

THE

EMPLOYER'S

GUIDE TO

FUNDED ADULT

TRAINING



Hull Business Training Centre
Improving Futures

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HULL | GRIMSBY | SCUNTHORPE

WHAT WE DO



Hull Business Training Centre is an independent training provider covering Hull, East Riding, North Lincolnshire and North East Lincolnshire regions. We are currently working with over 300 companies within the region including Reckitt Benckiser, NHS, Hull City Council, Andrew Jackson, Hull Daily Mail and many more. We are celebrating our 20th anniversary this year and we are actively looking for more employers/employees to work with to support continual personal development in the workplace.

WHAT IS AN ADULT APPRENTICESHIP?



A common misconception is that Apprenticeships are just for young people. Each year tens of thousands of employed adults gain the skills and qualifications they need to grow and develop within their role. There is no age limit!!

An Adult Apprenticeship is a nationally recognised framework of vocational qualifications which includes:

- Level 2/3 QCF Diploma/Certificate Qualification
- Technical Certificate
- Functional Skills

The good news is that the government currently funds Adult Intermediate/Advanced (Level 2 & 3) Apprenticeships. There is **no cost** to the employer/employee - so you can take advantage of this great opportunity to develop your staff (subject to eligibility).

QCF CERTIFICATE

/ DIPLOMA



QCF Certificate/Diplomas are nationally recognised qualifications which reflect the learner's ability to do their job. The qualification is available at various achievement levels. Hull Business Training Centre offer Intermediate and Advanced Adult Apprenticeships (Levels 2 and 3). Adult Apprenticeships are a valued qualification which are recognised within further education. The [progression routes diagram](#) displays progression routes available for learners completing achieving Adult Apprenticeships.

FUNCTIONAL SKILLS



As part of an Apprenticeship framework learners will have an opportunity to freshen up on their Functional Skills. Functional Skills are qualifications in English, maths and ICT that equip learners with the basic practical skills required in everyday life, education and the workplace.

WHY DO AN ADULT APPRENTICESHIP?



- To obtain a formal qualification that supports practical knowledge
- Present your achievements in the best possible light
- To enhance chances of career progression
- Remain competitive within the labour market
- Enhance earning potential
- To increase knowledge and fulfil your potential
- Provides a new and exciting intellectual challenge, as you learn more about your career, your capabilities, and yourself

EMPLOYER BENEFITS



- To enable employers to offer staff development opportunities and qualifications that are relevant to their job role.
- A way of adding to the confidence and motivation of employees through the provision of training and accreditation of skills
- A means of reducing labour turnover by being seen to invest in the employee
- To make the company more attractive to potential and current employees
- As a means to develop existing staff to add more value to the business
- A desire to reward employees through the provision of an externally accredited qualification
- Up-skilling existing employees so that they may be able to take on higher level jobs

HOW IT WORKS



You select the most suitable Adult Apprenticeship course and arrange a sign up date to attend the Training Centre. The course takes a minimum of 12 months to complete. Most courses can be completed with minimum disruption to your job role via work based assessments and distance learning. However, you will need to attend the Training Centre for exams.

The IT course requires weekly attendance of half a day. Most employers we deal with support the scheme and enable learners to attend the Training Centre in normal working hours. However, we do offer evening learning classes for those who cannot take time out of the work place.

Throughout the course you will have access to learning support at the Training Centre should you require.

COURSES



Level 2 & 3

- Business Administration
- Customer Service
- IT Application Specialist
- Supporting Teaching and Learning in Schools

Level 2 only

- Team Leading

Level 3 only

- Management

The courses can be tailored to suit most roles. Suitable units are selected at the start of the course to ensure it is relevant. The selected units are work related, credit based qualifications and will not impact on an employees core role.

If you would like more information on courses available, please get in touch.

ELIGIBILITY



The Adult Apprenticeship Scheme is available fully funded to those in a job role that supports the qualification. Unfortunately, it is not available to those who have a Degree.

CONTACTS



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