

The Guide

Professional Courses

Apprenticeships

Traineeships

Training Consultancy

Recruitment

TSP *learn*

TSP Learn, Howarth Lodge, 9 Reading Road,
Pangbourne, Reading, RG8 7LR

www.tsplearn.co.uk



TSP *Learn*

“We gave TSP Learn the brief to address a specific training need in the business.

They designed, accredited, sourced funding for and delivered the course. Feedback has been excellent. One stop shop. Job done!”

97%

Overall employer rating for how likely they are to recommend TSP Learn to another employer.

Welcome

TSP Learn is a national, government funded training and recruitment services provider. We deliver professional training courses and accredited Traineeships, Apprenticeships, Certificate and Diploma courses at Intermediate, Advanced and Higher levels.

The bottom line

Engaging in professional training courses and Apprenticeships delivers real returns to your bottom line, helping to improve productivity and competitiveness. Training Apprentices can also be more cost effective than hiring skilled staff, leading to lower overall training and recruitment costs.

Address your skills gaps

Our courses deliver skills designed around your business needs providing the skilled workers you need for the future. They also help you develop the specialist skills you need to keep pace with the latest technology and working practices in your sector.

Engage and motivate your workforce

Training for your existing workforce improves their confidence, professionalism and overall engagement. In addition, Apprentices tend to be eager, motivated, flexible and loyal to the company that invested in them. Remember, an Apprentice is with you because they want to be – they have made an active choice to learn on the job and a commitment to a specific career.



We can create innovative, bespoke, accredited courses for your organisation

We can help your businesses develop existing employees and recruit new people who want to work and learn

We provide flexible course delivery, designed to fit around working patterns

TSP Learn Employers rated the benefits & overall quality of our training



9.4 out of **10**

Work and Learn



What is an Apprenticeship?

An Apprenticeship is a real job with training. Those on an Apprenticeship can earn while they learn and pick up recognised qualifications.

An Apprenticeship also provides progression for existing employees who are looking to up-skill or are moving into new roles and areas of responsibility. It is a great opportunity if you are looking to recruit new people into the business. If you live in England, are over 16 and not in full-time education you can apply.

Our programmes typically take around 12 months to complete, are delivered at your site and cover a wide range of job roles across a wide range of industries.

Apprenticeships are available at Intermediate and Advanced level. Higher level Diploma progression qualifications are also available, for example in Leadership and Management at level 4.

Our Apprenticeship subjects include:



Get Ready to Work Traineeships

Traineeships have been introduced as a recognised pathway to help those aged 16-24 gain valuable experience in a work placement.

A Traineeship provides a young person with:

- A work placement
- Work preparation training
- Support toward Maths and English qualifications

Traineeships are aimed at those who are:

- Currently unemployed and want to gain work experience
- Motivated and looking for an opportunity to work
- Aged 16-24 and qualified below level 3
- Going to be ready for employment or an Apprenticeship by the end of their Traineeship

How long is a Traineeship and what will a Trainee be doing?

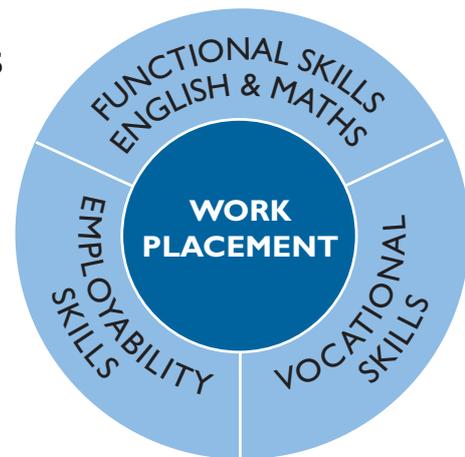
- Traineeships with TSP Learn may last 2-5 months depending on a trainees previous experience and an employer's requirements.
- A Trainee will usually be expected to attend their work placement, based on full-time working hours
- We provide regular tutorial sessions with one of our experienced tutors, delivering in line with the Traineeship Model shown.

Work Placement & Preparation

The most important aspects of the Traineeship are the work preparation and placement elements. We want Trainees to be given the opportunity to work in a real working environment and gain valuable experience and skills that can then be used as part of their CV and during interviews for jobs.

Our Students gave TSP Learn's teaching & training an overall rating of

➔ **9.5** out of **10**



THE TRAINEESHIP MODEL

TSP Pro Courses

TSP Pro
COURSES

Our TSP Pro suite of professional training courses has been designed in response to the specific needs of our business clients. We received feedback asking for more of our shorter, more intensive 1-4 day courses. These can be delivered in the workplace, at our main training centre, near Reading, or at one of our satellite training venues.

The range includes but is not limited to:

- **Lean Management** - 2 Days
- **Assessor Training** - 2 Days
- **Customer Service Excellence** - 1 Day
- **Introduction to Smart IT Devices** - 1 Day
- **Effective Time Management** - 1 Day
- **Project Management Essentials** - 1 Day

For dates, bookings or to find out more, call 0118 984 4638 or visit www.tsplearn.co.uk

Training Consultancy

We understand that those responsible for training and development in businesses are often running at full stretch. Whether you're trying to update your training plan, source funding for a new project, run staff surveys, deliver in-house training activities or run other projects with limited resources, we can help.

- We can help you develop your training strategy to meet the needs of your business
- We are able to design, accredit and deliver training courses for your organisation
- We have an experienced team of people who can help you to plan, deliver and evaluate your business critical training and development projects
- We have a proven track record in writing funding bids and producing successful funding business cases for companies
- We are experienced in managing and coordinating the implementation of large scale, nationally funded training and recruitment projects on behalf of our clients

Contact us today to discuss your requirements and book a free consultation.



How can we support your recruitment?

TSP Learn can support your business with the recruitment of new employees onto Traineeship and Apprenticeship programmes. We source candidates by:

- Placing free advertisements on the National Apprenticeship Service and other commercial websites
- Working with other agencies and outreach partners



The potential benefits of a Traineeship/Apprenticeship recruitment approach are:

- A Traineeship period (c. 2-5 months) could be offered. This can be unpaid.
- The national minimum wage for Apprentices provides some flexibility for businesses who are looking at their recruitment and training costs.
- An 'AGE' grant of £1500 is available for companies with less than 50 employees and is paid when your Apprentice has been with you for 12 weeks. In addition, other regional top up incentives are also available.

TSP Learn www.tsplearn.co.uk | Twitter @tsplearn | info@skillspartnership.co.uk | 01451 810 387

