



the colleges' partnership

Delivering High Quality Apprenticeships, Training & Education

Apprenticeships

Professional Qualifications

End Point Assessment

Employers

Our Military Heritage

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Apprenticeships and Professional Qualifications to Upskill Your Employees

Give your employees the best, and they'll do the same for you. Unlock their full potential with apprenticeships and qualifications from The Colleges' Partnership, and become a leader in your industry.

The Colleges' Partnership is an award-winning vocational training provider with more than 20 years' experience. We deliver over 5,000 apprenticeships and professional qualifications every year, uniquely tailored to meet the needs of employers like you. Our programmes give apprentices authentic workplace training to maximise their skill and productivity. By nurturing your in-house talent, you create the team that lets you rise above your competition.

Why Choose The Colleges Partnership?

Discover why businesses across the UK and Europe keep choosing The Colleges' Partnership as their vocational training provider.

How does an employee apprenticeship benefit my business?

For every £1 employers invest in a Level 2 apprenticeship, they see a typical return of £26. The higher the level, the higher the return. Find out how our apprenticeships grow your business.

Our military heritage

Nowadays, we service a wide range of industries. But we used to deliver training exclusively to the Ministry of Defence, including the Royal Navy, British Army and Royal Air Force.

End-point assessment

Apprentices take an assessment at the end of training to confirm they're ready to excel in their new role. We work closely with Notebook Assessment Services to make your end-point assessment process a breeze.

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EVENTS

The thing I liked most about this course was being able to work in a sustainable environment with expert assistance along the way from both tutors.

— Richard W

My tutor really helped me improve my maths and am really grateful for all the help and support given. He was a wonderful teacher.

— Kayleigh R

I Found it was good when deployed in the Middle East. My assessor kept in contact and set objectives while I was deployed. This kept me on track and it's good to know I can be anywhere in the world and still get support.

— Gobinda G

Great course. thank you for helping me get through it. Both tutors were a great help and were always encouraging me to do my best to benefit my career. They really showed they cared about me getting the qualification.

— Ryland G

100%
Learner success rate

97%
Learner satisfaction rate

95%
Employer satisfaction rate

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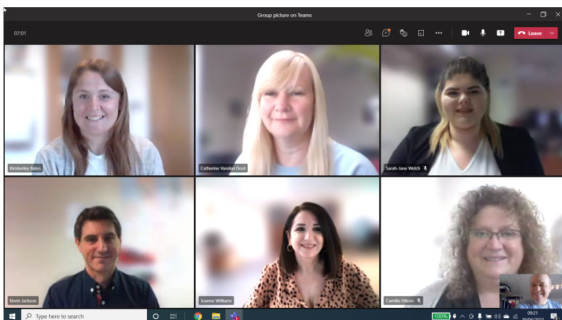
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About us

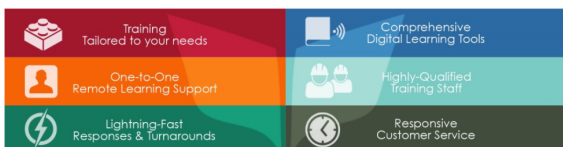


Who we are

Since 1998, The Colleges' Partnership has given employers access to first-class vocational and professional training for their team.

Originally, we specialised in apprenticeships for the Royal Navy, British Army and Royal Air Force. While we still work closely with the Ministry of Defence and actively support the Armed Forces, we now supply workplace training to employers across the UK and Europe. By working with us, you can develop a workforce your competitors simply can't match.

Why choose The Colleges' Partnership?



When it comes to workplace training, so many providers roll out the same dull script every time. But just as no two businesses are the same, no two apprenticeships should be either. That's why we produce an exclusive programme to give you exactly what you need. By preparing your employee for a specific role, they develop specialised skills no generic training could ever teach.

Our comprehensive digital learning tools also give your employees access to remote one-to-one support from anywhere in the world. They're only ever a few clicks away from developing their vocational skills through our Virtual Learning Environment, Basic Key Skills Builder, video conferencing service and e-portfolio. These tools make sure learners are ready to pass their end-point assessment.

But even the world's best digital resources could only take a person so far. To guarantee an unbeatable learning experience, we've recruited subject experts highly qualified in their fields to act as assessment coordinators and functional skills tutors. They're always available to guide learners through the training process, and explain how their new skills will help them in the future. By encouraging a personal interest in their own excellence, we push your employees to keep improving themselves long after they've earned their certificates.

You might think managing a personalised training plan, a wealth of learning resources, and limitless one-to-one guidance sounds very time-consuming. But actually, our clients enjoy some of the fastest response and turnaround times in the industry. Add to that our responsive, knowledgeable customer service team, and your time with The Colleges' Partnership is always convenient, rewarding and carefree.

Apprenticeship guidance for employers

Let's not forget that an apprenticeship isn't just about the apprentice. It's also about the employer.

Employers often worry they won't receive enough support from their training provider. Some are put off by thoughts of a complicated application process. Others don't know how apprenticeships are funded.

As a result, they miss out on the huge benefits of apprenticeships for existing employees.

So, we make choosing vocational training easy with clear apprenticeship guidance for employers. We give you personalised, face-to-face support through application, funding, training and certification. That makes your time with us completely effortless. Our fair and transparent pricing also means you get excellent value for your money.

To find out more about apprenticeships as an employer, visit our Employers section.

Looking for more information?

If you'd like to know more about our apprenticeship and professional qualification courses, we'd love to chat. Fill in our short contact form and our friendly customer service team will give you all the information you need.

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Our Heritage

Our Military Heritage

In 1998, Wiltshire College and Somerset College came together to form The Colleges' Partnership. Their goal was to deliver education and training to the military.

At first they offered only two apprenticeships: Engineering Maintenance, and Horse Care. Both were for the Royal Armoured Corps. But in 2003, the colleges extended their engineering apprenticeship to the Armoured Infantry.

Until November 2005, The Colleges' Partnership was just two education providers with a shared interest. But this changed after they introduced an Advanced Telecommunications apprenticeship for the Royal School of Signals. From then on, the cooperation between Wiltshire College and Somerset College (now Wiltshire College & University Centre and Bridgewater & Taunton College) became officially recognised. The result was The Colleges' Partnership Ltd., a limited company with charitable status.

Since then we've added more apprenticeships to cover a wider range of Royal Navy, British Army and Royal Air Force personnel. These include the Intelligence Corps and the Defence Medical Services.

We continue to support the Armed Forces, and proudly display our Armed Forces Covenant. But we've now grown to provide vocational training for many industries, including:

- Telecoms
- Aviation
- Warehousing and logistics.
- Electrical
- Public Services.
- Intelligence
- Cyber Security.
- Infrastructure

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The MOD Employer Recognition Scheme



The Ministry of Defence Employer Recognition Scheme

Serving personnel (regular and reserve), cadets, veterans and military families contribute incredible value to our organisation and our country. The Colleges' Partnership is proud of our military heritage, and we actively support the Armed Forces community. Through the Defence Employer Recognition Scheme we want to encourage others to do the same.

The Colleges' Partnership currently holds the Employer Recognition Scheme Silver Award. That means we:

- Have signed the Armed Forces Covenant.
- Have proven that members of the Armed Forces community aren't treated unfairly in our recruiting and selection processes.
- Employ someone from the Army Reserve, our chosen Armed Forces Covenant category.
- Educate our employees on our positive policies towards Defence personnel.
- Provide at least five days' additional leave to our Reservist employees.
- Haven't been the subject of any negative PR or media activity.

Our Armed Forces Covenant

We support our Armed Forces by making the following commitments:

To uphold the Covenant's key principles, which are:

- No member of the Armed Forces community should be disadvantaged compared to any other citizen in receiving public or commercial services.
- In some circumstances, special treatment might be appropriate. This applies especially to the injured or bereaved.

To promote the Armed Forces, by:

- Raising awareness of our work, activities and events through our digital and social media channels, as well as working with the press.
- Publishing our Armed Forces Covenant pledge on a dedicated page on our website.

To support the employment of veterans, by:

- Working with and advertising jobs through the Career Transition Service.
- Advertising jobs widely in the Armed Forces community.
- Welcoming applications from, and guaranteeing interviews with, veterans who meet the criteria in the job specification.
- Recognising military skills and qualifications in our recruitment and selection processes.

To support the employment of service spouses and partners, by:

- Working with and advertising jobs through Forces Families Jobs and Recruit for Spouses.
- Advertising jobs widely in the Armed Forces community.
- Welcoming applications from service spouses and partners who meet the criteria in the job specification.
- Being flexible in granting leave for service spouses and partners before, during and after a partner's deployment.

To support our Reserve Forces employees, by:

- Encouraging all staff to become Reservists.
- Accommodating their training commitments and deployment wherever possible.
- Making available up to two weeks per year of special paid leave to attend annual training camps.

To support cadet units in our local community or local schools, by:

- Encouraging all staff to become members of the Cadet Forces.
- Accommodating cadet training commitments wherever possible.
- Considering sponsorship bids to support worthwhile cadet projects.
- Making available up to two weeks per year of special paid leave to attend annual training camps and courses wherever possible.

To participate in Armed Forces Day (AFD), by:

- Becoming an AFD partner.
- Promoting AFD through the web, social media, memberships and other networks.
- Encouraging employees to take part in Reserve Forces Day, Uniform to Work Day, and any flag raising ceremonies.
- Assisting with case studies and stories, and working with the Wessex Reserve Forces' & Cadets' Association (RFA) to get them to press.
- Publishing stories through the web, social media, memberships and other networks.
- Working with the RFA communications lead, and the press.

To offer a discount to members of the Armed Forces community, by:

- Registering with the Defence Discount Service.
- Creating special offers for Defence personnel.

To support Armed Forces charities, by:

- Encouraging and supporting employee fundraising for service charities.

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Safeguarding

To report or discuss a safeguarding issue, please contact Hilary Yuille by calling 07702 253591, or emailing h.yuille@tcpartnership.ac.uk

The Colleges' Partnership has a legal and moral duty to safeguard and promote the welfare of children, young people and vulnerable adults in any form of learning. We perform this duty under the relevant legislation and other formal advice.

The Colleges' Partnership has clear safeguarding objectives:

- To provide a safe learning environment.
- To identify those who are experiencing, or are likely to experience, significant harm or underachievement. Then, to provide support for our learners, and work towards a positive outcome.
- To create an environment where learners feel secure, valued and listened to.
- To take action where appropriate, and resolve issues through an appropriate body.

To give us the best chance of meeting these objectives, every year we review and approve policies and procedures that help us:

- Raise awareness of welfare issues for children, young people and vulnerable adults.
- Promote a safe environment for our learners.
- Identify learners at risk of significant harm, and give a clear procedure for reporting concerns.
- Have a safe, thorough and careful employment process. This includes Disclosure and Barring Service checks.

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Prevent

If you have any Prevent concerns, please contact the Prevent Team on 01258 457091. Or, you can email Hilary Yuille at h.yuille@tccpartnership.ac.uk

What is Prevent?

Prevent is part of the national counter-terrorism strategy. It aims to stop people being drawn into or supporting terrorism.

The Counter-Terrorism and Security Act 2015 states that education and training providers must have "due regard to the need to prevent people being drawn into terrorism".

What do the key terms mean?

- **British values** – These are:
 - Democracy
 - The rule of law.
 - Individual liberty.
 - Mutual respect and tolerance for those with different faiths and beliefs.
- **Extremism** – Vocal or active opposition to fundamental British values.
- **Ideology** – A set of beliefs.
- **Terrorism** – A violent action against people or property, designed to create fear and advance a political, religious or ideological cause.
- **Radicalisation** – The process by which a person comes to support extremism and terrorism.

Our responsibilities

We have a duty to protect our learners and staff from radicalisation, extremism and violent views.

Under Prevent, all The Colleges' Partnership staff have a legal responsibility to:

- Complete training in Prevent Duty.
- Be aware of when they should tell the Prevent officer about Prevent-related concerns regarding students, learners or colleagues.
- Uphold British values in their practice.

We also work hard to create a safe, encouraging atmosphere for people to:

- Explore other cultures and religions.
- Promote diversity.
- Challenge prejudices and racist comments.
- Develop critical thinking skills.
- Develop a strong, positive self-identity.
- Promote spiritual, moral, social and cultural development.
- Promote British values.



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Equality and Diversity

Equality and Diversity

The Equality Act 2010

The Colleges' Partnership is committed to promoting equality and diversity. We ensure that we perform all duties set out in The Equality Act 2010.

The Act makes it a crime to discriminate against anyone because of their protected characteristics. These characteristics include:

- Age
- Disability
- Gender reassignment.
- Marriage or civil partnership.
- Pregnancy or maternity.
- Race
- Religion or belief.
- Sex (gender).
- Sexual orientation.

Our Equality & Diversity Policy

All staff, learners, contractors and stakeholders must follow our Equality & Diversity Policy. This ensures that everyone who works at or with The Colleges' Partnership is treated equally, with dignity and respect.

Our Equality & Diversity Annual Report

Every year, we publish an Equality and Diversity Report. This outlines what we've done to promote acceptance and inclusivity, and sets objectives for the following year.



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Disability Confident



Disability Confident is a government scheme that challenges ideas about disabled employees. It encourages employers to recognise the talents disabled people bring to the workplace.

The Colleges' Partnership is proud to be a Disability Confident employer. We encourage others to do the same.

By making our workplace accessible, we enjoy a much wider pool of talent, and hire the best possible staff. Accepting disabilities into our workplace also helps normalise them. It encourages other employees to talk and learn about disabilities. That includes disabilities that are often non-visible, such as hearing loss.

For more information, please contact Marcella Goodge, our professional qualifications leader, at marcella.goodge@tpartnership.ac.uk

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ARMED FORCES COVENANT

EMPLOYER RECOGNITION SCHEME

SILVER AWARD 2020



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- Benefits of Apprenticeships for Existing Employees
- The Apprenticeship Levy and Additional Funding

Employers

It's important for you as an employer to understand what apprenticeships are, and how they benefit you, your employee and your business. That way, you can be confident that an apprenticeship with The Colleges' Partnership is the right choice for you.

We also explain your **responsibilities throughout an apprenticeship**, and **what funding is available to you**.

If you have a question we don't answer here, or you're ready to enrol your employee in a vocational training programme, please **contact us**.



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Employers' Responsibilities

As an employer, you have a great deal of freedom to negotiate an apprenticeship that suits you. You can choose your training provider and end-point assessment organisation, discuss the total cost of training, and have a say in what the apprenticeship should teach your employee.

But just as the apprentice has their responsibilities, so too do employers.

Employers must:

- Have a real job available. The contract of employment must also cover the whole length of the apprenticeship.
- Sign an apprenticeship agreement, a commitment statement, and a written agreement with the training provider.
- Give the apprentice the opportunity to gain the knowledge, skills and behaviours they need to pass their assessment.
- Log average weekly hours and changes to working patterns with the training provider, and submit progress updates.
- Pay an apprentice's wages, at least to the national minimum wage. This includes on- and off-the-job training.
- Give apprentices the same paid holidays, sick pay and other benefits as any other employee in a similar role.

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Benefits of Apprenticeships for Existing Employees

Most employers use recruitment agencies, job sites and social media to fill a vacancy or recruit a wider range of skills. They spend a lot of time and money hiring someone trained to meet a different company's needs. Then, they spend more time and money retraining that person to suit their needs instead.

What these businesses don't realise is that they're neglecting their most valuable asset: their existing employees.

Your employees are already experts in your company, your policies and your values. They don't need additional training to meet your expectations. By upskilling an existing employee through an apprenticeship with The Colleges' Partnership, you actively develop the individual who can meet your exact needs. This leads to increased productivity and much higher quality of work, which grow your business and boost your income.

Apprenticeships aren't just a way to stay competitive with a qualified, specialised workforce. Investing in in-house talent shows a genuine interest in your employees' professional development and wellbeing. That results in stronger loyalty, increased satisfaction and higher workplace motivation.

But these aren't the only benefits of apprenticeships for existing employees. Take a look at our list below to see all the ways apprenticeships help you outperform your competitors.

Improved Productivity		
78% of employers who establish an apprenticeship programme report an improvement in workplace productivity. ²	That means...	More efficient use of time and resources, leading to a higher income for your business.
Improved Quality		
74% of employers say that an apprenticeship helped them improve the quality of their product or service. ¹	That means...	A more satisfied customer base and an even better reputation.
Future-Proof Your Business		
Apprenticeships keep your business up-to-date with technology and industry standards.	That means...	Your customers won't turn to your more savvy competitors because you can't keep up.
Increased Employee Satisfaction		
92% of employers believe that apprenticeships have led to a more satisfied, more motivated workforce. ²	That means...	A happier, less stressful workplace, and a higher quality of life for all.
Greater Employee Loyalty		
74% of companies say that apprentices are more loyal to the company who trained them. ³	That means...	You won't need to worry about the productivity losses that occur when an employee quits their job.
Improved Staff Retention		
80% of companies who invest in apprenticeships see improved staff retention. ⁴	That means...	You won't need to waste time and money hiring and training new staff. Your existing staff will also be more experienced.
Positive ROI and Business Growth		
Each apprentice enables a productivity gain of more than £10,000 a year. ⁵	That means...	More money for your business, and an opportunity to expand.
Culture of Learning		
By encouraging employees to take apprenticeships, you create a culture of learning and growth within your organisation.	That means...	Your employees will be invested in improving their productivity and the quality of their work of their own accord.
Job-Specific Training		
An apprenticeship trains your employee for the specific role you need to fill.	That means...	Your apprentice will provide maximum efficiency and quality in their role.
Development of Relevant Skills		
86% of employers say apprenticeships help their workers build skills relevant to their organisation. ⁶	That means...	You'll enjoy a wider range of skills to fill key gaps and shortcomings. This will make you more competitive.
Cost-Effective		
88% of employers feel apprenticeships are a cost-effective way to train staff. ⁷	That means...	You won't waste money on ineffective training.
Fresh New Perspectives		
Apprenticeships bring fresh insight to grow your business. They also revitalise your business with creativity and enthusiasm.	That means...	Your business will always have new, progressive ideas for higher growth and better customer engagement.
Already Experts		
Your existing employees are already experts in your company, your policies and your values.	That means...	You won't need to retrain them to meet your expectations.
Delivered Directly into the Workplace		
Unlike traditional training courses, apprenticeships give you a fulltime employee filling a vital role in your business.	That means...	You won't lose a member of staff during their training, so you avoid disruption in day-to-day operations.

1) Apprenticeships evaluation 2017: employers (IFF Research, 2017)

2) The positive effect apprenticeships have on businesses (National Apprenticeship Events, 2017)

3) The business case for offering Apprenticeships (Trade Union Changes, 2018)

4) How apprenticeships help retention rates (Training Journal, 2019)

5) UK to gain £18bn from apprenticeships (The Centre for Economics and Business Research, 2015)

6) What are the benefits of hiring an apprentice? (National Apprenticeship Survey, 2020)

7) Hiring an apprentice: The benefits for a small company (Small Business, 2020)

So now you know how apprenticeships strengthen your business

What do you want to do next?

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The Apprenticeship Levy and Additional Funding

The Apprenticeship Levy explained

How does the Apprenticeship Levy work?

The Apprenticeship Levy is a tax on any UK employer with a pay bill of over £3m a year. You can use any money you pay into the levy as funding for an apprenticeship. The levy encourages employers to invest in their workforce, and to develop the skills British businesses need to thrive.

If you have a pay bill of over £3m a year, you must pay 0.5% of any value over £3m into your apprenticeship service account through HMRC. Your pay bill covers employee earnings that are subject to Class 1 National Insurance contributions. These include wages, bonuses, commissions, and pension contributions.

The government gives you an extra 10% top-up to these funds.

Levy funds are only available for 24 months after they're paid. HMRC reclaims any unspent funds. If you're a levy-paying employer, it's in your best interest to use those funds to train your staff. If you don't, you waste money and miss out on the many benefits of apprenticeships for existing employees.

How much do I pay for an apprenticeship?

How much you pay for an apprenticeship depends on whether you pay into the Apprenticeship Levy, and how many employees you have if you don't.

The government also pays money up the maximum for apprenticeship funding bands. You need to cover any costs over that.

The chart below shows how much you would pay for an apprenticeship:

If you're...	... then you pay...	...and the government pays...
Levy-paying	<ul style="list-style-type: none"> · The cost of the apprenticeship from your apprenticeship service account. · 5% of any fees your account doesn't cover. · Any fees over the funding band maximum. 	<ul style="list-style-type: none"> · 95% of any fees your apprenticeship service account funds don't cover, up to the funding band maximum.
Non-levy-paying (50+ employees)	<ul style="list-style-type: none"> · 5% of the apprenticeship cost. 	<ul style="list-style-type: none"> · 95% of the cost, up to the funding band maximum.
Non-levy-paying (fewer than 50 employees)	<ul style="list-style-type: none"> · 0% for 16-18 year olds, or for 19-24 year olds who have been in care or have an education, health and care plan. · 5% for other apprentices. · Any fees over the funding band maximum. 	<ul style="list-style-type: none"> · 100% for 16-18 year olds, or for 19-24 year olds who have been in care or have an education, health and care plan. · 95% for other apprentices, up to the funding band maximum.

Additional apprenticeship funding

The government offers a £1,000 incentive payment to both you and your training provider for each apprentice you train who is:

- 16-18 years old.
- 19-24 years old, and has been in care or has an education, health and care plan.

You don't pay National Insurance contributions for apprentices under the age of 25 on earnings below the higher tax rate of £827 a week (£43,000 a year).

So now you know how to fund an apprenticeship

What do you want to do next?

[FIND OUT WHY YOU SHOULD CHOOSE THE COLLEGES' PARTNERSHIP]

[CHOOSE YOUR APPRENTICESHIP]

[CHOOSE YOUR PROFESSIONAL QUALIFICATION]



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Delivering High Quality Apprenticeships, Training and Education

ALSO IN THIS SECTION:

Apprentice / Learner Log-in
BKSB Login
Learner and Apprentice Handbook
Support for Disabilities
Enhanced Learning Credits
NUS Discount Cards
Surveys

Learners

While studying with The Colleges' Partnership, you benefit from many digital learning resources. These include:

- **The Virtual Learning Environment (VLE):** your tutor or apprenticeship coordinator adds course materials and resources to help you learn. You also submit work through the VLE.
- **The Basic Key Skills Builder (BKSB):** this helps you develop your maths, English and ICT

For more information on these resources, please contact our learning technology team by emailing quality@tcpartnership.ac.uk

You're also entitled to a range of benefits and discounts, such as:

- NUS discount cards.
- Educational discounts and offers from technology companies, including Microsoft, Apple and Adobe. This includes Office 365, iPads, Adobe Creative Cloud and much more.

You'll find all information about your apprenticeship or professional qualification in the Learner and Apprentice Handbook. If you have a question the handbook doesn't answer, please feel to contact us.

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- Surveys

Learner and Apprentice Handbook

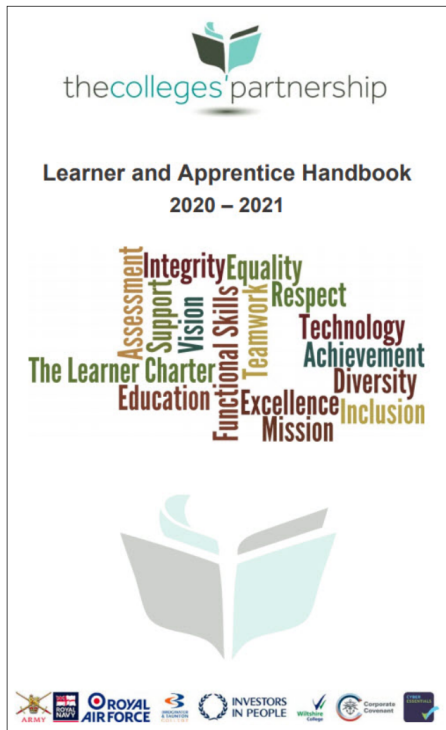
When you're getting started with your apprenticeship, it can feel like there's a lot of information to take in. That's why we've prepared a Learner and Apprentice Handbook to help you out. It's short, clear and simple, making it easy for you to find everything you want to know.

The handbook covers everything from enrolment to training to assessment, as well as:

- Information about The Colleges' Partnership and what we offer you.
- What you can expect from us, and what responsibilities you'll have.
- How to get the most out of your training.
- What support you'll have during your training, including the learning technologies available.
- What functional skills (maths, English and ICT) qualifications you'll need, and how we'll help you get them.
- How your apprenticeship will be assessed.
- How we keep our learners safe.
- Our contact information, so you can get in touch for any reason.

Click below to open the latest version of our Learner and Apprentice Handbook. There, you'll find out how The Colleges' Partnership helps you get the skills and knowledge you need to become an expert in your industry.

The Learner Handbook 2021



Something we missed?

If you have a question our handbook doesn't answer, feel free to contact us and we'll help however we can.



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[Enhanced Learning Credits](#)
[NUS Discount Cards](#)
[Surveys](#)

Support for Disabilities

Learning support

Nobody should ever miss out on self-development because of a disability, learning difficulty or health problem. During your apprenticeship induction, you'll be asked if you consider yourself to have one of these. If you do, The Colleges' Partnership will arrange appropriate support for you during your training.

This information will only be shared with people directly involved with your training. This will mainly be your apprenticeship coordinator (ACO). They'll privately discuss your needs with you, and we'll work to give you the best possible chance to succeed. Your ACO will be available at any time if you need help.

For more information, you can see our Equality and Diversity policy and our Reasonable Adjustment policy. These will also be on the Virtual Learning Environment when you enrol.

The Colleges' Partnership is proud to be a Disability Confident employer.

Lower functional skills requirements (Entry Level 3)

The minimum maths and English requirements for Entry Level 3 qualifications have been lowered for people with disabilities or learning difficulties. This is to support learners who meet the occupational standard of their apprenticeship, but struggle to achieve the requirements for maths and English.

We encourage apprentices with disabilities or learning difficulties to try to achieve level 1 or 2 in maths and English if they feel they can. We'll give you as much support as you need.

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The Colleges' Partnership currently offer Apprenticeships in: **Digital, Business and Administration, Education, and Engineering.**

WHAT ARE APPRENTICESHIPS? | END POINT ASSESSMENT | CONTACT US

Di Digital



CYBER SECURITY TECHNOLOGIST L4

A Cyber Security Technologist protects organisations, systems and people from cyber threats. Learners can focus on risk analysis (operations, risk, governance and compliance) or technical work (design, testing, investigation and response).

[READ MORE](#)

DATA ANALYST L4

A Data Analyst collects, organises, studies and reports on business data. They use creative thinking and problem solving skills to spot patterns. Then, they make recommendations for improving performance.

[READ MORE](#)

DATA TECHNICIAN L3

A Data Technician is like a digital librarian. They collect, organise and retrieve data. Technicians also check the accuracy of documents, prepare reports on them, and manage data storage and retrieval systems.

[READ MORE](#)

INFRASTRUCTURE TECHNICIAN L3

An Infrastructure Technician provides customer support, and manages support systems. This includes troubleshooting and solving digital problems to improve productivity and ensure a positive customer experience.

[READ MORE](#)

DIGITAL MARKETER L3

A Digital Marketer creates and manages marketing campaigns across social media and other digital platforms. They attract new customers, engage with them and build long-term customer relationships.

[READ MORE](#)

DIGITAL SUPPORT TECHNICIAN L3

A Digital Support Technician promotes the efficient use of digital technologies among their team. Learners can focus on Digital Applications (using technology to improve productivity among their internal team) or Digital Service (supporting external users of technology).

[READ MORE](#)

NETWORK CABLE INSTALLER L3

A Network Cable Installer builds, maintains and fixes the equipment used to connect computers, scanners and printers within buildings, nationwide or globally. They also manage the networks that provide broadband to homes.

[READ MORE](#)

BA Business & Administration



OPERATIONS / DEPARTMENTAL MANAGER L3

An Operations / Departmental Manager uses planning and development strategies to lead their team through projects and meet business goals. They might also be responsible for managing finance and resources, and hiring and training staff.

[READ MORE](#)

TEAM LEADER AND SUPERVISOR L3

A Team Leader / Supervisor guides their team to achieving project goals. They support and develop team members, manage projects, and monitor workloads.

[READ MORE](#)

Ed Education



ASSESSOR / COACH L4

An Assessor/Coach trains and assesses apprentices, trainees or new employees in their industry of expertise. Through active listening and thoughtful feedback, they help their learners develop workplace competence.

[READ MORE](#)

LEARNING AND SKILLS TEACHER L5

A Learning and Skills Teacher trains others in their specialist vocation or subject. They're a key part of successful traineeships and apprenticeships.

[READ MORE](#)

LEARNING MENTOR L3

A Learning Mentor supports apprentices, trainees and new employees to develop within their industry of expertise. They help their learners meet employers' needs, and achieve their full potential.

[READ MORE](#)

EM Engineering & Manufacturing



ENGINEERING OPERATIVE L2

An Engineering Operative builds, operates, maintains, services and repairs machines and equipment. Learners can choose from one of many specialisations to help them fit any role.

[READ MORE](#)

SUPPLY CHAIN OPERATOR L2

A Supply Chain Operator manages the movement of goods locally, nationally or internationally. Learners can focus on the Traffic Office (planning routes, arranging appropriate transport equipment, and processing goods) or become a Removals Operative (unpacking and moving goods).

[READ MORE](#)

Found the right apprenticeship for you?

Fill in our **short contact form** and we'll start your enrolment process right away.

Have you considered a professional qualification?

Apprenticeships are a fantastic way develop top-quality vocational skills. But if you need something shorter, consider one of our professional qualifications.

We currently offer professional qualifications in:

Teacher Training | Professional Management | Training Assessment and Quality Assurance (TAQA) | Coaching

ENQUIRE NOW

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ALSO IN THIS SECTION:

[What are Apprenticeships?](#)
[Apprenticeships Enquiry Form](#)
[Our Apprenticeship Offer:](#)

What are Apprenticeships?

What are apprenticeships?

Apprenticeships combine authentic on-the-job experience with professional learning. They give your employees the knowledge, skills and behaviours they need to excel in specific job roles.

There are enough apprenticeship schemes in the UK to support almost any career path. They're available to anyone over the age of 16.

There are huge benefits of apprenticeships for existing employees, including:

- An increase in workplace productivity shown to bring gains of more than £10,000 a year.
- Raising the quality of the product or service your business provides.
- A significant boost in employee satisfaction. This leads to greater loyalty to the company, improved morale and lower staff turnover.

An apprenticeship with The Colleges' Partnership helps you create the motivated, high-calibre workforce you need to outclass your industry competitors.

We currently offer apprenticeships in:

Digital, Business and Administration, Education and Childcare and Engineering

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ALSO IN THIS SECTION:

- Teacher Training
 - Level 3 Award in Education and Training
 - Level 4 Certificate in Education and Training
 - Level 5 Diploma in Education and Training
- Leadership and Management Training
- Training Assessment and Quality Assurance (TAQA)
- Coaching Level 3

Professional Qualifications



As well as apprenticeships, The Colleges' Partnership offers professional qualifications in:

Teacher Training | Professional Management | Training Assessment and Quality Assurance (TAQA) | Coaching

Throughout their study period, learners are fully supported by qualified, experienced tutors. Our tutors use a learner-centred approach to teaching, and adapt the

programme to suit the learner's needs.

We regularly provide learners with detailed feedback to help them reach and exceed professional standards. They also have full access to our excellent Virtual Learning Environment.

Several of our qualifications have been awarded Direct Claim Status. This means our awarding and accrediting bodies consider our quality assurance process exceptional. We're trusted to award these qualifications without an external quality assessor. Qualifications with Direct Claim Status are marked DCS.

Teacher Training

Level 3 Award in Education and Training

The Level 3 Award gives learners fundamental knowledge of teaching and learning. It also provides the skills needed to plan, deliver and evaluate basic teaching and learning sessions.

DCS

Level 4 Certificate in Education and Training

The Level 4 Certificate helps trainee educators to develop their practical teaching skills. It includes delivering lessons, meeting learner needs and assessing learners.

DCS

Level 5 Diploma in Education and Training

The Level 5 Diploma offers more advanced knowledge and practical skills for teaching and learning. It introduces research and analysis of theories, principles and curriculum models. The qualification also examines legislation and regulations relevant to education and training.

DCS

Professional Management

BTEC Level 5 Professional Management Course

The BTEC Level 5 course develops the leadership and team management abilities of practising or aspiring middle managers. Learners choose from one of three qualification types: Award (40 hours), Certificate (130 hours), or Diploma (370 hours). The course offers a wide range of units, so learners can select the most relevant skills for their position.

Training Assessment and Quality Assurance (TAQA)

Level 3 Certificate in Assessing Vocational Achievement (CAVA)

The Level 3 Certificate gives learners the skills they need to assess occupational competence, and vocational skills, knowledge and understanding in others.

DCS

Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice (IQA)

The Level 4 Award is for those who perform internal quality assurance of a centre or organisation's assessment process. It provides knowledge of internal quality assurance, and develops the assessor's practical assessment skills. For those who need to know about internal quality assurance but don't perform it themselves, unit 401 (knowledge only) can be taken as a standalone qualification.

DCS

Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (LIQA)

The Level 4 Certificate is for those who lead a team of quality assurance staff. This qualification covers all content in the Level 4 Award in IQA, as well as developing leadership and management skills.

Coaching

Level 3 Award in Coaching

The Level 3 Award involves studying the knowledge and principles of coaching, and learning the tools and techniques necessary to apply a coaching model. Learners then put these skills into practice.

DCS

Found the right qualification for you?

Fill in our short contact form and we'll start your enrolment process right away.

Have you considered an apprenticeship?

Our professional qualifications have helped thousands of people advance their careers. But if you need more intensive training, you might want to consider an apprenticeship.

We currently offer apprenticeships in:

Digital | Business and Administration | Education | Engineering and Manufacturing

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End Point Assessment



After an apprentice completes their training, they take an end-point assessment (EPA). Passing proves they're fully capable in their new role. These are conducted by an independent apprenticeship assessment service called an end-point assessment organisation (EPAO).

You're free to select your own EPAO. But most employers ask their training provider who they should choose. We recommend Notebook Assessment Services.

The Colleges' Partnership works with Notebook Assessment Services to provide a comprehensive apprenticeship and EPA experience. By doing so, we save you time, guarantee a good price, and make sure you get excellent service from start to finish.

Notebook Assessment Services sets themselves apart with their highly personal approach. They match you with a personal account manager who guides you through every step of the EPA process. That makes it clear, quick and easy.

For more information on Notebook Assessment Services, please:

- Visit the Notebook Assessment Services website - notebook-epa.co.uk
- Call - 0800 999 1482
- E-mail - enquiries@notebook-epa.co.uk

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General enquiries

To book your apprenticeship or professional qualification, or to find out more before you do, please call 0800 999 1481, email enquiries@tcpartnership.ac.uk, or fill in the form below:

Your name: *

Company Name:

your phone number: *

Your e-mail address:

Please confirm your email address: *

How can we help? *

Please confirm you're not a robot:

I'm not a robot



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