



## Working with employers

Delivering a skilled and productive workforce now and in the future

# Welcome

**Dudley College of Technology is one of the UK's leading FE colleges, rated Outstanding by Ofsted in 2017.**

Dudley College of Technology has a very strong vocational heritage which dates back to 1862. We have extensive experience of delivering Apprenticeships and bespoke training. Our provision covers a wide range of vocational areas and our experience enables us to be flexible when it comes to finding the right solution for your Apprenticeship programme.

Over the last few years, we have invested in our employer-led facilities and resources across the Dudley Learning Quarter which gives our learners access to state of the art technical facilities, designed in partnership with employers.

We provide industry-led programmes and technical hands-on skills that drive growth in the local skills base for employers current and future needs.

At Dudley College of Technology, we are proud to offer one of the best talent pools, locally, regionally but also nationally. Supporting employers with recruiting apprentices and offering all-age work-based learning programmes.

Whatever your business needs, we would love to hear from you and support you with Apprenticeships and work-based training for your business.



*Neil Thomas*

**Neil Thomas**  
College Principal,  
Dudley College of Technology



## Our mission:

To deliver outstanding technical and professional learning, which raises aspirations, develops skills and changes lives.

# Building a skilled and productive workforce

You need a skilled and productive workforce at all levels of the organisation. Your staff need to be equipped with current, specialist technical skills and knowledge, alongside transferable and flexible employability skills and behaviours.

These core and specialist skills are fundamentally embedded in our training programmes, ranging from entry level to high level technical and professional skills. We offer bespoke, nationally recognised, quality training programmes to include:

- Apprenticeships and higher Apprenticeships
- Professional and technical skills training designed for new staff and up-skilling your existing workforce
- Bespoke bite-sized training courses designed to meet your specific needs.

## 90%

of employers that take on an apprentice report benefits to their business

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## 71%

of apprentices stay with the same employer

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### Bespoke, flexible and accessible training to suit your business

We have developed a more responsive approach to meeting the needs of employers by developing bespoke training programmes with flexible delivery models. By working with you, we are able to co-design and develop high quality training programmes at a time and place to suit you.

Our Business Managers will work with you to find the right solution for your business.

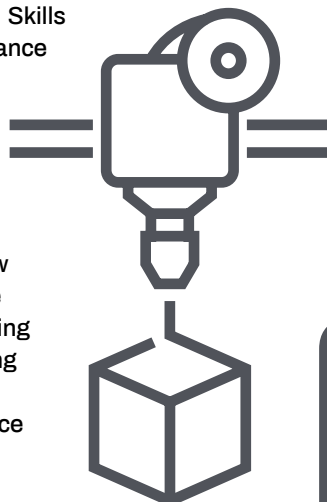
## 90%

of apprentices stay in employment after finishing their Apprenticeship

# Why partner with Dudley College?

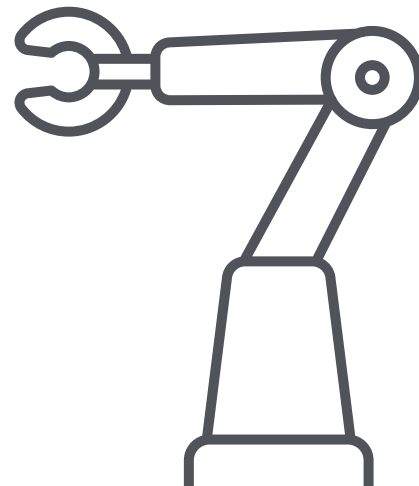
**£12 million**

Invested in new centre for Advanced Building Technologies and Construction Skills (Dudley Advance II campus)



**£9 million**

Invested in new 2,800m<sup>2</sup> centre for Manufacturing and Engineering Technology (Dudley Advance campus)



Annual turnover over in 2017/18

**£41 million**

We are one of the UK's major colleges for Further Education

Ofsted rated 2017  
**Outstanding**

Over  
**4,000**  
apprentices on  
programme 17/18

**One of the top colleges nationally**

for the number of apprentices that successfully achieve their qualifications

We delivered training to over  
**12,600 learners**  
2017/18

Established  
since  
**1862**

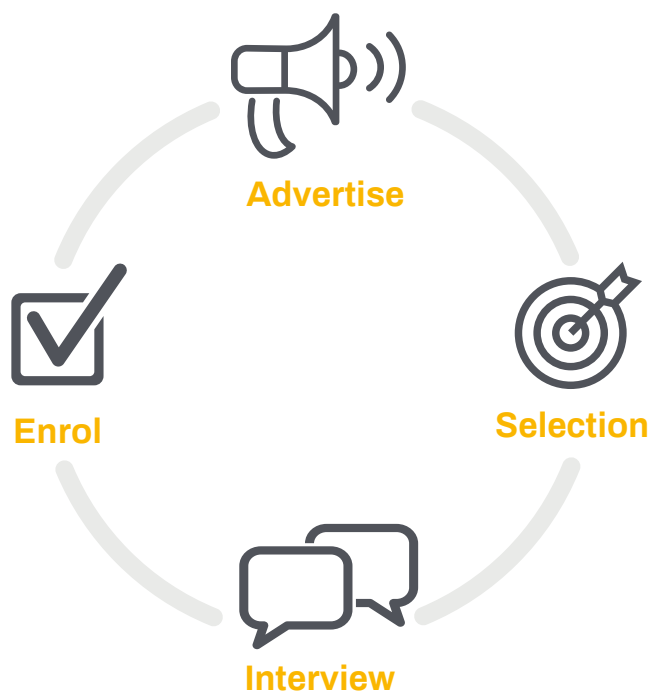
We are working with hundreds of businesses and organisations, including:



## Ofsted rated 2017 - Outstanding:

Through extensive partnerships Dudley College of Technology create excellent opportunities for learners to progress into further learning and jobs.

# Free Apprenticeship Recruitment Service for Employers



## Advertise

We will advertise your vacancy to our own learners and wider afield too, via the National Apprenticeship Service. Our free recruitment service means not only will we advertise your vacancy, but we will also refer pre-selected applications suitable for the role.

## Selection

Our team will match and screen potential applicants to your specific needs and job role and will send their details direct to you. We measure candidates against your individual criteria (which could include qualifications such as GCSE English and mathematics) and make sure they understand the vacancy, the role, the commitment and your company's expectations of them.

## Interview

Arranging interviews, particularly for smaller employers who may not have a full-time HR resource, can be a drain on management time, so we can do that for you too! You just have to look over the CVs and agree which candidates you'd like to meet.

## Enrol

Leave all the paperwork to us. When your apprentice starts their employment we will enrol them onto the Apprenticeship and the journey to skilled and qualified staff begins.



Our decision to recruit apprentices reflects the commitment Higgs & Sons has to investing in the future talent of the firm. We had a very positive experience working with Dudley College of Technology. We found they had a wide range of well-prepared and eager candidates, and ultimately we found apprentices who suited our needs very well. We are happy to report our apprentices have settled in very well.

**Higgs & Sons Solicitors**

# Apprenticeship sector areas

Dudley College of Technology offers a diverse range of Apprenticeships in:

Accountancy  
Barbering  
Beauty Therapy  
Business Administration  
Business Improvement Techniques  
Construction, Trades & The Built Environment  
Customer Service  
Early Years, Children & Education  
Engineering & Manufacturing  
Hairdressing  
Health & Social Care  
Hospitality & Catering  
IT  
Management & Team Leading  
Motor Vehicle Maintenance & Repair  
Warehousing & Logistics

“

We are delighted with the speed and efficiency of the apprentice recruitment service provided by Dudley College of Technology. Our apprentice is a great fit for our friendly, busy team and with the ongoing support from Dudley College, we are convinced she will be a great asset to the society.

**Dudley Building Society**

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“

With such a massive skills shortage at the top end, I will now only be looking at the finest young talent you have and offering them something special. Mentored and trained by other people here.

Having had our apprentice on board, this has changed the way we will do things here for good. Get them young, enthuse them – and make them feel special.

**Bri-Mac Eng Ltd**

”

# Apprenticeship funding - the levy

## An introduction to the levy

Announced by the Chancellor in last year's Autumn Statement, the Apprenticeship Levy is expected to supplement Government Apprenticeship funding by raising £3bn annually.

The levy will require you to make an investment in Apprenticeships, from which you can benefit by training existing employees or new recruits and by bringing high level professional and technical skills to your business.

It will be calculated based on total employee earnings, not including other payments such as benefit in kind. Every employer will receive a £15,000 allowance to offset the costs, which means that only 2% of employers will pay. Even with just a small percentage of employers contributing, the Government anticipates raising £3bn annually through the levy.

Employers will be allocated funding via a digital voucher system, to purchase training from providers, giving them more choice and control over the training offered to apprentices. Ensuring that you make the right choice and are informed in making that choice will be important.

## Transfer of Apprenticeship levy funds

Information about transferring funds to other organisations in the Apprenticeship service.

- Employers that pay the levy have the option to fund an apprentice in one other organisation in their supply chain.
- Funds will be transferred monthly for the duration of the Apprenticeship with a 10% cap on transfers
- Employers that do not pay the levy will be able to register for an Apprenticeship service account enabling them to receive the transfer
- Receiving employers will be able to start adding details of their Apprenticeship to the service.

## Financial example

If you are an employer operating in the UK, with an annual payroll of over £3 million, you will be required to pay a levy of 0.5% of your total UK payroll. The amount entering your Digital Apprenticeship Service (DAS) Account will be how much you have available to spend on Apprenticeship training in England. The Government will apply a 10% top-up to funds monthly at the same time the funds enter your Digital Apprenticeship Service Account. So for every £100 that enters your account to spend in England on Apprenticeship training, you get £110.

### Levy paying employer example:

Annual payroll with £7m (all England)	
Levy sum	$0.5\% \times £7,000,000$
Allowance	£35,000 - £15,000 allowance (levy not paid on first £3m)
Annual levy payment	£20,000

Monthly tax	$£20,000 / 12 \text{ months} = £1,667$
Monthly credit (10% top up to levy credit)	$£1,667 \times 1 \times 1.1 = £1,833$
Annual levy credit	$£1,833 \times 12 = £21,996$

If DAS levy credit runs out the system switches to 10% cash contribution in return for 90% ESFA funding.

### Non-levy paying employer example:

Employer of 50 employees, each with a gross salary of £20,000	
Gross annual payroll	$50 \times £20,000 = £1,000,000$
Levy payment entry point	£3,000,000
Annual levy payment	£0





### Trust your levy with a safe pair of hands

We support employers to maximise their return on investment. Our dedicated Business Managers can provide you and your organisation with the expertise to guide you effortlessly through the process. We offer:

- Advice and guidance on the levy
- Training needs analysis
- Workforce planning and support
- Free recruitment service for new apprentices
- Upskilling and reskilling of existing staff.

# Apprenticeship Checklist for employers

## Getting started

1. Identify a job
2. Ensure you can offer 30 hours per week
3. You must give your apprentice a contract of employment which is at least long enough to allow them to complete their apprenticeship successfully
4. Contact us to discuss qualifications and your funding options.

## Recruitment

1. Write a job description
2. Give some thought to salary. Can you afford more than the minimum wage?  
Are you paying what the job is worth?
3. Contact us to use our free recruitment service, we will advertise your vacancy. Our team will screen and match potential applications to your specific needs and job role.

## On the job

1. Identify a member of staff available to you who can mentor the apprentice
2. Be sure the skills you want the apprentice to gain exist within your organisation
3. Ensure staff understand you will be releasing your apprentice to study during work time
4. Establish when and where the training will take place and share with your team.

## Policies

Your apprentice is subject to the same benefits, rights and opportunities as other employees. Having the following policies to hand will help speed up the process and give the college assurance that you are a responsible employer.

- Health & Safety Policy
- Equality & Diversity Policy
- Performance Management.



# Dudley Learning Quarter

**Dudley Learning Quarter has changed the face of Dudley by creating a dedicated campus for learners right at the heart of the town. Packed full of exciting technology and social spaces, Dudley Learning Quarter provides learners and the local community with the very best facilities to inspire their learning and improve their skills.**

## The Broadway Campus

Established in 1862, The Broadway Campus is the main site of the college which offers a range of learning facilities at the heart of the Dudley Learning Quarter. The Broadway provides dedicated spaces for learning and socialising. It is also the home of the college's Students' Union - membership of which is free to all learners.

## Dudley Evolve

Dudley Evolve houses fantastic learning facilities for travel and tourism, sport, public services, performing arts, hair and beauty, media, graphics, art and design, music and photography learners.

## Dudley Enhance

The home of STIR Bistro and Café, a learner run facility and the new learner resource centre.

## Dudley Sixth

Dudley Sixth offers AS and A level courses in fabulous new facilities, backed up with excellent support and teaching, with well-equipped teaching rooms and laboratories as well as computer zones and quiet study areas.

## Dudley Advance

Dudley Advance brings first-class engineering training facilities to the region and offers individuals and employers the best opportunities to develop their skills and businesses. At a cost of £9million, Dudley Advance offers 2,800m<sup>2</sup> of specialist teaching space spread over four floors.

## Dudley Advance II

Dudley Advance II is the first of its kind in the Further Education sector offering learners training in the latest construction techniques, technology and off-site fabrication.

With a focus on Apprenticeships, level 3+ qualifications and progression to degree level courses the £12million centre supports the modernisation of skills development across the construction industry.

## Motor Vehicle Centre

If you're looking for a career in the motor vehicle industry we provide a range of courses including vehicle maintenance and repair and an Apprenticeship and Advanced Apprenticeship programme, all delivered in our specialist motor vehicle workshop at Wolverhampton Street.

## CAT Centre

The Construction Apprenticeship Training (CAT) Centre is now open with over 300 apprentices and learners on programmes. This brand new purpose-built training centre focuses on traditional construction trades such as carpentry, plastering, heating and ventilation, plumbing, roofing and electrical installation.

**Dudley College of Technology have the capacity to deliver nationally. We partner with a number of national venues to provide delivery in a location to suit our employers.**



# Get in touch!



**Call us...**  
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**Visit us online...**  
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**thinking**  
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