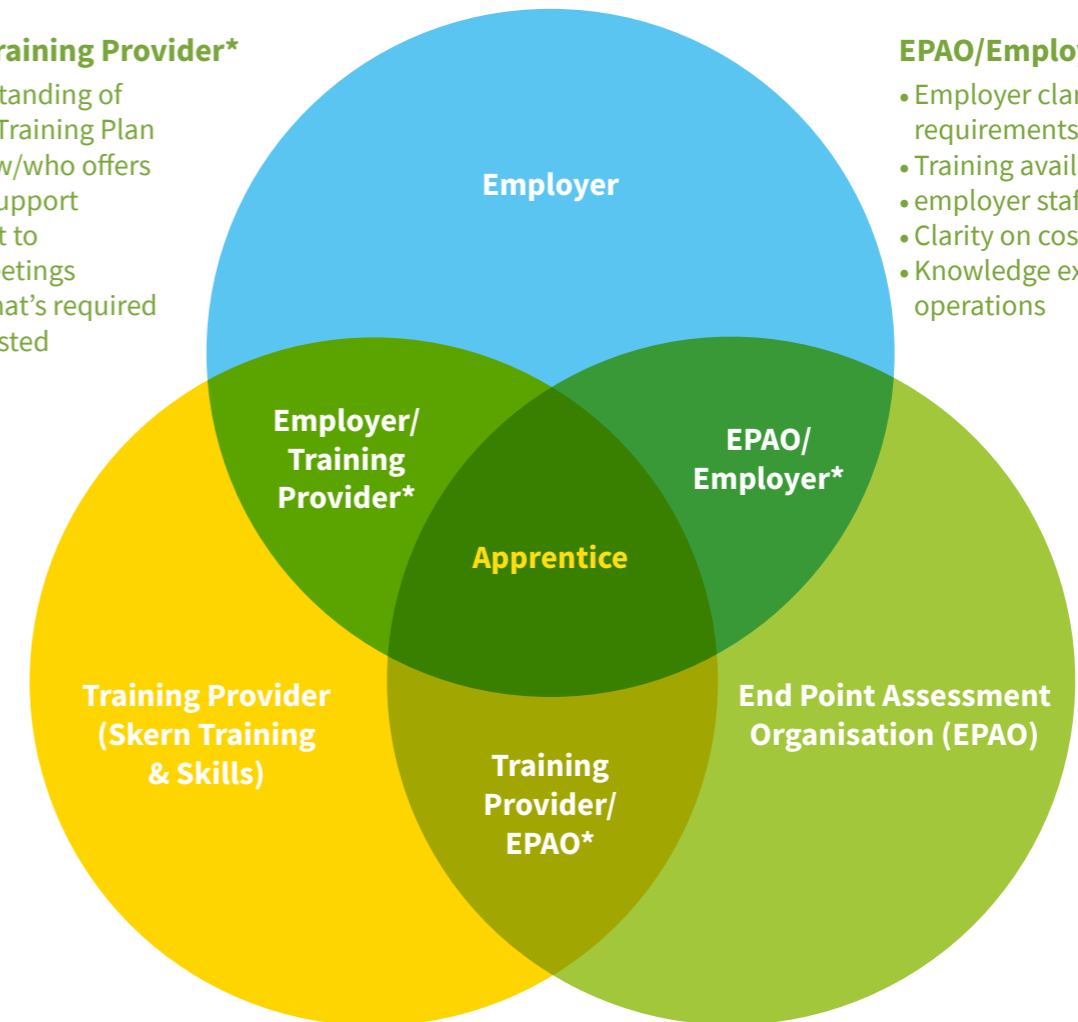
## Working together to ensure the apprentice has the right support to achieve their potential.

### Employer/Training Provider\*

- Clear understanding of apprentices Training Plan
- Clarity of how/who offers apprentice support
- Commitment to quarterly meetings
- Clarity on what's required by ESFA & Ofsted

### EPAO/Employer\*

- Employer clarity on EPAO requirements
- Training available for employer staff
- Clarity on costs, re-sits, deferrals
- Knowledge exchange on operations



### Training Provider/EPAO\*

- Early engagement to provide resources
- Simple systems for booking and uploading data
- Flexible approach to enable the best outcome
- Swift resolutions to EPA results

## Tailor-made Programmes

We take time to understand clients' and apprentices' needs to ensure the desired outcomes are achieved. We design our apprenticeships with your business in mind, incorporating your culture, vision and values, ensuring that the apprenticeship integrates seamlessly into your business. In an ever-changing marketplace, we realise the importance of blending exceptional apprenticeship training within agile business needs.

## Expert Team

Our extensive knowledge of the skills sector and years of experience of working with apprentices puts you in safe hands with us, knowing we will align the training needs of both your apprentices and your organisation.

Our experienced team offers the highest quality apprenticeship training, bespoke to your business, ensuring your apprentices attain the knowledge, skills and behaviours required to succeed and continue to develop within the workplace long after their apprenticeship is complete.

## Our clients



# Our Standards

## Level 2 - Community Activator Coach

Planning, leading and coaching physical activities for people of all ages in the community.



## Level 3 - Outdoor Activity Instructor

Supervising and guiding children and adults in activities and pastimes.



## Level 5 - Outdoor Learning Specialist

Design, planning and delivery of programmes that provide learning and change using outdoor activities and experiences.



## Level 2 - Early Years Practitioner

Work and interact directly with children on a day to day basis supporting the planning of and delivery of activities.



## Level 3 - Early Years Educator

Become a highly trained professional, playing a key role in ensuring that young children learn and develop well and are kept healthy and safe.



## Level 5 - Early Years Lead Practitioner

Become a proactive and influential practitioner by leading the support of a child's developmental stages.

## Level 2 - General Farm Worker

Supporting the daily operations of a farm.



## Level 3 - Livestock Technician

Managing the livestock related tasks on a farm.

## Level 4 - Assistant Farm Manager

Professionally operate and support the management of an agricultural or horticultural business such as a farm.





# Our Standards



## Catering & Hospitality

### Level 2 - Hospitality Team Member

Carrying out a range of general and specialist roles within hospitality businesses including bars, cafes, conference centres, restaurants and hotels.



### Level 2 - Production Chef

Working as part of a team in time-bound and often challenging kitchen environments.



### Level 3 - Hospitality Supervisor

Supervising staff and activities within hospitality businesses including bars, cafes, conference centres, restaurants and hotels.



### Level 3 - Senior Production Chef

Managing a team to produce standardised dishes and menus within a kitchen environment.

### Level 4 - Hospitality Manager

Managing teams and projects to meet a private, public or voluntary organisation's goals.

## Business & Administration

### Level 2 - Customer Service Practitioner

Providing customer service products and services for businesses and other organisations including face-to-face, telephone, digital and written contact and communications.



### Level 3 - Customer Service

Dealing with customer queries, purchases and complaints.



### Level 3 - Business Administrator

Supporting and engaging with different parts of the organisation and interact with internal or external customers.

### Level 3 - Team Leader

Managing teams and projects to meet a private, public or voluntary organisation's goals.



### Level 5 - Operational / Department Manager

Managing teams and projects in line with a private, public or voluntary organisation's operational or departmental strategy.

Impressive figures for 2022/2023

**98%**  
Pass rate

**65%**  
Achieved distinction

*“The support I have received from the training specialist has been essential for me to move my career forward, and I am learning new knowledge all the time which I can then translate into my own role and responsibilities. Completing an Apprentice programme is an excellent route into a great career and the supportive nature within Skern Training and Skills and my employer has been second to none.”*

**Dagan, Apprentice Team Member at Leathes Head Hotel**

*“It was important our chosen provider understood and aligned with our vision and values. The Skern Training and Skills team quickly understood our culture, and that we wanted to deliver learning for our apprentices in a fun way, but with a serious message about what we’re trying to achieve for apprentices and graduates. The experience has been great, with continuous communication and feedback sessions to make sure we’re getting the right outcomes for the apprentices.”*

**M Group Services**

*“Our course helped the group grow as a team while embedding the company values, and brought to life the positive apprentice’s behaviours linked to their standard.”*

**BAXI apprentice at STS**

# The Process

1

## Analysis

(Business Strategy & Organisational Requirements)

We begin with an in-depth organisational needs analysis. We do this through conversations with our highly skilled business development managers to fully assess your requirements, ensuring we understand what is important to you. We spend time understanding your business strategy, and any areas of growth and development that we can support.

2

## Set-up

(Systems & Contract Creation)

If you are new to apprenticeships, we support you through the entire process, from deciding which apprenticeships are suitable for your needs, through helping you set up your digital account DAS account to access funding, to ensuring you have the right structures in place to support apprentices on the job. You'll get all the support you need to get up and running.

4

## Review

(Monitoring & Evaluation)

We consistently review and monitor our performance, improving our processes and delivery models to ensure learners, business partners and staff teams are up to date with the latest sector changes to gain the best possible outcomes from their investment.



3

## Design

(Curriculum & Delivery Model)

Our apprenticeships are unique to each of our partners, designed with your business needs in mind. Our curriculum team will design the learning activities to integrate into your business, considering day to day business requirements. Our apprenticeships are not an off the shelf prescribed product, they are designed specifically for you as a business.



5

## Delivery

(On-Programme Learning)

Our expert trainers will deliver the content through a blended learning approach; face to face, virtually and via e-learning platforms, offering any specific support the apprentice needs. We use market leading systems and platforms to support both management and delivery of each individual's apprenticeship.



# The apprenticeship Levy: Do you pay?

## Don't worry, we're here to help with guidance and support...

The apprenticeship levy was introduced back in 2017. If you are a UK employer whose annual wage bill is £3 million or above, you may be required to pay it. In addition, this may include if you are connected to any companies or charities for Employment Allowance purposes and have a combined annual pay bill of more than £3million.

A levy paying employer will contribute 0.5% of their annual pay bill (offset by a £15,000 government allowance) into the levy pot, which is then used to fund apprenticeship training. If a levy paying employer runs out of funding, a 'co-investment' option is available to them. Levy funds are entered into an employers' digital account (DAS) monthly and the government tops up all levy payments by 10%. It's worth noting that any funding not used within 24 months expires, so it's important that you utilise your levy funding as soon as possible.



### Yes, I pay

A levy paying employer will contribute 0.5% of their annual pay bill (offset by a £15,000 government allowance) into the levy pot, which is then used to fund apprenticeship training. If a levy paying employer runs out of funding, a 'co-investment' option is available to them.

### No, I don't pay

A non-levy paying employer can still utilise the government funding for apprenticeship training through 'co-investment', whereby the employer contributes 5% of the training costs with government funding covering the remaining 95%. If your business has less than 50 employees, and your apprentices are aged 16-19, 100% funding may be available to you.

For non-levy paying employers, there is also an option of a transfer of funds from a levy paying employer. The levy payer can transfer up to 25% of their available funds to a non-levy paying employer.

....

There are often other government initiatives and incentives linked to apprenticeships, which change on a regular basis. We'll share all relevant funding opportunities throughout our partnership to make sure you're maximising the opportunities available to you and your apprentices.



**Talk to our experienced team to find out how we can build apprenticeship programmes around your business needs.**

 **01237 809 469**

 [\*\*enquiries@skerntestingandskills.co.uk\*\*](mailto:enquiries@skerntestingandskills.co.uk)

[\*\*www.skerntestingandskills.co.uk\*\*](http://www.skerntestingandskills.co.uk)