



# EMPLOYERS GUIDE

2021

# WELCOME

## from the Principal



At Selby College, we offer a wide selection of courses to meet your business needs, from Apprenticeships in the workplace, to distance learning and part-time courses - our expert team will work with you to find the ideal programme for your specific business needs.

We have a great reputation for delivering high quality learning courses at a reasonable price.

Whether you are a small/medium enterprise or a large organisation, a well-trained workforce is proven to put you ahead of your competitors.

I hope you find this 2021 Employers' Guide useful. If you have any queries, please contact Selby College Business Services on **01757 211097**, or email **scbs@selby.ac.uk**

Our friendly and knowledgeable team look forward to hearing from you.

Phil Sayles,  
Principal & Chief Executive

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# SERVICES FOR YOUR BUSINESS

Selby College Business Services will work with you to determine the support you need to help your business develop:

- ▶ Access to Government funded training options
- ▶ An opportunity to develop a truly multi-skilled workforce
- ▶ Advice and information about learning and skills development
- ▶ Flexible modes of learning:
  - Onsite
  - Offsite
  - Online

Selby College Business Services will help you to:

- Identify training and development needs
- Recruit and train apprentices
- Upskill current staff
- Meet the Continuing Professional Development needs of your staff



If you would like to find out how workforce training can make your business more successful, talk to our experienced team of advisers today!

Tel: 01757 211097 or email: [scbs@selby.ac.uk](mailto:scbs@selby.ac.uk)

# APPRENTICESHIPS

Apprenticeships are a fantastic way to develop skills and knowledge in a real working environment, suiting new employees to a company or existing staff members who are looking to upskill.

Our programmes can be tailored to suit your business' needs and a knowledgeable tutor will support your Apprentice throughout their qualification with all elements of work and assessments.



**We currently offer Apprenticeships across a range of levels in the following areas:**

- Accountancy
- Beauty
- Business Administration
- Business Improvement Techniques
- Childcare
- Construction
- Customer Service
- Engineering
- Hairdressing
- Health & Social Care
- Hospitality & Catering
- IT & Computing
- Supporting Teaching & Learning
- Team Leading & Management

We will also be happy to discuss other areas of apprenticeship delivery not currently offered to enable a more flexible offer for your business.

**Contact our Apprenticeships team at [apprenticeships@selby.ac.uk](mailto:apprenticeships@selby.ac.uk) or call **01757 211097** for more information.**



**75% of employers say apprentices have helped their business to improve their product or service**



**97% of apprentices say their ability to do the job has improved**

Sources:

National Achievement Rate Tables (GOV.UK)  
Education & Skills Funding Agency 2019

# APPRENTICESHIP FUNDING FOR EMPLOYERS

All employers will have access to the Digital Apprenticeship Service. This will help you to select an Apprenticeship standard, choose your Apprenticeship training provider and assessment organisation and post Apprenticeship vacancies.



## Apprenticeship Levy

You will have to pay the Apprenticeship Levy if your pay bill is more than £3 million per year. You will pay the levy at a rate of 0.5% of your total salary bill. However, you will have a levy allowance to offset against this. The levy allowance is worth £15,000 for each tax year.



## Accessing the Levy

If you pay into the levy, you can access your money through an online 'levy pot'. The Government will add a 10% top-up to the funds you have in your account every month. So, for every £1 that goes in to your account, this will be topped up to £1.10. The apprenticeship levy will cover the full cost of the apprenticeship training.



## Non-Levy Payers: Fully Funded Apprenticeships

If you employ a 16-18 year old apprentice and have fewer than 50 employees, the apprenticeship will be fully funded by the government.



## Non-Levy Payers: Co-investment Apprenticeship

If you employ a 16-18 year old apprentice and have more than 50 employees or you take on an apprentice aged 19 and above then employers are expected to co-invest. 'Co-investment' is where the government funds 95% of the apprenticeship training, and employers pay the remaining 5%.



## Funding Bands

The government has 30 funding bands for Apprenticeship learning, which will set an upper limit of how much funding the government will provide for each Apprenticeship.

## Incentives & Additional Support

- ▶ You may also be entitled to an Apprenticeship Grant.
- ▶ Apprenticeship Grants change regularly under Government funding, please contact our team on **01757 211097** or **apprenticeships@selby.ac.uk** to discuss the available options.



# TRAINEESHIPS

**If you're not yet sure whether an apprentice is right for your business, why not take on a trainee first? An ideal opportunity for individuals aged 16-24 to get a feel for the workplace before progressing to an apprenticeship or full-time role.**



Working with the College, we develop a package of learning in employability skills, specific skills needs and other learning aspects to support the learner into work. Learners must be engaged for 6 weeks up to a year, with a placement of around 2 days per week (this can be shared with another employer).

At any time after the 6 week point you can choose to convert the learner to become an apprentice. Should the learner not be suitable you must provide feedback, but we will be able to support you in recruiting additional learners.

Under the Government's 'Plan for Jobs' scheme, an employer taking on a Traineeship placement will receive the £1000 support bursary, for traineeships that are completed by July 31st 2021.

**Traineeships are a great opportunity for local employers to support the community and to see the difference that a new employee's perspective can bring. Working together, we can then mould those ideas and motivations with skills to enable that individual to become an asset to the business by progressing them into an apprenticeship.**

**To find out more, contact our team on [apprenticeships@selby.ac.uk](mailto:apprenticeships@selby.ac.uk) or call 01757 211097.**

# DISTANCE LEARNING

Our Distance Learning courses are delivered by the use of online flipbooks and range of online assessments, with support and feedback from a qualified tutor throughout the course.

These courses are **FREE\***

If your employees would benefit from any of the courses shown below or the extended list on our website, please ask them to contact the Business Services team on **01757 211097** or email **scbs@selby.ac.uk**

## **BUSINESS SUPPORT COURSES:**

- Principles of Business Administration
- Principles of Customer Service
- Principles of Team Leading
- Lean Organisation Management Techniques
- Information, Advice or Guidance
- Equality and Diversity

## **HEALTH AND SOCIAL CARE COURSES:**

- Principles of End of Life Care
- Principles of Working with Individuals with Learning Disabilities
- Safe Handling of Medication in Health and Social Care
- Understanding Autism
- Principles of Dementia Care
- Understanding the Care and Management of Diabetes
- Principles of the Prevention & Control of Infection in Healthcare Settings

## **HEALTH AND WELLBEING COURSES:**

- Awareness of Mental Health Problems
- Understanding Nutrition and Health
- Understanding Behaviour that Challenges
- Counselling Skills

## **CHILDREN AND YOUNG PEOPLE COURSES:**

- Children and Young People's Mental Health
- Awareness of Bullying in Children and Young People
- Behaviour that Challenges in Children
- Safeguarding, Prevent & British Values



\*Free of charge if completed online or £25 with paper-based assessments. A fee of £100 will apply if the learner fails to complete within the allocated time-frame or withdraws from the programme.

# ADULT LEARNING HUB

**Our Adult Learning Hub at the heart of the college campus offers bespoke support for Adult Learners across a wide range of courses. Whatever you need we are here to help and we will structure the learning and provide coaching to suit the learner's needs.**

Our Functional Skills courses in **English** and **Maths** cater for learners up level 2. If learners need further support we can get them through the level 1 before taking on the challenge of the full level 2. They will work at their own pace using a skills-based IT system which allows for working at home as well as in college.

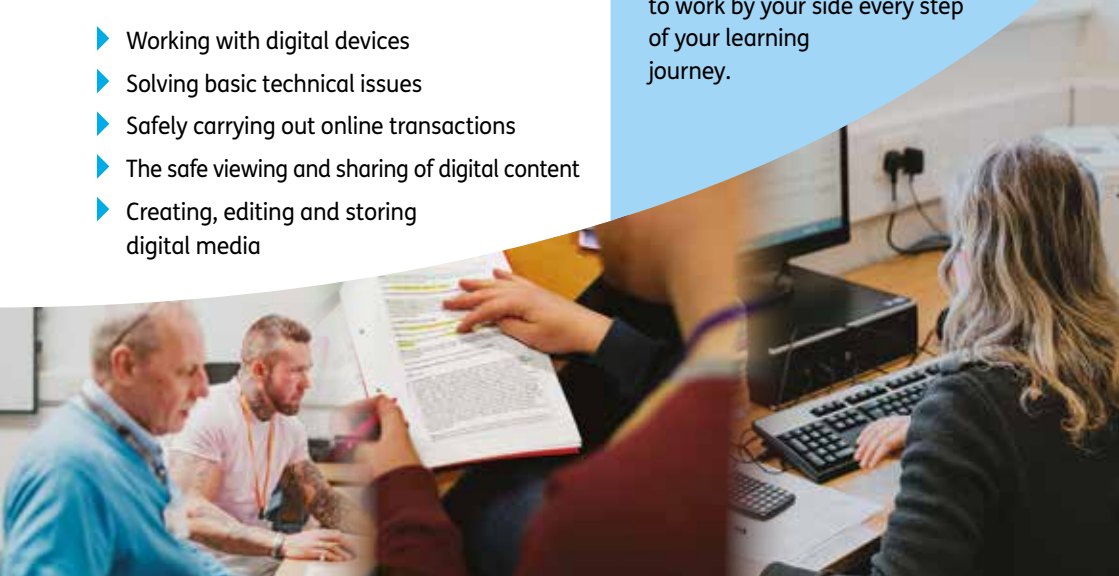
In addition, we open the hub up for one-to-one coaching for learners who require further support.

We live in an increasingly digital age and the hub has courses on offer which reflect this. **The Essential Digital Skills Qualification or EDSQ** is a free course available at two levels and offers learners the chance to develop a range of digital skills for work and for life including:

- ▶ Working with digital devices
- ▶ Solving basic technical issues
- ▶ Safely carrying out online transactions
- ▶ The safe viewing and sharing of digital content
- ▶ Creating, editing and storing digital media

If you have staff hoping to learn or improve their English skills, our **English for Speakers of Other Languages** (ESOL) is a nationally recognised qualification, which covers speaking, listening, reading and writing. Our courses range from beginner right up to Level 2, with classes available on Tuesday, Wednesday and Thursday evenings.

The Adult Hub at Selby College is here for you and your employees. We offer a warm and welcoming space with highly qualified and friendly tutors to work by your side every step of your learning journey.



**For more information on our courses for adults, please contact our team on [adultlearning@selby.ac.uk](mailto:adultlearning@selby.ac.uk) or 01757 211097.**



# OPPORTUNITY ESCALATOR

In a competitive and challenging economic environment, being able to seize opportunities is more important than ever.

Many people now find themselves at a career crossroads and are often confused or unsure about the direction to take. The Opportunity Escalator uses an individually structured approach that will have learners consider their skills, interests and abilities and learn how to use these as a match to future opportunities and to identify the direction they want to move in.

## DURATION ▶

The course is flexible so can be completed in their own own time. It is modular in nature with the opportunity to follow some or all of the content within a pathway. The smallest commitment being equivalent to 30 hours of learning with the largest programme equivalent to 130 hours of learning.

## ENTRY REQUIREMENTS ▶

Although there are not any formal entry qualifications, learners must be at least 19 years of age.

## QUALIFICATION ▶

The programme is based upon continual assessment of your reflections on learning and will lead to a Pearson BTEC Workskills qualification.

## COURSE FEES ▶

The cost of the programme will be based upon personal circumstances and for a number of learners will be free. Please contact a member of the team at [adultlearning@selby.ac.uk](mailto:adultlearning@selby.ac.uk) or **01757 211097** to discuss personal circumstances.

## PROGRESSION ▶

The qualification is designed with individual progression in mind, with the opportunity to build skills at a variety of levels and through a range of qualification sizes.

The programme has four main pathways each with a different progression outcome:

- **Career Developer** – aimed at individuals looking to secure a job role, change career or progress to the next level of employment
- **Potential Leader/Supervisor** – aimed at those individuals looking to take on more responsibility in the workplace
- **Self-Starter** – aimed at those individuals who are looking to start their own business
- **Community Leader** – aimed at those individuals looking to support community action activities

## DELIVERY AND ASSESSMENT ▶

Each programme will be delivered via a set of interactive and reflective online materials, with the opportunity to attend a number of mentoring sessions to support with ideas and the development of content.

Progress will be tracked through the adult learning hub and a mentor will be assigned to answer and support each learner through the programme.



# HIGHER EDUCATION

We have a fantastic Higher Education provision here at Selby College, offering degree-level courses validated by some of the region's most well-established universities.



Gaining a Higher Education qualification is not only about improving employees' skills and confidence, it can also widen horizons by increasing the range of career progression opportunities available to the learner upon completion.

Our qualifications are designed to fit around work and other commitments. For those who don't quite feel ready for a full degree programme, or don't have the necessary entry requirements, our Access to Higher Education diplomas are ideal following a long period away from education.

**Our wide range of degree-level subjects includes:**

- Business
- Engineering
- Childcare & Health Studies
- Art & Design
- Teacher Training
- Digital Technologies
- Criminology
- Sport

For more information on our Higher Education and Access programmes, please contact our team on [highereducation@selby.ac.uk](mailto:highereducation@selby.ac.uk) or call 01757 211114.

# WORKING IN PARTNERSHIP WITH BUSINESSES

Over the past year, Selby College has been involved in so many exciting projects thanks to the support of local businesses. We are always very grateful for the generous donations made by local companies to enhance our students' learning as well as allowing them to experience industry standard equipment and tools ahead of their next steps.

## Work Placement Opportunities

In the last academic year, 580 of our students have benefitted from placements across more than 280 businesses including Asda, Barclays, Drax Power, Ebuyer, Haribo, Hilton Hotels, Morrisons, NHS, Toyota and Warburtons.

If you are interested in registering your business to take on work placements, please contact our Work Placement Team on 01757 211097.

## Drax to boost skills and training with five-year Selby College partnership

This five-year partnership will enable the college to deliver community education programmes, as well as support for retraining, to ensure students are developing the skills needed in innovative clean technologies which will help to drive a zero carbon economy.

Bruce Heppenstall, Drax Power Station Plant Director, said: "Through this partnership with Selby College we are looking beyond the Covid crisis towards a green economic recovery, powered by talented people and exciting, innovative technologies, like BECCS which Drax is pioneering.

This partnership with Selby College will help people in our communities to learn the skills needed to pursue jobs in the green economy, and enable companies like Drax to continue to grow, and build a strong regional economy with thriving communities."

## Siemens Mobility's first Goole apprentices start at Selby College

We were delighted to welcome the first cohort of apprentices from Siemens Mobility Limited, as the training partner for its planned rail facility in Goole, East Riding of Yorkshire. The 12 apprentices are the first of up to 700 employees who will work at the pioneering rail facility when it opens in 2023.

Sambit Banerjee, Managing Director, Siemens Mobility Limited, said: "The onboarding of our first apprentices at Selby College represents another major milestone for our Goole facility and our plans to create and develop local jobs. With an outstanding track record of delivering apprenticeships and excellent facilities, Selby College is a brilliant place for these ambitious people to train and grow their skillset in engineering.

The government has a clear commitment to 'levelling up' and rebuilding the nation's economy following COVID-19 and employing and training local people is key to this. As supporters of this ambition, we are committed to upskilling the next generation of engineering talent, so they can play a key role in delivering important UK infrastructure projects, like TfL's new underground trains."



# WORKING WITH EMPLOYERS

At Selby College, we are proud to work with more than 350 businesses in the Selby District, making sure they have staff with the right skills to help them survive and thrive.

We are delighted to work with a range of employers, including: Drax, Siemens, Haribo, Clipper, Troy Foods, Croda, eBuyer, Portakabin and Mars.

## **ebuyer** TESTIMONIAL

Since 2018, we have been working closely with eBuyer, one of the leading online retailers of electronics and technology in the UK.

We've worked together to deliver a number of apprenticeship roles in Business Administration, Product Management, Customer Service and IT, across many departments of the company.

**Toni Meehan, Business Solutions Manager, said:** "We find that Selby College students come to us with a great attitude, and they become an asset to our business. They all bring new ideas and enthusiasm, and they're a real breath of fresh air."

"There are many benefits of working in partnership with Selby College to provide these

Apprenticeships placements. We get to see some truly fantastic young people, who have so much to offer, we get to give them a chance to grow their skills, their experiences and their confidence.

We get to invest in the future. For eBuyer, teaming up like this with Selby College, means everyone's hard work leads to a point where great things are possible."



# FACILITIES HIRE

Situated just outside of Selby Town Centre, we can offer a variety of rooms to hire for meetings, conferences, sporting events and much more.

We have ample free onsite parking for visitors and free Wi-Fi is available across the campus for all guests.

Please get in touch with our Estates department for further information on **01757 211070** or email **[estates@selby.ac.uk](mailto:estates@selby.ac.uk)**

Please note that the availability of these services is subject to Covid-19 restrictions and we are following the latest government guidelines. Keep your eye on our website and social media for information on opening and special offers.



# TRANSPORT

## How to get to Selby College



### Getting to College by Car

Selby College is easily accessible for those driving to the college from the local area and further afield.

We have designated parking available for visitors of the College in Car Park A, should your employees be spending time on our site.



	Distance	Duration (by car)
Goole	12 miles	22 mins
York	15 miles	28 mins
Castleford	17 miles	28 mins
Market Weighton	20 miles	32 mins
Leeds	26 miles	42 mins
Doncaster	29 miles	42 mins
Hull	39 miles	52 mins



### Getting to College by Train

Selby has direct train links with many towns and cities around the country including York, Doncaster, Leeds and Hull. Selby train station is located roughly one mile away from the College, with a number of buses running between the station and the College.



Source: RAC

# GENERAL INFORMATION

## LIABILITY DISCLAIMER

Whilst every effort has been made by Selby College to ensure the information in this 2021 Employers' Guide is correct, we cannot accept responsibility for any inaccuracies. Selby College reserves the right to make changes to course information, fees and concessions without prior notice.

## EQUAL OPPORTUNITIES

For All Selby College is committed to giving learners access to the services and facilities we offer. We oppose all forms of discrimination and strive to ensure all members of our community are treated equally, fairly and with respect. Equality and Diversity data, policies, procedures and guidance confirm our commitment to meet our moral and legal obligation and are available via the college information systems.

## SAFEGUARDING POLICY

Selby College recognises its moral and statutory responsibility to safeguard and promote the welfare of students. We work to provide a safe and welcoming environment where students are respected and valued.

We are alert to the signs of abuse and neglect and follow our procedures to ensure our students receive effective support, protection and justice. Selby College expects governors, staff, volunteers and partners working on behalf of the organisation to share this commitment.

## SELBY COLLEGE PREVENT DUTY AND BRITISH VALUES STATEMENT

Selby College adheres to the Prevent Duty which aims to prevent learners from being drawn into extremism and believes British Values including democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs are very important to everyone in our college community.

These British Values identify how we should conduct ourselves as citizens in Great Britain today; a diverse population with each individual contributing to our society as a whole.

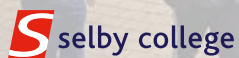
These values are promoted to students across all areas of our curriculum, via pastoral tutorials and reinforced through a variety of different college media including our website, through posters and other published materials.

**Apprenticeships:** [apprenticeships@selby.ac.uk](mailto:apprenticeships@selby.ac.uk)

**Business Services:** [scbs@selby.ac.uk](mailto:scbs@selby.ac.uk)

**Adult Learning:** [adultlearning@selby.ac.uk](mailto:adultlearning@selby.ac.uk)

A copy of the 2021 Employers' Guide is available in a larger print size for those with visual impairments. See our website for an electronic version of this Prospectus and further details of our course listings. Date of publication: December 2020 © - all rights reserved to Selby College. Information correct at time of printing.



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