



UNLOCKING POTENTIAL

Qube Learning

Who Are We?

Qube Learning are a national Recruitment and Training Solutions Provider. We deliver a range of training to individuals and teams, via Apprenticeships, Traineeships, Short Courses, eLearning, as well as providing recruitment solutions for Jobseekers and Employers, alike.

We pride ourselves on working with recognisable brands, from Sainsbury's to GSK, and we deliver a range of training and qualifications to various industries, including:

- Business Services
- Care
- Healthcare
- Leadership & Management
- Logistics
- Retail
- Warehousing

The majority of our Courses are funded by the Education & Skills Funding Agency, the government provider of skills training, for further education. We deliver programmes that focus on developing people skills, within their chosen sector, and therefore take place within a work environment. In addition to this, Qube is proud to work with Jobseekers, providing those looking for work with the skills they require to be successful in gaining employment. We are committed to providing a flexible and welcoming approach, when working with both our customers and Students. We work closely with our customers to build bespoke programmes that are tailored to meet the needs of their business and their employees. Every Student receives Information, Advice and Guidance about their programme of learning, making sure they are given the best possible chance to achieve their qualification and progress their career.

We are passionate about building great relationships, and pride ourselves on being adaptable to Employers' requirements.

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Qube Entities

To enable Qube to successfully deliver our range of training and recruitment solutions, we have a range of Qube entities, who focus upon each of our steps to success and divisions that sit under the 'Qube Learning' brand. These entities ensure each and every Student, Employer and Tutor receive in depth information, advice and guidance prior to, during and after their learning journey, guiding each individual through their chosen path, unlocking potential every step of the way.



— UNLOCKING POTENTIAL —

Qube Learning, our overarching representative brand, delivering our core offer of Apprenticeships.



— UNLOCKING POTENTIAL —

Qube Work-Fit is a division of Qube Learning, whose primary aim is to unlock the potential of jobseekers.



— UNLOCKING POTENTIAL —

Qube Traineeships is a division of Qube Learning, who introduce 16-24 year olds to the world of work, while working with Employers to establish training programmes with a work placement.



— UNLOCKING POTENTIAL —

Qube Talent works nationally to provide recruitment solutions, across a range of industry sectors. Their purpose is to provide clients with a workforce that possess the right skills, attitude, training and qualifications, via seamless integration with Qube Learning and Qube Vision.



— UNLOCKING POTENTIAL —

Qube Vision is an online eLearning Course catalogue, offering a choice of online training Courses and Programmes, in a range of industries and sectors.

Coming soon...



— UNLOCKING POTENTIAL —

Qube Workshops - a range of self-funded short Courses.



— UNLOCKING POTENTIAL —

Qube Workshops - a range of self-funded Level 3-6 Courses.

Our Values

SUCCESS



Enthusiastic About Success

HONEST



Straightforward and Honest

COMMITTED



Committed to Each Other

CHANGE



Open to Change

Steps to Success

From educating jobseekers with the skills required to succeed in gaining employment, through to working with Students on the completion of a Degree Level Apprenticeship, Qube Learning will provide support to both Employers and Students, at all stages of their journey.

Pre-employment Qube Learning has 'Kick Start Centres' across the UK, which support the unemployed via numerous methods, including CV building workshops, ICT Courses and Functional Skills in English and Maths. Once Students reach a certain stage of learning, whether that be as a result of attending one of our Centres, or other means, we will work with them and potential Employers to find a suitable employment opportunity.

Vacancy Referral After the pre-employment stage, Students may either take on a Traineeship or attend a job interview, should they be ready for an Apprenticeship. Within Qube, this is known as the Vacancy Referral stage.

Traineeships A Traineeship is a government funded education and training programme, with a work placement that is focused on giving young people the skills and experience that Employers are looking for. A Traineeship can be viewed as a pre-Apprenticeship placement that is unpaid and requires no contract of employment.

Job Interview Our team of experienced Employment and Careers Advisors are at hand to support young people in embarking on successful careers. In addition to this, they're there to make the process of finding a suitable employee for any business, as easy and straightforward, as possible. This is where our Job Interview process comes into place.

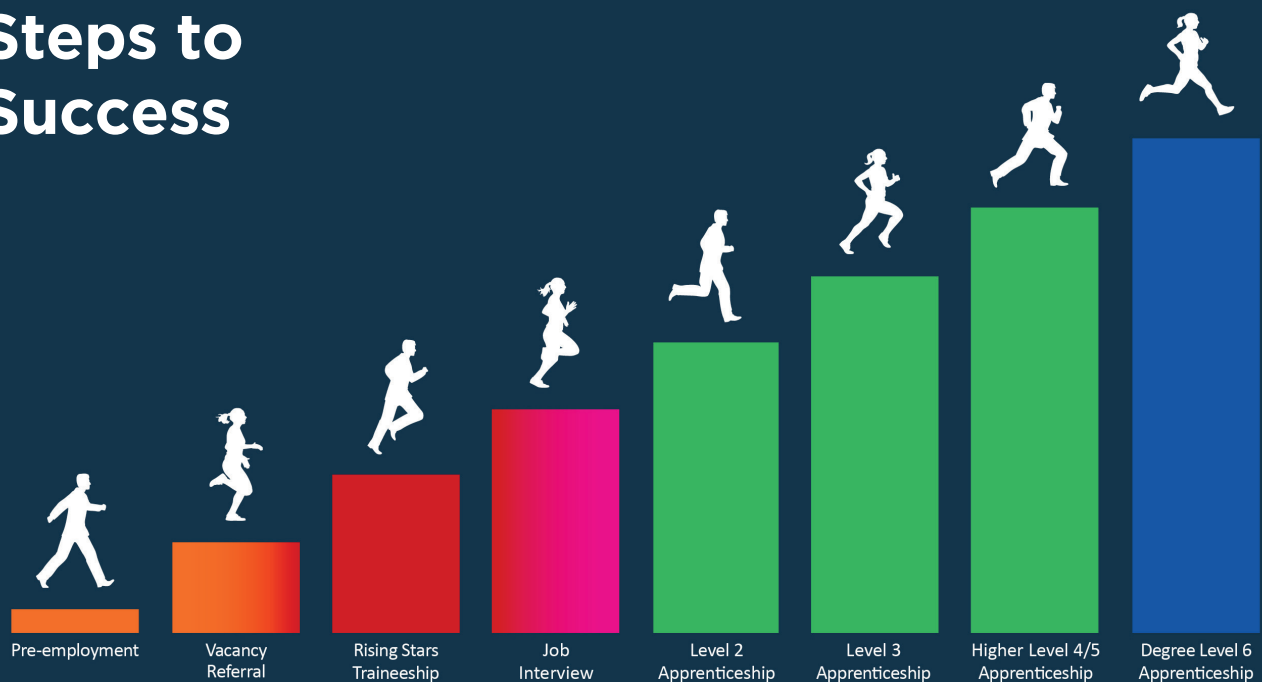
Level 2 Apprenticeships Known as 'Intermediate Apprenticeships', Level 2 Apprenticeships are equivalent to x5 grades 9-4 GCSEs. Apprentices will work towards an industry set Standard, that may have an embedded Level 2 Diploma or Certificate, included. They may also be required to undertake Functional Skills in English and Maths. This level of Apprenticeship provides the skills required for the Apprentice's chosen career, and allows entry to a Level 3 Apprenticeship.

Level 3 Apprenticeships Known as 'Advanced Apprenticeships', Level 3 Apprenticeships are equivalent to two A-level passes. Apprentices will work towards an industry Standard, that may have an embedded Level 3 Diploma. They may also be required to undertake Functional Skills in English and Maths. To start this programme, the applicant should ideally hold five GCSEs at grades 9-4, or have completed a Level 2 Apprenticeship.

Level 4 and 5 Apprenticeships Known as 'Higher Apprenticeships', Level 4 and Level 5 Apprenticeships are equivalent to an educational Foundation Degree. Apprentices will work towards an industry Standard, and in some cases, also complete an embedded Level 5 Diploma or Foundation Degree qualification.

Level 6 Apprenticeships Known as 'Degree Apprenticeships', Level 6 Apprenticeships are equivalent to either a Foundation Degree, Bachelor's or Master's Degree, dependent on which Apprenticeship level and type of programme is selected.

Steps to Success





Qube Work-Fit is a division of Qube Learning, whose primary aim is to unlock the potential of Jobseekers. Via a range of Training Courses, Workshops and other events, we deliver numerous qualifications to individuals, across England.

Our goal is to support Jobseekers, by providing them with the resources and training opportunities they need to be prepared to start or return to the world of work.

Working closely with Job Centre Plus, Movement to Work, the RetailTRUST and other stakeholders to deliver our Courses, we are at the heart of some truly dynamic and engaging collaborations that have a real impact on the world around us, and prepare our Students for success in future careers.



DID YOU KNOW?

Qube has 'Kick Start Centres' in Bradford and Bolton – why not pop in and say hello?

retailTRUST^{IT}

MOVEMENT TO WORK



YORKSHIRE

Barnsley / Bradford /
Calderdale / Doncaster
Kirklees / Leeds /
Rotherham / Selby
Wakefield / York

CAMBRIDGESHIRE

Cambridge / Ely /
Huntingdon /
Peterborough /
Wisbech

Follow our Steps to Success key along the top of each page to see which stage of the Qube Learning journey is currently being discussed.

NORFOLK

Cromer / Dereham /
Diss / Downham
Market / Fakenham /
Great Yarmouth /
King's Lynn / North
Walsham / Norwich /
Thetford

SUFFOLK

Beccles / Bury St
Edmunds / Felixstowe
Haverhill / Ipswich /
Leiston / Lowestoft /
Stowmarket /
Sudbury / Thetford /
Woodbridge

ESSEX

Basildon / Braintree /
Brentwood /
Canvey Island /
Chelmsford /
Clacton-on-Sea /
Colchester / Harlow /
Hornchurch / Rayleigh /
Southend-on-Sea

retailTRUST has been improving the wellbeing of retail employees and their families, since 1832. They support individuals throughout their life, from getting into the working world of retail, all the way through to retirement. They offer a diverse range of services and programmes, which include: emotional support, career development, financial support and life event assistance (e.g., redundancy).

Movement to Work operates in a world of opportunity and seeks to break the vicious 'no job – no experience' cycle that is preventing around 800,000 young people, not currently in education, employment or training, from stepping on to the career ladder. By supporting organisations of all shapes and sizes to unlock the potential of these young people and offering quality work placement opportunities, Movement to Work can help drive business performance and bring about lasting social change.

Sector-Based Work Academy Programmes

Sector-based Work Academy Programmes (SWAPs), are delivered in partnership between Qube Work-Fit, an Employer, and Jobcentre Plus. The pre-employment training and work experience placement are tailored to Employers' needs, to help fill vacancies more efficiently, while helping participants into employment.

SWAPs are a way to create a skilled workforce for your business. The scheme is available to help those who are ready for work, and receiving benefits, to secure employment. SWAPs are designed to help meet your immediate and future recruitment needs, as well as to recruit a workforce with the right skills to sustain and grow your business.

A SWAP can last up to six weeks, with placements having three main components:

- Pre-employment training – relevant to the needs of your business sector.
- Work experience placement – of great benefit to the individual and a business.
- A guaranteed job interview.

If you are unable to offer all three components, Jobcentre Plus staff may be able to work with you to overcome this, such as through enabling you to join together with other Employers in a consortium approach.

An important feature of SWAPs is that they offer a flexible approach and can be adapted to meet the needs of your business.

The scheme is useful for a range of jobseekers, for example, young people, those who have been made redundant from one sector and looking for a completely different career, and those returning to work after a substantial career break.

FULLY FUNDED

There are no direct costs to an Employer for Sector-Based Work Academies - the costs are covered by government funding.

Participants will remain on benefits throughout the period of the sector-based work academy. Jobcentre Plus will pay any travel and childcare costs, while they are on the work experience placement.

The government is committed to ensuring that people looking for employment have the essential skills to succeed in the workplace. This is why we, alongside Jobcentre Plus, want to work with Employers like you, to design the content of sector-specific training, that meets the needs of your business and those of the labour market.

The training will enable participants to undertake units or qualifications on the Qualifications and Credit Framework (QCF). It will also enable participants to develop their skills and have the opportunity to work in a real environment. The length of a work experience placement is determined during initial discussions - it provides invaluable benefits for both businesses and individuals participating in a SWAP.

The main principle to supporting participants during the placement, should be to treat them as regular employees, as far as possible, but also recognising that they may initially need additional coaching and supervision. Preparing for the work experience placement will ensure that you and the participant will get the most from this experience.

Benefits

- SWAPs are a flexible programme that can be tailored to meet your recruitment needs.
- You can recruit staff with the right training and skills from the outset, developed through fully-funded pre-employment training.
- The programme gives you an opportunity to provide work experience placements for potential employees, to ensure they are suited to that type of role and your company.
- The work experience placements allow developmental opportunities for existing employees, for example, by working on their mentoring, supervisory and coaching skills.
- Reduces the risks within the overall process of recruiting new employees.
- An opportunity for positive publicity to show how like-minded businesses are working together, to meet their social responsibilities.

If you're interested in offering a SWAP, or would like further information about the services available to support your recruitment needs, please contact us on 01235 83 38 38 or tellmemore@qube-learning.co.uk.

The government are set to triple the number of placements available on SWAPs, pumping

£17 MILLION

in to the programme*.

**Correct as of October 2020*



Qube Talent works nationally to provide recruitment solutions across a range of industry sectors. Qube Talent's purpose is to provide Employers with a workforce that possess the right skills, attitude, training and qualifications.

Seamless integration with our established training solutions at Qube Learning simplifies the process of recruitment and training, saving you valuable time and money.

Partnering with Qube Talent

Partnering with Qube Talent gives you access to the wealth of expertise offered by the wider Qube family, with over 20 years' experience in the recruitment and learning and development space. The group has formed numerous partnerships with large national Employers, SMEs, charities and local authorities, supporting them with a whole host of learning and development solutions: Apprenticeships, Pre-Employment Courses, Traineeships, Short Courses and eLearning.

By drawing on our expertise in both education and recruitment, we are ideally placed to provide Employers with the most appropriate candidates to meet both their current and future needs.

Why Qube Talent?

From our vast network of stakeholders across the pre-employment sector, to our established relationships in the field of recruitment and workplace learning, we have the capability to provide you with ample support to ensure that your new recruits arrive fully prepared for their role. Once employed, we can support them with lifelong learning, via schemes that are both relevant to and cost-effective for the Employer.

This is where each function of the Qube family complements one another. Collaboratively and under one roof, we can train and upskill an individual or entire workforce, to meet your business's skills needs.



Our process

Vacancies and training needs identified, and passed on to Qube Talent.



Qube Talent source applicants, through appropriate channels.



Employer receives regular applicant reports.



Initial sifting of CVs completed by Qube Talent and first-rate candidates are fast tracked.



Suitable candidates are shortlisted and shared with the Employer.



Employer conducts interviews, through to offer and acceptance, with support from Qube Talent, as required.



Qube Talent advises unsuccessful applicants, accordingly.

Contact us, today! info@qube-talent.co.uk



What are they?

A Traineeship is designed to support 16-24 year-olds on their chosen career path. They provide young people with a chance to succeed, with a placement that will give them substantial and meaningful workplace experience, and that gives Employers the opportunity to shape a talented, potential employee.

What do Traineeships include?

At its core, a Traineeship includes work preparation training, English and Maths and a high quality work experience placement.

At Qube, our Traineeships can last from seven to 12 weeks, and include:

- Work preparation training.
- English and Math's support (if required).
- A work experience placement of seven to 12 weeks with an Employer.
- In addition to these core elements, we can work with customers to add additional content to meet the needs of your business, for example, Food Safety training for an Employer that works in hospitality.

Trainee eligibility criteria

A Trainee is suitable for a Traineeship, if they:

- Are unemployed (or work less than 16 hours per week) and have little work experience.
- Are motivated to work.
- Are qualified below Level 4.

An individual is not suitable, if they:

- Are aged 24 plus (unless subject to Learning Difficulty Assessments, and are aged 16-24).
- Are already in a job.
- Are qualified at Level 4, or above.

**The government
will pay Employers**

£1,000

per Trainee enrolled.

*Up to a maximum of 90 Trainees. Incentive available until 31.07.2022

Employer benefits:

- Development of a high quality Traineeship programme for your company.
- Working with Trainees gives established members of staff the chance to develop their skills in mentoring and coaching young people.
- Get ahead of competition, by bringing enthusiastic people into your business, before they get on to the job ladder.
- Traineeships will allow you to shape the skills and experience of young people from your local community, generating good PR.
- Cost-effective resource management.
- Reduced recruitment time and costs.
- Receive a £1,000 incentive payment per Trainee you enrol on programme, between 01.09.20 - 31.07.22. (Up to a maximum of 90 Trainees).

The Employer with whom the Trainee is on programme with will need to commit to providing a high quality work placement, that includes:



Pre-agreed content and objectives between your company, us, and the Trainee.



A structured opportunity for the young person that is matched to their areas of interest and aspiration, where they engage in purposeful work and learning activities.



Coaching and training from an identified Mentor in the business, who is capable of providing regular constructive feedback.



The opportunity for a job interview for either an Apprenticeship or 'normal' employed position, at the end of the Traineeship programme.

Traineeship Funding

The cost of Traineeships are met by government funding, through the Education and Skills Funding Agency (ESFA).

The Education and Skills Funding Agency

The Education and Skills Funding Agency (ESFA) is an executive agency of the British government, sponsored by the Department for Education.

The ESFA was formed on 1 April 2017, following the merger of the Education Funding Agency (EFA) and the Skills Funding Agency (SFA). It brings together the existing responsibilities of the EFA and SFA, creating a single funding agency, accountable for funding education and training for children, young people and adults.



Education & Skills
Funding Agency

Traineeships



There are no direct costs to an Employer for Traineeships - the scheme is fully funded by the government.

However, providing support with expenses, such as transport and meals, is encouraged.

The Right Route Podcast

'The Right Route - Your Options | Your Choices | Your Career' a Qube Learning podcast hosted by the BBC's 'The Apprentice' star, Kayode Damali BSc, MPSA.

With many people undecided on what to pursue as their career, we're here to help find 'The Right Route' for you.

Our education and career savvy team will be speaking about the vast array of options there are to choose from, whether that be furthering education, going to work, or both!

In our first series, you hear from current and past Students about their journeys and experiences, alongside Employers and education specialists.

Available on Spotify, Apple Podcasts and all other good podcast hosting services.

Tune in, today!

THE RIGHT ROUTE

YOUR OPTIONS | YOUR CHOICES | YOUR CAREER



Listen on
Spotify



Listen on
Apple Podcasts



Apprenticeships

What are they?

An Apprenticeship is a programme of learning that is designed to enhance an individual's level of competency and confidence, by developing their practical skills and knowledge. It can be used to upskill existing employees, or to bring fresh talent into an organisation.

What do Apprenticeships include?

Each Apprenticeship programme has its own Standard, linked to a specific occupation - these are rigorous, challenging and require the Apprentice to undertake a minimum of one year's training, followed by a period known as 'Gateway' and thereafter, an End-Point Assessment (EPA).

The Apprenticeships Levy

The Apprenticeship Levy, introduced by the government in April 2017, puts Employers 'in the driving seat', in terms of designing Apprenticeships, in England.

The Apprenticeship Levy requires some Employers to pay into a Levy pot:

- Employers with a paybill in excess of £3 million will pay into an Apprenticeship Levy, at a rate of 0.5% of their annual wage bill.
- Employers with a pay bill less than £3 million are required to contribute towards the cost of Apprenticeship training and assessment. The government will fund 95% of the agreed price and the Employer will pay 5%.

Employers taking on an Apprentice before September 2021 will receive a government incentive, based on the Apprentice's age.

Apprentices aged 16-18

£4k

Apprentices aged 19+

£3k

There is no limit on the number of incentive payments that an Employer can claim for Apprentices.

*To be eligible to receive these incentives, the Apprentice must not have been employed by the Employer, within the six months prior to the (Apprenticeship) contract start date.

**Should the Apprentice be a pre-existing Employee (of six-months, or more) but is aged 16-18, the Employer is still eligible to receive a £1,000 incentive.



Costs to the Employer for an Apprenticeship depend on whether the Employer is Levy paying or non-Levy paying.

Please turn to page 11, for further information.

Employer benefits:

Recruitment

If you're looking to fill vacancies, but haven't yet found the right candidate, the issue could be that the people you're looking for simply aren't applying, as the position offers them no room to learn and develop.

Add value to your offer and attract the right talent, by making the vacancy an Apprenticeship position. Give your business the ability to develop the highly skilled workforce you require, by giving new employees the ability to learn new skills upon recruitment.

Staff retention

Highlight clear ways for your current staff to progress in their career, with you as their Employer. Keep your team engaged and demonstrate a career path for each individual, via an Apprenticeship.

Developing such a skilled, motivated and qualified workforce will also improve customer satisfaction, resulting in a financial return on investment.

Government incentive

Please see the pink box, above.

Upskilling

Should your workforce have any skills gaps, upskilling your current workforce may be the answer to filling these, helping your business achieve what's required.

Your team may have a natural-born leader, or a member who's clearly keen to learn and upskill their current skill set. Invest your Apprenticeship Levy, or utilise government funding to upskill these team members and create the skilled workforce you desire.

Productivity

Introducing further training to your staff will give them the capabilities and knowledge required to work more efficiently, resulting in increased productivity.

These skills may come from an Apprenticeship not necessarily directly associated with their position, for example, the Level 3 Apprenticeship 'Team Leader/Supervisor' can be implemented, across a multitude of sectors.

Increasing staff productivity rates will not only benefit the business directly, but getting what previously seemed like lengthy tasks completed more quickly and effectively than before, will boost the morale of any team.

Traineeship and Apprenticeship Recruitment incentives explained...

Age of Student	Traineeship Incentive		Apprenticeship Incentive		Total Amount Paid to You
16-18	£1,000	+	£4,000	=	£5,000
19-24*	£1,000	+	£3,000	=	£4,000
25+	N/A	+	£3,000	=	£3,000

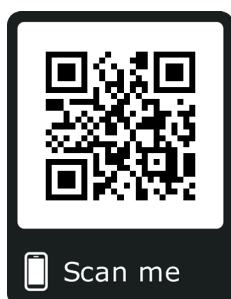
* For those aged 19-24 with an Education, Health and Care (EHC) plan, Employers could receive £5,000 total.

The Apprenticeship Levy

The Apprenticeship Levy requires all Employers operating in the UK, with a pay bill over £3 million each year, to make an investment in Apprenticeships. The Levy is there to be spent on 'Apprenticeship Training and associated costs' by Apprenticeship Levy paying Employers.

Are you a Levy payer?

Qube learning has a handy online calculator, to work out if your business needs to pay into the Apprenticeship Levy. To view this, please scan the QR code below, or visit: www.qube-learning.co.uk/what-is-the-Apprenticeship-levy/



Scan to see if you're an Apprenticeship Levy or Non-Levy paying Employer

If you are a Levy payer, you will have an annual pay bill of over £3 million.

What counts as your pay bill?

Your pay bill will be based on the total amount of earnings, subject to Class 1 secondary NICs. Although earnings below the secondary threshold are not counted when calculating an Employer's NICs, they will be included for the purposes of

calculating the amount of Levy the Employer needs to pay. Earnings include any remuneration or profit coming from employment, such as wages, bonuses, commissions, and pension contributions that you pay NICs on. The Levy does not take in to account other payments, such as benefits in kind, subject to Class 1A NICs.

How will the Levy be paid?

It will start at a rate of 0.5% of your annual wage bill, and will have to be paid to HM Revenue and Customs (HMRC), through the Pay as You Earn (PAYE) process. Once you have paid the Levy to HMRC, you will be able to access funding for Apprenticeships through a digital Apprenticeship service account. You will be able to use this to pay for training and assessment for Apprentices in England.

Top-ups and additional support

The government will apply a 10% top-up to the funds you have for spending on Apprenticeship training, in England. Extra support is also given for individuals aged 16-18 and for those aged 19-24, who are care leavers and have an Education, Health and Care Plan. The government will make an additional payment of £1,000 to Employers to help with these extra costs and ensure all individuals have the opportunity to benefit from an Apprenticeship.

Calculating what you have to pay

You will pay the Levy on your entire pay bill, at a rate of 0.5%. However, you will have a Levy allowance to offset against this. The Levy allowance is worth £15,000, for each tax year. This means the Levy is only payable on pay bills over £3 million (because $0.5\% \times £3 \text{ million} = £15,000$). The Levy allowance will operate on a monthly basis and will

accumulate, throughout the year. This means you will have an allowance of £1,250, a month. Any unused allowance will be carried from one month, to the next. For example, if your Levy liability in month one is £1,000, you will not pay the Levy, and your allowance in month two will be £1,500.

As a non-levy payer, you will have an annual pay bill of under £3 million.

As a non-levy paying Employer, you will still need to setup an Apprenticeship Service (AS) account to be able to pay for Apprenticeship training and assessment costs, via the Apprenticeship Levy.

Funding bands and co-investment

Every single Apprenticeship Standard is allocated a funding band. The upper limit of the funding band will cap the maximum price that the government will 'co-invest' towards.

The government will fund 95% of the agreed price for training and assessment and you, as the Employer, will pay 5%. You will be able to agree a payment schedule with Qube Learning and spread your payments over the lifetime of the Apprenticeship.

Small Employer incentive

The government recognises that smaller Employers have historically played a very important role in helping young and disadvantaged people into the workforce for the first time. This is why they are continuing to pay a grant to small Employers, to support them in taking on new Apprentices aged between 16 and 24 years of age.

If the Apprentice is aged 16-18, or 19-24 and a care leaver on an Education, Health and Care Plan, the government will pay £1,000 to you, as a non-Levy paying Employer, over two equal payments at three months and 12 months. Initially, the payment for the Employer is made via us, however, over time they intend to move to a system where you receive this payment directly from the government.



Small Employers

We want to continue to support small Employers to take on younger Apprentices. For Employers with fewer than 50 workers, the government will pay 100% of the Apprenticeship training

costs for these individuals. In addition to this, they are extending this offer to small Employers who take on a 19 to 24-year-old Apprentice, who is a care leaver and has a Local Authority Education, Health and Care Plan.

DID YOU KNOW...

Funds in your digital account will expire 24 months after they enter your digital account, unless you spend them on Apprenticeship training.

Accessing Funding

For Apprenticeship Levy paying Employers...

Once you have paid the Levy to HM Revenue and Customs (HMRC), you will be able to access funding for Apprenticeships through your Apprenticeship Service (AS) Account. You will be able to use this to pay for the training and assessment of Apprentices in England.

Once registered, you will need to verify your PAYE schemes and link them to your account. You will be able to use more than one account, if you'd like to keep your schemes separate.

From there onwards, funds will appear in your digital account, monthly, a few working days after you have confirmed your pay bill and Levy contribution to HRMC, for the previous month.

For Non-Levy paying Employers...

If you're a Non-Levy paying Employer, one option for you is to share the cost of training and assessing Apprentices with the government. This is called 'co-investment'. Non-Levy paying Employers will pay 5% towards to the cost of Apprenticeship training, with the government paying the rest (95%).

Those who employ less than 50 staff, will be exempt from paying the 5% contribution, if the Apprentice is aged 16-18 years and the agreed cost is within the maximum funding band cap, for that Apprenticeship.

In order to be able to access government funds and employ an Apprentice, you will need to create an Apprenticeship Service (AS) account.

Once your AS account has been created, you will be able to reserve funds to a maximum of 10 Apprentices, of which will remain available for six months. This reservation ensures that you as the Employer, can plan, and that funds will be available to pay for the training from the point the Apprenticeship starts.

Another option for funding an Apprenticeship is a transfer of funds from a Levy paying Employer. Levy paying Employers can transfer up to 25% of their Apprenticeship Levy payments to Employers within their supply chain.

Levy transfers

Do you know of an Apprenticeship Levy paying Employer, within your supply chain?

The UK Chancellor has confirmed that Employers are able to transfer up to 25% of their Apprenticeship Levy entitlement to another organisation in their supply chain.

Apprenticeship Levels

Intermediate Level 2

Known as 'Intermediate Apprenticeships', Level 2 Apprenticeships are equivalent to x5 grades 9-4 GCSEs. Apprentices will work towards an industry set Standard, that may have an embedded Level 2 Diploma or Certificate, included. They may also be required to undertake Functional Skills in English and Maths. This level of Apprenticeship provides the skills required for the Apprentice's chosen career, and allows entry to a Level 3 Apprenticeship.

Level 2 (Intermediate Apprenticeships), can include:

- The Apprenticeship Standard.
- Embedded Diplomas or Certificates.
- Functional Skills in English and Maths, at Level 2.

Intermediate Level Apprenticeship Entry requirements

Applicants need to be over 16 years old and show they have the ability to complete the programme.

Advanced Level 3

Known as 'Advanced Apprenticeships', Level 3 Apprenticeships are equivalent to two A-level passes. Apprentices will work towards an industry Standard, that may have an embedded Level 3 Diploma. They may also be required to undertake Functional Skills in English and Maths. To start this programme, the applicant should ideally hold five GCSEs at grades 9-4, or have completed a Level 2 Apprenticeship.

Level 3 (Advanced Apprenticeships), can include:

- The Apprenticeship Standard.
- Embedded Diplomas or Certificates.
- Functional Skills in English and Maths.

Advanced Level Apprenticeship Entry requirements

Some industries want Apprentices who have three or more GCSEs, but other Employers don't specify any formal qualifications. Some may ask for previous experience in the industry.



Have you been following our Steps to Success throughout this document?

Our 'Steps to Success' are built to ensure we can get each Student started, at the right level. This isn't to say that all Students start at the 'Pre-employment' stage and it may be that you have an employee who already has their GCSEs. In this instance, a programme at Level 3 or higher may be suitable for them. In addition to this, Students aren't expected to necessarily cover each Level of an Apprenticeship, when upskilling. Dependent on the capability of the Student, they could go from Level 3, straight up to Level 5.

Higher Level 4/5

Known as 'Higher Apprenticeships', Level 4 and Level 5 Apprenticeships are equivalent to an educational Foundation Degree. Apprentices will work towards an industry Standard and in some cases, also complete an embedded Level 5 Diploma or Foundation Degree qualification.

Level 4/5 (Higher Apprenticeships), can include:

- The Apprenticeship Standard.
- Embedded Diplomas or Certificates.
- Functional Skills in English and Maths.

Higher Level Apprenticeship Entry requirements

Entry can include at least five GCSEs grades 9-4, or some Level 3 qualifications, including A-levels, NVQ/SVQ Level 3, or a BTEC National Diploma. Some will expect or require applicants to have subjects related to the particular Apprenticeship.

Degree Level 6

We believe in investing in a person's future, whatever their age. Exciting initiatives are developing in the industry for Degree Apprenticeships, ranging from Level 5 (Foundation degree), to Level 6 (Bachelor's/ Master's degree).

If you need your teams to work and learn, instead of taking time out to go to university, or you wish to upskill your existing workforce, they now can.

Qube are offering Degree Apprenticeships in Leadership and Management, because we believe this is where we can make the biggest difference to company workforces.

You may have managers from first-line to senior level, who you would like to develop, or perhaps you have an existing job vacancy that would benefit from being advertised as an Apprenticeship position - either way, new and exciting opportunities await your teams.

It is an exciting time to be thinking about your teams' futures, whatever their age.



Degree Higher Level

Apprenticeship Entry requirements

Most Employers have specific entry requirements. For example, recent Degree Apprenticeship adverts have required an A-level (or equivalent) grade range of ABB to CCC.

Many Employers will expect or require applicants to have qualifications in subjects related to the particular Apprenticeship.

Some of the great companies we work with:





Qube vision

— UNLOCKING POTENTIAL —

Qube Vision is an online eLearning Course catalogue, offering a choice of online training Courses in Leadership & Management, Health & Social Care and Transport & Logistics.

Whether you're seeking individual learning options to assist you with your career development, a role change, or career move entirely, Qube Vision Courses can be a great stepping stone to support this.

In addition to individual learning, Qube Vision can support the development of a team or department within your business, via a range of packages. Our range of Courses enable your employees to develop the latest skills in your industry, can help prepare them for a role shift within the company, and will benefit any business by improving performance, productivity and overall profitability.

There are several benefits to eLearning, whether you choose to use it on its own, or to enhance your existing in-house training.

It is cost-effective and saves time

By reducing the time taken away from the office, removing travel costs and the need for printed materials, online learning helps you save money and increases workplace productivity.

Learning 24/7, anywhere

Many face to face Courses only operate within normal office hours. By allowing staff to complete the Course when and where they like, you can make sure disruptions to a busy working schedule are minimised. It also means learning can be done at a pace, place, and time to suit the Student.

It makes tracking of Course progress a breeze

Perhaps the most important aspect of using

computers for training is that it is supported by a well-implemented Learning Management System (LMS), making it easy to track and prove progress of your staff and Students. This can be essential for our most popular Courses, where proof of mandatory training, is required.

It is discreet

Not everybody feels comfortable learning in a large group, especially if they find something hard. eLearning allows each individual to tackle the subject at their own pace, in a place and at a time that suits them, with interactive tasks to ensure a thorough understanding of each module. This means the Students are in control of their own learning, which increases motivation.

Qube Vision offers...



On The Go Access

Qube Vision can easily be accessed from a smart phone, tablet, iPad, laptop or desktop, giving you access wherever and whenever suits you.



Support & Assistance

Should you encounter any troubleshooting issues during your Qube Vision experience, our support team are at hand to help you.



Certified Courses

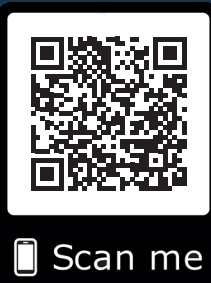
Every single Course on Qube Vision is certified – perfect for adding to your CV and LinkedIn profile, supporting your future career.

Visit www.qube-vision.com today!

CELEBRATE SUCCESS!

Qube Learning host an annual awards ceremony, the 'Qube Awards'. The event showcases exceptional achievements, by way of recognition and celebration for hard work, achievement, passion and dedication.

For more information about the event, please speak with Qube Learning, today!



Scan me

TIP

To watch the highlights from our 2019 ceremony, scan this QR code.

Achievement doesn't have an expiry date.

Are you and your workforce ready to take their skills to the next level?

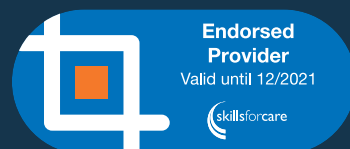
Qube Learning offers Apprenticeships at Intermediate, Advanced, Higher and Degree Levels.

Speak with a Qube representative about opportunities available to you and your business today!

CYBER ESSENTIALS



CERTIFIED



Education & Skills
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Apprenticeships

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Qube learning

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