



Hugh Baird
BUSINESS DEVELOPMENT



ONE

WHO WE ARE AND WHAT WE DO

Our highly experienced Business Development Advisers work with over 400 businesses across the Liverpool City Region. They offer advice on training and funding options which will help your business to develop the skills of your workforce further.

Each of our Business Development Advisers has the skills and experience to help you build or access a course that will meet your specific needs. All courses can be delivered either at your premises or at our Business Development Centre at Hugh Baird College in the Liverpool City Region.

All of our advice and guidance is provided free of charge.

Our aim is to assist businesses in becoming more productive and profitable, as well as attracting and maintaining a motivated team of staff, with the strength of training expertise and business knowledge, to help your business prosper.

STAY AHEAD OF THE COMPETITION

The Customer Relationship Team is here to help you with a FREE Training Needs Assessment to identify any gaps between your employees' skill set and the needs of your business. This service can be an invaluable tool for your company's succession planning.

WE WILL:

- Gather information within the areas where staff could improve performance
- Identify training targets
- Find bespoke training solutions
- Advise on the funding opportunities available

From developing maths and English skills or improving IT knowhow to providing Management or Team Leading training, staff development can help your business to:

- Keep and develop your competitive advantage
- Increase productivity and efficiency
- Enhance employee satisfaction and retention

HUGH BAIRD BUSINESS DEVELOPMENT CENTRE

0151 353 4444 | enquiries-bdc@hughbaird.ac.uk | www.hughbaird.ac.uk/employers

TWO

ACCREDITED FOR OUR QUALITY

Many of the courses we offer are accredited by professional bodies. Accreditation is the granting of approval to an institution of learning by an official review board after the institution has met certain standards. It is the kite mark that all candidates and employers should look for.

Professional bodies which we are accredited with are:



WE ARE PROUD TO HOLD THE MATRIX EXCELLENCE STANDARD

The Matrix Standard is a challenging, outcome based standard that is not only a benchmark of the quality of the services an organisation provides but also a key business improvement tool. Achieving the Matrix accreditation is a positive commitment to providing high quality services.



FUNDING

There are a variety of different funding options that can be accessed by the Business Development Team on your behalf at a local or national level.

Our Business Development Advisors are here to assess your eligibility to access funding and ensure that your training needs are fully met.

BESPOKE TRAINING

At the Hugh Baird Business Development Centre, we believe that one size does not fit all so, by getting to know our clients and understanding their business objectives, we can help tailor courses and workshops to suit their business needs and aid staff development. Please get in touch to discuss how we can help you.

THREE



WHAT IS AN APPRENTICESHIP?

- Apprentices are young people and adults who show great motivation and determination to learn and progress in their chosen field.
- Apprenticeships are industry specific and designed to develop appropriate skills from junior to management level. They are available to employers of any size.
- They combine theory and practice using assessments in the workplace alongside assignments and exams at College.
- The apprenticeship frameworks will include knowledge and competency qualifications as well as English and maths and may include ICT.

APPRENTICESHIP LEVELS

Apprenticeships are available at different levels. The Apprenticeship levels offered at the Hugh Baird Business Development Centre are:

- Intermediate Apprenticeship (Level 2). Equivalent to five GCSE passes.
- Advanced Apprenticeship (Level 3). Equivalent to two A Level passes.
- Higher Apprenticeship (Levels 4 & 5). Equivalent to the first phase of higher education (university level study).

WHY RECRUIT AN APPRENTICE?

- An apprentice is an extremely cost effective solution for any business wanting to develop their workforce.
- Apprenticeships are designed to provide the skills required to improve business efficiency and competitiveness.
- It is also possible to train existing staff by offering them the opportunity to progress onto an apprenticeship.
- You can train the apprentice in your own methods and knowhow and mould them into the skilled, dedicated and committed staff member your business deserves.
- The apprentice training at Hugh Baird College will meet your business needs and enable you to be more competitive.



FOUR

WHAT OUR EMPLOYERS SAY ABOUT APPRENTICESHIPS



Barrie Crompton
Production Supervisor at Billfinger
International Engineering and Services Group

"The Business Improvement Techniques (BIT) apprenticeship training recently delivered by the Hugh Baird Business Development Centre and undertaken by our Supervisors and Team Leaders proved to be of great benefit to the business. The content perfectly aligned to changes of culture and practices required across our Production Cells. The content was delivered in a flexible approach to suit our day to day operation. It was so successful that we are now rolling the programme out to other team members."



Pippa Rose
Practice Nurse Lead at NHS South Sefton
Clinical Commissioning Group (CCG) and
NHS Southport and Formby CCGs

"We've built a strong relationship with the team at the Hugh Baird Business Development Centre and the Health Care Assistant apprenticeship scheme we developed with them has been hugely successful in Sefton. It's great to see some of our apprentices going on to do degree level training and the rest in permanent employment, many in the practices they were apprentices at. They are all very thankful for the opportunity and the mix of hands-on experience and in-class lessons worked really well for them."



S.CRAWFORD
QUALITY DECORATORS

Steve Crawford
Owner at Crawford Decorators

"I am a strong supporter of apprenticeships, because it was an apprenticeship that gave me the opportunity to learn the skills I needed to run my own painting and decorating firm. As a small business, it is essential that the apprentices I take on are reliable, have initiative and are motivated to develop themselves. Thanks to working with the Hugh Baird Business Development Centre, I have found that all the apprentices I have taken on have possessed these traits. Communication from the College is also excellent and I am kept up to date with how my apprentices are progressing with their College work."



gap
for all your PVC & Building Products

Amy Crowther
Group Recruitment Officer at GAP Ltd

"GAP Ltd have developed a strong relationship with the Hugh Baird Business Development Centre and we now have a number of apprentices in a range of different areas of the business. Apprenticeships provide talented individuals with the opportunity to develop skills, gain industry recognised qualifications and realise their full potential. They also work for us as a business because they provide the organisation with committed and enthusiastic staff; who are trained in our working practices and company ethos. We see apprenticeship programmes as key drivers in helping us realise major strategic objectives."



citb
Apprenticeships

Anne Grogan
Apprenticeship Officer at Construction Industry Training Board (CITB)

"CITB has a longstanding relationship with the Hugh Baird Business Development Centre and we have around 70 apprentices learning construction trades on an annual basis. Working with the Hugh Baird Business Development Centre ensures that our employers and apprentices get excellent training from highly skilled and motivated staff. The team at the Hugh Baird Business Development Centre work closely with us to ensure that our high standards of quality delivery are met. We share a joint ethos of working together to get the very best results for our apprentices, who are the lifeblood of our industry."

SIX



HOW TO RECRUIT AN APPRENTICE

- 1** The Business Development Team is dedicated to helping you recruit the apprentice you need. We will advertise your vacancy free of charge on the National Apprenticeship Service website and also to all students at Hugh Baird College. Our access to a list of full time College students means that many candidates will already have achieved some relevant qualifications.
- 2** Once we receive applications, we will shortlist candidates who meet your requirements and arrange interviews for you to make your selection as easy as possible.
- 3** The Business Development Team will also make all necessary arrangements for the delivery of the qualification.
- 4** Once you have selected your apprentice, an assessor will be assigned. The assessor will also support and guide you and the apprentice and ensure you are both meeting national quality standards that are integrated into the programme.



SEVEN



WHAT IS THE COST TO THE EMPLOYER?

The apprentice National Minimum Wage applies to all 16 to 18 year olds on an Intermediate Level or Advanced Level Apprenticeship and to those aged 19 and over in the first year of their Intermediate Level or Advanced Level Apprenticeship.

Apprentices need to be employed for a minimum of 30 hours work per week but many employers choose to offer a salary in line with that of their other employees.

If the apprentice is aged 19 and over and has completed the first year of their apprenticeship, the employer must pay the National Minimum Wage appropriate for their age.

In some cases, employers can access a grant to help with the cost of an apprentice in the first year of employment. At the Hugh Baird Business Development Centre, we can help you access this grant.

This represents a very small investment to recruit a new employee and there is usually a quick return on the investment as the apprentice is generally very motivated and loyal to their employer, as well as growing in vocational competence.



EIGHT

WHAT APPRENTICES SAY ABOUT APPRENTICESHIPS



Dylan Kaye
C.P. Hood Electrical Limited

"I secured my apprenticeship as a result of C. P. Hood Electrical Ltd approaching the Hugh Baird Business Development Centre with an apprenticeship opportunity. They asked if they knew of any suitable candidates within the College. I was already studying Electrical Installations and was lucky enough to be selected for an interview. It was nervous going for the interview, but I got the apprenticeship and I'm currently training on-the-job. Studying an apprenticeship is fantastic. It's a great alternative way of learning as you are more hands on plus you get to deal with real life experiences. I'm developing all the time and I'm earning a wage."



Will Wilson
Malmaison

"The apprenticeship programme I undertook provided me with superb support while I was developing as a chef. I was visited regularly by my assessor and the College supported me to enhance my maths and English skills. It was a great experience for me and meant that I was earning and learning at the same time."

"I love my job now and can't wait to progress in the hospitality trade. Deciding to do an apprenticeship was the best decision I ever made and my advice to anyone thinking about it would be to go for it! You won't regret it."

