



Working with
North Kent College

Launching Careers. Building Futures.



Hiring the freshest new talent through **North Kent College**

North Kent College has an enviable reputation as being the 11th top college nationally, with an 87% student achievement rate and having invested over £90 million in facilities and commercial-standard resources.

Our recent Ofsted inspection (November 2017) rated us as Grade 2 'Good' once again and with nearly 5,000 students and apprentices learning their skills and training with us, the College offers one of the best talent pools in Kent and South East London.

Employers working with North Kent College take advantage of these talents in a number of flexible ways, from offering relevant industry placements, apprenticeships or graduate employment, to short-term work experience projects.

We'd like to show you how you can make the most of our students' skills and grow your business in partnership with the College: We're aiming to make our students the most employable in the country.



Call **01322 629400** to discuss
or email **business@northkent.ac.uk**
www.northkent.ac.uk/employers

Working with North Kent College

Based on the level of skills, training and expertise gained during our student's time at college, the opportunities for local employers to benefit are wide:

Employ an apprentice

Apprenticeships are work-based training programmes where your employees gain nationally recognised qualifications that are relevant to their role in the workplace and your business gains a highly skilled employee.

The Government has identified apprenticeships as a key progression route post-16 as well as a huge growth area for training and up-skilling existing staff.

They are heavily promoting apprenticeships through their **Get In Go Far** campaign, which is leading to increased employer demand for apprentices across a variety of trades and skills.

The new apprenticeship levy provides employers with a ring-fenced training budget to spend specifically on apprenticeship training. We can advise you on the levy and its implications to your business if you are a levy payer i.e. you have a payroll of over £3m.

If you are not a levy payer employing under 50 staff, apprenticeship training for 16-18 year olds is FREE (the Government pays) and for over 19 years you will pay just 10% of the training cost with the Government paying the remaining 90%. Smaller businesses therefore can take on apprentices and benefit from this reduced contribution rate AND the Government is also offering a £1,000 grant to small businesses taking on a 16-18 year old apprentice. If you are not a levy payer and employ more than 50 staff you pay just 10% of the training costs and the Government pays the rest.

Many employers recruit apprentices who are part trained in a relevant trade or skill, rather than straight from school. Recruiting through North Kent College therefore gives you the opportunity to recruit a student who has completed at least 1 year of a qualification relevant to your business needs.

Having an apprentice in your business will:

- Improve productivity
- Fill skills gaps, including specialist skills
- Be skills specific to your industry
- Make your business more competitive
- Reduce training costs
- Reduce recruitment costs
- Assist with succession planning
- Motivate staff and reduce staff turnover
- Provide a significant return on investment



How an apprenticeship works

Your apprentice will study a Level 2, 3 or 4 qualification in the workplace, with day or block release to our Dartford or Gravesend campus, or depending on the qualification, the training may be delivered entirely in your workplace.

Programmes usually take between 12 months to 3 years to complete. The training costs are covered through the new funding scheme, either through a levy or 90-100% by the Government.

An apprentice should be paid at least the applicable National Minimum Wage for Apprentices.

We will assist you through the process of setting up contracts and paperwork and the finance and funding implications, including any levy or digital account requirements.

To recruit an apprentice

Firstly, get in touch with us. To support your recruitment, we will:

- Discuss your needs with you
- Help you choose the best training options for your business
- Start the recruitment process
 - write the job description and recruitment adverts
 - advertise your vacancy
 - find the best match for your business
 - support you through the recruitment process - we have direct access to the freshest young talent in Kent through our college and education networks also.
- You choose your ideal candidate through application and interview and the apprenticeship begins

Existing employees can become apprentices too - we can assist you in this process. We will of course support you and your apprentice continually throughout the training programme.

"The apprenticeship programme at North Kent College gave me the confidence to pursue a career in administration. I learned so much and worked on many exciting projects."

Charlotte Powsey Administrator, Stone Parish Council



Offer industry placements

Students on some of our courses are expected to gain around 50 days significant industry placements in a business relevant to their study programme.

This means your business can benefit from having a part-qualified student assisting in your workplace, using the skills they are learning at college. Not only will they be specifically trained for your industry, but they will bring fresh new ideas with them.

We are always looking for mentors and employers to assist the students by offering good quality industry placements for our students therefore. If you can offer long-term placements for our students, we would love to hear from you.

The placement can be paid if you wish, but this is not necessary as it is part of the student's study programme. What is key, is that students gain the opportunity to work in a commercial setting and engage with clients and other trained professionals to become career-ready.

Our students come from all over South East London, Bexley, Sevenoaks and Medway, as well as Dartford and Gravesend, so we would welcome any organisations able to offer placements in these areas.

"At Barkaways we offer young people the opportunity to learn the skills required for classic car restoration, and in so doing investing in the skills that our business requires."

Ian Barkaway Owner, Barkaways Ferarri



We have a dedicated team of professionals who will support you through the recruitment of your ideal placement student, matching their skills with the requirements of your organisation. They will discuss objectives with you prior to the placement beginning to ensure the student understands the goals to achieve during the period.

The business development team will also support the student throughout the placement with regular visits and monitoring and will ensure that both you and the student are happy with progress.

The industry placement scheme is open to students on Level 3 courses (equivalent to 3 A Levels) who have already been at college for at least 1 year and are therefore part-skilled before they enter the workplace. Students are also given pre-employment training to ensure they understand workplace etiquette, communications and are equipped with employability skills.

Progression routes for students after completion of their course include apprenticeship programmes or full-time employment. The placement scheme therefore gives employers the opportunity to have a student in the workplace, who ultimately you may consider for one of these progression routes into your organisation.

"I really loved the staff at North Kent College. It was great to have the opportunity to better myself and my skill-set."

Kirsty West Human Resources, Morgan Stanley

Offer short-term work experience

As part of some of our study programmes, students are expected to work for a short-period, sometimes during the holidays, for 2 or 3 weeks during a term or regularly at weekends. If you can offer such experience, please contact us and we can help place a student(s) with you from a course relevant to your business.

This experience can be paid, but is not necessary. It is more important that students gain the opportunity to work in a business relevant to their studies so that there is mutual benefit to both you and the student.



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Employ a college graduate

North Kent College delivers courses to students aged 16 plus, in a wide variety of vocational occupations. These are split into 4 academic areas with numerous individual courses and levels available from Level 1 to Foundation Degree:

- **Arts and Creative Industries**
- **Business and Computing**
- **Construction and Engineering**
- **Sport, Hospitality and Care**

To give a flavour, within these main academic areas, our courses cover (this list is not exhaustive):

Arts and Creative Industries:

Acting, dance, music, art, design (graphic, product), fashion, media (TV, broadcast, motion graphics), photography, hairdressing, beauty

Business and Computing:

AAT accountancy, business and finance, legal secretarial, IT, gaming

Construction and Engineering:

Bricklaying, carpentry, painting & decorating, multi-trade, electrical, engineering, motor vehicle, plumbing, refrigeration & air-conditioning, maritime trades

Sport, Hospitality and Care:

Early years, health & social care, sport, personal training, hospitality & catering, travel & tourism, public services

Courses run over 12 months for each level, with progression each 12 months. As each level is completed our graduates will either be progressing to the next level or graduating and seeking work.

Taking a North Kent College graduate into your business will not only enhance the level of expertise in your organisation, but will also bring new concepts, skills and hands-on enthusiastic personnel.

We can assist you in recruiting an appropriate graduate from the College through an advertising, selection and interview process if you require.

"We have a September intake of new graduates, the idea being that it is perfectly timed for the end of their college course. We took on 13 new learners at the end of last year, they get a couple of months to get to grips with the job before they start supporting our legal secretaries. The selection is based on how well the learners have developed in their courses since joining, so it is a highly competitive but highly rewarding industry."

Pippa Vickers Secretarial Team Manager, Carpmaels & Ransford



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Professional guidance

There are many ways our students can help your business and ways in which you can influence, inspire and assist our students in their future careers too.

We always welcome support from our local and regional business community, from large or small enterprises and from short-term assistance to longer-term commitments.

Whether you can offer to mentor a student, come into college to give a talk or presentation about your industry, if you are involved with any of the local Guilds, or you can offer placement experience, an apprenticeship or a career, we would welcome your input.

Our alumni network also stay in touch through LinkedIn and are able to offer testimonials, case studies, progression advice and work to our current students. If you're a past student, please join our LinkedIn network to stay in touch.

Whatever the opportunity for our students to engage with your business, please contact us to discuss a mutually beneficial partnership.



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Commercial courses and training

As an educator, North Kent College also offers a range of commercial courses and training across a variety of industries. Courses take place at our campuses in Gravesend, Dartford, SusCon and Bluewater in specialist workshops and facilities designed to replicate commercial and industrial settings.

These include the National Maritime Training Centre, with boats moored at our jetty on the Thames, our pool with lifesaving equipment and turbine access rigging, plus our bridge simulator; The Halls (air conditioning and refrigeration) Centre; our fire training ground; and classrooms within The Learning Shop at Bluewater Shopping Centre.

MCA Approved Maritime Training and Apprenticeships

- Maritime Studies Qualification (MSQ) pathways:
 - Rivers, Inland Waterways and Limited Distances to Sea
 - Able Seafarer Deck
 - Able Seafarer Engine
 - Officer of the Watch
- Marine engineering
- Nautical, survival and security (STCW)
- Boatmasters' licence (BML)
- Wind industry (GWO)
- Distance learning with Lloyd's Maritime Academy

First Aid

- First aid at work
- Maritime

Occupational Health & Safety

- CCNSG
- COSHH
- IOSH
- Fire awareness
- NEBOSH

Fire Fighting

- Enclosed space training
- Prevention and fire fighting

Air Conditioning & Refrigeration

- Ammonia
- F Gas
- Refrigeration

Accountancy

- AAT Levels 2, 3 and 4

Retail

- Customer service
- Visual merchandising

Construction

- CSCS Card

Pre-Employment Training

- The Learning Shop with DWP, can assist your recruitment process through a free service referring candidates to you who have received our pre-employment training.

This list is not exhaustive and courses can be tailored to meet the needs of employers also.



*"Excellent, high quality, well presented course
- very helpful and patient instructor."*

Steven Coleman, Briggs Marine, December 2017



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