



*Your  
Apprenticeship  
Experts*

# **APPRENTICESHIP EMPLOYER UPDATE**

October 2021







## Welcome to our Apprenticeships update – read about new developments and how we can continue to support your Apprenticeship programme.

In light of the Coronavirus Pandemic, we have made a series of amendments and improvements to our service, to ensure our clients and apprentices are best supported. This includes providing a full virtual delivery model, providing extra support and guidance to employers around COVID H&S security, increasing safeguarding support and the ability to support you with extra funding to recruit and train apprentices. Please read on for more information on how we have increased our level of support during this pandemic.

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At PTS we pride ourselves on the level of support and customer service we provide. Prospect Training Services can assist your business in the areas of:

- Business Administration
- Customer Service
- Health & Social Care
- Team Leading
- Adult Care

By working with PTS you gain the expertise of our professional Apprenticeship HR and Recruitment team. We are here to discuss your needs and ensure you have the best financial package, plus we'll keep you informed of any updates.

Apprenticeships were extremely successful in the past to create a workforce with the relevant skills, knowledge and experience. This is still true today as apprentices work with you to learn and improve, taking pride in their new skills, and giving you serious effort and loyalty in return.

Apprentices benefit their employer, using every opportunity to make progress, adding value, motivation and enthusiasm to your workforce.

Thank you for working with Prospect Training Services and taking part in this worthwhile initiative.

### Contact us:

**Ewen Saunders (Commercial Director)**

**01452 886 888**

**[ewens@trainandrecruit.com](mailto:ewens@trainandrecruit.com)**



*What's new?*

# AWARDING ORGANISATIONS FEEDBACK

We are excited to say we have received a successful and really positive feedback report from our Awarding Organisations about how evident it is that we have supported the Health & Social Care Apprentices throughout lockdown to enable them to achieve their Apprenticeship Programmes which we are very proud of at PTS.

## ESFA Update

The government has recently released a £500 million expansion to help tackle unemployment and support job seekers following the end of furlough. This includes an extension to the incentive payment for hiring a new apprentice. Employers can now apply for a payment of **£3,000** for any apprentice of any age who have started work between the 1st of October 2021 to the 31st of January 2022. Any claims for apprentices starting between the 1st of April to the 30th of September 2021 will remain unchanged however employers must submit their claim before the 30th of November 2021.

If you are looking to apply for funding, the last final funding claim window will be open at 9am on the 25th of October 2021. You must complete a submit a claim if you receive your funds through:

- Grant funded-ESFA adult education budget.
- Learner support for ESFA AEB procured.
- 19-24 traineeships 2020 procurement
- Grant funded-advanced learner loans bursary (ALLB).
- 16-19 education.

You must submit your claim form by 5pm on the 2nd of November 2021, which can be found on <https://submit-learner-data.service.gov.uk/>. This must also be signed by your principal or delegated authority on <https://skillsfunding.service.gov.uk/> by 5pm on the 3rd of November 2021.

For more information, please contact Ewen on **01452 886 888** or [ewens@trainandrecruit.com](mailto:ewens@trainandrecruit.com)





# MENTAL HEALTH SUPPORT

From the 1st of July, **Access to Work Mental Health Support** Service has facilities that allow you and your employees to receive free support for their mental health. This is delivered through Able Futures who have teamed up with Case-UK Limit to deliver this throughout the South West of England.

A mental health specialist can be assigned to your employees and can provide them with lessons on how to use coping mechanisms as well as therapy to help with the issues they are struggling with. Able Futures can also work with you to help make adjustments to suit your employee's needs.

This support consists of nine months of confidential advice, guidance and support that is free and can help your employees with their:

- Anxiety
- Depression
- Stress
- Bereavement
- Seasonal affective disorder (SAD)
- Mental wellbeing
- Sleep
- Eating and drinking

The service is flexible and is tailored to suit your needs. This can be done face-to-face or via the telephone and is 100% confidential.

## You can apply if your employees:

- Are aged 16 or over.
- Are currently working in a job or apprenticeship, about to start working or furloughed.
- Have mental health issues that affect their work.

To find out more, visit [www.able-futures.co.uk](http://www.able-futures.co.uk) or contact them via email at [hello@able-futures.co.uk](mailto:hello@able-futures.co.uk) or telephone on **0800 321 3137** from 8am to 10.30pm, Monday to Friday.







# NATIONAL APPRENTICESHIP WEEK 2022

The next National Apprenticeship Week will take place between 7th-13th of February 2022 across the UK to showcase the importance of apprentices in companies of all shapes and sizes. This is to raise awareness of all of the hard work apprentices have done and how this has benefitted many companies across the country. If you have an apprentice who has done amazing work in your company, then we encourage you to promote this.

Last year's National Apprenticeship Week was a huge success that included:

- Over 1,200 virtual stakeholders, employers, providers and school events.
- Trending #1 on Twitter on its launch day and 500 million impressions across the week on social media.
- A launch video with 126,000 views across several social media sites.
- A launch video from the Prime Minister with 150 million views.
- Stakeholder toolkits and assets that were downloaded over 17,000 times.

There will be more updates on this in the next couple of months. For more information on National Apprenticeship Week, visit [GOV.UK](https://www.gov.uk), [@Apprenticeships](https://twitter.com/Apprenticeships) on Twitter or National Apprenticeship Service on LinkedIn.



# TRAINEESHIP & APPRENTICESHIP GOVERNMENT EMPLOYER GRANTS

The government move to ward off mounting fears of a surge in youth unemployment by increasing support for apprenticeships and funding six-month job placements for 18 to 24 year olds has been welcomed.

The chancellor Rishi Sunak announced what he said was a three-point strategy to support, protect and retain jobs amid evidence that the fallout from the coronavirus lockdown has hit vulnerable young workers the hardest.

In addition to this, we know that many of you already work with PTS to offer work placements to our Traineeship learners. You can now potentially access **£1,000 per placement** you provide to a young person on a Traineeship.

Part of that strategy is **£3,000** in funding for **every** new apprentice a business hires between the 1st of April and the 30th of September 2021. They can be at any age and there is no limit to the amount of new apprentices you can claim for. However, they must start or have started between the 1st of April to the 30th of November 2021.

This incentive is in addition to the **£1,000** you will receive for hiring an apprentice if they are:

- 16-18 years old
- Under 25 with an education, health and care plan or have been in the care of their local authority.

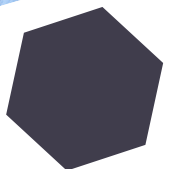
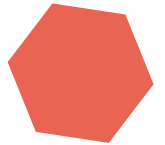
We at PTS can help you secure this funding and support you as an organisation to identify a new member of your team to support your succession planning for your workforce.

By working in partnership with PTS we can identify you an excellent new young member of your team and access up to **£4,000** per young person you take on and up to **£5000** if they were on a Traineeship placement before their apprenticeship.

Within the current climate, it is vital that young people are given the opportunity to develop the experience and skills they need to succeed and we are calling on employers like yourselves to support this where you can.

Don't miss out on this additional government funding and contact us at PTS today.

Please contact Ewen Saunders on **01452 886 888** or **[ewens@trainandrecruit.com](mailto:ewens@trainandrecruit.com)**



# CASE STUDY

## Maleah Vaughan

Prospect Training Services is dedicated to helping individuals find the right job for them by offering a high level of support. We guide learners with their careers, including Maleah Vaughan, who recently progressed from her Traineeship with PTS and has now moved onto a level 2 Apprenticeship in Customer Service as well as her functional skills in maths and English.

Before Maleah's time with PTS, she was working night shifts at a care home. This is one of several unfulfilling jobs Maleah had worked in since leaving school. "I left education a year earlier than I should have and once doing so, I never knew what I was going to do for work afterwards. For years, I was in and out of jobs that I never really aspired to be in, but due to not knowing where I would end up, I stayed for the sake of it." She decided to come to PTS and ask about how to find a job that suited her aspirations. PTS recommended that Maleah should be placed on the apprenticeship programme.

Maleah's employer met with the PTS tutors on sign up day, who the employer feels are pleasant and informative. Our tutors reassure the employer they are always available to answer any questions throughout the apprenticeship journey. Maleah's apprenticeship tutor is always in contact with her employer and provides regular progress updates including 3 way review meetings every 12 weeks. They make meetings run smoothly by providing Maleah's employer with reports to read and ensure the employer is aware of everything that is going on.

Her employer has been able to support her with work training and shadow shifts. "This gave her an opportunity to learn more and quick!" they stated. "It helped her to understand just what the office is really like on a day to day basis." They are extremely impressed with Maleah's work, stating that she "has progressed so well since being at PTS, she has grown in confidence and has really gained a passion for working in customer service and business."

As part of her apprenticeship, Maleah attends sessions at PTS and was given the option to attend these weekly or fortnightly. She decided to attend weekly sessions at first, but with the help of her apprenticeship tutor, she progressed extremely well to the point where she is able to attend fortnightly sessions. "They are very flexible when it comes to working around my job" Maleah states, "which makes it more enjoyable as I don't feel pressured in the slightest." PTS is fully supporting Maleah during her apprenticeship and her courses. She feels confident contacting the staff about anything she is struggling with, and she has always found that they are quick to help. "The support provided to me by PTS has been phenomenal!" she commented, "I definitely feel supported in every aspect you can think of."

Maleah is now an apprentice at a private hiring transport company while continuing to study at Prospect Training Services. She is taking driving lessons and now feels confident enough to take her driving test. Once Maleah has completed these, she will plan her next steps. She now feels motivated, keen to do well and progress further in her career, which is something she didn't feel she could do until she attended PTS. "I really struggled to see myself going anywhere at one point due to not enjoying education, however PTS has completely shifted my mindset and has made me eager to learn and go further."

When asked whether she would recommend PTS to others, Maleah replied with "100% I would! I would recommend PTS as it gives you a whole different perspective of what is actually out there for you. PTS has set me up with a very successful future and I believe that everyone should take this opportunity as it gives you a different mindset that you'd have never thought possible."

If you are interested in our apprenticeship opportunities, contact Ewen Saunders on **01452 886 888** or email: **[ewens@trainandrecruit.com](mailto:ewens@trainandrecruit.com)**



*Our continued service to you ...*

# PREVENT & SAFEGUARDING UPDATE FOR EMPLOYERS

Prospect Training Services have a legal responsibility to safeguard and promote the welfare of their learners and staff, and to ensure they operate within the law. As an employer providing work related learning you also have a duty of care for your learner's health and wellbeing. The PTS Safeguarding Team are here to support and advise you on how to do this:

## Safeguarding at PTS

We have a robust safeguarding policy and procedure in place which all of our learners are informed of as part of their induction. This information is made available to our employers and can be requested at any time. We strive to keep our learners safe and ensure that they know they can access support at any time during their programme.

### Reporting Safeguarding Concerns:

If a learner discloses anything that gives you reason to suspect that they may be at risk of harm, you should:

1. Listen carefully and take what is being said seriously.
2. Tell the learner you have a duty to report concerns.
3. Tell the learner you cannot promise confidentiality.
4. Write down what the learner says in their own words.
5. Email the PTS Safeguarding Manager [katew@ptsyouth.co.uk](mailto:katew@ptsyouth.co.uk) (please do not include any sensitive information in the email and please only use the initials of the learner). If you would prefer to call and ask for advice you can contact **Kate Whereat** on **01452 300 255** to discuss your concerns.
6. You will be advised on what actions will be taken and fully supported to submit your concern/referral in a secure way.
7. PTS have a Child Protection Online Management System (CPOMS) in place to record and monitor all concerns raised about their learners, so it is vital that you report your concerns as soon as possible, no matter how big or small you think they might be.

### The use of Microsoft TEAMS Virtual Learning

As the country is easing out of the restrictions put in place due to Covid-19, we are now able to meet with our students face to face. However, your apprentice can continue to have 1:1 sessions with their assessor if this is what they require. Please rest assured that this has been fully risk assessed for us to keep the apprentice safe from online harm. We have provided each apprentice with a Virtual Learning Code of Conduct and their assessor will ensure that they are aware of the safeguarding protocols ahead of each virtual session. There may be occasions where you could be asked to take part in a 3-way review on Teams, we hope you will find this different way of working enjoyable and that it will help you to play an important part in your apprentice's journey. If you have any comments or concerns relating to the use of Microsoft Teams please let us know, your feedback is important to us!

## Learners & Prevent

All of our learners will cover the online training modules listed below as part of their apprenticeship or study programme:

- Radicalisation
- British Values
- Equality and Diversity
- Keeping Themselves Safe Online

If you would like to view these modules, or even complete them yourself to increase your awareness and knowledge in this area, you can access the Side by Side resources at:

[www.etflearners.org.uk/login/index.php](http://www.etflearners.org.uk/login/index.php)

We have also introduced an Action Counters Terrorism course for all learners. This is a mandatory part of our programme which covers:

- Introduction to Terrorism
- Identifying Security Vulnerabilities
- Identify and Responding to Suspicious Behaviour
- Identify and Deal with a Suspicious Item
- What to do in the Event of a Bomb Threat
- How to Repond to a Firearms Attack

Each learner will be awarded with a certificate after completing this course and we hope that this will further enhance their skills in the workplace and provide them with the knowledge to keep themselves and your employees safe.

**If you would like any further information on Prevent or Safeguarding please contact:  
Kate Whereat on 01452 300255 or [katew@ptsyouth.co.uk](mailto:katew@ptsyouth.co.uk)**







We are pleased to introduce the PTS Community Learner of the Month Award, as employers you are invited to nominate for your apprentices to receive this monthly award – a nomination form will be coming your way soon!

## **Are you a positive member of the PTS Community? Do you uphold and share our core values – British Values!!!**

There is a new monthly award, with a £10 voucher to be won! Here are some examples of how you can show that you are The PTS Community Learner of the Month...

Do you stay within the rules and follow Health & Safety guidelines in your work placement  
– **Rule of Law!!!**

Do you show kindness and respect to others in your group, even if they are different to you?  
– **Mutual Respect and Tolerance**

Do you actively take part in discussions and debates and get your voice across, knowing that you have a right to have your point of view, and influence change by using your vote?  
– **Democracy**

Do you get your point of view and ideas across in a way that people respect you and see you as an individual, are you true to who you are?  
– **Individual Liberty**

Our staff and your employers will be making nominations for this monthly award – so look out for the announcements – and it could be you!!!

## **PTS Community Learner of the Month**



## Current Local Safeguarding Campaigns

We are sure that you will have heard through the news and media that a helpline and website has been launched called “Everyone’s Invited” ([www.everyonesinvited.uk](http://www.everyonesinvited.uk)). This is a movement to eradicate rape culture. Many brave people have come forward and provided testimonies of their experiences, we would like to send our upmost respect to those survivors for having the courage to speak out. Prospect Training Services fully support the Everyone’s Invited Movement.

We would like to reassure our learners, employers, and staff that we are 100% committed to tackling these behaviours and this culture. Please see below the many ways in which we do this.

## Zero Tolerance

We have a zero-tolerance approach to this across our centres and programmes. We pride ourselves on the care and support we provide to our community. PTS offer an open-door policy where any disclosure will be listened to and dealt with in a non-judgemental, professional manner by empathetic staff. We expect everyone to be treated with respect and do not tolerate any bullying or harassment of any nature. Our apprentices and work-based learners are fully supported by their tutors and assessors, as part of their induction they are made aware of the safeguarding reporting process. During the regular meetings they have with our team, we check-in on their well-being and offer a safe space to talk, should they need it. We provide them with the knowledge and information on the support that is available to them if they need to speak out. Our code of conduct clearly outlines how we expect our learners to behave whilst in our centres and in the workplace. This has been developed and reviewed in line with our learner voice meetings, where our learners discuss and outline how they expect to be treated.

## Safeguarding and Safer Recruitment Policy

The PTS community approach to safeguarding is what makes it so supportive. We have robust policies and procedures in place which outline how we recognise the risks posed to our young people. This includes Sexual Abuse, Sexual Violence and Harmful Sexualised Behaviour. We work closely with our local partner to ensure that when a disclosure is made the key agencies are involved, not only from a legal point of view, but more importantly to ensure the right support is provided to the individual. Our recruitment policy is developed in line with Safer Recruitment, which ensures that our staff team are individually selected with robust and stringent background checks in place.

PTS welcomes the current Ofsted review into safeguarding policies within schools, colleges, and training providers, and we will work hard to make any improvements, undertake any training, or follow any recommendations that are made as a result of the review.

**If you would like to find out more or would like any support with information and training for your staff team, please contact Kate Whereat on [katew@ptsyouth.co.uk](mailto:katew@ptsyouth.co.uk)**

**We fully support Everyone’s Invited.  
Let’s end rape culture together!**







# FUNCTIONAL SKILLS APPRENTICESHIP SESSIONS

**Does your apprentice need to brush up on their Functional Skills Maths, English or ICT to achieve their Apprenticeship with PTS?**

We are providing small group and 1:1 sessions for your apprentices if they need support. These sessions can be accessed virtually or face to face where possible.

To book a slot, please contact **Ewen Saunders** on **01452 886 888**.



For further information, please contact  
**Ewen Saunders (Commercial Director)**  
on **01452 886 888** or **07540 778 503**  
or **[ewens@trainandrecruit.com](mailto:ewens@trainandrecruit.com)**