

How can an Apprenticeship help my business?

What is a Traineeship?

What's involved in an Apprenticeship training programme?

Who pays for an Apprenticeship?

How to recruit an Apprentice or Trainee?

Why choose Poultec Training as your provider?

The Employers Guide

All your questions answered!



- | Customer Service | Retail | Contact Centre
- | Business & Administration | Hospitality & Catering
- | Food Manufacturing | Information Technology
- | Agriculture | Butchery | Hair & Beauty

Passionate about Training & People

Why choose
Poultec
Training as
your provider?

- *We deliver training programmes that are tailored to your business needs.*
- *Our tutors have real-life industry experience and knowledge.*
- *We have a reputation for delivering high quality training.*

Poultec Training has established a reputation for delivering high quality, industry specific training on a regional and national basis. This has only been possible by having high calibre, knowledgeable staff and excellent resources. Poultec remains competitive by ensuring that we not only meet but exceed the expectations of the companies that we work with.

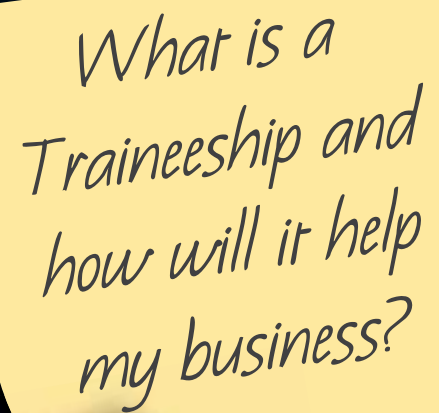
Poultec prides itself in delivering training specific to the needs of both your business and your staff, which has resulted in us establishing long standing relationships with businesses in many industries.

We believe that by helping you recruit and train an Apprentice or Trainee, we are helping you prepare your business for the future. We ensure that our training programmes give Apprentices and Trainees the right skills for your business.

We deliver training in the following sectors:

- Agriculture**
- Business & Administration**
- Butchery**
- Contact Centre**
- Customer Service**
- Food Manufacture**
- Hair & Beauty**
- Hospitality & Catering**
- Information Technology**
- Retail**





What is a
Traineeship and
how will it help
my business?

- *Traineeships support young people moving from education onto an Apprenticeship or into employment.*
- *Traineeships are aimed at 16-19 year old who are not employed.*
- *Traineeships provide work experience lasting at least six weeks.*

The Traineeship is a programme designed to support young people to move from education onto an Apprenticeship or into employment. The programme is aimed at 16-19 year olds who are not employed and have little work experience, but are focused on gaining employment.

The programme lasts up to six months and is made up of both classroom based training and work experience. The key focus of a Traineeship is providing a young person with work experience and relevant training to prepare them for work, including training in Maths and English.

By having a young person on a Traineeship within your business you are providing a young person with real life work experience. The work experience will last at least six weeks, where the young person will work as part of your team, after which you will provide a formal reference and interview. You may decide to offer employment after they have completed their Traineeship.

The work experience that you provide a young person is essential in their transition from compulsory education into employment.

How is a
Traineeship
funded??

- *Traineeships are funded by the Government.*
- *A Trainee receives valuable skills and experience.*

Traineeships are funded by the Government, who pay training providers such as Poultec Training Limited to deliver the training. The classroom based training sessions will be arranged and provided by Poultec. While on a Traineeship a young person will not receive a wage, however they will be receiving valuable skills and experience to progress into employment or onto an Apprenticeship.

* Funding correct as of January 2015



Recruiting

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How do I
recruit a
Trainee for
my business?

- *We are with you, every step of the way.*
- *We can advise you on the best ways to recruit Trainees.*
- *We work closely with schools, careers services, Job Centre Plus and other organisations to connect your potential Trainees.*

If you would like to offer a place for a Trainee, please contact us. We have well established links with local schools and colleges and can help with your recruitment.

Traineeships

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Apprenticeships | The benefits

How can an Apprenticeship help my business?

- *Apprenticeships help you attract new talent to your business.*
- *An Apprentice can be a vital element of your strategy to address current and future skills shortages.*

Apprenticeships ensure that staff have the correct practical skills they need today and in the future. An Apprenticeship provides a mixture of both on-the-job training and off-the-job training and can be tailored specifically to your business needs, so that your staff have the skill set that you require.

An Apprenticeship is a partnership between an employer, training provider and Apprentice. The employer provides employment, support and guidance for the Apprentice throughout their working day. The training provider delivers an Apprenticeship training programme and the Apprentice is committed to working for you and taking part in their learning programme.

Like all employees, Apprentices must still receive a wage. The National Minimum Wage for Apprentices is £2.73* per hour, however many employers pay more, particularly as a stepped progression linked to performance. Apprentices have the same benefits, such as paid holidays, as your other employees.

* Correct as of January 2015



Apprenticeships



Qualification

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What is an
Apprenticeship?

- *An Apprenticeship is a work-based training programme designed specifically around the needs of employers.*
- *Apprenticeships lead to nationally recognised qualifications.*
- *You can use Apprenticeships to train both new and existing employees.*
- *Funding is available to train apprentices.*

An Apprenticeship training programme lasts for at least one year and combines the delivery of training in the workplace by both the employer and the training provider and in some cases off-site with the training provider.

Apprenticeships are available in three levels:

- Intermediate
- Higher
- Advanced

The Apprenticeship training programme allows the Apprentice to gain a nationally recognised qualification, such as an NVQ, as well as Functional Skills (Maths, English and in some frameworks ICT) and in some cases a Technical Certificate.

As Apprenticeships are work-based training programmes, most of the training is delivered within the work place – at your premises. The rest can be provided by a specialist learning provider, such as Poultec Training Limited.

As the employer you must give your apprentices an induction into their role and provide on-the-job training. You are also responsible for paying your apprentices' wages. Employment is expected to be for a minimum of 30 hours per week.

Funding is currently available for Apprenticeships, to pay for the training delivered by Poultec Training.

Apprenticeships

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What's involved in an Apprenticeship training programme?

Apprenticeships

- *An Apprentice will work within your business developing their hands-on skills.*
- *Further teaching of skills by Poultec, the training provider.*
- *Workplace training and observations are recorded in an e-portfolio.*
- *At the end of the programme you have a record of all that your Apprentice has learned and achieved.*

An Apprentice will work within your business developing their hands-on skills under supervision. This is complemented with further teaching of skills by Poultec, the training provider. The tutor will observe the Apprentice working within their workplace and record their observations in an e-portfolio. The Apprentice will demonstrate the knowledge that they are learning through the job and the teaching, by completing questions, projects, assignments and online tests within their e-portfolio. It's important that the business gives sufficient time for the Apprentice to complete their tasks within their e-portfolio.

Whilst the majority of the Apprenticeship is delivered within the workplace, it may be necessary for an Apprentice to attend classroom based sessions with Poultec.





Funding

Who pays
for an
Apprenticeship?

- Funding covers the costs of the delivery of the training.

The level of funding is subject to change and is dependent on current Government policy. Information is correct at time of publication.

Employers are expected to make a financial contribution towards training for Apprentices over 18 years; these vary dependent on age of Apprentice and location of business.

Apprenticeship Grant for Employers of 16 to 24 year olds (AGE 16 to 24) – The National Apprenticeship Service is offering businesses of less than 50 employees, who have not employed an Apprentice in the last 12 months, a grant of £1,500. The grant is paid directly to the business after week 13 of the Apprenticeship training programme. Up to five grants are available for each employer.



Poultec Training Limited in association with EDGE are working together to promote agricultural apprenticeships

EDGE Apprenticeships in Food & Farming is an industry-led scheme that aims to educate, develop, grow and employ young people, equipping them with the skills they need to succeed.

The scheme was launched in March 2013 and will tackle skills shortages and a widening age gap in the food and farming industries. It has received industry-wide backing and is already successfully matching bright and enthusiastic young people with dynamic and exciting job opportunities.

The programme is led by employers and will help to attract the best young people, organise their training and simplify the process to encourage businesses to get involved and take on an apprentice.

EDGE Apprenticeships in Food & Farming is a collaborative venture between agricultural purchasing groups Anglia Farmers and Atlas Farm Group, in conjunction with Poultec Training Ltd., Easton and Orley College, New Anglia LEP, Norfolk County Council and Suffolk County Council.

It is supported by co-investment from the UK Commission for Employment and Skills (UKCES) Growth and Innovation Fund.

For information, visit www.edgeapprenticeships.org or call 01603 881966.

* Funding correct as of January 2015

Apprenticeships

How to recruit an Apprentice?

- *We are with you, every step of the way.*
- *We can help you find an Apprentice for your business.*
- *We access the National Apprenticeship Services online vacancy site, where they can post your vacancy.*
- *We work closely with schools, careers services, Job Centre Plus and other organisations to find your future Apprentices.*
- *Vacancies are also posted on Poultec's own website.*

We will pass onto you the applications received, for you to select those for interview. Once you have selected your apprentice and they commence employment we can then enrol them onto their Apprenticeship training programme.



Short courses

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Why not take advantage of the training that Poultec can offer?

We deliver a wide range of nationally accredited professional courses. In addition to the accredited courses, we can also offer bespoke training tailored to your needs.

For more information, please visit our website or call us on 01362 850983.

Courses available:

Allergens - Awareness
Allergens - Management
Auditor Training
COSHH Principles (CIEH Level 2 Award)
Environmental Awareness
Environmental Management
Food Safety in Catering/Manufacturing/Retail (CIEH Level 1 Award)

Food Safety in Catering/Manufacturing/Retail (CIEH Level 2 Award)
Food Safety in Catering/Manufacturing/Retail - Supervising (CIEH Level 3 Award)
Food Safety in Catering – Management (CIEH Level 4 Award)
Food Safety in Food Manufacturing – Management (CIEH Level 4 Award)
Fire Awareness Training
Fire Marshall Training
First Aid (1 Day)
First Aid at Work (3 Day)
HACCP for Food Manufacturing (CIEH Level 3 Award)
HACCP - Principles (CIEH Level 2 Award)
Hygiene and Biosecurity (Farm and Hatchery)
Health & Safety for Poultry Workers
Health & Safety in the Workplace (CIEH Level 2 Award)
Health & Safety in the Workplace (CIEH Level 3 Award)
Health & Safety in the workplace (CIEH Level 4 Award)
Health & Safety - Machine Operators
Health & Safety - Retail
Health & Safety - Managing Safety (IOSH)
Manual Handling - Principles (CIEH Level 2 Award)
Poultry Quality and Yield Course
Poultry Welfare (All areas of industry)
Risk Assessment Principles and Practice (CIEH Level 3 Award)
Risk Assessment Principles
Safe Working in Agriculture and Production Horticulture (Lantra Awards Level 2 Award)
Training, Skills and Practice (CIEH Level 3 Award)
Ladder Safety
X-Ray and Metal Detector Training

Short courses

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