

Business Solutions

To deliver a **skilled workforce**
and a **strong economy**

Contents

	Page
A skilled workforce and a strong regional economy	3
Building a skilled and productive workforce	4-5
Apprenticeships and your business	6-9
Business skills and professional development	10-11
Technical training and education	12-13
Advice and support services	14

“ We will continue to partner with City of Bristol College for our apprenticeships as they have played a big part in the success of our employee learning.

Our apprentices have become key team players within the business, and it has been fantastic to watch them grow as they progress at the very beginning of their career. ”

Lisa Jordan, Financial Accountant, Healthcare Financial Management Association

A skilled workforce and a strong regional economy

A skilled, knowledgeable and motivated workforce is an essential ingredient for building a strong and sustainable competitive advantage in business. City of Bristol College works in partnership with businesses to ensure that employers and individuals, in the city and wider region, are equipped with the skills and knowledge they need to thrive in our dynamic regional economy.

We also work together to create opportunities for learning, employment and career progression, to deliver positive social impact for our diverse communities alongside economic growth and development.



Building a skilled and productive workforce

Employers need a skilled and motivated workforce at all levels of the organisation. They need new and existing staff 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 solutions, ranging from entry level to university level. They include:

- Apprenticeships and higher apprenticeships.
- Business skills, leadership and professional development training.
- Technical skills training and education for young people and adults aged 16 and over.

Productive partnerships

By collaborating with employers, we are able to co-design and develop education and training programmes that deliver maximum benefits. If you would like to help shape our curriculum to ensure it delivers for your business, or find out about any of our training and services to support employers, please contact us:

Business Partnerships and Enterprise Team:

☎ 0117 312 5250

✉ employers@cityofbristol.ac.uk

“ City of Bristol College’s support in partnering with our apprenticeship programme has been crucial in remaining competitive, creating opportunities and producing an agile workforce.

We’ve worked closely with City of Bristol College for over eight years, recruiting and training over 160 apprentices. We have also worked with the college and UWE to design and deliver a very successful aerospace engineering degree apprenticeship, which was the first of its kind in the UK. Our apprentices become an integral part of our team and the training they receive is at the forefront of their development.”

Tony Rooke, Head of Early Careers, Airbus



Apprenticeships and your business

Apprenticeships are one of the fastest-growing training routes available in a wide range of industry sectors. They are a great way for employers to recruit and train new staff and also to introduce professional development and upskilling for existing staff.

Apprentices benefit from hands-on learning in the workplace, supported by specialist college training and expertise. This places them in a perfect position to grow with your business. Developing talent in-house can be an effective way to get the skilled and motivated workforce you need, while saving you time and money. Higher and degree level apprenticeships are becoming increasingly popular for those who wish to earn while they learn, and are a great way of securing higher level skills amongst your existing staff.

Specialist support and training

City of Bristol College is a leading provider of apprenticeship training in Bristol and beyond. We have a wealth of experience in designing and delivering quality apprenticeships in collaboration with our business partners, enhanced by our specialist technical curriculum, staff expertise and our industry standard facilities.

Whether you are a large employer keen to set up a large-scale apprenticeship training programme; a small business thinking about recruiting your first apprentice; or a company seeking the most effective solutions for existing staff development, we can support you in achieving your goals.

How can we support your business?

- Provide information and advice about how apprenticeships work for employers and apprentices.
- Advise how you can use apprenticeships to upskill and develop existing staff as well as to recruit new staff.
- Guide you through different funding options based on the size of your business.
- Help you to identify the appropriate apprenticeship programme to meet your business needs.
- Support you to set up the apprenticeship contract and training programme.
- Advise or manage the recruitment of your apprentices.
- Work with you to deliver apprenticeship training, including support and assessment for the apprentice, at college and in the workplace and support for you.
- Connect you with other business partners who run apprenticeship programmes, so that you can learn from their experiences.
- We also work closely with the South West Apprenticeship Company (SWAC) which is an Approved Apprenticeship Agency. SWAC can act as the employer for your apprentices, minimising the administration. They regularly review apprentices' progress and 99% of their apprentices succeed.

“ Employing an apprentice for the first time was daunting, but City of Bristol College made it easy, guiding us every step of the way.

The college ensures the needs of both our organisation and our apprentice are clearly articulated and fully met. Our apprentice has received quality training and put this into practice to good effect in the workplace. ”

Kirsty Young, Human Resources & Finance Manager, Watershed

What apprenticeships are available?

We offer a diverse and growing range of apprenticeships in many industry sectors and at all levels, from entry level traineeships to degree level apprenticeships. We are continually working with employers, university partners and our specialist curriculum teams to develop new apprenticeships, linked to regional economic growth areas and other citywide industries.

- ▶ Business, Professional and Financial Services
- ▶ Catering and Hospitality
- ▶ Construction and Infrastructure
- ▶ Digital and Creative Industries
- ▶ Engineering, Motor Vehicle, Aerospace and Manufacturing
- ▶ Hair, Beauty and Holistic Therapies
- ▶ Health, Care and Life Sciences
- ▶ Early Years and Education
- ▶ High Tech
- ▶ Management and Leadership

“ We have recruited and trained a number of Accounting Apprentices in partnership with City of Bristol College.

The apprentices are well supported to ensure they receive the training they need to build the foundations of a future career. We are proud that all of our apprentices have attained an AAT qualification on completion of their apprenticeship and made significant individual contributions to the company. ”

Sue Bingham, Accounts Manager,
Star Legal Limited



“ St Monica Trust has chosen to partner with City of Bristol College because we recognise our shared values of impacting on communities beyond our core purpose.

Like the Trust, the college is dedicated to improving the lives not only of its students, but of the community that it sits within and being creative in how its work and partnerships can impact in those communities to strengthen the future of the City of Bristol.

Our partnership in creating the Health and Social Care Academy is an example of this work. By creating an exciting opportunity for students to participate in learning pathways that engage with the changing expectations of ageing in the twenty-first century to incorporate technology, robotics, research and intergenerational work, this will place Bristol and the South West at the leading edge of the Health and Social Care sector and provide the skilled workforce we will all need in our future. ”

David Williams, CEO, St Monica Trust

Business skills and professional development

Employers recognise that staff training and professional development benefits business. Employers who invest in their staff will benefit from employees who bring new, up-to-date, business and specialist skills and knowledge to their company. They will also build staff motivation and commitment and, ultimately, this will increase productivity and business growth.

New training initiatives and partnerships can also help you to extend employment opportunities to benefit your company and your community.

At City of Bristol College, we deliver an extensive programme of quality, flexible, professional training and development across a wide range of industry sectors, meeting existing and emerging skills needs linked to the regional economy. This includes short courses, professional qualifications, bitesize courses and bespoke staff training, as well as apprenticeships.

Flexible and accessible training to suit your business

Our professional training solutions for employers and adults can be delivered at college, in the workplace, online and in the community, or through a 'blended' programme of learning. These are open to individual staff members or groups of employees, giving you the flexibility you need for your business. Our Business Partnerships and Enterprise Team will work with you to find the right training solutions for your business.

Short courses and professional qualifications

Our full programme of short courses and qualifications can be broadly grouped into the following areas:

- Compliance training, including fire safety, health and safety, first aid and food safety.
- Transferable and flexible business skills, including administration, customer service, finance, computing and IT, leadership and management and marketing.
- Specialist technical skills and knowledge linked to sector-specific training. This extensive programme links to our apprenticeships and technical training, which starts at entry level and progresses to university level (see page 12).
- English and maths, from entry level to GCSE and also English as a Second Language.

Competitively priced, nationally recognised, quality training

Our competitively priced and nationally recognised professional qualifications and courses are designed and delivered by specialist staff who are equipped with up-to-date knowledge, skills and resources. Collaboration with employers to co-design training, and industry standard practice, ensures high quality.

Bitesize skills training for business

If you are unable to commit to a full professional qualification or a shorter college-based course for your staff or yourself, we also offer bitesize skills training to support existing and emerging business needs. This includes administration, digital and IT, finance, leadership and management, marketing and sales.

Bespoke training for your business

We are always interested in developing innovative ways to deliver bespoke, professional and work-related training. This could be sector-specific skills or it could be training to support the particular needs of your business and your employees. For example, you may choose to focus on improving the English, maths and digital skills of your workforce, or on how to write a business plan for that great idea you have been considering for some time.

“ Over the last 20 years we have worked closely with City of Bristol College to train apprentices and sponsored our staff to undertake engineering and management courses.

Some of our apprentices have progressed through the company into senior engineering and management roles. We are looking forward to continuing our working relationship with the college, so that our staff can continue to expand their knowledge within this working partnership. ”

Tim James, Manufacturing Training Team Leader, Baker Hughes

Technical training and education

Our core curriculum of technical qualifications and training provides a direct route into particular occupations and industry sectors for many people, as well as access to a skilled workforce for employers.

While these qualifications are mainly college-based, there is a strong focus on work-related experience and skills and clear links with our work-based apprenticeship programme. Through co-design and co-delivery of our curriculum with employers, we ensure these training programmes deliver employable, skilled staff at all levels, to meet business and economic needs.

Technical qualifications start at entry level and progress up to higher university level courses that can be delivered through our apprenticeship programme or college-based learning. Higher level technical qualifications can be studied part-time to fit around work and career progression.

How can technical training benefit your business?

We welcome businesses to work with us to help shape our technical curriculum to meet business and industry skills needs, and to develop a skilled, talented and diverse workforce. There are many interesting and innovative opportunities available including:

- Co-design of the curriculum, including planning and assessing real, work-related projects or social action projects, and exploring and shaping new qualifications.
- Co-delivery of specialist training, including employer presentations, workshops and visits.
- Sector-specific careers and recruitment events.
- Mentoring and raising aspirations, for example through offering work experience placements and internships.

" We worked with City of Bristol College for many years, eventually starting our own Nisbets Apprenticeship Academy to recruit and train local young people through apprenticeships.

We selected City of Bristol College as our local partner due to their history of delivering apprenticeships, their locality and their knowledge of the local Contact Centre market. The college has supported us with advice and guidance and we have also worked with the college and our local school to engage students and recruit apprentices. "

Zoe Joyner, Engagement Manager,
Nisbets



Advice and support services

Assessing your business training needs

City of Bristol College offers a free assessment of your business skills and training needs. This focuses on existing skill gaps and the emerging skills required to meet the changing economy. Our specialist Business Partnerships and Enterprise Team will work with you to identify the best training solutions to meet your needs.

Funding options

We can advise you about costs associated with different types of training and provide information about the funding options available to you, your staff and your business.

Some adult skills training may be free and many adult courses can be funded through adult learning loans, which have competitive rates and flexible payment options. The government also provides financial incentives for businesses which employ apprentices and apprenticeships could be a cost-effective way to provide professional development for existing staff.

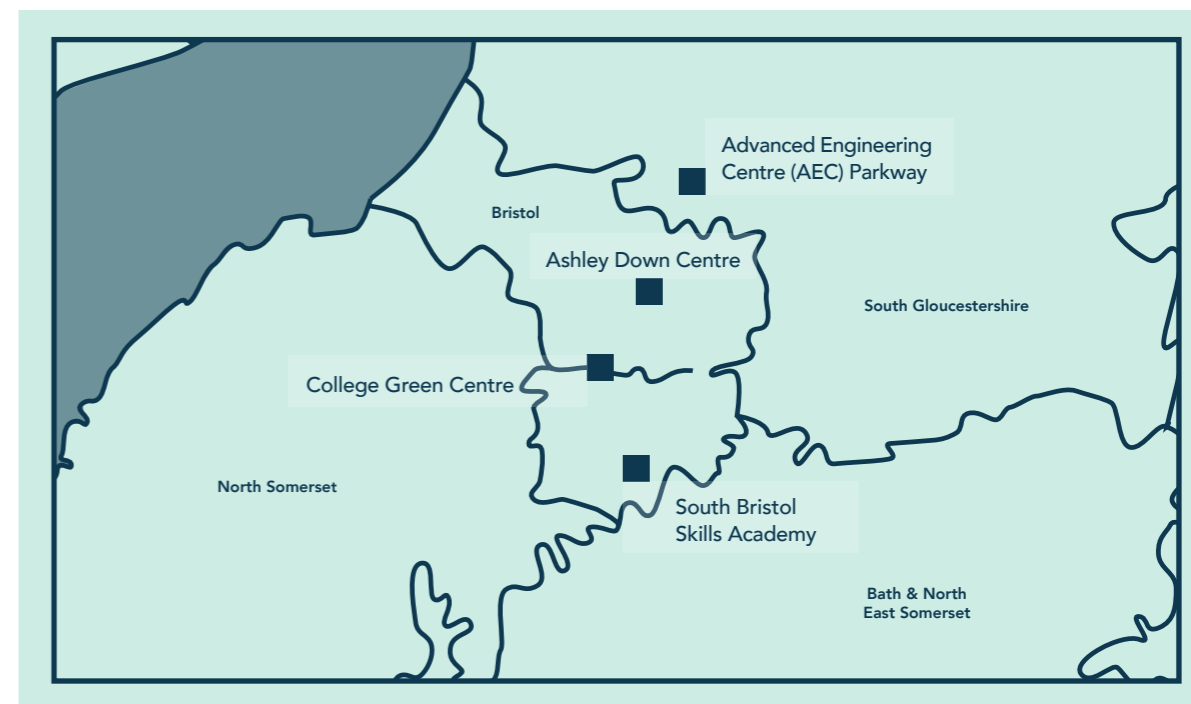
Business hub – professional facilities and services

City of Bristol College has excellent facilities and resources across the city in Ashley Down, College Green, Parkway and Hengrove Park. This includes conference and meeting rooms with access to industry standard facilities, which can be hired at discounted rates. We can host meetings and events, such as breakfast meetings and recruitment fairs, interviews, staff conferences and large-scale hospitality events. We can also provide office and hot desk hire.

“ We have delivered health and social care apprenticeships with City of Bristol College for a number of years now. The apprenticeship programme has been life changing for our trainees, many of whom have gone on to be employed with us upon completion of their apprenticeship.

Bristol Drugs Project supports people with a history of problematic drug and/or alcohol use who face significant barriers to employment. The college has been flexible and responsive, adapting to the particular needs of our organisation and trainees and offering additional support when needed. ”

Sophie Wilsdon, Volunteer and Trainee Manager, Bristol Drugs Project



Advanced Engineering Centre (AEC) Parkway
New Road, Stoke Gifford, Bristol BS34 8SF



Ashley Down Centre (including our University Centre)
Ashley Down Road, Bristol BS7 9BU



College Green Centre
St George's Road, Bristol BS1 5UA



South Bristol Skills Academy
The Boulevard, Hengrove Park, Bristol BS14 0DB

Business Partnerships and Enterprise Team:

☎ 0117 312 5250
✉ employers@cityofbristol.ac.uk

General enquiries:

☎ 0117 312 5000
✉ enquiries@cityofbristol.ac.uk

🖱 cityofbristol.ac.uk
📘 facebook.com/cobcollege
🐦 @CoBCollege
🌐 linkedin.com/company/city-of-bristol-college

