

# A GUIDE FOR EMPLOYERS





30

YEARS'  
EXPERIENCE  
IN DELIVERING  
APPRENTICESHIPS



9/10

EMPLOYERS  
WOULD  
RECOMMEND US



# WELCOME

## Thank you for your interest in working with City Training Services.

As an established training provider, with over 30 years' experience in delivering apprenticeships, commercial training, work placements and bespoke employer driven programmes, we are proud to be at the heart of the City of Bradford. Employing a skilled and experienced workforce, our missions and the strategic aims of the organisation.

**Our mission** - To provide a comprehensive service of high quality employer engagement and training to support the needs of employers.

### OUR AIMS

1. To support the development of employees skills
2. Deliver innovative training solutions to meet employer needs
3. Analyse and review training delivered to ensure it impacts the future success of the employers we work with

As an organisation we have access to high quality training facilities and our staff are resourced to deliver flexible and innovative training solutions to meet all employer's needs.

As part of Bradford College, we are able to offer access to state of the art training facilities for Construction, Dental, Engineering, Health, Motor Vehicle and the Service Industries along with the development of Higher Level Apprenticeships that offer a real alternative for employers and employees looking to achieve Level 4 and above qualifications.

As an organisation we are already delivering high quality training to some of the largest employers in the region whilst also ensuring that we meet the needs of all employers by offering tailored programmes that work around everyday employer challenges. Employers are involved in the design and development of training and play a vital part in making City training Services one of the most successful apprenticeship training providers in the region, with 100% achievement rates in a high number of apprenticeships.

Once again I would like to thank you for engaging with City Training Services and working alongside us to develop the skills and careers of your employees.


Kind Regards

**Kelly McAllister**

Head of Apprenticeships  
& Business Development


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CITY TRAINING SERVICES HAVE  
SPECIALIST KNOWLEDGE AND  
WILLINGNESS TO ENSURE THAT  
EMPLOYERS AND LEARNERS GET  
ALL THE INFORMATION THEY NEED  
- INCLUDING EDUCATING YOU ON  
YOUR RESPONSIBILITIES AS  
AN EMPLOYER.

PRACTICE MANAGER  
AT PRECIOUS DENTAL CARE



I CHOSE CITY TRAINING  
SERVICES BECAUSE THE  
SERVICE THEY OFFER IS  
MORE EXCEPTIONAL THAN  
OTHER PROVIDERS IT'S  
PERSONAL AND TAILORED  
TO THE ENVIRONMENT  
WE WORK IN.

OWNER, HOUSE OF SMITH





# OUR SERVICES

## APPRENTICESHIPS

Huge range of programmes available plus an end to end recruitment service free of charge including vacancy advertising, assessment testing, short-listing and arranging interviews.

## CONFERENCE CENTRE

Professional training and conferencing facilities ideal for training events, seminars, workshops, meetings and corporate away days.

## COMMERCIAL COURSES

Opportunities for continuous professional development in a wide range of areas.

## WORK PLACEMENTS

Work experience opportunities to bridge the gap between employers and employees of the future.





# MEET THE TEAM



Bradford College Vice Principal  
(Curriculum & Development) and  
CEO of City Training Services

**Dawn Leak**

Assistant Principal  
(Further Education)

**Asa Gordon**







Head of Apprenticeships &  
Business Development

**Kelly McAllister**



Business Development Manager

**John Wells**



Head of Quality, Performance  
& Standards

**Helen Kain**

# HOW HAVE

# APPRENTICESHIPS

# CHANGED?

Following an independent review into apprenticeships in 2012, the apprenticeship system changed to place a greater emphasis on the quality of apprenticeships whilst ensuring that at their core, apprenticeships must be about the relationship between an employer and an apprentice.

To lead the reforms, the Institute for Apprenticeships was launched to work with employers and providers to develop high quality apprenticeship standards. The institute takes the lead for developing and publishing new standards, advising on funding bands and quality assuring delivery and end point assessments.

At City Training Services we continue to offer new standards as they become available. Our business development team work with employer partners to identify the standards which businesses need. Working with our Operations and Quality teams we are able to design delivery and outcomes that will support specific requirements.

The key outcomes to be achieved behind the change are:

- The development of new apprenticeship standards to meet the skills and occupational requirements of industry
- Standards to replace all existing 'frameworks' by 2020.
- Apprenticeship standards to be easily accessible and understandable for employers
- All new standards have to relate to a specific role or occupation and provide a career development pathway within the sector
- Apprenticeships to follow a grading system, where apprentices will demonstrate their competence through rigorous and independent assessment that is designed in partnership with employers
- Increased promotion of apprenticeships to new and existing employees and the development of higher and degree based apprenticeships to offer employees alternatives to studying for higher level qualifications

# WHAT IS AN

# APPRENTICESHIP?

Apprenticeships are work-based training programmes lasting at least 12 months up to 5 years and are available at levels 2 – 7.

Levels explained...

**LEVEL**  
**2**

**5 GCSEs**  
**A-C**  
**9-4**

**Year 1 of a**  
**Degree**

**LEVEL**  
**5**

**LEVEL**  
**3**

**2 A levels**  
**A-C**

**Bachelor's**  
**Degree**

**LEVEL**  
**6**

**LEVEL**  
**4**

**Foundation**  
**Degree**

**Master's**  
**Degree**

**LEVEL**  
**7**

# APPRENTICESHIP

## FUNDING

In July 2015 the government announced the introduction of a levy to fund 3 million apprenticeship starts by 2020.



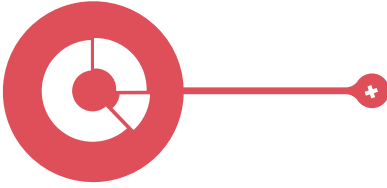
### WHO PAYS THE LEVY – AND HOW MUCH WILL IT BE?

Employers in all parts of the UK are now required to pay a levy of 0.5% of their annual pay bill exceeding £3million (pay bill defined as total employee earnings subject to class 1 secondary NICs).

### HOW DO EMPLOYERS ACCESS THEIR LEVY FUNDS?

Once employers have are registered with the HRMC for levy collection the employer will then be able to access a digital account (DAS). Your collected levy funds will appear in your account and you use your account to pay for apprenticeship training. Your training provider will support you to use your account.



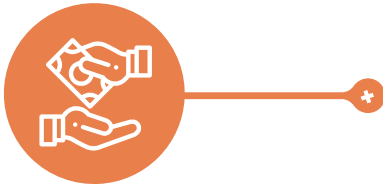


### HOW MUCH WILL EMPLOYERS BE ABLE TO SPEND?

You can only spend what is in your digital account. Your training is paid for on a monthly basis. Should you require additional training that takes you over the amount in your account you will contribute 5% to the training, the Government, via your training provider will pay the rest.

### HOW CAN FUNDS BE SPENT AND HOW LONG DO THEY LAST?

The funds are valid for 24 months and can only be spent on apprenticeship training –not the wider associated costs of apprenticeships, for example apprentices' salaries. If an employer has registered to become a provider in their own right they may be able to use their levy funds more widely.



### HOW DO EMPLOYERS PAY THEIR LEVY?

The levy is collected monthly by HMRC through the employer's Pay As You Earn (PAYE) and will be payable alongside income tax and national insurance. Similarly, the annual allowance of £15,000 is deducted on a monthly basis (£15,000 divided by 12 months).

### HOW DO I FUND AN APPRENTICESHIP IF I'M NOT A LEVY EMPLOYER?

If you are not a levy registered company then your apprenticeship will be funded at the rate of 95%. You will contribute 5% of the value of the apprenticeship training and this will be paid to the training provider. The remaining 95% will be funded by the government through the training provider.





# FRAMEWORKS

# AND STANDARDS

## FRAMEWORKS

Frameworks are primarily qualification based apprenticeships that develop the technical skills of employees in a formal training environment alongside an assessment of an employee's abilities carried out in the workplace.

Apprentices are assessed throughout the duration of their apprenticeship, completing units of an apprenticeship against agreed milestones. Skills are developed and enhanced through formal training, with support provided by Tutors, Assessors and Progress Officers to support the employee to complete their framework.

Following the completion of the technical and knowledge based components of the apprenticeship, all evidence is assessed internally as part of the quality assurance process and externally as part of the awarding body assurance process. Once this process has been completed the apprentice will be awarded a framework certificate related the qualification and level that they studied at.

## STANDARDS

Standards have been developed by employers and are designed in relation to the skills, knowledge and behaviour needed for specific occupations.

Formal training is provided throughout the apprenticeship, alongside ongoing support by Tutors, Assessors and Progress Officers. Apprentices completing a standard are required to evidence 20% off the job training as part of their apprenticeship and are assessed by an independent end point assessment organisation.

As part of the end point assessment apprentices can be required to complete an online test, an observation in the workplace and a discussion with an assessor (dependant on the specific apprenticeship standard). These elements are graded to form part of the overall grade of Pass, Merit or Distinction.

Apprenticeship standards are replacing apprenticeship frameworks, with over 300 apprenticeship standards already developed.

# FUNCTIONAL SKILLS

## WHAT ARE FUNCTIONAL SKILLS FOR APPRENTICES?

Functional Skills are completed as part of an apprenticeship where an apprentice hasn't yet achieved the level required in relation to the specific apprenticeship framework or standard they are completing.

Functional Skills are available for Maths, English and ICT (Information Communication Technology), with the training focused on the development of applied skills, including problem solving and ability to apply what they have learnt in real-world scenarios.

Training and qualifications are completed at Level 1 or Level 2 with the opportunity available for apprentices studying an apprenticeship to upskill to achieve the Level 2 qualification.

## HOW DOES FUNCTIONAL SKILLS TRAINING WORK?

City Training Services have developed a block release model for the delivery of Functional Skills. This model has been based on our experience of delivering Functional Skills and apprentice feedback.

Block release sessions are organised in advance with the employer and the apprentice and are completed across a full week. Sessions begin with an assessment of the apprentices current skills and are followed by bespoke training to meet the needs of apprentices. Blocks are delivered to small groups by experienced Tutors, with additional support available for those that require this. At the end of the week, formal exams are taken with results provided to the apprentice within a month of undertaking the exam.

Since the introduction of the block release model, ICT functional skills success rates are over 95% with Maths and English success rates above the national average.

# RECRUITING

## AN APPRENTICE

It has never been easier to employ an apprentice; our Business Development Department is made up of dedicated staff members who provide employers with an end to end recruitment service. Our team focuses on allocated industry sectors and will provide you with a specialist service that is designed to be responsive to your needs.

The services are:

- Training needs analysis (TNA) of your business
- Expert advice and guidance following the TNA of the right apprenticeship frameworks or standards to meet your needs
- Vacancy advertisement across a number of channels
- Candidate sourcing
- Candidate screening and initial assessment testing undertaken prior to putting potential applicants forward for an interview
- Send potential apprentices CV's for the employer to shortlist
- Arranging interviews and work trials.



THE APPRENTICESHIP WAGE IS REVIEWED ANNUALLY AND CITY TRAINING SERVICES WILL UPDATE YOU ACCORDINGLY.



ALL APPRENTICES MUST EARN THE MINIMUM APPRENTICESHIP WAGE IN THEIR FIRST YEAR REGARDLESS OF AGE.



YOUR PERSONAL ACCOUNT MANAGER WILL SUPPORT YOU EVERY STEP OF THE WAY WHEN RECRUITING AN APPRENTICE.

Our support doesn't end there. We provide you with a comprehensive Apprenticeship Agreement that explains the responsibility of employers and City Training Services. Once you have selected your apprentice, City Training Services will agree a mutually convenient start date and invite the apprentice to attend an induction. For larger organisations with multiple apprenticeship training needs we can offer bespoke training solutions which are flexible to meet your needs.

### **WHAT IF I ALREADY EMPLOY THE PERSON I WANT TO START AN APPRENTICESHIP?**

That's absolutely fine. We still offer all the same services but if you already employ the individual we will agree their career and development plan and make sure that they start on the right apprenticeship. We need to make sure that the employee is able to develop and learn new skills by becoming an apprentice, we will agree how those opportunities are made possible within your organisation.



**CITY  
TRAINING  
SERVICES  
DELIVERY  
TEAMS  
ACHIEVED  
AN OVERALL  
SUCCESS  
RATE OF 82%.\***

**\*2017/18.**

# EMPLOYER

# RESPONSIBILITIES

## EMPLOYER RESPONSIBILITIES

There must be a genuine job available with a contract of employment long enough for an apprentice to complete their apprenticeship. Employers must pay an apprentice's wages and the role must help them gain the knowledge, skills and behaviours they need to achieve the apprenticeship with support from the employer.

### Employers need to have:

- An apprenticeship agreement in place with their apprentice for the duration of the apprenticeship
- A commitment statement signed by the apprentice, their employer and the provider
- The apprentice on the correct wage for their age for the time they are in work, in off the job training and doing further study
- Changes to working patterns must be logged and checked with the training provider

### Employers will ensure:

- They take an active role in progress reviews by monitoring progression and ensuring that your apprentice receives and logs their 20% off the job entitlement which will be checked by City Training Services
- They provide a work place mentor to support your apprentice to develop new skills, behaviours and knowledge
- Regular 1:1 time with their line manager to support their development needs and give feedback on their progression
- They provide opportunities for your apprentice to develop new skills by trying something new, project work, shadowing existing employees, attending industry shows and other work related events
- Apprentices attend their training, this might be block, day release or a combination, it might even involve online learning.

The Government is offering additional support to organisations with fewer than 50 employees. Please refer to the **'Apprenticeship Funding'** section for more details.





# SUPPORT

# AND MENTORING

At City Training Services we suggest that every apprentice is allocated a work mentor to provide continuous pastoral support. Providing this support is vital to your apprentices success. Apprenticeships are a great way for employers to recruit and upskill employees to meet the needs of your business. Time, effort and mentoring will secure a significant return on investment.

“  
MY EXPERIENCE WITH  
CITY TRAINING SERVICES  
HAS BEEN SUPERB.  
WE ARE IN CONSTANT  
COMMUNICATION AND  
OUR ASSESSOR IS ALWAYS  
HAPPY TO OFFER ADVICE  
AND HELP WITH ANY  
QUESTIONS AND QUERIES  
I HAVE.

PRACTICE MANAGER  
AT PRECIOUS DENTAL CARE

”

# OUR OFFER

Apprenticeship Course	Standard/ Framework	Duration	2018/19 Start Date	Maths^	English^
Accountancy L2	Framework	12-18 Months	March, September	L1	L1
Accountancy L3	Standard	18 Months	September	A-C	A-C
Business Administration L2	Framework	12-18 Months	Roll on	E3	E3
Business Administration L3	Standard	18 Months	Roll on	L1	L1
Customer Service L2	Standard	18 Months	No Further recruitment	E3	E1
Customer Service L3	Framework	15 Months	No Further recruitment	L1	L1
Infanstructure Technician L3	Standard	18-24 Months	September	L1	L1
Fabrication & Welding L2	Framework	24 Months	September	L1	L1
Fabrication & Welding L3	Framework	24 Months	September	L1	L1
Maintenance Engineering L2	Framework	24 Months	September	L1	L1
Maintenance Engineering L3	Framework	24 Months	September	L1	L1
Mechanical Engineering L2	Framework	24 Months	September	L1	L1
Mechanical Engineering L3	Framework	24 Months	September	L1	L1
Childcare L2	Framework	12-24 Months	Roll on	L1	L1
Childcare L3	Framework	12-24 Months	Roll on	L1	L1
Supporting Teaching and Learning L2	Framework	15 Months	September / January /	L1	L1
Supporting Teaching and Learning L3	Framework	18 Months	September / January /	L1	L1
Heavy Vehicle Technician L3	Standard	36 Months	September	L1	L1
Light Vehicle Technician L3	Standard	36 Months	September	L1	L1
Vehicle Maintenance & Repair (HGV) L3 (Progressors)	Framework	24 Months	September	L1	L1
Vehicle Maintenance & Repair (LGV) L3 (Progressors)	Framework	24 Months	September	L1	L1
Light Good Vehicle Driver	Standard	15 Months		E3	E3
Barbering L2	Framework	12-24 Months	Roll on	L1	E3
Barbering L3	Framework	12-24 Months	Roll on	L1	L1

Apprenticeship Course	Standard/ Framework	Duration	2018/19 Start Date	Maths <sup>^</sup>	English <sup>^</sup>
Hairdressing L2	Standard	24 Months	Roll on	L1	E3
Hairdressing L3	Framework	12-24 Months	Roll on	L1	L1
Electrical Installation L3	Standard	42 Months	September	GCSE - (A*-C) or Level 2 Functional skills	GCSE - (A*-C) or Level 2 Functional skills
Fire Emergency & Security Systems Technician L3	Standard	12-24 Months	September	L1	L1
Electrical Engineering L3	Framework	48 Months	Roll on	L1	L1
Dental Nursing L3	Standard	20 Months	January, March	GCSE - (A*-C) or Level 2 Functional skills	GCSE - (A*-C) or Level 2 Functional skills
Pharmacy L2	Framework	15-24 Months	Feb 2019 -	L1	L1
Pharmacy L3	Framework	18-24 Months	September	GCSE - (A*-C)	GCSE - (A*-C)
Health Care Support Worker L2	Standard	12-24 Months	Roll on	E3	E3
Senior Health Care Support Worker L3	Standard	12-18 Months	Roll on	L1	L1
Management (Team Leader/Supervisor) L3	Standard	12-18 Months	April, Sep, Nov	L1	L1
Management (Operations/Departmental Manager) L5	Standard	30 Months	April, Sep, Nov	L1	L1
Brickwork L2	Framework	12-24 Months	September	E3	E3
Brickwork L3	Framework	12-24 Months	September	L1	L1
Joinery (Bench) L2	Framework	12-24 Months	September	E3	E3
Joinery (Bench) L3	Framework	12-24 Months	September	L1	L1
Joinery (Site Carpentry) L2	Framework	12-24 Months	September	E3	E3
Joinery (Site Carpentry) L3	Framework	12-24 Months	September	L1	L1
Plastering L2	Framework	24 Months	September	E3	E3
Plumbing L2	Framework	24 Months	September	L1	L1
Plumbing L3	Framework	24 Months	September	L1	L1
Property Maintenance Operative L2	Standard	24 Months	September	E3	E3
Refrigerations Airconditioning L3	Standard	36 Months	September	L1	L1
Bricklayer	Standard	36 Months		L1	L1
Joinery	Standard	36 Months		L1	L1

<sup>^</sup>Entry requirements

# BENEFITS OF

# APPRENTICESHIPS

Apprenticeships have recently changed and continue to do so following the reforms in May 2017. No longer are they only aimed at young people leaving school starting out in a profession, learning the basic skills.

They are accessible to all and offer a number of benefits to you as an employer and to those undertaking an apprenticeship, such as:

- By employing an apprentice you have the opportunity to train and mould this person to the needs of your business.
- By investing in a current employee and offering them an apprenticeship you are allowing them the opportunity to learn new skills and strategies which they can implement within their role
- Apprenticeships are an exciting alternative route from leaving school through to Higher Education

97%

OF APPRENTICES  
SAID THEIR ABILITY  
TO DO THE JOB  
HAD IMPROVED

92%

OF APPRENTICES  
SAY THEIR CAREER  
PROSPECTS HAD  
IMPROVED

76%

OF EMPLOYERS  
SAY THAT  
PRODUCTIVITY  
HAS IMPROVED

75%

OF EMPLOYERS SAID  
APPRENTICESHIPS  
IMPROVED THE  
QUALITY OF  
SERVICES

I LOVE MY APPRENTICESHIP  
BECAUSE I CAN COME INTO  
WORK, EARN A LIVING AND  
LEARN AT THE SAME TIME.

JOE  
LEVEL 3 HAIRDRESSING  
KRYSAL'S HAIR & BEAUTY, BRADFORD



WHEN I DO QUALIFY,  
THERE ARE A LOT OF JOB  
OPPORTUNITIES BECAUSE  
I'VE ALREADY WORKED  
WITHIN A PHARMACY.

ALICIA  
LEVEL 2 PHARMACY  
PHARM-ASSIST HEALTHCARE, LEEDS



YOU FEEL LIKE A REGULAR  
MEMBER OF STAFF AND YOU  
GET TREATED LIKE ANYONE  
ELSE IN THE TEAM.

MICHAEL  
LEVEL 3 IT APPLICATION SPECIALIST  
ECLIPSE LEGAL SYSTEMS, BRADFORD





# WORK

## PLACEMENTS

**Are you interested in offering work placements to students? As part of our courses at Bradford College we offer students the opportunity to undertake work placements who are studying on the courses opposite.**

Each programme area has a dedicated placement consultant to support both you and the students through the work placement process. Working together through the initial recruitment process we can help to identify the right student for your business so that the student is able to gain vital and valuable work experience whilst you will also receive an enthusiastic and ideal candidate.

All of our work placements are voluntary meaning that there are no costs for you and students who are undertaking these placements are keen to gain valuable experience and it could possibly help you identify your next potential employee.



### COURSES WE OFFER:

Applied Science & Pharmacy

Business

Construction

Dental

Early Years

Dental Nursing

Electrical & Mechanical Engineering

Hair & Beauty

Health & Social Care

Hospitality & Catering

IT

Motor Vehicle

Public Services

Sport

Travel & Tourism



# 90%

**OF OUR LEARNERS RATE THEIR WORK  
EXPERIENCE AS GOOD OR ABOVE**

Our core purpose is to transform the lives of our students, through working with them and with our many partners in the UK and overseas to provide education, opportunity and positive outcomes. We are growing our local, regional, national and international activity to welcome a wide range of students and prepare them for the global employment market.

Contact our Work Placement Team today to see how we can support your business at [workplacements@bradfordcollege.ac.uk](mailto:workplacements@bradfordcollege.ac.uk)

BRADFORD COLLEGE'S MISSION STATEMENT

**TO WORK TOGETHER TO CREATE A BETTER  
FUTURE FOR ALL THROUGH EDUCATION,  
ENTERPRISE AND EMPLOYMENT.**

# COMMERCIAL COURSES

Our Commercial Courses offer a unique package of both accredited and non-accredited training solutions for employers. Our dedicated Business Development Team will explore training options with your business to offer the right information, advice, guidance and skills solutions to meet your needs. We work with a bank of specialist commercial trainers who bring with them an impressive portfolio of skills and experience.

We are able to offer bespoke training solutions for businesses, by immersing ourselves within your organisation to better understand your core values, behaviours and identify skills gaps. From this, we then design and build management training solution to suit your business and individual needs. We do this by providing courses and master classes. We are flexible in our approach and can offer out of hours training and development.

## DELIVERY LOCATIONS

As part of Bradford College we have a number of delivery locations which can be utilised to best meet the needs of your training organisation.

Our £10 million Advanced Technology Centre is home to NORDEC. NORDEC offers a wide range of continuous professional development (CPD) courses for the dentistry profession and is the perfect location for modern dentistry training. If a workshop is required our state of the art Trinity Green Campus is available to use as a delivery location, home to brick, joinery and engineering.

We also understand the requirement to deliver on site at your premises and are able to provide this level of flexibility and workplace delivery on a national basis, should this be required.

### WHAT'S ON OFFER?

We offer a wide-range of commercial courses which are used to up skill your existing employees. The courses we currently offer include but are not limited to:

- Team Leader
- Management
- Operations/Departmental
- Departmental Management

### HOW CAN I BOOK A 'NO OBLIGATION' TRAINING NEEDS ANALYSIS?

You can book this via our Business Development Department on 01274 728316. One of our experienced Employer Engagement Advisors will visit your organisation at a mutually agreed time in order to understand your requirements. A skills gap analysis will be undertaken and a written report of our findings and suggestions will be provided.

### CAN I WORK WITH ONE TRAINING PROVIDER TO SUPPLY ALL OF MY NEEDS?

Yes! At City Training Services we act as the management agent for a number of our employer partners. We take the time consuming job of managing a number of providers away from you and source them through our network of partner organisations.

### PARTNERSHIP WORKING

Whether you require bespoke or niche training and development for your staff, City Training Services can support you in finding a training solution. We work in partnership with other Private, Further and Higher Education Partners to ensure that we can signpost you accordingly.

**CONTACT OUR BUSINESS  
DEVELOPMENT TEAM TODAY  
FOR MORE INFORMATION  
ON 01274 728316 OR  
AT [N.BETTERIDGE@  
BRADFORDCOLLEGE.AC.UK](mailto:N.BETTERIDGE@BRADFORDCOLLEGE.AC.UK)**

# EMPLOYER

## PLEDGE

We want to encourage as many employers as possible to join the College and Government's agenda for new skills and jobs and invite you to get involved.

If you have an interest in supporting The Bradford College and our apprentices, you can do so by signing up to our Employer Pledge. You may wish to provide an apprenticeship, work placement opportunity or be a guest speaker at one of our employer forums.

### **In return for your support we can offer you:**

- A discounted rate on our commercial courses
- Special rates for room hire
- A case study about your business on our website detailing your pledge which includes your logo and a link to your website

- Your logo on the Bradford College website
- Invitations to seminars and workshops to share best practice and learn from the work other organisations are doing
- Positive publicity for your business
- Support to publicise your involvement in our campaign across social media channels

If you are interested in gifting us your time and support at any level, please contact a member of our Business Development Team on 01274 728316 or [n.betteridge@bradfordcollege.ac.uk](mailto:n.betteridge@bradfordcollege.ac.uk)

### **BRADFORD COLLEGE PLUS**

Bradford College Plus is a scheme that helps to maximise the chances of a student gaining a job after studying by gaining valuable experience.

# WHY

# CHOOSE US?

City Training Services are an established training provider with over 30 years' experience of providing effective training solutions to our employer partners.

**We provide:**

## **PERSONALISED ACCOUNT MANAGEMENT**

All of our employers are allocated an account manager from our Business Development Team, you will receive a personalised service which takes into account your individual requirements.

## **COMPREHENSIVE ASSESSMENT AND INDUCTION**

We continually invest in our staff and our estate to ensure we are adapting to stay ahead of ever changing industry priorities, our training incorporates the latest technology, legislations and practices.

Most recently we have opened a state of the art Assessment and Induction Centre which has been designed to provide a comprehensive assessment and induction experience for all accessing an apprenticeship.

**Proven  
Track Record**

**30 years'  
experience**

**82%  
Overall Success Rate**

**14% Above  
National Average**

**9/10 Employers  
Would Recommend Us**

**97% Of Our Apprentices  
Would Recommend Us**

# CognAssist



As an established training provider working with school leavers to senior managers we found one of the main challenges we faced was the identification of hidden learning needs.

Therefore we invested in CognAssist, an innovative solution developed to enable apprenticeship and work-based learning providers to quickly and easily identify and support learners with additional learning needs.

The tool has proven a huge success for those already in employment and enrolling on to an apprenticeship. They have often found coping mechanisms to help them feel competent and confident in workplace and we have found a way of assessing their needs to enable us to provide support to achieve their own development goals.

# FAQ



## QUESTION

**AS MY LEVY FUNDS EXPIRE AFTER 24 MONTHS HOW DO I COVER THE COST OF AN APPRENTICESHIP THAT LASTS LONGER THAN 24 MONTHS?**



## FACT

The fact that your funds expire after 24 months in your apprenticeship service account doesn't stop you meeting the full costs of an apprenticeship that lasts longer than 24 months. New funds enter your account every month for as long as you pay the levy.



## QUESTION

**WHAT IF MY APPRENTICE IS ILL OR HAVING PROBLEMS AND NEEDS A BREAK?**



## FACT

We are able to place apprentices on a learning break. This allows the learner to continue at a later date with the same eligibility that applied when they first started their learning. Where it is a short term absence or extended holiday a break may not be required as the employer.



## QUESTION

**WHAT DO I DO IF I HAVE SAFEGUARDING CONCERNS?**



## FACT

In the first instance you can raise your concerns with your assigned Progress Officer or Assessor, City Training Services have a Lead Designated Safeguarding Officer and a team of trained Safeguarding Officers to assist with any courses raised. Alternatively you can contact us on 01274 728316 and ask to speak to the Lead Designated Officer.



## QUESTION

**WHAT IF SOMETHING GOES WRONG?**



## FACT

We set ourselves high standards and constantly look to improve, however occasionally things can go wrong. Our complaints process is in place to ensure your complaint is listened to and used to bring about improvements.

This can be found at [www.citytraining.org.uk](http://www.citytraining.org.uk)



**CITY TRAINING SERVICES,  
39/41 CHAPEL STREET, LITTLE GERMANY,  
BRADFORD, WEST YORKSHIRE, BD1 5BY**



**01274 728316 OR [INFO@CITYTRAINING.ORG.UK](mailto:info@citytraining.org.uk)**



**[CITYTRAINING.ORG.UK](http://CITYTRAINING.ORG.UK)**



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# WORKING

# IN PARTNERSHIP

**City Training Services can provide added value to you via our links with partner organisations.**



The West Yorkshire Consortium of Colleges operates on behalf of seven Joint Venture Colleges (WYCC) in West Yorkshire.

WYCC bring businesses, organisations and training providers together to deliver workforce training and skills support, funded by the European Social Fund (ESF). These programmes contribute to the economic growth of the Leeds City Region, tackle social mobility and connect the education and business sectors. The projects they manage offer funding opportunities for a range of training providers to deliver training in the region.



We have partnered with Viamaster Training for our Warehousing and Logistics Offering. Viamaster Logistics Group has over 30 years of training experience in the transport and logistics sector. They understand the needs of transport and logistics businesses, and in partnership with City Training Services who bring their expertise within apprenticeship delivery will work with you to provide the highest quality delivery ensuring minimum disruption to your operations. ViaMaster are part of The National Logistics Academy, The RTITB Master Driver CPC Consortium and a JAUPAT Accredited Driver CPC Centre.



Fleetmaster Group is part of the SWS Group and delivers 17,000 training courses for the fleet and logistics sectors and work with some of the largest recognised brands in the UK.

They support them with fleet training, fleet risk management, LGV licence acquisition, fork truck training, health and safety and apprenticeships. Their experience allows them to work in partnership with clients to improve their profitability and competitiveness through training and development."

# 14%

OUR SUCCESS RATES  
ARE 14% ABOVE TO  
HIGHER THAN THE  
NATIONAL AVERAGE



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