

# BUSINESS SOLUTIONS

## EMPLOYER TRAINING GUIDE



SEEVIC  
College

[www.seevic-college.ac.uk/employers](http://www.seevic-college.ac.uk/employers)

# WHO WE ARE

SEEVIC College has moved a long way from its roots as a sixth form college. In addition to our main campus at Benfleet, we lead innovative and successful provision in the centre of Basildon. We deliver a broad range of both academic and vocational curriculum and are rapidly expanding our further and higher education and apprenticeship programmes.

Following a successful inspection in May 2009, which rated our engagement with employers as 'Outstanding', we are determined to move quickly to excellence in all areas of our business.

Our Employer Engagement Team offers a high quality service to support the training needs of individuals and employers. We have a strong history of providing high quality learning and training and place the needs of your business and staff at the heart of any delivery.





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# APPRENTICESHIPS

Apprenticeships combine work-based skills and theoretical learning while focusing on the job as a whole. They allow the employee to acquire and apply the skills, knowledge and understanding required by employers in specific professions.

Apprentices work alongside your staff and attend SEEVIC College (usually on a day release basis) to study towards nationally recognised qualifications.



## Subject areas currently available:

- Business
- Customer Service
- Finance
- Public, Health & Care Services
- Sport & Leisure

At SEEVIC College we are continuously developing Apprenticeship programmes in a range of sectors. Please contact us for developments and more information.

## Benefits for your business

- Apprentices prove to be enthusiastic, loyal employees who work hard
- 77% of employers believe apprentices make them more competitive
- 76% say that apprenticeships provide higher overall productivity
- 80% feel that apprenticeships reduce staff turnover
- Increased productivity
- Improved quality standards
- Increased staff retention and motivation
- A more talented and diverse workforce
- Greater competitiveness
- Cost-effective relevant training (LSC National Apprenticeship Week research, 2008)

## Employ an apprentice

We can offer a free recruitment service if you need it and work with you to select the best apprentice for your business.

- We will carry out a full Health and Safety check at your premises
- We pay the cost of training your apprentice
- You pay your apprentice the recommended rate of pay
- We give high quality support to you and your apprentice
- Your apprentice is your employee working for you under your business's terms and conditions

## Costs

### Apprentices aged 16-18

FREE to the apprentice and the employer.

### Apprentices aged 19-24

FREE to the apprentice and a fee contribution required from the employer. Please discuss with our Employer Engagement Team.

## Employer Case Study

Jane Fletcher – Castle View School

**“Working with SEEVIC College on the Apprenticeship Programme has been an excellent experience and has brought enormous benefits to the school. It has been a valuable experience having the apprentices in the PE department as it has allowed us to do a lot more individual extra-curricular coaching and increased the individual teaching within lessons.”**



# CUSTOMISED TRAINING SOLUTIONS

SEEVIC College has a team of expert trainers to help you identify your business needs and training solutions. We offer a free organisation needs analysis to find out your business needs and work with you to develop appropriate training packages.

## Affordable bespoke training

We can help you develop your business with cost-effective methods.

Our services include:

- A free organisation needs analysis
- A high quality, bespoke training package created to suit your business objectives
- Help to access funding opportunities, including free and subsidised training programmes
- Training that helps you to retain existing employees and can reduce the expense of future staff recruitment

## Benefits to your business

- Increased job satisfaction and employee motivation
- Improved employee productivity and efficiency
- Increased capacity to adopt new technologies and methods
- Reduced employee turnover

**We can offer training in a range of sectors, some examples include:**

## Business, Administration & Customer Service

The world of business encompasses everything from administration, customer service and sales to legal support and finance. SEEVIC College can offer courses to support employers and employees through the fast-paced world of business.

## Management & Team Leading

Managing people, projects and budgets is only part of a management role in today's business environment. SEEVIC College's tailor-made management training packages offer courses that can include: planning and implementing change, encouraging innovation, effective decision-making, reducing conflict and lots more.



## **Learning & Development**

These courses are designed to meet the needs of people working in the training and learning sector, as well as those who wish to develop individual training skills. They are ideal for anyone who delivers or develops learning and training programmes, or who supports learners through coaching and mentoring.

## **Sport & Leisure**

London 2012 is just around the corner and the sport and leisure industry is growing from strength to strength. Sport is about more than just competitions and football. SEEVIC College has a strong background in providing high quality training in this area and we offer a range of courses for anyone wanting to develop their career within this industry.

## **Health & Care**

If you need training in the early years, health or social care sector, SEEVIC College can offer courses that are designed to include practical and theoretical learning.



# TRAIN TO GAIN

Train to Gain is a Government-funded programme developed to improve the skills of your employees with the aim of improving overall business performance.

Our Employer Engagement Team will work with you closely to use Train to Gain funding to enable the following:

- Identify the skills your business needs
- Find any available funding
- Pinpoint the right training to develop the skills of your workforce
- Agree a tailored training package
- Review the progress being made and keep you updated on future training opportunities

**We can offer training in a range of sectors, some examples include:**

- Business, Administration & Customer Service
- Management & Team Leading
- Learning & Development
- Health & Care
- Sport & Leisure

## Benefits to your business

- Help in accessing the best funding opportunities
- Bespoke training package to suit the needs of your business
- A free visit to assess your training needs
- Training to help you build the skills of your employees and help to retain existing staff to reduce the expense of recruitment

## Costs

Many of our courses are free of charge to you and your employees under the Train to Gain programme. There are some courses which the employer must cover a subsidised cost. Please speak to the Employer Engagement Team for more information.



# WORK EXPERIENCE

Whatever the size or capabilities of your organisation you could reap the benefits from taking students on work experience. SEEVIC College will source the right student to work with you for a short period of time.

We maintain successful relationships which have enabled the College to place over 1,000 students on work experience placements each year.

## Benefits to your business

- **FREE** service to employers
- Students can offer fresh new ideas or develop projects that the company just hasn't had time to carry out
- Fresh enthusiasm
- Potential future recruits

## Costs

This service is **FREE** for employers.

## Employer Case Study

**Emma Lawrence**  
**Senior Childcare Co-ordinator**  
**Canvey Community Children's Centre**

**“Here at Canvey Community Children's Centre we truly believe in the work experience programme. We have been taking part in SEEVIC's programme for a number of years now and have had many shy, quiet students who have come through our doors and leave as mature, confident adults.**

**The opportunities available to students are endless from learning new skills, working as part of a team, building confidence and feeling a sense of achievement. Through hard work and enthusiasm demonstrated from students on placement, future employment may be a prospect.”**

# EMPLOYER CHARTER

SEEVIC College delivers training and workforce development services to employers throughout the South East. We are committed to offering solutions which will ensure a productive, efficient and motivated workforce, and will provide essential personal, professional and technical skills to maximise staff potential and improve business performance.

## What you can expect

- We will provide accurate and timely information on the courses, business solutions and training programmes we offer and will work with employers to establish both their current and future training needs
- We will provide each employer with a named contact at the College, and will respond to all enquiries within 3 working days
- We will provide appropriately qualified and experienced staff to deliver training solutions
- We will carry out regular learner progress reviews, and will provide an opportunity for the learners and employers to give feedback on the training solution provided
- We will provide a healthy and safe learning environment

## What we ask of you

- To provide us with as much information as possible regarding your training and development needs
- Your support and commitment to your employees throughout their training programme
- To participate in regular reviews, discussing progress, any issues and action plans
- To approach us with any concerns or complaints
- To pay all fees promptly and in accordance with the terms agreed and your employees
- A positive commitment to their training and goals
- To be punctual, attend all sessions and complete all work within the given timescales
- To ensure any concerns are raised with a member of staff so that appropriate action can be taken

## Equal Opportunities

SEEVIC College is committed to Equal Opportunities as a natural and integral part of its practice at all levels. It recognises that discrimination on the grounds of age, class, disability, gender, race, religion and sexual orientation militates against good educational practice, good client relations and good employee relations.

# FACILITIES FOR HIRE

SEEVIC College, Benfleet Campus and New Campus Basildon offer various rooms, spaces and facilities available for your business to hire.

## Dance Studio

170m<sup>2</sup> fully equipped dance studio, purpose built with sprung floors, dance bars and mirrors.

## Indoor Sports Hall

Together with a large range of equipment available to use, this 675m<sup>2</sup> sports hall can be used for various sporting activities including: circuit training, cricket, badminton, basketball, netball, tennis, hockey or indoor bowls.

## Outdoor Multi-Use Games Area

This area which is 1,200m<sup>2</sup> and fitted out with rebound boards can be used for a number of sports games including: netball, football, hockey, tennis or basketball.

## Fitness Suite

Our fully equipped fitness suite offers cost effective monthly and yearly gym membership for you and your employees. Our state-of-the-art equipment includes: free weights, fixed resistance weights, bikes, treadmills and a punch bag.



## Classrooms

We can offer a variety of classroom spaces at either our Benfleet Campus or New Campus Basildon. Whether you are looking for an open space or separate classroom we can offer you an area for groups of up to 30 people.

## Presentation/Exhibition Room

This 270m<sup>2</sup> space including tables and chairs is ideal for club meetings, presentations or exhibitions.

## Restaurant

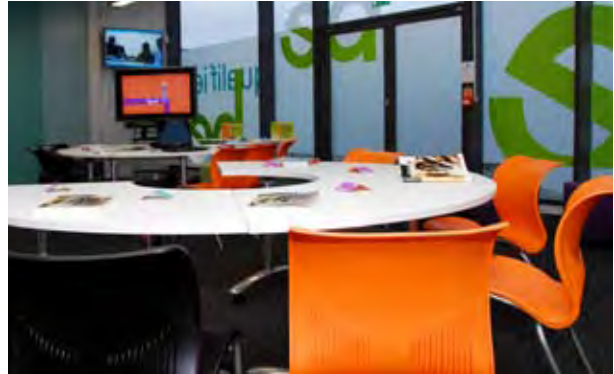
This large space of 350m<sup>2</sup> including tables and chairs can be used for a variety of social functions. This area can seat up to 330 people.

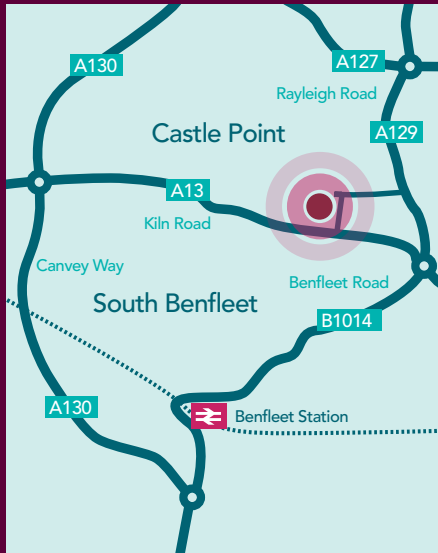
## Theatre

The College theatre has a history of hosting all types of events, from fashion shows to awards ceremonies. Up to 200 people can be seated in a tiered seating style. Theatre lighting and sound technician available on request.

For details on facility costs and availability, please contact

Phil Joyce on **01268 756 111** or email **info@seevic-college.ac.uk**  
**www.seevic-college.ac.uk/facilityhire**





### Employer Engagement Team

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### New Campus Basildon

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Southernhay  
Basildon  
Essex SS14 1FG

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The information given in this publication is believed to be accurate at the time of publication, but this does not preclude changes being made at a later date. SEEVIC College is constantly reviewing and developing the courses and programmes it offers. Contact the College for details of the latest developments.

Thanks to all students and staff whose photos appear in this publication.