



# Employer Guide Good for Business

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

# Solutions built around your business



West Lancashire College provides a range of solutions that can enhance the development and growth of your business. We have a wide range of training services that can be tailored to fit the needs of your organisation.

Using our expertise we develop solutions that are specific to your objectives and deliver positive results.



We work with hundreds of employers across the North West to deliver flexible business services that add value and aim for maximum return on investment. Working across a wide range of industry sectors, we are able to support you with your workforce development, recruitment and bespoke training requirements.

This combined with our high quality teaching and mentoring makes us an excellent choice for your organisation.

81% of consumers favour using a company which takes on an **Apprentice**.

Data compiled by the National Apprenticeship Service.

# Good for workforce development

Developing and enhancing the skills of your workforce is key to business growth. We are perfectly positioned to deliver training programmes that accommodate staff of all abilities and offer you the best possible return on investment.

To ensure that you maximise the development of your workforce, we offer:

## Professional Qualifications

As an accredited centre for a range of professional qualifications across a range of business disciplines your staff can also improve their specialised knowledge.

## Accounting

Financial efficiency is key to the success of any organisation no matter what the size or type of industry.

We offer a range of AAT and Sage accounting qualifications from Level 2 upwards, these qualifications are good for both staff who are new to accounting and for unqualified accounting staff who want to enhance their knowledge and skills.

These qualifications offer practical, vocational training that will turn your employees into experts and help to increase staff productivity and motivation, adding value to your business.

## Business Improvement Techniques

The competitive nature of today's business environment means that the workforce has to be fully equipped and up to date with the relevant skills and competences. Staying one step ahead of the competition means that organisations constantly have to work to improve their working practice.

We offer Business Improvement Techniques Level 2 qualification, for people at all levels throughout the organisation, and designed to help you improve services to customers, eliminate waste and enhance the quality of your products or services.

## Health and Safety

We offer a range of Health and Safety training for your employees from short one day courses to the full internationally recognised NEBOSH General Certificate in Occupational Health and Safety. These programmes can be delivered onsite or on college premises dependant on the number of delegates.

## Leadership and Management

It has never been more important for organisations to develop managers, both to execute change and to lead in these uncertain times.

We offer a range of Leadership and Management qualifications that are suitable from team leader through to senior management level. These qualifications help improve leadership and management skills, transforming individual and organisational performance.

93% of employers see a **tangible increase** in their managers' capability following an ILM qualification.

Data compiled by The Institute of Leadership and Management (ILM).

## Essential Skills

Essential Skills are vital for a productive workforce and successful organisation, however research suggests that a significant number of employers have concerns about the basic skills of their staff.

Improving employee's essential skills leads to improved workplace performance, improved customer relations and communication, enhanced team building and performance, increased opportunities for multi-skilling of staff and increased opportunities for internal promotion.

We offer essential skills in maths and English that can be tailored to your business. We will work with your staff to develop their speaking, listening, reading, writing, and application of number, building their skills and confidence and helping to improve your overall business effectiveness. We can also work with staff whose first language is not English (ESOL).

## Industry Short Courses

Designed to re-skill employees in new areas or keep you and your team up-to-date with industry developments and legislative changes. We offer a range of industry short courses including:

- Dementia Awareness
- Emergency First Aid at Work
- Fire Marshal
- Food Hygiene
- Infection Control
- Moving and Handling
- Paediatric First Aid
- Safe Handling of Medicines
- Safeguarding of Vulnerable Adults



# Part-time undergraduate courses

Developed to stretch and challenge even the most experienced employees, executives and managers in your business. We have a range of part-time Foundation Degrees, delivered conveniently to suit the needs of your business, our courses suit staff of all levels and ensure their continuous professional development:

- Business Management Foundation Degree (FdA)
- Children and Young Persons Foundation Degree (FdA)
- Computing Foundation Degree (FdSc)
- Social Care Foundation Degree (FdA)
- Sports Therapy Foundation Degree (FdSc)
- Tourism and Hospitality Management Foundation Degree (FdA)



# Apprenticeships

Whether you are looking for a new recruit or would like to train existing staff through an Apprenticeship programme, it is an ideal route to allow you to mould and develop an individual. Apprenticeships combine practical experience with theoretical knowledge to equip staff with the skills for the job.

West Lancashire College have a wide selection of Apprenticeships available so you can find the right fit for your business. Delivered flexibly to suit your requirements ensures the training programme has minimal impact on your working day.

Our Apprenticeships are available at a variety of levels so your staff can find the most appropriate learning route that encourages their development.

We also offer a free recruitment and matching service – our team will work alongside you from beginning to end, helping you to source and screen potential candidates to ensure you find the best match for your business.

From April 2017 the way the government funds apprenticeships in England will change. The levy will apply to all employers in the UK across every industry, even public sector bodies. The levy is a tax of 0.5% of the employers' total wage bill and it will be paid through PAYE. Every single employer will receive an allowance of £15,000 to offset against their levy payments. The levy is only paid by employers where the wage bill is in excess of £3 million pa, which only equates to 2% of UK employers.

West Lancashire College can ensure you have all the information available to you to make the Apprenticeship funding reform as simple and straightforward as possible - ensuring you get the most from it.

Our team of Employer Advisors offer a free service for all businesses – those paying The levy, and those that are not. We conduct an Organisational Needs Analysis where we get to understand your business and identify where you may have recruitment and training needs, and how best to spend the levy – whether for new Apprentice recruits or existing staff training for workforce development.

92% of employers who employ Apprentices believe that Apprenticeships lead to a more motivated and satisfied workforce.

Data compiled by the National Apprenticeship Service.

# Good for bespoke training

We understand that businesses often require tailored training programmes to address current skills gaps and meet relevant industry standards. By working closely with you, our team will evaluate your training needs and make cost-effective recommendations that can be seamlessly implemented within your business.

Bespoke training gives you the ability to shape the learning in line with your goals. From our one day short courses to ongoing development programmes, our team will support you to ensure you get the most out of your bespoke training.



# Good for delivery

Our training can be delivered conveniently to suit the needs of your business through on-site delivery, classroom delivery, online delivery or blended learning. Our courses suit staff of all levels and ensure their continuous professional development.



# Good for facilities

We have invested millions in state-of-the-art facilities which emulate industry working environments, these include:

- Technology and Logistics Centre – NEW for September 2017
- Beacon Day Ward – Centre of Excellence for Nursing, Midwifery and Social Care
- Francesco Graduate Salon – Hairdressing, Beauty, Holistic and Spa Therapy
- Sports Performance Laboratory and Sports Therapy Clinic

- Little Learners Nursery – Ofsted Outstanding

- The Works Restaurant and professional cookery training kitchens

In addition, we also have:

- Hope Theatre and Dance Studio
- The Diner, Café West and The Deli eateries
- Conference Facilities
- MAC, PC Suites and Learner Zone

With such great facilities available you can be sure that your staff will benefit from access to industry standard equipment and the latest technologies.

Many of our facilities are available for commercial hire for business seminars, meetings and events. Facilities for hire include conference facilities, The Works Restaurant, Hope Theatre and the Sports Hall.



## Contact us

To find out more about our training offer or commercial hire options please contact our enquiries hotline:

 01695 52300

You can also email [enquiries@westlancs.ac.uk](mailto:enquiries@westlancs.ac.uk) or visit our website [westlancs.ac.uk/employers](http://westlancs.ac.uk/employers)

### Disclaimer

Every effort is made to ensure that the information contained in this guide is correct at the time of publication. We reserve the right however, to make alterations or amendments to the details contained in this guide. Training courses will operate subject to sufficient numbers.



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