

FOR ALL  
YOUR  
TRAINING  
NEEDS

# EMPLOYER GUIDE

---



**KIRKLEES  
COLLEGE**

**EMPLOYERS**

# Contents

---

Why choose Kirklees College?	3
Apprenticeships	4-11
• Overview and Levels	4-5
• Apprenticeships available	6
• Costs	7
• Benefits	8
• How to recruit an apprentice	9
• Digital Apprenticeship Service (DAS) Accounts	10
• Business Development Team	11
• Trainer Assessors	11
T Levels	12-13
Access our talents	14
Work and Industry placements	15
How it works	15
Sector Based Work Academy Programme (SWAP)	16
Upskilling Opportunities	18-20
Our facilities	
• Conferencing and events	21
• Landings 72 Restaurant	21
Businesses we work with	22-23

---



# Why choose Kirklees College?

---

## **Supporting business growth**

We can provide you and your business with the skills you need to support and develop new and existing employees.

## **Saving you time and money**

Our dedicated Business Development Team will find the right training solutions for you.

## **Peace of mind**

We are one of the UK's leading apprenticeship providers with over 1,000 apprentices in over 1,000 businesses.

## **Apprenticeship, T Level and work placement recruitment**

Our committed team will advise and support you throughout the recruitment process to help find your ideal candidate.

## **Account management**

The Business Development Team is committed to ensuring you receive the highest level of customer service. Any questions or issues please contact us directly on **0800 781 3020** or email **[employers@kirkleescollege.ac.uk](mailto:employers@kirkleescollege.ac.uk)**.

## Overview

Apprenticeships are work-based training programmes designed around the needs of employers and can lead to nationally recognised qualifications.

An apprentice can bring many benefits to your business. Apprenticeships are a flexible training option and give you the power to shape the training your apprentices receive and to play an active role in making sure the skills they acquire complement your existing workforce and meet the needs of your business.

Eager, motivated and loyal to the company that invests in them, apprentices boost productivity and are cost effective.

Apprenticeships are suitable for people of all ages, from school

leavers to existing employees looking to upskill.

Apprentices are assigned a Trainer Assessor who will support, train and guide students and develop their skills and abilities to enable them to complete their qualifications. Apprentices may also attend college once a week or in some cases on block release.

With a proven track record, a high number of our apprentices are offered permanent positions at the end of their training programme (however this is not mandatory).

Your organisation could also benefit from a £1,000 incentive for hiring a new apprentice aged 16-18.

## Apprenticeship Levels

There are various levels of apprenticeship available.

Name	Level	Equivalent educational level
Intermediate	2	5 GCSE passes
Advanced	3	2 A-level passes
Higher	4, 5, 6 and 7	Foundation degree and above
Degree	6 and 7	Bachelor's or Master's degree



### How long does an apprenticeship take?

Usually between one and four years and are not permitted to last less than 8 months.

### Is there an age limit for apprenticeships?

Apprentices must have finished year 11 but there is no upper age limit.

### How many hours per week will my apprentice work?

Apprentices generally work between 30 and 40 hours a week. Apprentices aged 16/17 are not legally permitted to work in excess of 40 hours per week under the 'Working Time Regulations'.

By law, all apprentices must spend a minimum of six hours per week, paid working hours undertaking off-the-job training towards their apprenticeship (excluding maths and English). Generally, one day per week will be in college (dependent on sector area).

## Apprenticeships available\*

### Business and Professional

- Accounts or Finance Assistant
- Assistant accountant
- Professional Accounting Technician
- Customer Service Practitioner
- Business Administrator
- HR support
- Team Leader
- Business Analyst

### Digital Development

- Information Communications Technician
- Multi Channel Marketer

### Construction

- Bricklayer
- Plumbing and Domestic Heating Technician
- Plasterer
- Architectural Joinery
- Site Carpentry
- Furniture manufacturer - Modern Upholsterer
- Wood Machinist
- Installation and Maintenance Electrician

### Education and Early Years

- Early Years Practitioner
- Early Years Educator

### Engineering

- Engineering Operative
- Engineering Fitter
- Machining Technician
- Mechatronics Maintenance Technician
- Engineering and Manufacturing Support Technician
- Engineering Manufacturing Technician
- Metal Fabricator

### Hair and Beauty

- Beauty Therapist
- Barbering Professional
- Hair Dressing Professional

### Hospitality and Catering

- Commis Chef
- Food and Beverage Team Member
- Chef de Partie

### Motor Vehicle

- Autocare Technician
- Heavy Vehicle Service and Maintenance Technician
- Motor Vehicle Service and Maintenance Technician - Light Vehicle

### Process Manufacturing

- Supply Chain Warehouse Operative
- Supply Chain Practitioner
- Food and Drink Maintenance Engineer
- Food and Drink Process Operativer

### Science

- Laboratory Technician

### Sport

- Personal Trainer

### Teaching Education

- Teaching Assistant\*\*
- Learning and Skills Teacher\*\*

\* Correct at time of printing, subject to change.

\*\*18+ only

## Costs

When a company takes on an apprentice, there are various costs and funding opportunities depending on whether the company is a levy payer or a non-levy payer.

### Levy Payers

**Levy Contribution:** Large employers with an annual payroll of over £3 million must pay the apprenticeship levy, which is 0.5% of their total payroll.

**Using the Levy:** The funds paid into the levy can be used to cover apprenticeship training costs for new apprentices and upskilling your current workforce. You will lose these funds if not used within 24 months.

**Cost to Employer:** Employers are responsible for paying the apprentice's wages.

**Incentives and Grants:** Employers receive a £1000 incentive payment for hiring apprentices aged 16-18, or those aged 19-24 who have been in care or have an Education, Health, and Care plan (EHCP). This payment is made around month 6 and then around month 15.

### Non-Levy Payers

**Co-Investment:** Smaller employers who do not pay the levy (those with an annual payroll under £3 million) for apprentices aged 16-21 the government

covers 100% of the training costs, for apprentices aged 22+ employers pay only 5% of the training, with the government covering the remaining 95%.

**Cost to Employer:** Besides the 5% co-investment for apprentices aged 22+, employers are responsible for paying the apprentice's wages.

**Incentives and Grants:** Employers receive a £1000 incentive payment for hiring apprentices aged 16-18, or those aged 19-24 who have been in care or have an Education, Health, and Care plan. This payment is made around month 6 and then around month 15.

Employers are responsible for paying the apprentice wage – Wage rates as of April 2024.

### What's it going to cost me?

National Minimum Wage rates for apprentices as of April 2024:

**Under 18** - £7.55 per hour\*

**18-20** - £7.55 per hour in the first year, National Minimum Wage thereafter (currently £10.00p/h)

**21 and over** - £7.55 per hour in the first year, National Minimum Wage thereafter (£12.21p/h)

Many employers choose to increase the starting wage or review salaries every 3-6 months.

## Benefits

### What are the benefits of apprenticeships?

#### Employer benefits include:

- Apprenticeships help **recruit** new staff or **retrain** and **upskill** existing staff
- Apprenticeships attract enthusiastic talent with **fresh ideas**
- Funding – Potentially up to **100% funding** and incentives could be available to support apprenticeships
- Apprenticeships can help you tackle **skills shortages**
- Apprenticeships offer excellent **staff development** routes for your existing workforce by progressing them to a higher level role
- **Learning** can be done in your workplace - minimising disruption and maximising impact
- Flexibility - The apprenticeship can be **tailored** to specific job roles
- **Reduce staff turnover** by increasing employee satisfaction and loyalty
- Apprenticeships provide you with the skilled workers you need for the **future**

#### Apprentice benefits include:

- **Earn while they learn**
- Apprenticeships are a **recognised and valued qualification**
- A **genuine alternative to university** education
- **Boost employability skills** such as personal confidence and communication
- **Making a real difference!**  
- Apprentices can turn their passion into a career

**Over 500+ apprenticeship standards have been published or are in development and over 200 are approved for delivery**

Source: [www.gov.uk](http://www.gov.uk)



# How to recruit an apprentice

## A step-by-step guide

### Kirklees college recruits for you

#### Contact our Business Development Team

Reach out to our Business Development Team to discuss your needs. We offer a free recruitment service to help you find the right apprentice. We will come and meet with you to understand your business needs, the type of apprenticeship your business is looking for, and any specific requirements you have.

#### Register for the Digital Apprenticeship Service (DAS)

Employers need to register on the Digital Apprenticeship Service (DAS) platform to manage funding and apprenticeship details. Our team will guide you through the registration process if needed.

#### Job Description and Advertising

Send us a detailed job description for the apprenticeship role. We will post the vacancy on the official National Apprenticeship website. The vacancy will also be advertised on our college website and we will promote the vacancy across our social media channels.

#### Screening and Interviewing by the College

Our team will screen the applicants to ensure they meet the basic criteria and the college will conduct initial interviews to assess the suitability of the candidates. We will send you the CVs of the most suitable candidates for you to shortlist.

#### Employer Shortlisting and Interviewing

You will interview the shortlisted candidates to select the best fit for your company. Once you have chosen the apprentice, you will notify us of your decision.

### Recruit an apprentice yourself

If you prefer to handle the recruitment process yourself, we can still provide support by advertising the vacancy on the National Apprenticeship website, our college website and social media to help you attract applicants.

#### Register for the Digital Apprenticeship Service (DAS)

You will still need to register for the DAS to manage apprenticeship funding and details. Our team can assist you with the DAS registration process.

#### College Interviewing

Even if you recruit the apprentice yourself, the college will need to interview the candidates to ensure they meet the requirements of the apprenticeship course.

### For both recruitment routes

#### Assigning a Trainer Assessor

Whichever way you choose to recruit your apprentice. Once they are in position, we will assign them a dedicated Trainer Assessor from our college. The Trainer Assessor will provide ongoing support and guidance to ensure the apprentice's progress and development.

### Apprentice working for your company

We will make sure you get the right candidate for your company and ensure that they are on the right course and that they achieve their qualification.

## Digital Apprenticeship Service (DAS) Accounts

All employers in England now need to register for a DAS account in order to register an apprentice on to training. Employers will need to provide Kirklees College with permissions to add apprentice details for the employer to approve.

For non-levy employers, you will still need to register for a DAS account and reserve funding with Kirklees College. We have developed a step by step guide for employers which can be accessed by scanning the QR code below.

Our Business Development team can provide further support if required.

You can also  
access our  
step by step  
guide via the  
QR code



## Business Development Team

Our dedicated Business Development Team will work with you from the start to the end of the recruitment process. We offer a free recruitment service and are here to make sure the process is as simple, quick and straightforward as possible.

- Advertise and promote your vacancy
- Screen and select suitable candidates for interviews
- Supporting/helping with your interview process

Scan the QR code to meet the team



## Trainer Assessors

### The Role of the Trainer Assessor

Kirklees College has a team of highly qualified and industry-experienced Trainer Assessors (TAs) who are specialists in their fields. They provide the essential communication link between you, your apprentice, and the college.

Each Trainer Assessor supports a small caseload of apprentices throughout their apprenticeship journey, from recruitment to the completion of the independent end-point assessment. They will explain and agree with you on how the apprenticeship will be delivered and achieved, ensuring that both you and your apprentice receive all the necessary information, advice, guidance, and support. They manage your apprentice's training to ensure they acquire the essential knowledge, skills, and behaviours required for their job role with you.

Your designated Trainer Assessor will be pivotal in ensuring your apprentice receives high-quality off-the-job training, ultimately leading to the successful completion of the apprenticeship.

Your Trainer Assessor will be your primary contact at the college, regularly visiting you to review your apprentice's progress and support you in ensuring everything goes to plan. They will keep you updated on your apprentice's progress in college, including their timekeeping, attendance, and overall attitude.



# T LEVELS

**THE NEXT LEVEL QUALIFICATION  
WITH KIRKLEES COLLEGE**

Employers across England are realising the business benefits of T Levels as they host students on industry placements. We can help you to understand how T Level students can progress from industry placement to becoming a successful member of your workforce.

T Levels are new two-year qualifications for 16-19 years olds that follow GCSEs, with one T Level being equivalent to three A-levels. These qualifications have been designed with over 250 global and leading employers to help young people develop the knowledge, attitude and practical skills to thrive in the workplace.

As part of the requirements for a T Level, students will undertake an industry placement for a minimum of 315 hours (approximately 45 days), which will give employers early access to the brightest talent entering your industry.

Typically, this can take place across a six-month period and be a mix of block placements and/or 1-2 days a week depending on the student's timetable.

If you are not able to offer the full 315 hours, you can speak to us about sharing part of the placement with another employer.

## **What's the difference between an apprenticeship and a T Level?**

The main difference is that with a T Level, is that a student's time will be split 80% in the classroom, with the remaining 20% in an industry placement at your workplace. For an apprenticeship, 80% of the time is spent in the workplace on the job and 20% is classroom learning.

For more information and to see which T levels we offer scan this QR code:







## Why not access our talents?

Kirklees College provides you with an outstanding resource to help support your organisation. By working in partnership with us, you will have access to an incredible array of talent, state-of-the-art facilities and a wide selection of business partners.

We are already working with over 1000 businesses just like yours across the region.

See how we can help your staff and business to grow.

Partner with us:

- **Advertise your jobs** with our students
- **Community projects** – in the heart of the community e.g. volunteering, fundraising
- **Employability fairs** – Talk about careers in your industry and recruit
- **Former students** can join our alumni and become ambassadors for the college
- **Hire our facilities** – gallery spaces, sound-proofed performance and rehearsal spaces, recording studios, media and IT suites, training kitchens, hair and beauty salons, aircraft cabin simulator, gym, engineering workshops, motor vehicle, construction workshops, science labs and more.
- **Practice interviews** – Work with our learners to enhance their employability skills
- **Sponsorship opportunities** e.g. events and facilities
- **Work placements** – use our expertise to help benefit your students
- **Working with our students** – mentoring, running competitions or providing live briefs, guest speaking, attending events
- **Upskill your workforce with employer courses**



*"The Force has forged a good working relationship with Kirklees College and all apprentices who are training there at this time are progressing well and have fitted into the teams they are employed within."*

**Catherine Mawson**, West Yorkshire Police

# Work and Industry placements

Only with your commitment and support can Kirklees College better prepare our students to make the transition into work. Ensuring students are work ready contributes to the development of a motivated, ambitious, and capable workforce who are ready to support the development of our local economy.

Students will complete work experience linked to their qualification. This could range

from a 30-hour work placement to a 45-day industry placement depending on their course. Our students could also complete a live brief as their placement activity if there is a specific project you would like completing.

Our aim is to work with you to help set up and plan structured placements which generate the maximum benefit for both employers and students.

## How it works



### Enquire

Contact us on **0800 781 3020** or email **[employers@kirkleescollege.ac.uk](mailto:employers@kirkleescollege.ac.uk)** to find out how you can get involved.



### Register

One of our team will contact you to explain the different placement programmes and agree a placement plan tailored to your company.



### Select

We will match students to your placement opportunity. Once that is done you can decide how you'd like to proceed. We can either send you a CV or arrange a meeting with the student either face to face or via teams



### Placement

Challenge our students and give them the opportunity to shine. Plan them real tasks and activities that add value to your business. Students on industry placement will need interim reviews with their Workplace Mentor and Personal Development Tutor to check progress. We will be on hand to support you, and help the student to get the most out of the experience.



### Next step

We will contact you for final feedback on the student and the placement planning process. We can then plan further placements or refer you to additional services such as apprenticeships or work-based training.

# Sector Based Work Academy Programme (SWAP)

## Recruit your future workforce

The Sector Based Work Academy Programme is a successful way to create a skilled workforce for your business. Designed for those who are ready for employment, an academy can help you attract and retain the best talent to meet both your immediate and future recruitment needs.

Open to jobseekers of all ages, academies usually last between three and four weeks and offer a flexible and tailored approach.

These can be hosted at no direct cost to an employer, as costs are covered by government funding.

If you are interested or would like further information about the services available to support your recruitment needs, please contact:

### **Kirklees College Business Development Team**

Call 0800 781 3020 or email: [employers@kirkleescollege.ac.uk](mailto:employers@kirkleescollege.ac.uk)







## Upskilling

### Maths and English – Functional skills

Do all your employees possess formal qualifications in maths and English? If not, is the fear of these subjects holding them back from professional growth, or have they simply not been given the opportunity to upskill?

If the answer is yes to any of the above, we invite you to refer your staff to us for an Initial Assessment. Our friendly and experienced maths and English tutors will evaluate them in a safe and supportive environment. Following the assessment, we will recommend a suitable pathway: either a short taster course for those hesitant about committing or an accredited Functional Skills course for those ready to advance.

Functional Skills qualifications, available from Entry Level 1 to Level 2, offer a structured framework to incrementally build essential skills. These qualifications focus on the practical application of maths and English in the workplace and everyday life. A Functional Skills Level 2 qualification is equivalent to a GCSE grade C or 4.

We offer face-to-face Functional Skills Maths and English classes, each session spans 16 weeks, with 3-hour blocks: Additionally, we can provide on-site and/or supported online delivery options, subject to participant numbers.

### Maths and English – Multiply

Businesses that enhance their employees' numeracy skills can boost productivity, increase profits, and improve employee retention. If you're an employer, Multiply provides government funding that can be partnered with Kirklees College to assess the mathematical skills of your workforce. This funding allows us to design bespoke maths learning programmes tailored to your employees' needs, helping them "brush up" on maths skills for specific workplace tasks, or complete a Get Ready to Study course, supporting their progression to work-ready Functional Skills qualifications.

Empower your team with the skills they need to excel. Contact us to learn more about our initial assessments and course offerings.

### Digital Skills

Are your employees eager to enhance their digital capabilities? Our Essential Digital Skills course offers a comprehensive solution to empower your staff with the necessary tools and knowledge to excel in today's digital workplace. Designed by industry experts, this course ensures participants not only understand but can effectively apply digital skills within their roles.

#### Course Aims

Equip your staff with the ability to use digital tools seamlessly in both

personal and professional contexts.

Help employees become fluent in digital terminology, facilitating smoother communication and understanding.

Empower your team to excel with a professional and technological approach, paving the way for career advancement and increased workplace efficiency.

### Course Contents

Participants will learn to:

Gain confidence in using Microsoft Excel, Word, Outlook, and PowerPoint.

Become adept at using Office 365 and other software, including Microsoft Teams, enhancing collaboration and productivity.

Develop skills to efficiently search, organise, and utilise information using various search engines.

Improve online communication and collaboration skills, benefiting both work-related and personal projects.

Investing in your employees' digital skills is an investment in your organisation's future. Equip your team with the essential digital skills they need to thrive in a modern work environment.

### Leadership and management Apprenticeship:

A Team Leader apprenticeship is ideal for first-line managers responsible for guiding a team to achieve organisational outcomes. Apprentices can work in any organisation, and while specific responsibilities vary, the required knowledge, skills, and behaviours are consistent.

Key responsibilities include supporting and developing teams, managing workloads and resources, delivering operational plans, solving problems, and building relationships with stakeholders.

The programme lasts 12 months, with apprentices completing assignments and gathering workplace evidence to meet the apprenticeship standard. This is followed by a 3-month end-point assessment (EPA) period, conducted remotely or face-to-face. To pass the EPA, apprentices must achieve Level 2 in Maths and English before or during the programme.

By the end of 12 months, apprentices will have a portfolio demonstrating their competence and will proceed through the Gateway stage to the final EPA.

### Full cost courses

Level 3 and Level 5 CMI (Chartered Management Institute) courses offer blended learning with tutor support, ensuring flexible yet comprehensive education.

### Level 3 Courses:

- **Award in Principles of Management & Leadership:**  
Perfect for new managers, this course provides foundational knowledge and skills to become effective workplace leaders.  
Duration: 4 months.
- **Certificate in Principles of Management & Leadership:**  
Designed for first-line managers, this course focuses on developing skills in setting objectives, tracking goals, providing direction, and overseeing team activities.  
Duration: 6 months.

- **Diploma in Principles of Management & Leadership:** Aimed at aspiring or middle managers, this course covers a comprehensive range of managerial and leadership topics. Duration: 12 months.

## Level 5 Courses:

- **Award in Management & Leadership:** Targeted at experienced middle managers and leaders in departmental, divisional, and operational roles. Duration: 6 months.
- **Certificate in Management & Leadership:** Aimed at middle managers who are accountable to senior managers in the organisation. Duration: 9 months.
- **Diploma in Management & Leadership:** Designed for departmental, divisional, and specialist managers who report directly to senior managers. Duration: 12 to 15 months.

## Learning Curve Course:

The Learning Curve Level 2 Team Leader course is a free (subject to assessment at application) online course designed for those interested in learning about team leadership prior to committing to a full qualification. This convenient online course covers the principles of team leading and explores various leadership styles to help enhance your team's performance. Additionally, the course delves into motivational techniques to maximise the performance of each team member.

## Sector based short courses

These courses are aimed at individuals looking to enter a particular industry or sector, professionals seeking to upskill, or those needing to meet regulatory or certification requirements. They are typically designed to be completed in a short period, making them accessible for those who are looking to quickly gain new skills or enhance their existing ones.

The emphasis is on practical, hands-on learning and real-world applications and often provide a certificate of completion or a professional credential, which can be valuable for career advancement.

## Bespoke training depending on your needs

We offer bespoke training solutions tailored to your specific requirements, whether it's enhancing current skillsets, ensuring compliance with industry standards, or addressing new challenges. Our flexible delivery options, including on-site, online, and hybrid formats, are designed to minimise disruption to your operations. Contact us to explore how we can support your training goals and drive your business forward.

## Conferencing and events

### BOOK A MEETING ROOM

Prices start from  
£20 per hour

## Our facilities

Comfortable and modern conferencing facilities for businesses and groups at competitive prices.

Rooms in our £74m Huddersfield Centre boast magnificent views across the local landscape and canal.

We can host small meetings to big conferences up to 100 delegates.

Rooms are fully equipped with presentation and IT equipment including integrated PA system.

We offer a competitive hot drinks package and can arrange catering to suit your requirements.

To find out more call  
**01484 437000** or email  
**events@kirkleescollege.ac.uk**



*"I just wanted to say a huge thank you for helping to organise a seamless event last week. The food was delicious and everything was scheduled to time and the venue was spot on."*

**Kirsty Oldroyd, Association of Colleges Conference**

## Landings 72 Restaurant

Book a business lunch or evening event in our Landings 72 restaurant.

To make a reservation call  
**01484 437019** or email  
**landings72@kirkleescollege.ac.uk**



*"We are incredibly thankful to you for allowing us to use your wonderful venue and for all your hard work on the evening, it could not have been successful without you. The food was amazing - we received so many great reviews."*

**University of Huddersfield Events Team**



## Businesses we work with

---







---

**T: 0800 781 3020**

**E: [employers@kirkleescollege.ac.uk](mailto:employers@kirkleescollege.ac.uk)**

**W: [www.kirkleescollege.ac.uk/employers](http://www.kirkleescollege.ac.uk/employers)**

---