

Train to Gain

at Highbury College

Equip your business with the skills, assessment and training you need - public funding available



Highbury College, Portsmouth, Hants PO6 2SA
tel (023) 9231 3624 email employers@highbury.ac.uk
www.highbury.ac.uk

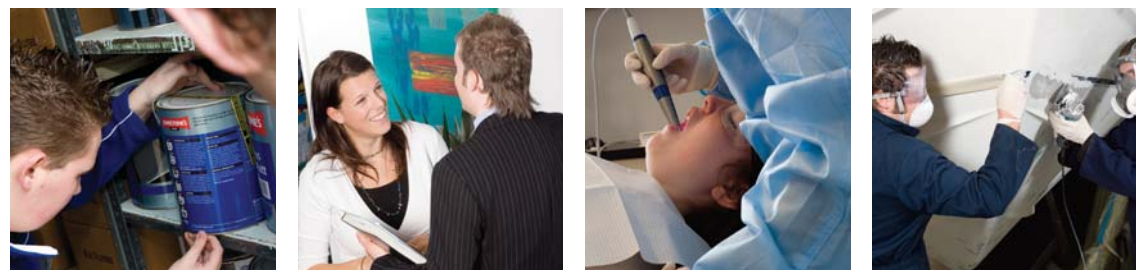


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Train to Gain

Train to gain - a cost-effective way to qualify your staff, full or partial funding available to employees, the self-employed, sole traders, volunteers, owners and managers

Train to Gain is designed to help businesses improve their performance and boost competitiveness by ensuring all staff have the necessary skills. This is one of the best ways to resource the training and development needs of your company. Thousands of businesses are taking up this opportunity.

Over 240,000 people in the country have benefited from Train to Gain since the funding was first made available in 2006.

Benefits to your business

Train to Gain is not simply about free training, it is about understanding exactly what your business needs to remain competitive and sourcing government funds to pay for part, or even all, of the required training.

Matuse Chrosniak, 25, from Poland, works at **American Bar** in Old Portsmouth. Matuse says: 'It is pretty straightforward.

I have a log book where I write down all of my activities and the College lecturer comes by and checks my work, my skills and my knowledge. It is very good as it enables me to support my passion for cooking - it is my life and to me a beautiful thing.'

Restaurant Manager Tara Milne says: 'As an employer we believe that training is an important part of anyone's job. In my mind more training means a better employee - so it is a win-win situation all round.'



The correct training, delivered well, can increase productivity, customer satisfaction and ultimately the overall performance of your business.

Employees who have not already achieved a full Level 2 qualification or require help with literacy and numeracy may be eligible to undertake an NVQ Level 2 qualification free of charge. Supervisory staff may also be eligible to study for a Level 3 qualification if they currently have no formal qualifications.

Training and gaining qualifications makes employees feel valued and gives them the confidence to work more effectively.

Your employees are eligible for Train to Gain if they:

- Do not already have a Level 2 qualification (equivalent to GCSE level)*
- Are 19 or over
- Have been resident in the UK for three years or more
- Have literacy or numeracy support needs

* Fully funded second NVQ Level 2 qualifications are now available, whatever an individual's previous qualifications. However, this flexibility applies only to priority qualifications.

Small businesses (under 50 staff) can apply for a wage subsidy to help with the cost of releasing employees for training.

Learners do not need to attend College as all assessments take place in the workplace. If training is required this can be tailored to fit your individual business needs, and can be carried out to fit around your work commitments.

We can help to identify the skills you need, and match your staff to those requirements. The result could be a complete training plan for your business.

One of our business advisors would be happy to visit your business for an informal chat about how Highbury can support you.

Under its Train to Gain contract, Highbury College can offer NVQs in the following areas:

- **Boat Building**
- **Business Administration**
- **Care**
- **Cleaning and Support**
- **Construction** (including OSAT - enabling construction workers to meet government legislation by gaining a CSCS Experienced Worker Card ie Plastering, Wood/Trowel Occupations, Plant Operations etc)
- **Customer Service**
- **Dental Nursing**
- **Early Years**
- **Engineering (CNC, BIT, CAD)**
- **Financial Services**
- **Food Preparation and Cooking**
- **Food Services**
- **Health & Safety**
- **IT**
- **Management**
- **Retail**
- **Team Leading**
- **Teaching Support**
- **Vehicle Maintenance**

Julie Jenkins, 41, Unit Supervisor and Cook, HC3S

Julie works for the Hampshire County Council Catering Service. She was facing an uncertain future as she needed to take on supervisory duties to keep her job but was unqualified. Her prospects are now secured after a Highbury College assessor helped her gain a qualification.

She says: 'Taking the NVQ has changed things dramatically for me. I am now much more confident and I don't get as stressed out as I used to. It has made me realise how good I am at my job.'



Electronics manufacturing company **Extec** have been benefiting from the government's Train to Gain initiative through Highbury College. Extec employ about 50 staff and work for international companies such as Airbus and others in the defence, satellite and space industries.



Project Manager Dean Chapman says: 'We chose Highbury as they were able to provide training on our premises at times that suited the business and could bring laptops for us to use.'

Employees were required to take a literacy and numeracy test before beginning the NVQ and a number of staff were found to need some extra support in these areas. Highbury College delivered two hour sessions on a weekly basis on-site and after four months the staff took assessments to achieve their qualification.

Most of the staff lacked IT experience so the NVQ sessions had to cover the basics of Microsoft Word, as well as more advanced skills like web design. Students chose their own modules for study to learn the right skills for their job, such as setting up spreadsheets to evaluate the effectiveness of machines in the workshop.

Staff are now able to put their new skills into practice in a creative way. For example, Laser Operator Michael Brown particularly enjoyed the web design aspects of the course. 'I plan to develop these skills further and have been asked by the MD to update our company website. I have lots of ideas to make it more cutting edge.'

Interested in a short course or part of one?

Highbury can deliver a range of bespoke short courses that will provide you with focused training for the aspects of your business that are most important to you.

To find out how your business could benefit from Train to Gain funding, and other public funded training and development solutions, email employers@highbury.ac.uk, or call the employers' enquiry line on (023) 9231 3624.

