

# training works TIMES

training works 

Training Works (NW) Limited

'Training for Care  
Professionals'

► FOR EMPLOYERS

AUTUMN 23 EDITION

## WELCOME TO ANOTHER EDITION OF "TRAINING WORKS TIMES"

This is our way of providing you with valuable information and updates about Training Works & Apprenticeships, to ensure that you, your business, and your Apprentice(s) gain maximum benefit from our services and that your Apprentice(s) achieve their qualifications timely.

If at any time you have a question, complaint, or comment, please call us on **01253 478180** or email: [enquiries@training-works.co.uk](mailto:enquiries@training-works.co.uk)

THANK YOU FOR YOUR ONGOING SUPPORT

### DID YOU KNOW? A FEW FACTS ABOUT TRAINING WORKS:

- ▶ We started operating & delivering Apprenticeships in July 2015
  - ▶ Our Senior Leadership Team have over 100 years combined Apprenticeship experience.
  - ▶ Our Head Office is based in "sunny" Blackpool.
  - ▶ All our activity, performance & quality is overseen by a Governing Body
  - ▶ We are a specialist Care provider – we only deliver Apprenticeships in Early Years & Adult Care
  - ▶ We can deliver Apprenticeships from Level 2 through to Level 5
- ▶ ·We operate throughout the North West, West Midlands, East Midlands and Yorkshire & the Humber regions – with more to come!
  - ▶ ·All our Trainers are qualified to teach and come from a background in the Care Sector
  - ▶ ·We have a team of approximately 20 Trainers, based throughout the above regions.
  - ▶ ·We currently have approximately 500 Apprentices enrolled with us, across all Apprenticeship levels.
  - ▶ ·All our qualifications are nationally accredited by Highfield & Training Qualifications UK (TQUK). Our qualifications are recognised by Skills for Care; OFSTED & ESFA
  - ▶ ·We are a "Disability Confident" organisation.

SAFE WORKS

▶ EVERY QUARTER WE ISSUE OUR SAFE WORKS NEWSLETTER TO ALL EMPLOYERS AND APPRENTICES. Safe Works is totally focused on Safeguarding & Prevent topics, providing you and your Apprentice(s) with the latest news and updates on these vital subjects, including any legislative changes.

Copies of Safe Works are distributed to you by your Trainer or can be accessed via Quads Direct – our electronic portfolio system that both you and your Apprentice(s) have access to.

If you require further copies of Safe Works, or can't access your electronic copy, please let us know.

Safeguarding is important to all of us – our business, your business, and your Apprentice(s). You can report any Safeguarding issue relating to your Apprentice, in total confidence, directly to our Designated Safeguarding Lead on: **07593 703 281**.

# ADDITIONAL SHORT COURSES

As part of the Apprenticeship programme, we have Additional Short Courses available for all our Apprentices – to enhance their Apprenticeship learning, improve performance in their current job or make the next step in their career. All our Short Courses are delivered face to face, by a qualified Trainer, on your premises or at a nearby location.

Courses available include:

- **Paediatric First Aid** (*certificated*)
- **First Aid** (*certificated*)
- **Basic Food Handling**
- **Moving & Handling**
- **Health & Safety**
- **Safeguarding**
- **Equality & Diversity**

## CAN'T SEE A COURSE THAT YOU NEED? GIVE US A CALL & WE CAN DISCUSS YOUR NEEDS.

All the above Short Courses are **FREE** for Apprentices registered with Training Works. Non-Apprentices are also able to register for any Short Course, although a small charge will be made for each registration / certification. Group limits apply for all First Aid courses.

# BUSINESS DEVELOPMENT

Our Business Development team are your first port of call for all issues connected with the recruitment of an Apprentice (free service!), the onboarding of your new Apprentice & providing help & support to set up your Digital Account.

**During their first visit with you, our Business Development team will:**

- Carry out a Training Needs Analysis.
- Carry out a Health & Safety Appraisal.
- Issue our Employer Handbook.
- Issue our Safeguarding Policy.
- Collect a copy of your Safeguarding Policy.
- Collect a copy of your Employers & Public Liability Certificate.
- Ask you to sign a Non-Levy Agreement.
- Explain the 5% funding rule, 20% Dedicated Study Time rule.
- Guide you on setting up the Digital Account

You can contact our Business Development team directly on: **01253 478180**  
[enquiries@training-works.co.uk](mailto:enquiries@training-works.co.uk)



**Phew! That's one big agenda, but Apprenticeships are funded through public finances & everyone needs to understand their role & responsibilities to ensure that quality & value for money are delivered.**



Education & Skills  
Funding Agency

# LEVY or NON-LEVY?

The Government, through the Education & Skills Funding Agency (ESFA), is keen to include and develop ownership of Apprenticeships through the Levy process.

### Levy:

The levy is paid by large employers with a pay bill of over £3 million (they pay 0.5% of their total annual pay bill). Currently, only 2% of employers pay the apprenticeship levy, but this funding has helped directly support almost 50% of all apprenticeships in 2017/18.

Levy paying employers access their funds through the online apprenticeship service. The funds in their accounts are available to spend on apprenticeship training in England. The Manage apprenticeship funds guidance has more advice and information.

The majority of employers using the services of Training Works have an annual wage bill of less than £3 million pa and are therefore classed as "non-Levy":

You pay 5% towards the cost of training and assessing your apprentice (5% charges are detailed below).

### You need to:

- agree a payment schedule (you can pay in instalments)
- pay Training Works directly for the training.

The government will pay the rest (95%) up to the funding band maximum. They'll pay it directly to Training Works.

Use your apprenticeships service account (Digital Account) to manage funding and provider payments. Your Training Works Business Development contact will guide you through the set-up process.

You could get extra funding depending on both your and your apprentice's circumstances. Check the funding rules to see if you're eligible.

# EMPLOYER GRANT



You can get £1,000 to support your apprentice in the workplace if they are one of the following:

- 16 to 18 years old
- 19 to 25 years old with an education, health and care plan
- 19 to 25 years old and they used to be in care

If your apprentice is eligible, Training Works will give you the payment in 2 instalments of £500. You will get the first payment after 90 days and the second one after a year.

## Apprenticeship Programmes - 5% Non-Levy Charges

### Charges:

- Apply for each Apprentice commencing training.
- Can be paid in instalments.
- Apply after 42 days from enrolment.
- There are NO further charges to be added.

### Adult Care:

Adult Care	Level 2	£200
Health Care Support Worker	Level 2	£150
Lead Adult Care	Level 3	£200
Team Leading / Supervisor	Level 3	£225
Business Administration	Level 3	£250
Lead Practitioner	Level 4	£350
Leader in Adult Care	Level 5	£350

### Early Years:

Early Years Practitioner	Level 2	£300
Early Years Educator	Level 3	£300
Team Leader / Supervisor	Level 3	£225
Business Administration	Level 3	£250
Early Years Lead Practitioner	Level 5	£400

# APPOINTMENTS, TRAINERS AND YOUR INVOLVEMENT

Your Apprentices linked Trainer will make contact every 4 weeks. This is likely to be a face-to-face meeting, but at times can be via social media e.g., Teams, if acceptable to you and your Apprentice. You will be asked to contribute to the meeting. It is vitally important that your Apprentice has your support and guidance, to ensure continued commitment and motivation.

Every 8 weeks your Apprentice will be involved in a formal face to face review of progress with their Trainer. At some point in the review, it is critical that either you or your Apprentices line manager become actively involved in a 3-way discussion between you, your Apprentice & Trainer.



## The aim of the Progress Review is to:

- Review previous Progress Review agreed actions.
- Look back on progress over the last 8 weeks – what have they learnt? What new skills have they acquired?
- Look ahead to the learning, teaching & support that is required over the next 8 weeks – with actions and milestones agreed.
- Identify any issues or concerns – what are they? How can they be overcome?
- Identify any additional support required by the Apprentice?
- Provide the Apprentice with Information, Advice & Guidance in order to advance their position at work or their career overall.

At the end of the review, all parties will be asked for written comments & signatures. It is important that all parties are clear on the way forward, targets & objectives to be met.

# DEDICATED STUDY TIME (DST)

During the Apprenticeship, your Apprentice will be expected to complete at least 20% of their employed time on DST Training.

## What is Dedicated Study Time?

DST is training received by your Apprentice during paid hours – training linked to the Apprenticeship. With Training Works, all DST is carried out in the workplace. We do not use colleges or other similar places of learning. DST must be directly relevant to your Apprentices Training Plan, something that teaches new knowledge, skills or behaviours required to become competent in their job role.



## Examples of what can be included as DST:

- Teaching of theory
- Role play
- Simulated exercises
- Online learning
- Practical training
- Work shadowing
- Mentoring
- Industry visits
- Attendance at competitions
- Learning support
- Time spent writing assignment / assignments.

## It does not include:

- Induction
- Training linked to maths & English.
- Assessment activity
- Progress reviews
- Training outside of work hours

Your Apprentices Trainer will provide Pocket Notebooks for your Apprentice to record all DST activity & hours throughout each day. Extra copies can be requested at any time.

DST can be really confusing – don't worry, speak to your linked Trainer or call us on **01253 478180**.



# YOUR OPINION COUNTS!

## ANYTHING BUGGING YOU?

We welcome your views on any aspect of our business, good, bad, or indifferent – at any time!  
Your comments can be anonymous, but if you require a response, contact details would be appreciated.

To help the feedback process, we have enclosed a stamped addressed postcard with this newsletter. We'd love to hear your comments & the next edition of Training Works Times will include a section "You Said, We Listened".

If you require an urgent response, please feel free to contact our Quality Manager: [chloec@training-works.co.uk](mailto:chloec@training-works.co.uk)



**YOUR OPINION COUNTS!**

**training works**  
Training Works (NW) Limited  
"Training for Care Professionals"

To improve the programmes of Training Works and your experience, we really value your comments. Good or bad, just be honest.  
If you would like a response to your comment(s), please leave your name & contact details.  
If you want to remain anonymous, that's OK... Go ahead. Tell us what's on your mind:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name & Contact details (optional): \_\_\_\_\_

Please hand this card back to your Trainer or put in the post  
Thank you for helping Training Works to improve.

PLACE STAMP HERE

Training Works  
Enterprise Centre  
291-305 Lytham Rd  
Blackpool  
FY4 1EW

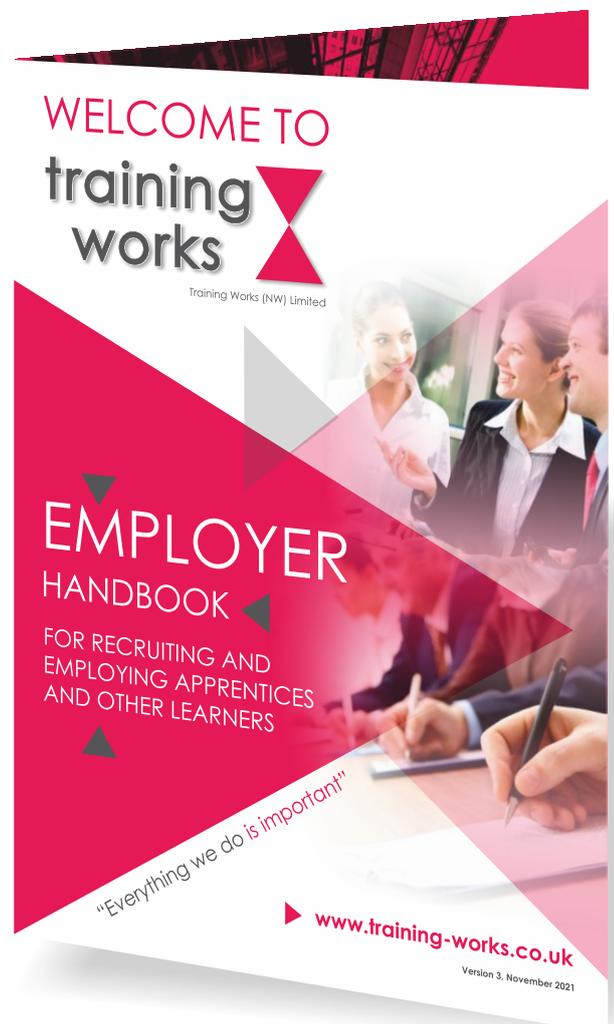
# EMPLOYER HANDBOOK

**HAVE YOU RECEIVED A COPY OF OUR EMPLOYER HANDBOOK?**

**We have produced a comprehensive Guide for employers that includes:**

- Our Contact details
- Description of Apprenticeships
- How to recruit an Apprentice
- Your Commitments, inc the 20% Dedicated Study Time – VERY IMPORTANT!
- Safeguarding Code of Conduct
- Funding, inc 5% charge
- Induction Checklist

If you haven't received your copy, please ask your Trainer, or access it electronically via your Quads Direct account.



**WELCOME TO**  
**training works**  
Training Works (NW) Limited

**EMPLOYER HANDBOOK**  
FOR RECRUITING AND EMPLOYING APPRENTICES AND OTHER LEARNERS

"Everything we do is important"

[www.training-works.co.uk](http://www.training-works.co.uk)  
Version 3, November 2021

# SAFEGUARDING

We have a new Designated Safeguarding Lead (DSL). Rebecca Ryan-Doughty can be contacted in strictest confidence on: **07593 703 281**  
**safe@training-works.co.uk**



Please contact Rebecca immediately you have or become aware of a Safeguarding issue concerning an Apprentice registered with Training Works.

## RECRUITING AN APPRENTICE

DO YOU HAVE A VACANCY SUITABLE FOR AN APPRENTICE?  
ARE YOU STRUGGLING TO FIND THE RIGHT / OR ANY APPLICANTS?



## WE CAN HELP! X

Training Works offer a FREE Recruitment Service to employers willing to train their Apprentice through Training Works. We will:

- Advertise your vacancy on the Governments Apprentice website
- Advertise your vacancy on Indeed
- Forward all applications to you for sifting
- Contact all suitable candidates to arrange interviews

**How much does this cost? Nothing**.....all you need to do is register your chosen candidate with Training Works for their Apprenticeship & we will do the rest.

Contact us on **07593 703 281** or email: **enquiries@training-works.co.uk**

## CONTACT / TEXT US

Safeguarding Issues	<b>07593 703 281</b>	<b>Email: safe@training-works.co.uk</b>
Recruitment	<b>01253 478 180</b>	
Health & Safety	<b>07525 116 498</b>	
New Business	<b>01253 478 180</b>	
General Enquiries	<b>01253 478 180</b>	<b>Email: enquiries@training-works.co.uk</b>