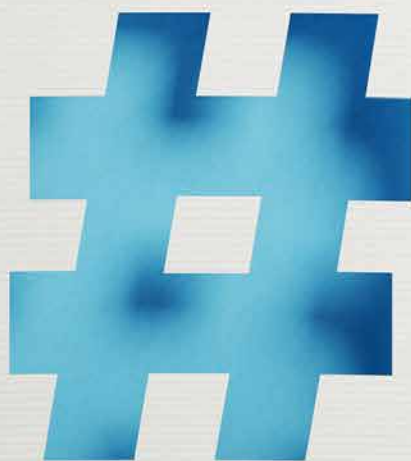


# INSIGHT

Inspiring Success Developing Potential



## APPRENTICESHIP UPDATES

Project Manager, Digital Marketing and Data Analyst all now live

## APPRENTICESHIP LEVY

Action before April or lose out!

## SCOTLAND SUCCESS

Winning Scottish Training Provider of the Year 2018

# Contents

3

Introducing Digital Marketing  
Apprenticeships

---

4-5

How Upskilling Can Boost  
Your Bottom Line

---

6-7

Levy: Use It or Lose It

---

8-9

Managed Learning Service

---

10-11

Introducing GP Assessment Services

---

12-13

YouTrain Rebrands to GP Strategies  
Modern Apprenticeships

---

14-20

What We Offer

---

21

Procurement Frameworks

---

22-23

Recruitment Process

---

24

Disney Comes Out!

---

25

Time to Change

---

26

GP Strategies is Growing

---

## Welcome

*to the latest edition of Insight magazine.*

We continue to see apprenticeships evolve to meet the needs of employers, employees and the economy. Earlier this month the government announced some new reforms to help ensure that apprenticeships provide people with the skills they need to succeed.

- From April 2019, the amount levy paying employers can transfer to businesses in their supply chain will increase from 10% to 25%
- A further £5 million was announced for the Institute for Apprenticeships to introduce new standards and update existing ones so that more courses can be offered.

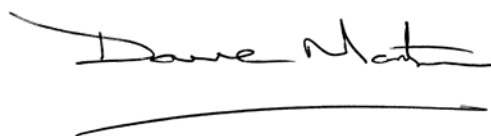
A major focus for our business has been looking at new ways to meet our customers' needs.

In addition to launching a number of new apprenticeship programmes, consolidation of services has been a key priority as more organisations look for single-source solution for all their apprenticeship requirements. If this is something you're interested in, this edition includes an overview of our managed learning solution, recruitment support service and end-point assessment service.

We also look at ways you can maximise return on investment by upskilling existing employees and for levy paying employers, tips on how to make the most of your levy before April 2019, when any unspent funds will expire.

It has also been a hectic but exciting time for our new operation serving employers across Scotland, which this year picked up the Scottish Training Federation's prestigious 'Training Provider of the Year'. Find out more inside...

If you have any comments or questions, or if there are any subjects you'd like us to cover in future editions, please get in touch.



**David Martin**  
Vice President



# Introducing Digital Marketing Apprenticeships

---

Suitable for Social Media Assistants, Marketing Assistants, Digital Marketers, Campaign Assistants, Digital Marketing Officers and more!

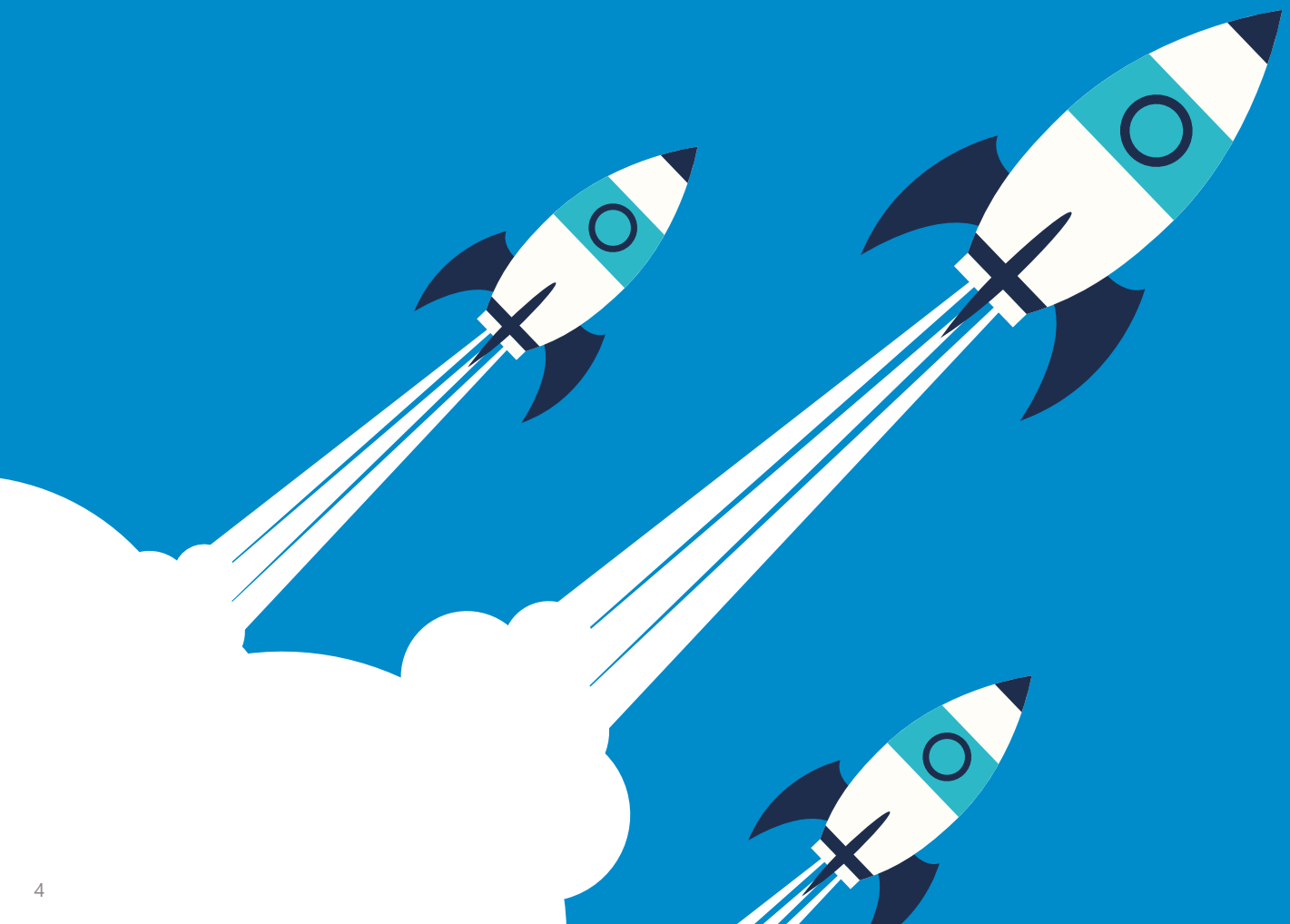
# How Upskilling Can Boost Your Bottom Line

---

In today's challenging and competitive business climate, developing the skills of existing employees is not always the top of our priority list, especially as it means parting with money we might think is better spent elsewhere.

However, studies have shown that investing in 'upskilling' your workforce can have significant long-term benefits for an organisation. Upskilling is simply training that allows workers to do their jobs – much better!

Training employees for training's sake or for a tick in the box isn't the answer. For upskilling to have any real value to the business, it needs to be both beneficial and relevant to the day to day tasks and responsibilities of employees.





## Four Reasons Your Business Needs to be Upskilling:

### 1. Improves Retention

High value employees who achieve high productivity and high morale can often be hard to find, but to keep them can be even more challenging. Creating a culture where employees are actively encouraged to develop and grow can play a valuable role in both attracting and retaining employees. It makes them feel more confident and appreciated leading to higher levels of job satisfaction and morale.

### 2. Increases Efficiency

Developing the skills of your existing workforce can help improve the service you deliver to customers and clients as well as supporting employees to advance in their career, potentially moving into more senior roles where they can lead, manage and mentor others.

### 3. Improves Engagement and Productivity

Providing your employees with opportunities to train and develop can dramatically improve employee engagement. Upskilling doesn't just deliver new skills, it provides renewed enthusiasm for the job which in turn impacts positively on productivity.

### 4. Boosts Your Bottom Line

Failure to retain valuable employees can dramatically affect your bottom line and can create wider organisational issues such as low self-esteem and increased feelings of job insecurity. Investing in a workforce development programme can be extremely effective in reducing staff turnover, improving motivation and ultimately a boosted bottom line!

---

## Investing in Workforce Development

Investing in workforce development to upskill employees should be an ongoing process aligned with the wider business strategy. There are a host of training opportunities now accessible for all – from the shop floor to executive level – relevant to specific sectors or responsibilities of an individual. Training can be delivered via a number of methods such as apprenticeships, on-the-job learning, virtual learning or individual study.

Apprenticeships are a cost-effective way to develop and grow a more qualified workforce. There are now more high-quality apprenticeships than ever before to support and develop employees of all ages, background and job roles.

At GP Strategies Apprenticeships, we understand that training and development is not a one size fits all. In order to meet our mission to enable people and businesses to perform at their highest potential, we deliver a wide range of apprenticeship programmes, qualifications, commercial training courses and other value added services.

For help and advice on upskilling employees or on how to develop an effective workforce development programme, please call us on **0330 1000 610**.

# Use It or Lose It

## Make the Most of Your Levy Funds

If you're a levy-paying employer, you have until **April 2019** to spend the funds in your account before any unspent funds will expire (and get allocated to smaller businesses to use on apprenticeship schemes). So with the clock ticking, now is the time to make use of your levy funds – before you start to lose them!

### The Apprenticeship Levy: one year on

As with all major changes, the Apprenticeship Levy was met with a mixed response when it was first introduced in April 2017.

Moving on a year, research from an Open University report, 'The Apprenticeship Levy: one year on' revealed that 84% of business leaders in England supported the levy in principle and more than half were more positive about it compared to the previous year.

The report, which was based on responses from 750 senior UK business leaders, found that around two-thirds of businesses felt the levy could address skills shortages and benefit the UK economy, and more than half believed it would improve productivity. Whilst most employers appear to agree with the levy in principle, the research also suggests that they have been slow to invest their levy funds

into apprenticeship. A total of £1.8 billion in levy payments have been made since the introduction of the levy, but organisations have withdrawn just £108 million.

With so much being paid into the levy pot, it's more important than ever that employers maximise return on their investment by taking full advantage of the many benefits apprenticeships can bring and use their levy funds to fill any skills gaps.

### The Apprenticeship Levy in Brief

Businesses with an annual wage bill of £3 million pay 0.5% of their payroll costs into a levy fund.

They can then draw on this to fund apprenticeships.

It covers 20,000 businesses and will raise more than £2 billion a year.



# Tips on how to maximise your Apprenticeship Levy

## Ensure your business has the skills it needs now and in the future

As competition for talent intensifies, your number one priority is to look at the skills and knowledge gaps in your business, identify your future talent needs then consider how apprenticeships can be used to address these needs.

Apprenticeships enable you to future proof your business by developing and growing a more qualified workforce with the skills relevant to your sector and a programme tailored to the specific needs of your organisation.

You can use your levy funds to bring in new recruits or to upskill (or reskill) existing employees. Everyone is entitled to start an apprenticeship at any time, no matter what their age, background, level or job role.

## Switch existing training programmes with apprenticeships

Look at your existing training programmes and budgets and how these compare with apprenticeship standards. You will find most can be directly replaced with the new standards while others can be enhanced by apprenticeships.

Apprenticeships now cover more than 170 industries and 1500 job roles from cyber security to environmental conservation! The new design of apprenticeship standards mean that they range from Level 2 (intermediate) courses right up to Level 7, which is equivalent to a Master's degree.

Are any of your employees doing any professional qualifications? Some apprenticeship standards include popular vendor or professional qualifications so it can be cost effective and financially viable to do an apprenticeship rather than paying commercial training costs.

## Transfer 25% of your funds to another organisation

Did you know levy payers with unused or surplus funds in their levy account can now donate up to 25% to other organisations to pay for their apprenticeship training and assessment?

You can use the transferred funds to support smaller employers in your supply chain to recruit apprentices, or to assist a charity or local business. It's your choice who to support, just as long as the funding is spent on apprenticeships.

The maximum transfer is 25% of your annual funds and these funds will be used to pay for the training costs of the apprenticeships agreed with the receiving employer and will be paid monthly for the duration of the apprenticeship.

## An end to end levy management service

If you're an employer eligible for the Apprenticeship Levy, you must pay the levy irrespective of whether you employ an apprentice or not. And while it is not mandatory to spend your levy funds, your business really will be losing out if you don't.

GP Strategies offers an end to end levy management service for everything you need to effectively understand and manage your apprenticeship levy, and to support you to design and deliver an effective apprenticeship scheme.

For more details please call us on **0330 1000 610**.

# Managed Learning Service

---

**Modern businesses are complex with a wide range of learning and development needs. Meeting these needs effectively and efficiently can be a challenge, particularly when you're dealing with a number of different organisations.**

Why work with multiple partners when you can have one single point of contact that gives you total control of your apprenticeship spend and service provision?

GP Strategies provides a tailored end-to-end managed learning solution that fits all your apprenticeship delivery needs, delivers effective learning outcomes and adds real business value.

## **What Are the Benefits of our Managed Learning Service?**

- Addresses core business issues by effectively aligning apprenticeship programme with business objectives.
- Enhances the level of learning consistency across all areas of UK.
- Frees up valuable time and increases accountability and responsibility by having a single point of contact.
- Improves budget and partner control.
- Ensures maximum return in investment from your training budget.

GP Strategies has over 25 years' experience delivering managed learning solutions across the UK that increase the effectiveness of an organisation and improves business performance.

Whether it's managing your entire apprenticeship organisational strategy or supporting your efforts in a specific area, we've got it covered.

## **About GP Strategies' Managed Learning Service**

- Design, development and delivery of your apprenticeship strategy and services from recruitment and compliance to financial guidance and end-point assessment.
- One single team of experts coordinating project activities from service centres across the UK.
- Quality assured partner network supporting all our core delivery services.
- Single integrated management information suite and levy reporting.
- Flexible and robust end-point assessment service delivered through our sister company GP Strategies Assessment Services.
- Easy integration into your existing LMS.

Whatever the size or location of your business, our managed learning service can help transform your apprenticeship delivery function and help you improve the experience for your learners, while saving you money too.

To find out more about how our Apprenticeship Managed Learning Service can benefit your business, call us on **0330 1000 610**.







# Introducing GP Assessment Services

---

## A flexible and robust End-Point Assessment service

GP Strategies is one of a small number of organisations approved by the government to deliver End-Point Assessment services for a range of Apprenticeship Standards in Retail, Management, Adult Care and Warehousing.

Every Apprenticeship Standard must have an end-point assessment (EPA) that is carried out by an independent assessor approved by the Education and Skills Funding Agency of conduct EPA for the specific standard. This must be a different organisation to the one delivering the apprenticeship programme but still needs to be an organisation experienced in delivering the standards, so apprentices are fairly and accurately graded.

By combining years of industry expertise with digital innovation, GP Assessment Services offers a high quality, cost-effective EPA solution to support employers, training providers and learners through the end-point assessment process.

### What is EPA?

The EPA is the main method of assessment at the end of an apprenticeship. It is a process that apprentices must go through to demonstrate that they can do the job they have been training for before they receive their apprenticeship certificate.

EPA measures the skills, knowledge and behaviours of each apprentice and grades

their performance against the Apprenticeship Standard. The approach to conducting EPAs are set out as part of the 'Assessment Plan' for the applicable standard and it can take a wide range of forms, including:

- Written and multiple choice tests
- Virtual/online tests
- Practical observations
- Job related projects
- Professional discussions

## Why choose GP Assessment Services?

GP Assessment Services combines industry expertise with outstanding customer service, quality and support to deliver a flexible and robust EPA service. We manage all aspects of the process and work directly with employers, training providers and apprentices to ensure that our service meets the highest professional standards.

### We offer:

- A robust and quality assured service delivered by an expert team of end-point assessors.
- Bespoke EPA solutions that can be tailored to meet the specific needs of different businesses.
- A nationwide team of highly qualified, industry-aligned assessors.
- A purpose-built technology platform to track learners' progress, schedule EPAs, captures Gateway and assessment evidence.
- Compliance and guidance to ensure assessment are delivered in line with quality and legislative standards.
- Support materials and resources provides employers, training providers and apprentices with clear and practical guidance on how they are assessed for each standard.
- Dedicated training and support throughout.

## End-Point Assessment Price List

Standard	Funding Band Maximum	Cost Per Apprentice
<b>Management</b>		
Operations/Departmental Manager	£5,000	£750
Team Leader/Supervisor	£9,000	£1,170
<b>Adult Care</b>		
Adult Care Worker	£3,000	£540
Lead Adult Care Worker	£3,000	£540
<b>Service Skills</b>		
Retailer	£5,000	£750
Retail Team Leader	£5,000	£750
Retail Manager	£6,000	£840
Supply Chain Warehouse Operative	£3,000	£540

## End-Point Assessment Resit Price List

Standard	Test Resit Cost	Assessor Led Resit Cost
<b>Management</b>		
Operations/Departmental Manager	£50	£250
Team Leader/Supervisor	£90	£450
<b>Adult Care</b>		
Adult Care Worker	£30	£300
Lead Adult Care Worker	£30	£300
<b>Service Skills</b>		
Retailer	£50	£250
Retail Team Leader	£50	£250
Retail Manager	£60	£300
Supply Chain Warehouse Operative	£30	£300

\* Note: All prices are subject to change. Discounts considered based on volume of apprentices.

We are currently working on a new website and support materials for our EPA service and will provide updates as we progress. To register your interest or to find out more about EPA please call us on **0330 1000 610**.

# YouTrain Rebrands to GP Strategies Modern Apprenticeships

---

**This month saw YouTrain, one of Scotland's major providers of IT and Digital Modern Apprenticeships and IT training, rebrand as GP Strategies Modern Apprenticeships.**

GP Strategies Training Limited acquired YouTrain Limited in September 2017 in a move to expand our capabilities in the fast-growing IT and digital sector, and to further strengthen our position as one of the UK's leading providers of apprenticeships and vocational training.

The acquisition also positions us in the market as Scotland's only Cisco Learning Partner, a Microsoft Silver Learning Partner, an SQA Centre, and a Skills Development Scotland provider.

As GP Strategies Modern Apprenticeships, we will continue to deliver a range of high-quality IT training courses and Modern Apprenticeship programmes in areas such as IT, Digital Marketing, Business Support, Finance and Healthcare.

While the shift in name recognises that we are part of a broader workforce development organisation with access to additional resources, the change in branding has been purely cosmetic to bring it in line with GP Strategies' corporate brand and to reflect our enhanced service offerings.

In addition to updating and standardising assets such as marketing collateral, signage, business cards, and email signatures, the website has been redesigned and redeveloped and can be found at [www.gpstl-apprenticeships.co.uk/scotland](http://www.gpstl-apprenticeships.co.uk/scotland).

Our social media channels have also changed. Please follow **GP Strategies Modern Apprenticeships** on:



**Twitter (Employers)** - @gpsct4employers  
**Twitter (Learners)** - @gpsct4learners



**Facebook**  
@gp\_modernapprenticeships



**Instagram**  
@gp\_modernapprenticeships



**LinkedIn**  
GP Strategies Modern Apprenticeships





## YouTrain Wins Scottish Training Federation's 'Provider of the Year' Award

A big congratulations to YouTrain for picking up the prestigious Provider of the Year Award at this year's Scottish Training Federation's (STF) Annual Conference and Awards.

The award recognises training providers who have demonstrated excellence and outstanding achievement in training provision, and who have significantly contributed to Scotland's Modern Apprenticeship programme.

The awards ceremony, held at Crieff Hydro on Tuesday 25th September, is an annual event to showcase examples of innovation and best practice in work-based training in Scotland.

**Dave Martin**, Vice President for GP Strategies Training Limited commented:

"We were very proud to be named a finalist but to win the Provider of the Year is a magnificent achievement. It is a testament to the professionalism, dedication and expertise of our team in Scotland, as well as the quality of our Modern Apprenticeship programmes and the strong relationships we have with our employers and learners.

"This success has reinforced our commitment to continuously develop and enhance our service in order to meet the different and changing needs of both corporate clients and our individual learners."

## The Scottish Apprenticeship Show 2018

The Scottish Apprenticeship Shows took place at Edinburgh's EICC on 2nd and 3rd September and Glasgow Science Centre on 7th and 8th October.

The event - now in its third year - brings together some of Scotland's biggest employers, training providers and further education institutions under one roof.

For us, exhibiting at the event gave us the ideal opportunity to get in front of people - school leavers, parents and guardians, carers, employers and other training providers - to discuss the benefit of Modern Apprenticeships, and to share knowledge and best practice.

A big thank you to all of our team who attended and all their efforts including Louise Findlay, Owen Smith, Jonathan Trussell, Shannon Best, Niall Cunningham and James McBean.

The Scottish Government are funding more apprenticeships in Scotland than ever before. With a record 27,145 new Modern Apprenticeship starts last year, and a further 28,000 available this year, Scotland is on track to achieve its ambition to deliver 30,000 new apprenticeship starts by 2020.



# What We Offer

## Qualification Pricing Structure England

Standard	Standards/ Frameworks	Level	Price	Non Levy Employer Contribution	
Adult Care				Exc. VAT	Inc. VAT
Care Leadership and Management	F	5	£2,000	£200	£240
Adult Care Worker	S	2	£3,000	£300	£360
Lead Adult Care Worker	S	3	£3,000	£300	£360
Leadership, Management and Professional Services					
Business and Professional Administration	F	4	£4,000	£400	£480
Business Administrator	S	3	£5,000	£500	£600
	F	2	£2,000	£200	£240
Operations/Departmental Manager	S	5	£9,000	£900	£1,080
Associate Project Manager	S	4	£9,000	£900	£1,080
Management	F	4	£2,000	£200	£240
Team Leader/Supervisor	S	3	£5,000	£500	£600
Activity Leadership - Supporting Learning and Physical Education and School Sport	F	2	£2,000	£200	£240
Activity Leadership - Supporting Teaching and Learning in Physical Education and School Sport	F	3	£3,000	£300	£360
Senior Financial Services Customer Service Advisor	S	3	£9,000	£900	£1,080
Financial Services Customer Advisor	S	2	£4,000	£400	£480
Public Service Operational Delivery Office (Civil Service)	F	3	£3,000	£300	£360
Children and Young People					
Play Worker	F	3	£2,500	£250	£300
Children and Young People's Workforce (Early Years Educator)	F	3	£2,500	£250	£300
Children and Young People's Workforce (Social Care Pathway)	F	3	£2,500	£250	£300
Children and Young People's Workforce	F	2	£2,000	£200	£240
Children and Young People's Workforce (Residential)	F	3	£2,500	£250	£300
Supporting Teaching and Learning in Schools	F	2	£2,000	£200	£240
	F	3	£2,500	£250	£300

Standard	Standards/ Frameworks	Level	Price	Non Levy Employer Contribution	
Digital IT					
Cyber Security Technologist	S	4	£18,000	£1,800	£2,160
Network Engineer	S	4	£18,000	£1,800	£2,160
Software Developer	S	4	£18,000	£1,800	£2,160
Infrastructure Technician	S	4	£15,000	£1,500	£1,800
Software Development Technician	S	3	£15,000	£1,500	£1,800
Data Analyst	S	4	£15,000	£1,500	£1,800
IT Applications Specialist	F	3	£4,000	£400	£680
IT Applications Specialist	F	2	£2,000	£200	£240
Service Skills				Exc. VAT	Inc. VAT
Customer Service	F	2	£2,000	£200	£240
Customer Service Practitioner	S	2	£3,000	£300	£360
Customer Service Specialist	S	3	£3,000	£300	£360
Supply Chain Warehouse Operative	S	2	£4,000	£400	£480
Warehousing and Storage	F	3	£5,000	£500	£600
Retailer	F	2	£2,000	£200	£240
Retail Manager	S	4	£9,000	£900	£1,080
Retail Team Leader	S	3	£9,000	£900	£1,080
Sales and Telesales	F	3	£2,000	£200	£240
	F	2	£5,000	£500	£600

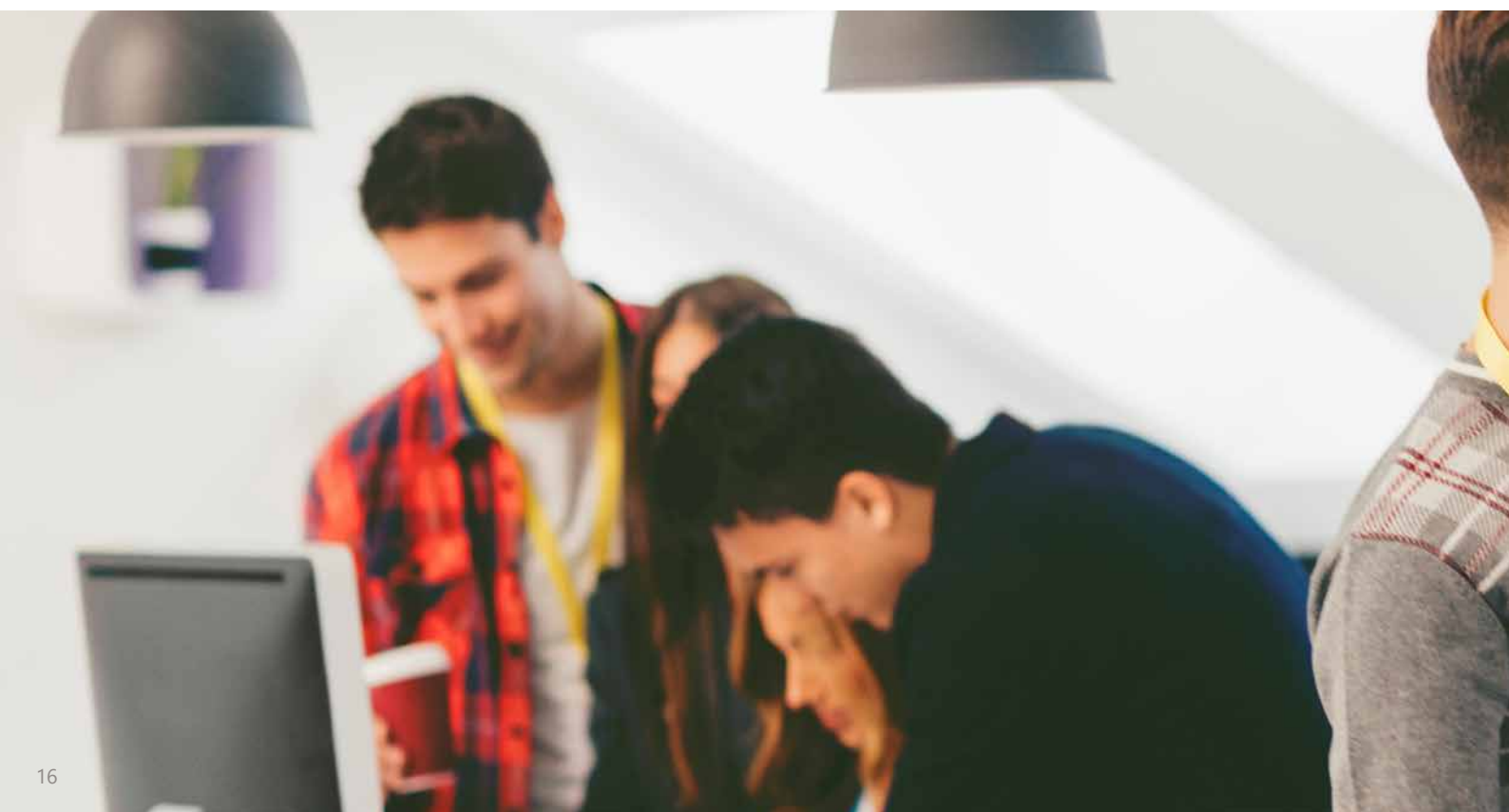
Purchase with confidence, either directly or through approved procurement frameworks with government backed schemes. Functional Skills are separately funded by the Government at no additional cost for eligible employees.

**Crown  
Commercial  
Service**  
*Supplier*

# Apprenticeship Frameworks

Course Title	Level	Duration*
Business Administration (Advanced)	3	12 Months
Business Administration (Intermediate)	2	12 Months
Business and Professional Administration	4	15 Months
Care Leadership and Management	5	15 Months
Children and Young People's Workforce (Early Years Educator) (Advanced)	3	12 Months
Children and Young People's Workforce (Intermediate)	2	12 Months
Children and Young People's Workforce (Residential Care) (Advanced)	3	12 Months
Children and Young People's Workforce (Social Care Pathway) (Advanced)	3	12 Months
Customer Service (Advanced)	3	12 Months
Customer Service (Intermediate)	2	12 Months
Health and Social Care (Advanced)	3	12 Months
Health and Social Care (Intermediate)	2	12 Months
Health Clinical Healthcare Support (Advanced)	3	12 Months
Health Clinical Healthcare Support (Intermediate)	2	12 Months
IT User (Advanced)	3	12 Months
IT User (Intermediate)	2	12 Months
Warehousing and Storage (Intermediate)	2	12 Months

Course Title	Level	Duration*
Management	4	12 Months
Management (Advanced)	3	12 Months
Management and Leadership	5	15 Months
Playwork (Advanced)	3	12 Months
Retail Operations	2	15 Months
Retail Operations (Management pathway) (Advanced)	3	12 Months
Retail Operations (Sales pathway) (Intermediate)	3	12 Months
Retail Operations (Visual Merchandising pathway) (Advanced)	3	12 Months
Sales and Telesales (Advanced)	3	12 Months
Sales and Telesales (Intermediate)	2	12 Months
Supporting Learning in Physical Education and School Sport (Intermediate)	2	12 Months
Supporting Teaching and Learning in Physical Education and School Sport (Advanced)	3	12 Months
Supporting Teaching and Learning in Schools (Advanced)	3	12 Months
Supporting Teaching and Learning in Schools (Intermediate)	2	12 Months
Team Leading	2	12 Months
Warehousing and Storage (Advanced)	3	12 Months
Warehousing and Storage (Intermediate)	2	12 Months





# Apprenticeship Standards

Course Title	Level	Duration*	End Point Assessment Service**
Adult Care	2	12 Months	✓
Business Administrator	3	12 Months	
Chartered Manager Degree Apprenticeship	6	15 Months	
Customer Service Practitioner	2	15 Months	
Health Care Support Worker	2	12 Months	
Lead Adult Care	3	12 Months	✓
Operational Delivery Officer Apprenticeship	3	12 Months	
Operational Departmental Manager	5	12 Months	✓
Retail Manager	4	12 Months	✓
Retail Manager	2	12 Months	
Retail Team Leader	3	12 Months	✓
Retailer - Standard	2	12 Months	✓
Senior Financial Services Customer Service Advisor	3	12 Months	
Senior Healthcare Support Worker	3	12 Months	
Supply Chain Operator	2	12 Months	
Supply Chain Warehouse Operative	2	12 Months	✓
Team Leader	3	12 Months	✓

# General

Course Title	GLH
DBS Check	-
Equality and Diversity	3
GP University	-
Level 3 Award in Paediatric First Aid at Work	12
Prevent Duty	3
Staying Safe Online	3

\*Apprenticeship Frameworks are being withdrawn from public funding and replaced by Apprenticeship Standards.

\*\*End point assessment is a mandatory element of all apprenticeship standards. It is a synoptic set of tests carried out to validate the how the apprentice has developed during their course. GP Strategies Assessment Services is registered end point assessment provider. Please contact us for the latest information on how we can help in this area.



# Health & Social Care

Course Title	GLH
6S Productivity Suite	6
Ageing (including Parkinsons)	4
Alcohol Misuse	4
Anxiety	4
Arthritis	4
Assessing Needs	4
Care Certificate Induction Package	-
Care Planning	4
Challenging Behaviour	4
Cognitive Behavioural Therapy	4
Communicating Effectively	4
Confidentiality	4
Consent	4
Continence Promotion	4
COSHH	4
Dementia Care	4
Depression	-
Deprivation of Liberty Safeguards (D.O.L.S.)	-
Diabetes Awareness	4
Dying, Death and Bereavement	4
Epilepsy Awareness	4
Fire Training	4
Food Allergy Awareness	4
Hand Hygiene	4
Health and Safety	4
Infection Control	4
IOSH	7.5
Learning Disabilities	4
Level 2 Food Hazard Analysis Critical Contact Point (HACCP)	4
Level 2 Food Safety Hygiene	4
Level 3 Food Safety Hygiene	4
Mental Capacity	4
Moving and Handling Assessment	4
Moving and Handling Theory	4
Nutrition and Diet	4
Pain Management	4

Course Title	GLH
Panic Attacks	4
Person Centred Care	4
Pressure Area Care	4
Principles of Care and Confidentiality	4
Record Keeping	4
Risk Assessment	-
Role of the Care Worker	-
Safe Administration of Medicines	4
Safeguarding of Vulnerable Adults	4
Self-Harm	4
Skin Care	4
Sleep	4
Stress Management	4
Strokes	4
Wound Care	4



## Early Years

Course Title	GLH
A new Approach to Child Poverty	4
An Introduction to 'Getting it Right for Every Child'	4
An Introduction to the Autism Spectrum	4
Awareness of Child Abuse and Neglect	4
Child Accident Prevention	4
Child Development - Motorways in the Brain Neural Development	4
Childhood Obesity	4
Early Child Development	4
Early Years Common Core Skills	4
Food Allergy Awareness	4
Information Sharing	4
IOSH	7.5
Level 2 Food Hazard Analysis Critical Contact Point (HACCP)	4
Level 2 Food Safety Hygiene - City and Guilds	4
Level 3 Award in Paediatric First Aid	12
Level 3 Food Safety Hygiene - City and Guilds	4
Manual Handling for Carers and Parents	4
Manual Handling Practical	-
Risk Taking Behaviour in Young People	4
Safeguarding and Leadership	4
Safeguarding Children, Young Peoples and Adults at Risk	4
Self-Harm and Suicide Thoughts in Children and Young People	4
Supervision and Appraisal in Early Years Settings	4
Working with Children - Safer Working Practices	4
Working with Children with Disabilities	4

## Management & Leadership Business Administration

Course Title	GLH
An Introduction to Social Media in the Workplace	4
Confidentiality in the Workplace	4
Conflict Resolution in the Workplace	4
COSHH	4
Customer Excellence for Frontline Staff	4
Data Protection at Work	4
Health and Safety at Work and Fire Safety	4
How to Delegate Effectively	4
How to Develop a Culture of Openness and Trust in the Workplace	4
How to Develop and Effective Induction	4
How to Manage Coaching and Mentoring	4
How to Manage Conflict	4
How to Manage Discipline and Grievance	4
How to Manage Effective Meetings	4
How to Manage Equality and Diversity	4
How to Manage Learning and Development	4
How to Manage Performance Reviews	4
How to Manage Recruitment and Selection	4
How to Manage Redundancy	4
How to Manage Sickness and Absence	4
How to Manage Through Change	4
How to Recognise and Reward your Team	4
Introduction to Contract Management	4
Introduction to Display Screen Equipment	4
IOSH	7.5
Managing Stress and Pressure	4
Moving and Handling in the Workplace	4
Presentation Skills	4
Problem Solving	4
Professional Boundaries	4
Risk Assessment at Work	4
Slips, Trips and falls	4
Standard Operating Procedures	4
The Bribery Act	4
Time Management	4
Understand the Rules of Customer Service	4
Visual Management	4





# What We Offer

## Modern Apprenticeships Scotland

Scotland	Level
<b>Digital IT</b>	
IT Infrastructure and Support	6
	8
Software and Web Development	6
	8
Digital Applications	6
Digital Marketing	6
<b>Management and Professional Services</b>	
Management	7
	9
	11
Business Administration	5
	6
AAT Accountancy	5
	6
<b>Health and Social Care</b>	
Health and Social Care	?
	?
<b>Children and Young People</b>	
Children and Young People	?
	?

Skills Development Scotland will contribute towards the training costs. For apprentices aged 16-19 years, apprenticeship training costs are 100% funded. For apprentices aged 20-24 years, a proportion of the training costs will be covered with employers meeting the rest.







# Procurement Frameworks

---

Buy with confidence the approved procurement frameworks

Crown  
Commercial  
Service  
Supplier

ESPO

**NHS**  
London Procurement Partnership

**NHS**  
Shared Business Services

GP Strategies is a recognised high quality training provider. To make purchasing simpler, faster and easier we have pre-agreed due diligence and pricing structure agreed with our partners. This reduces procurement time and cost for clients whilst reducing risk. Please contact us on 0330 1000 610. for more information.

# Managing Your Recruitment Process

---

## How GP Strategies can help you hire the right people

If you're struggling to recruit people with the skills and expertise you need, or you have an ageing workforce with valuable skills to pass on to others – hiring an apprentice can be the best solution for your business.

While employing an apprentice can bring a whole host of benefits to a business such as increasing diversity, creativity and productivity, finding the 'right' candidate for an apprenticeship role can be a daunting task.

Recruiting an apprentice can present quite a few challenges from attracting a good-sized pool of applicants to screening and matching these initial applicants to ensure they have the skills and qualities you need.

For GP Strategies, the key to successful recruitment is in taking the time to listen and understand the needs of your business. Where and what are your skills gaps? What kind of person will be a good culturally fit?

We will then help source and select candidates and support you throughout the complete recruitment process. And, if a candidate does not quite meet the entry level required, we can prepare them for work or an apprenticeship with our pre-employment training programme.

### A FREE end to end recruitment service

GP Strategies offers an end to end recruitment service – from talent attraction to funding advice – to find and hire the right talent for your business. All of our candidates are pre-screened and chosen for your roles based on specific criteria you provide.

We appreciate that employee recruitment is costly so we offer a free service that includes:

- CV review and selection
- Telephone screening
- Face to face interviews
- Information advice and guidance in managing and promoting your vacancies
- Applicants complete BKSB assessment (UK's most popular online Functional Skills Solution) prior to being selected for consideration
- Full CV and outcome of basic skills assessment for all applications
- A shortlist of candidates for final interview – only applicants that meet your criteria will be put forward for consideration for interview
- Free DBS checks for those working in the care and education sectors
- Support on funding and financial support



## Supporting people into work through our pre-employment training programme

Not everyone is ready for work or an apprenticeship when they leave school or college, or after a period of absence.

As part of our recruitment and selection process, we can match candidates to your roles and equip them with the skills they need to succeed through a tailored pre-employment training programme.

Pre-employment training is the perfect stepping stone into employment by giving employers a flexible and cost-effective route that prepares individuals for the workplace by gaining some valuable work experience and employability skills.

These programmes are extremely effective in improving the employability of potential employees and getting them 'work ready'. And by offering an entry route into the world of work, you can build a pool of high quality future recruits.

Our programmes are made up of the following elements:

- A work placement
- Employer or sector specific skills and qualifications
- Functional skills – improving English and Maths up to level 2
- Employability skills/work preparation activity
- Interview upon course completion

Upon successful completion of their pre-employment training programme, individuals can start their working life – whether through an apprenticeship or another paid job.

While employers are not required to pay trainees a salary under both schemes, some individuals may qualify for funding and support, and we do recommend you provide financial support to meet travel and meal costs.

## Are you looking for new talent right now!?

GP Strategies currently have hundreds of bright, motivated candidates eagerly waiting to kick start their career in a range of sectors. We also have a well-established regional sourcing infrastructure to skills match and recruit apprentices locally to fill your job vacancies. These can be advertised on our own job vacancy platform, which promotes all the latest apprenticeship and pre-employment training vacancies.

To find out more about the recruitment services we offer, please visit our website **[www.gpstl-apprenticeships.co.uk](http://www.gpstl-apprenticeships.co.uk)** or call us on **0330 1000 610**.







# Disney Comes Out!

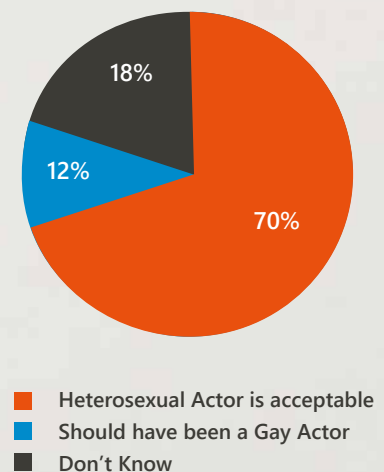
---

The huge Disney organisation recently announced that the upcoming movie, *The Jungle Cruise*, would feature their first ever openly gay character. Personally, I thought that the honour went to LeFou in *Beauty and the Beast*, but Disney have previously been very reluctant to identify any character in their films as being LGBT+.

The new film is based on Disneyland's theme park ride where a small riverboat takes a group of travellers through a jungle filled with dangerous animals and reptiles, but with a supernatural element. Dwayne Johnson will play the boat's captain and Emily Blunt has been cast as passenger, Lily Houghton, who is joining the cruise, along with her sibling, in search of a magic tree. The role of Lily's gay brother goes to Jack Whitehall, English comedian, actor and TV presenter and his character

is said to be a "hugely effete, very camp and very funny" figure who "makes clear he has no interest in women". Voices within the LGBT+ community have voiced concern over the casting because Whitehall is heterosexual, suggesting that there is a long string of LGBT+ actors who would be better suited to the part. Actor Idris Elba supported the choice. He told *Timeout London* "If an actor has the attributes to do something, they should be able to do it. They're acting. You don't necessarily have to be gay to play a gay character. Though you do have to be black to play a black character". Elba's thoughts mirror those of 70% of individuals completing the recent YouGov poll, which asked the question "A heterosexual actor has been cast as the first major gay character in a Disney film. Which of the following statements comes closest to your view?"

Results of YouGov Poll



Pink News, the LGBT+ network, suggest that the 'Don't Know' vote may have been inflated by people who don't view the part itself as being acceptable. There is no doubt that the description "very effete, very camp and very funny" sounds like a negative stereotype.





# Time to Change

---

Traditionally, people have been reluctant to talk about their mental health, but recently we are being encouraged to be more open and seek support for a range of mental health issues.

Please don't turn the page, thinking mental health isn't relevant to you. The reality is that mental health can affect anyone. Statistically, 1 in 4 of us will fight a mental health problem in any given year. Last year, younger members of the Royal family set up the 'Heads Together' campaign. The Duke and Duchess of Cambridge and the Duke of Sussex commented "Through our work with young people, emergency response, homeless charities, and with veterans, we have seen time and time again that unresolved mental health problems lie at the heart of some of our greatest social challenges"

The trio expand on that thought on the 'About Us' page of the Heads Together website: "Too often, people feel afraid to admit that they are struggling with their mental health. This fear of prejudice and judgement stops people from getting help and can destroy families and end lives. Heads Together wants to help people feel much more comfortable with their everyday mental wellbeing and have the practical tools to support their friends and family. Being the 2017 Virgin Money London Marathon Charity of the Year was the perfect springboard for the 'Heads Together' campaign.

Seeing hundreds of runners hitting the streets of London during the marathon to end the stigma and change the conversation on mental health once and for all was incredible!" 'Time to Change' is a growing social movement working to

change the way we all think and act about mental health problems. Their aim is to end mental health discrimination and they have already reached millions of people and begun to improve attitudes and behaviour since their inception in 2007. They offer a range of resources from simple posters and leaflets to a wide range of guides and toolkits to enable you to promote mental health awareness in a variety of contexts.

Here at GP Strategies we believe that mental health should never be a taboo subject. We all have mental health just as we all have physical health. And we all need to look after our health, physical or mental!

Grow a motivated  
and loyal workforce.  
**#WithAnApprenticeship**

## GP Strategies is Growing

---

Due to continued success we are expanding our operations in South Yorkshire and the West Midlands. If you are a business looking for support in these areas then please contact us.





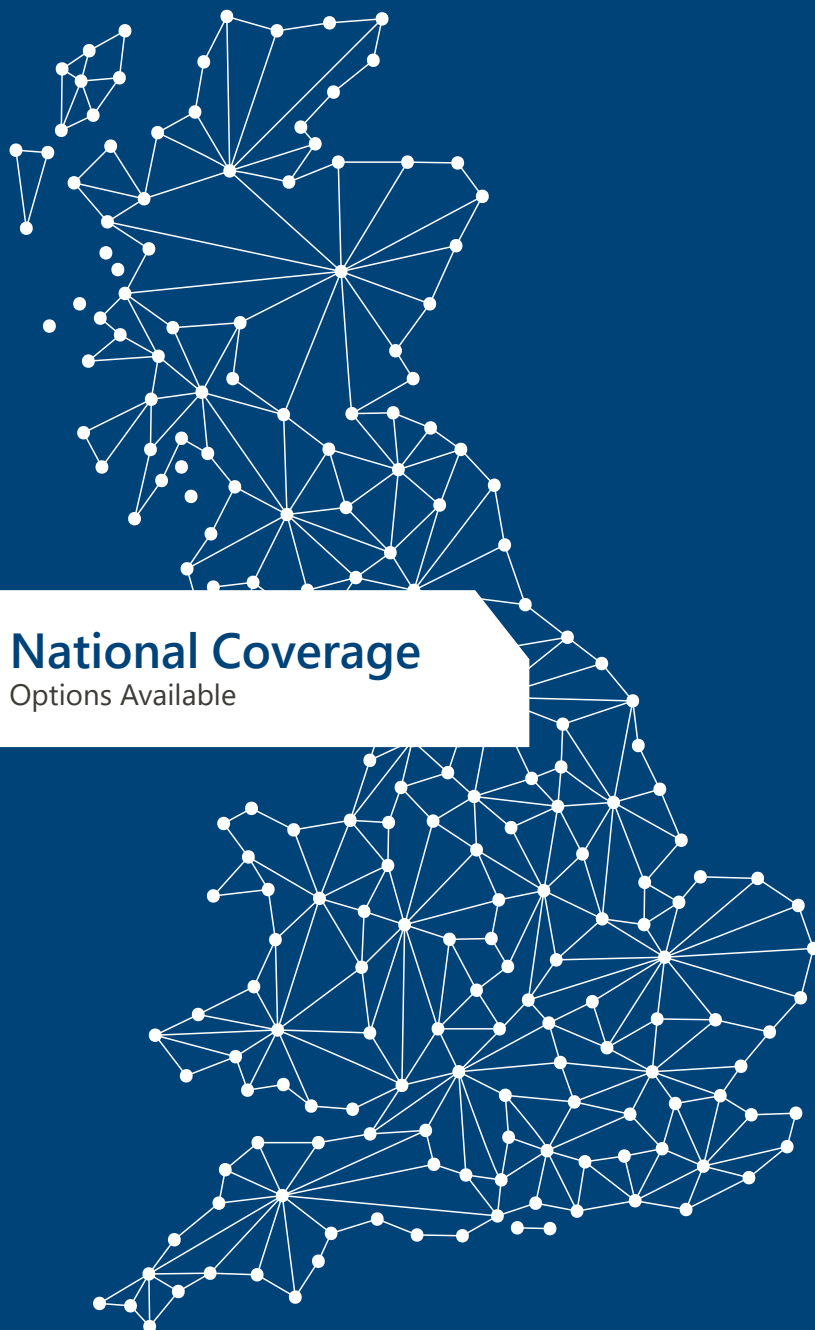
# 2019

We wish employers and learners  
a very happy and successful 2019

---



96% of employers recommend employing an apprentice. 80% report that apprentices reduce staff turnover.



## National Coverage

Options Available

**92%**

of apprentices in work felt that their apprenticeship had a positive impact on their career.

**94%**

of employers consider a traineeship an effective way of increasing young people's chances.

**75%**

reported that apprenticeships improved the quality of their product or service.

Follow us at GP Strategies Apprenticeships



[gpstl-apprenticeships.co.uk](http://gpstl-apprenticeships.co.uk)



INVESTORS  
IN PEOPLE Silver



European Union  
European Social Fund



Whilst every effort is made to make sure the content of this publication was correct at the time of publication, the editor nor publisher cannot be held responsible for any inaccuracies herein contained. All third-party copyright is acknowledged.

© 2018 GP Strategies Training Limited. All rights reserved.  
GP Strategies and GP Strategies with logo design are registered trademarks of GP Strategies Corporation.

Insight Issue November V1