



Business Guide to Training and Professional Development

Developing skills for
your workforce

2022 – 23

Welcome to South Devon College's Business Guide to Training and Professional Development

A skilled workforce is one of the most valuable assets a company can have, which is why we can support you by providing professional and award-winning training.

We serve businesses and sole traders throughout the South West and beyond. Our qualified tutors deliver high-quality training across a variety of areas.

We pride ourselves in offering bespoke solutions that suit your needs and make a real and lasting difference to your organisation, regardless of the size of your business. Whether you need a short half-day course or a substantial programme of training, we have the courses to help you develop your company. From functional skills, employability skills and wellbeing workshops to higher-level qualifications and apprenticeships. You will be allocated to a member of our dedicated team to ensure you stay informed about funding options and to help you identify training needs for your business.

Our dedicated Business Solutions team are available to provide free business and training needs analysis to ensure your business is operating effectively.

Please don't hesitate to get in touch if what you are looking for is not included in the guide. We can deliver bespoke packages to meet your needs.

We hope to welcome you soon.

Emily Pearson



Emily Pearson

Head of Business Solutions

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01803 540823

In this **guide**

South Devon Business Partners	2
Our Partners	3
What we Offer Employers	4
Employing an Apprentice	5
Commercial Services	6
Free CPD and Online Courses	7
Course Maps	8
Wellbeing in the Workplace	40
Apprentice Recruitment Service	42
Staff Recruitment Service	43
Higher Education Opportunities	44
Apprenticeship Funding Information	46
The Apprenticeship Levy	47
Locations	48

Whilst every effort has been made to ensure the information and course listings in this guide are accurate, occasionally circumstances change beyond our control and there may be amendments.

For the latest course dates and times please visit our website or contact the team directly.

southdevon.ac.uk

Course maps

Business and Professional	8
Computing and Digital Technologies	10
Hi-tech Engineering	12
Tourism, Hospitality, Catering and Events	14
Art and Design	16
Automotive	18
Children and Young People	20
Construction and Building Services	22
Digital Media	24
Education and Teacher Training	26
Hair and Beauty	28
Health and Care	30
Marine	32
Science and Animal Management	34
Social Sciences	36
Sport and Fitness	38

/southdevoncollege @sdcollege

South Devon Business Partners

South Devon College is proud to introduce South Devon Business Partners, a reward and recognition incentive for employers who use education to grow and develop their business and choose South Devon College as their preferred training partner. The various benefits businesses will receive will depend on the category: Bronze, Silver or Gold.

	Bronze	Silver	Gold
Thresholds guidance	5-9 active apprentices	10-19 active apprentices and those offering work experience	20+ active apprentices and those offering work experience
Discount on courses for employees	5%	10%	15%
Dedicated specialist Workplace Co-ordinator	✓	✓	✓
Free skills analysis and training development	✓	✓	✓
Endorsement on South Devon College's website	✓	✓	✓
Discounted Active Wellbeing membership	✓	✓	✓
Digital account support	✓	✓	✓
First choice on promotions		✓	✓
Profile on social media		✓	✓
Discounted rates on facility hire		✓	✓
Free Business Essentials sessions			✓
Dedicated account manager			✓
Monthly account management visits			✓
Employer access to OneFile			✓
Feature in business newsletter			✓
VIP invite to College awards ceremonies			✓

*Subject to eligibility

We are proud to support the following organisations



**University Hospitals Plymouth
Best Large Apprentice Employer, South Devon
College Apprenticeship Awards 2022**
With over 100 apprentices at Level 2 to Level 5, University Hospitals Plymouth have ensured that apprenticeships are firmly part of their future workforce development planning with many apprentices progressing through the levels. South Devon College works in close partnership with the Education team at Derriford to support and coordinate this successful apprenticeship programme.



What do we offer to employers?

Training and development

We offer a range of specialist courses which can provide the perfect opportunity for staff CPD and upskilling across a broad range of sectors and professional services. Our aim is to support the development of the skills needed by local employers, to support the growth of our economy.

Courses range from entry level right up to degree level study and can be delivered in a variety of formats, from purely online, delivered at your workplace, or delivered onsite here at college.

Our full course listing can be found in this guide, with more information on each course on our website. If you can't find what you're looking for, get in touch – we are always open to developing new courses in line with employer requirements.

Traineeships

A Traineeship is an education and training programme with work experience that is focused on giving young people the skills and experience that employers are looking for. At its core are work preparation training, English and maths for those who need it, digital and employability skills, and a high quality work experience placement.

The placement can last anywhere between six weeks up to six months. Trainees may complete up to 240 hours of work experience over the six months. At the end of a traineeship, employers can offer an interview for an apprenticeship or job.

Traineeships can help boost your bottom line and build a committed workforce. They can provide you with employees who are passionate about your success as much as their own growth and are willing to go above and beyond to see both happen and, unlike apprenticeships, employers are not required to pay trainees.

Work experience and supporting careers

The College works closely with The Heart of the South West Careers Hub, who, like us, are passionate about the benefits that work experience placements can provide to both students and employers.

A meaningful experience will include:

- Defined learning outcomes which are relevant to both the student and employer
- An opportunity for a student to meet a range of employees from the workplace
- Extensive two-way interaction between the student and employer
- Completion of tasks which enable students to receive feedback on their work

We have a dedicated team of Placement and Work Experience Coordinators who support and facilitate the links between businesses and our extremely talented, curious, hardworking students. Our students are ready to make a real difference, develop their confidence and learn more about work opportunities available to them now and in the future.

In return you will get the opportunity to shape the future work force, identify future talent you may wish to employ as trainees, apprentices or graduates, get a fresh perspective on your business and encourage current team members to share their knowledge and experience, developing their own management skills.

T Levels

T Levels are a new Level 3 (A Level equivalent) qualification and a key part of the Government's reform to revolutionise skills and technical education, generating the skilled workforce that businesses need for the future. They have been developed to tackle skills shortages, whilst supporting and developing the future talent pool, with students bringing new ideas and a fresh perspective.

T levels include an industry work placement for a minimum of 315 hours (approximately 45 days), and is designed to equip young people with the skills needed to progress onto an apprenticeship or higher education. We have a dedicated team of Placement and Work Experience Coordinators and Assessor Coaches that support students and employers through the whole process, resolving any issues arising from placements during regular check-ins.

What can employing an apprentice do for my business?

Apprenticeships are an excellent way of re-invigorating your workforce and improving your bottom line. They can provide you with enthusiastic employees with the skills to have a lasting and positive impact on your business.

Businesses that employ apprentices see an increase in retention and loyalty, which means apprenticeships can form the cornerstone of your recruitment policy. Apprentices can be valuable to businesses of any size, whether you are a sole trader, small to medium enterprise or a multinational organisation.

Existing employees can also begin an apprenticeship, enabling them to receive advanced technical training and gain a formal qualification whilst still contributing to your business. There is also a range of funding options and streams available. For more funding information please see page 46.

Taking on an apprentice doesn't have to be a daunting proposition. Our expert Business Solutions Team can offer you a free consultation to explain the benefits it will bring, and will provide support every step of the way.

To find out more about any of these options, call our Business Solutions Team on 01803 540823, or email employers@southdevon.ac.uk.

Zenith Marine Best New Apprentice Employer, South Devon College Apprenticeship Awards 2022

The team at Zenith Marine are exemplary apprentice employers. The business has an excellent approach to the support, encouragement and growth of apprentices and have provided stimulating opportunities for learning right from the start. In his first few months of work Jack Pearce was involved in health and safety, risk assessments, prep and refit work. This company see Jack very much as one of the team and utilise their knowledge and experience to support him.



Commercial services

At South Devon College we offer a wide selection of flexible, modern and vibrant meeting facilities which are fully equipped to help you deliver a successful meeting or event.

If you choose South Devon College for your next meeting or event, you can be confident that we will support you in making it a success. We have facilities to host events ranging from a meeting for 2 to a conference for 120, and our catering offer can vary from a simple cup of tea to 3 course fine dining.

All our rooms are modern with natural light and can be set up in a variety of layouts. They include WiFi and computer access, projector screens and AV facilities.

We also have more specialist facilities available at our Paignton Campus that allow us the flexibility to support more unusual and bespoke events:

We have facilities to hire in the following locations:

Paignton Campus, TQ4 7EJ
Torquay Campus, TQ2 7FT



3G Pitch & Advertising

We can offer you a board in a prime location for **£299** VAT excl for the first 12 months this includes design, board and set up. Then only **£199** VAT excl for the next 12 months.

ACM Ali Composite Advertising Board
2350mm x 610mm

Contact

☎ 07771 144 188 ✉ commercial@southdevon.ac.uk
🐦 @commercialcdc www.southdevon.ac.uk

Our facilities include:

- ✓ 4K Screening Suite (seats up to 100)
- ✓ Specialist Hi-tech Rooms and Equipment
- ✓ Horizons Restaurant (seats up to 90)
- ✓ Theatre (seats up to 120)
- ✓ Gym
- ✓ Sports Hall
- ✓ Dance Studio
- ✓ Boardroom
- ✓ Training Kitchen
- ✓ Meeting Room



Printing Services

Our department offers a comprehensive range of printing and finishing options to businesses. We can provide booklets, flyers, photographs, large format posters and displays up to A0 and larger bespoke sizes, adhesive vinyl printing, comb-binding, guillotining and more at highly competitive prices.

Want to learn more about what we can do or perhaps have a specific request? Get in touch and contact us on **01803 540738** or email us at **printingservices@southdevon.ac.uk**.

Free and funded CPD courses

Free online short courses

These courses are available to start throughout the year and are completely free for individuals over the age of 19, who have lived in the UK/EU for over 3 years and are not already on a government funded apprenticeship. Your employees can apply and enrol online and study online at their own pace, from the office or from home.

The College offers online courses in a wide range of topics, including business, childcare and early years, counselling, fitness, health and care, teaching and education and youth work.



**FIND OUT MORE AND
APPLY ONLINE**



Free or funded classroom-based short courses

The college offers a huge range of short courses for professional development, from entry level to intermediate, which are covered by government funding for individuals over the age of 19 and have lived in the UK/EU for more than 3 years and who earn less than £18,525 per annum. In most cases these courses will be free to the employer, however administration fees may apply to some courses.

F You can find these courses in the curriculum maps that follow, marked with an 'F'.

These courses range from professional qualifications including AAT Level 1-2, Digital Skills for Work, Legal Studies, Certified Secure Computer User, Principles of Customer Service and Delivery, as well as many sector specific training courses.

If you can't find the course you're looking for, please contact the Business Solutions team on **01803 540823** or email **employers@southdevon.ac.uk**

BUSINESS AND PROFESSIONAL

HOW TO READ THIS MAP

This map is designed to show the many potential options we have to offer, whether you need to expand your workforce or your employees need reskilling or upskilling to increase the potential of your business. We have displayed all courses that are available to study in the Business and Professional curriculum, as well as suggesting courses in other areas that might complement a study path in this sector.

Search the course name at southdevon.ac.uk for more details, dates and fee information.

Certificate in Essential Digital Skills

F

Functional Skills English

F

Functional Skills Maths

F

AAT Access Award in Business Skills

Online Course

AAT Award in Accounting Software Xero

F

AAT Award in Bookkeeping

F

Developing Customer Service Skills

Online Course

F

AAT Accounting Foundation Certificate

F

AAT Bookkeeping Foundation Certificate

F

Accounts or Finance Assistant

A

Customer Service Practitioner

A

Team Leading Certificate

1 Course Level

A Apprenticeship

T T Level

H Higher Education

EL Entry Level

Online Course

F Free or Funded

T Traineeships

AAT Accounting

A

AAT Advanced Certificate in Bookkeeping

F

Business Administration

A

Business, Management and Administration

T

CIPD HR Support

A

CMI Coaching and Mentoring Certificate

CIPD People Practice Foundation Certificate

CMI Project Management Award

CMI Team Leader/Supervisor

A

Paralegal

A

CIPD Human Resource Consultant/Partner

A

H

CMI Operations/Departmental Manager

A

H

ILM Coaching Professional

A

H

ILM Effective Coaching and Mentoring Certificate

H

CMI Chartered Manager Degree Apprenticeship

A

H

Sports and Fitness courses

PAGE 38

Health and First Aid courses

PAGE 30

Hospitality courses

PAGE 14

Construction courses

PAGE 22

*Approved by the University of Plymouth

UNIVERSITY OF PLYMOUTH

**Subject to approval

INTRODUCTORY

INTERMEDIATE

ADVANCED

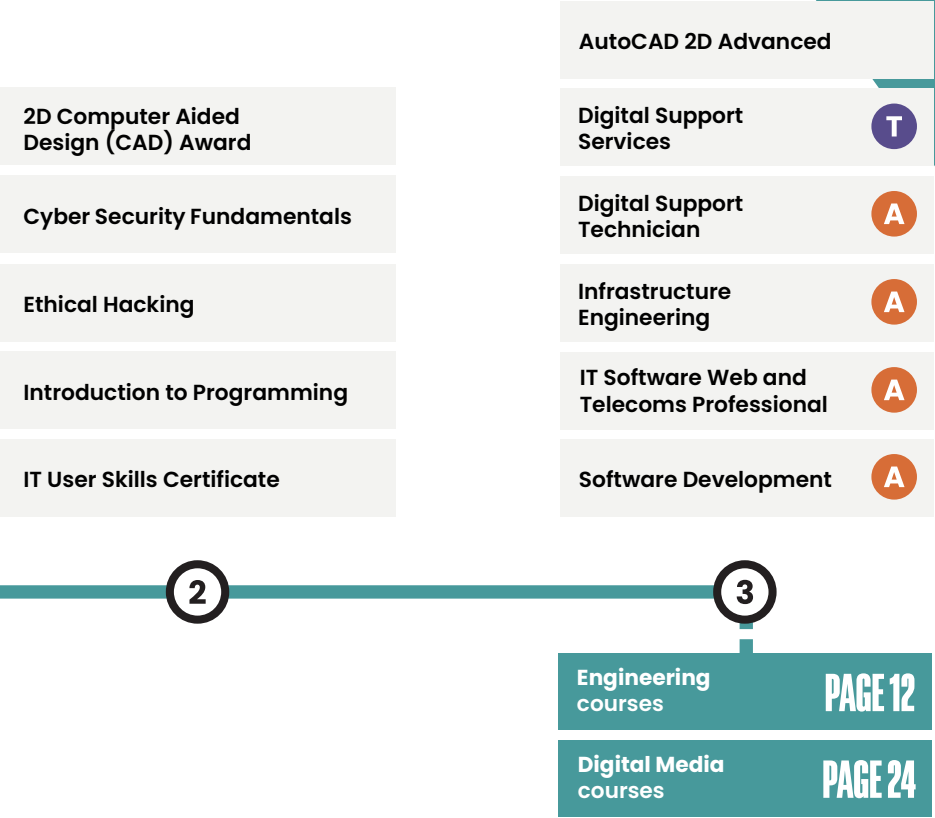
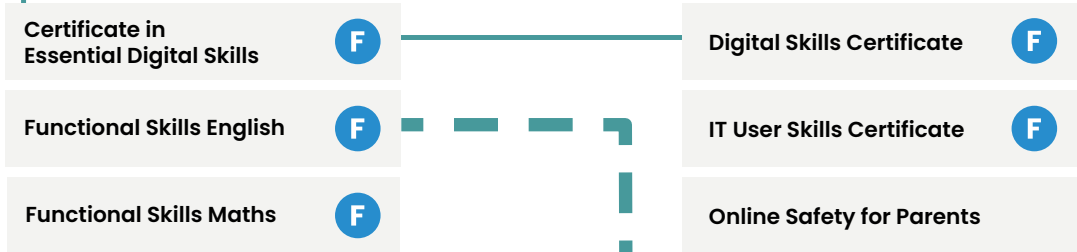
Can't find what you're looking for? Contact employers@southdevon.ac.uk

COMPUTING AND DIGITAL TECHNOLOGIES

HOW TO READ THIS MAP

This map is designed to show the many potential options we have to offer, whether you need to expand your workforce or your employees need reskilling or upskilling to increase the potential of your business. We have displayed all courses that are available to study in the Computing and Digital Technologies curriculum, as well as suggesting courses in other areas that might complement a study path in this sector.

Search the course name at southdevon.ac.uk for more details, dates and fee information.



- ① Course Level
- Ⓐ Apprenticeship
- Ⓣ T Level
- ⓗ Higher Education
- Ⓔ Entry Level
- 🖱 Online Course
- 🆓 Free or Funded
- 👤 Traineeships

INTRODUCTORY

INTERMEDIATE

ADVANCED

Can't find what you're looking for? Contact employers@southdevon.ac.uk

HI-TECH ENGINEERING

HOW TO READ THIS MAP

This map is designed to show the many potential options we have to offer, whether you need to expand your workforce or your employees need reskilling or upskilling to increase the potential of your business. We have displayed all courses that are available to study in the Hi-tech Engineering curriculum, as well as suggesting courses in other areas that might complement a study path in this sector.

Search the course name at southdevon.ac.uk for more details, dates and fee information.

- 1

Course Level
- A

Apprenticeship
- T

T Level
- H

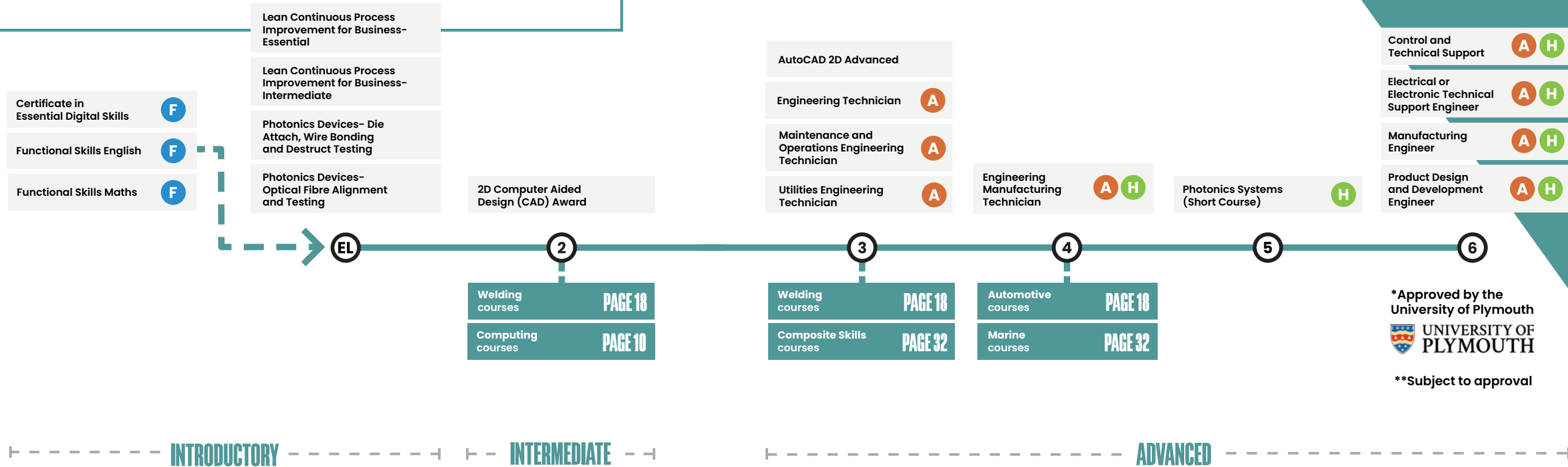
Higher Education
- EL

Entry Level
- 🖱

Online Course
- F

Free or Funded
- T

Traineeships



Can't find what you're looking for? Contact employers@southdevon.ac.uk

TOURISM, HOSPITALITY, CATERING AND EVENTS

Certificate in Essential Digital Skills	F
Functional Skills English	F
Functional Skills Maths	F

Aspiring Hospitality Manager	
Bread Making Masterclass	
Butchery Masterclass	
Cabin Crew	
Cooking with Seafood Masterclass	
Customer Service Practitioner	A
Hospitality Team Member	A
Patisserie Masterclass	
Personal Licence Holders Award	
Production Chef	A

2

First Aid courses

PAGE 30

Hospitality Supervisor	A
------------------------	---

3

Teacher Training courses

PAGE 26

CertHE Tourism, Hospitality and Events Management	A	H
---	---	---

4

Leadership and Management courses

PAGE 8

INTRODUCTORY

INTERMEDIATE

ADVANCED

- 1

Course Level
- A

Apprenticeship
- T

T Level
- H

Higher Education
- EL

Entry Level
- 🖱

Online Course
- F

Free or Funded
- T

Traineeships

HOW TO READ THIS MAP

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Search the course name at southdevon.ac.uk for more details, dates and fee information.

Can't find what you're looking for? Contact employers@southdevon.ac.uk

ART AND DESIGN

HOW TO READ THIS MAP

This map is designed to show the many potential options we have to offer, whether you need to expand your workforce or your employees need reskilling or upskilling to increase the potential of your business. We have displayed all courses that are available to study in the Art and Design curriculum, as well as suggesting courses in other areas that might complement a study path in this sector.

Search the course name at southdevon.ac.uk for more details, dates and fee information.

- 1

Course Level
- A

Apprenticeship
- T

T Level
- H

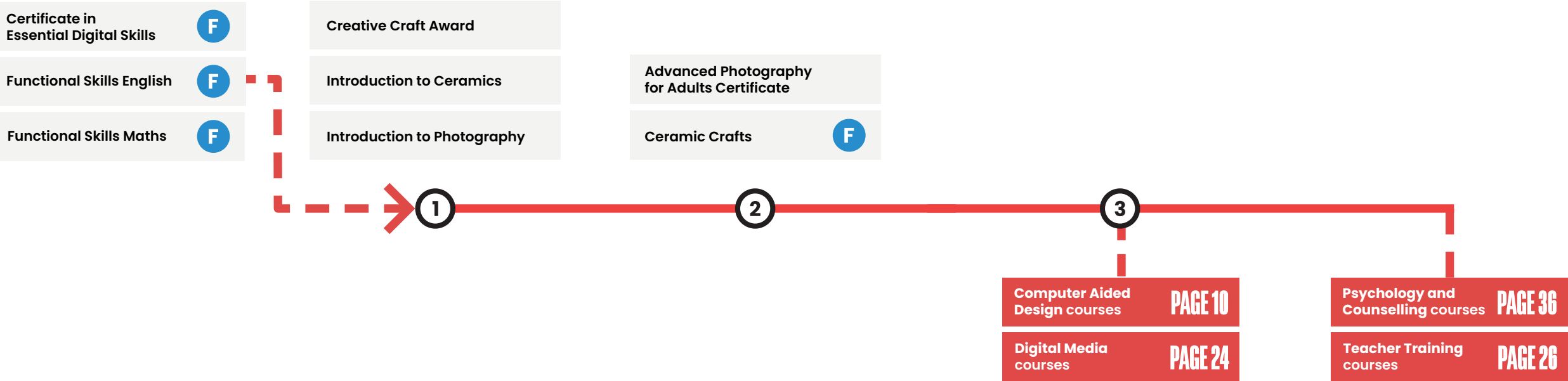
Higher Education
- EL

Entry Level
- OC

Online Course
- F

Free or Funded
- T

Traineeships



Can't find what you're looking for? Contact employers@southdevon.ac.uk

AUTOMOTIVE

HOW TO READ THIS MAP

This map is designed to show the many potential options we have to offer, whether you need to expand your workforce or your employees need reskilling or upskilling to increase the potential of your business. We have displayed all courses that are available to study in the Automotive curriculum, as well as suggesting courses in other areas that might complement a study path in this sector.

Search the course name at southdevon.ac.uk for more details, dates and fee information.

- 1

Course Level
- EL

Entry Level
- A

Apprenticeship
- T

T Level
- H

Higher Education
- Online Course
- F

Free or Funded
- T

Traineeships

Certificate in Essential Digital Skills

Functional Skills English

Functional Skills Maths

Award in Introductory Welding Skills- Metal Inert Gas (MIG) Welding

Award in Introductory Welding Skills- Tungsten Inert Gas (TIG) Welding

Autocare Technician

General Welder (ARC processes)

IMI MOT Testing Award (Classes 1 and 2)

IMI MOT Testing Award (Classes 4 and 7)

Metal Inert Gas (MIG) Welding Award

Supply Chain Warehouse Operative

Award in Advanced Welding Skills- Tungsten Inert Gas (TIG) Welding (Pipe)

Automotive Refrigerant Handling Award

Composites Technician

IMI Inspection Accreditation

IMI MOT Test Centre Management Award

Light Vehicle Maintenance and Repair Diagnostic Technician

Motor Vehicle Service and Maintenance Technician

Surface Refinisher

Transport and Warehouse Operations Supervisor

Vehicle Damage Paint Technician

Marine courses

Engineering courses

Team Leading and Customer Services courses

Accounting and Management courses

INTRODUCTORY

INTERMEDIATE

ADVANCED

Can't find what you're looking for? Contact employers@southdevon.ac.uk

CHILDREN AND YOUNG PEOPLE

HOW TO READ THIS MAP

This map is designed to show the many potential options we have to offer, whether you need to expand your workforce or your employees need reskilling or upskilling to increase the potential of your business. We have displayed all courses that are available to study in the Children and Young People curriculum, as well as suggesting courses in other areas that might complement a study path in this sector.

Search the course name at southdevon.ac.uk for more details, dates and fee information.

- Certificate in Essential Digital Skills F
- Functional Skills English F
- Functional Skills Maths F

- Community Workshops for Special Educational Needs*
- Introduction to Forest School Principles Award 🖱️ F

- Equality and Diversity Certificate 🖱️ F
- Forest School Award (Blended Learning) F
- Introduction to Child Development and Care 🖱️ F
- Neuroscience in the Early Years 🖱️ F
- Understanding Adverse Childhood Experiences Certificate 🖱️ F
- Understanding Autism 🖱️ F
- Understanding Climate Change and Environmental Awareness 🖱️ F
- Understanding Common Childhood Illnesses 🖱️ F
- Understanding Domestic Abuse Certificate 🖱️ F
- Understanding Mental Health in the Early Years Certificate 🖱️ F
- Understanding Safeguarding and Prevent Certificate 🖱️ F

- Early Years Workforce F
- Forest School Programme Leadership Certificate
- Principles of SEN 🖱️
- Supporting Teaching and Learning Certificate 🖱️
- Understanding Autism 🖱️ F
- Working with Children, Young People and Families A H

Mental Health and First Aid courses **PAGE 30**

Health and Care courses **PAGE 30**

Teacher Training courses **PAGE 26**

Psychology and Counselling courses **PAGE 36**

*Please contact us for more information on community workshops

**Subject to approval

INTRODUCTORY

INTERMEDIATE

ADVANCED

Can't find what you're looking for? Contact employers@southdevon.ac.uk

CONSTRUCTION AND BUILDING SERVICES

1

Course Level

A

Apprenticeship

T

T Level

H

EL

Entry Level

🖱

Online Course

F

T

Traineeships

HOW TO READ THIS MAP

This map is designed to show the many potential options we have to offer, whether you need to expand your workforce or your employees need reskilling or upskilling to increase the potential of your business. We have displayed all courses that are available to study in the Construction and building Services curriculum, as well as suggesting courses in other areas that might complement a study path in this sector.

Search the course name at southdevon.ac.uk for more details, dates and fee information.

INTERMEDIATE

ADVANCED

Can't find what you're looking for? Contact employers@southdevon.ac.uk

DIGITAL MEDIA

HOW TO READ THIS MAP

This map is designed to show the many potential options we have to offer, whether you need to expand your workforce or your employees need reskilling or upskilling to increase the potential of your business. We have displayed all courses that are available to study in the Digital Media curriculum, as well as suggesting courses in other areas that might complement a study path in this sector.

Search the course name at southdevon.ac.uk for more details, dates and fee information.

- 1

 Course Level
- A

 Apprenticeship
- T

 T Level
- H

 Higher Education
- EL

 Entry Level
- 🖱

 Online Course
- F

 Free or Funded
- T

 Traineeships

Certificate in Essential Digital Skills

F

Functional Skills English

F

Functional Skills Maths

F

Online Safety for Parents

Understanding Data Protection and Data Security

🖱

F

Digital Marketer

A

Digital Production Design and Development

T

Junior Content Producer

A

INTRODUCTORY

ADVANCED

Can't find what you're looking for? Contact employers@southdevon.ac.uk

EDUCATION AND TEACHER TRAINING

Certificate in Essential Digital Skills

F

Functional Skills English

F

Functional Skills Maths

F

Award in Mentoring

Introduction to Autism

F

Introduction to Forest School Award

F

Preparing to Work in Schools Award

F

Safeguarding in a Learning Environment Award

F

Stress Management Award

F

Caring for Children and Young People

F

Counselling Skills

Forest School Support Award

Information, Advice or Guidance Certificate

F

Introduction to Autism

F

Mentoring Award

Preparing for the Mentoring Role

F

Support Work in Schools Award

F

Understanding Adverse Childhood Experiences Certificate

F

Understanding Behaviour That Challenges Certificate

F

Understanding Children and Young People's Mental Health

F

Understanding Safeguarding and Prevent Certificate

F

Understanding Specific Learning Difficulties

F

Assessing Vocational Achievement Certificate

F

Assessing Vocationally Related Achievement Award

F

Award in Education and Training (AET)

Education and Childcare: Assisting Teaching

T

Forest School Programme Leadership Certificate

SENCO in Early Years Award

Supporting Teaching and Learning Diploma

Understanding Autism Certificate

F

Understanding the Principles and Practices of Assessment Award

Certificate in Education and Training (CET)

H

Coaching Professional

A

H

Learning and Skills Teacher

A

H

Academic Professional

A

H

HOW TO READ THIS MAP

This map is designed to show the many potential options we have to offer, whether you need to expand your workforce or your employees need reskilling or upskilling to increase the potential of your business. We have displayed all courses that are available to study in the Education and Teacher Training curriculum, as well as suggesting courses in other areas that might complement a study path in this sector.

Search the course name at southdevon.ac.uk for more details, dates and fee information.

**Subject to approval

INTRODUCTORY

INTERMEDIATE

ADVANCED

Can't find what you're looking for? Contact employers@southdevon.ac.uk

HAIR AND BEAUTY

HOW TO READ THIS MAP

This map is designed to show the many potential options we have to offer, whether you need to expand your workforce or your employees need reskilling or upskilling to increase the potential of your business. We have displayed all courses that are available to study in the Hair and Beauty curriculum, as well as suggesting courses in other areas that might complement a study path in this sector.

Search the course name at southdevon.ac.uk for more details, dates and fee information.

- 1

Course Level
- A

Apprenticeship
- T

T Level
- H

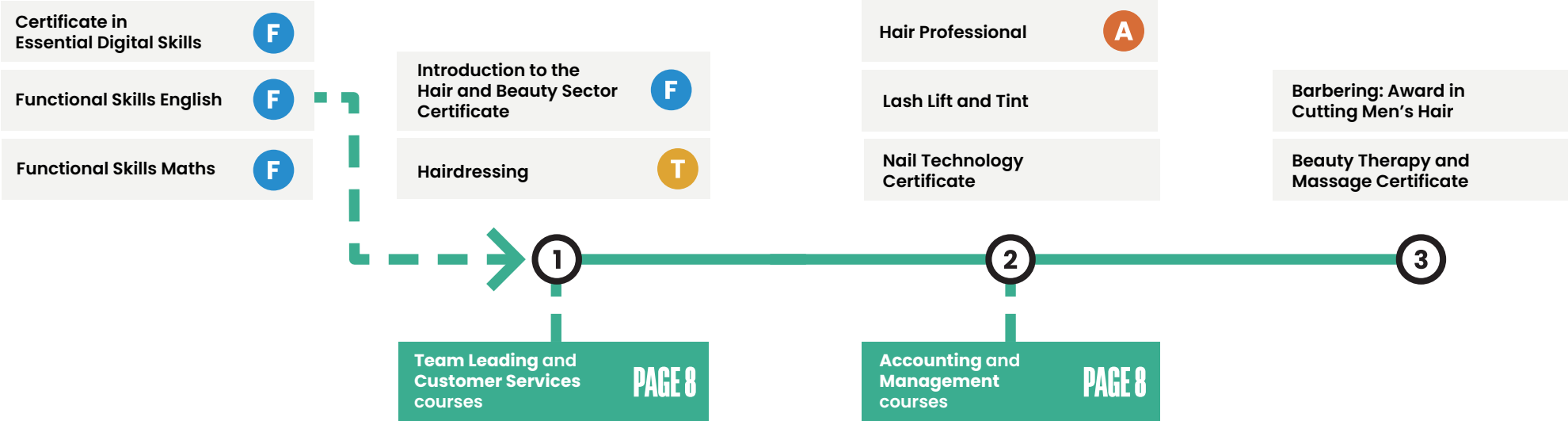
Higher Education
- EL

Entry Level
- 🖱

Online Course
- F

Free or Funded
- T

Traineeships



Can't find what you're looking for? Contact employers@southdevon.ac.uk

HEALTH AND CARE



HOW TO READ THIS MAP

This map is designed to show the many potential options we have to offer, whether you need to expand your workforce or your employees need reskilling or upskilling to increase the potential of your business. We have displayed all courses that are available to study in the Health and Care curriculum, as well as suggesting courses in other areas that might complement a study path in this sector.

Search the course name at southdevon.ac.uk for more details, dates and fee information.

*Approved by the University of Plymouth
UNIVERSITY OF PLYMOUTH

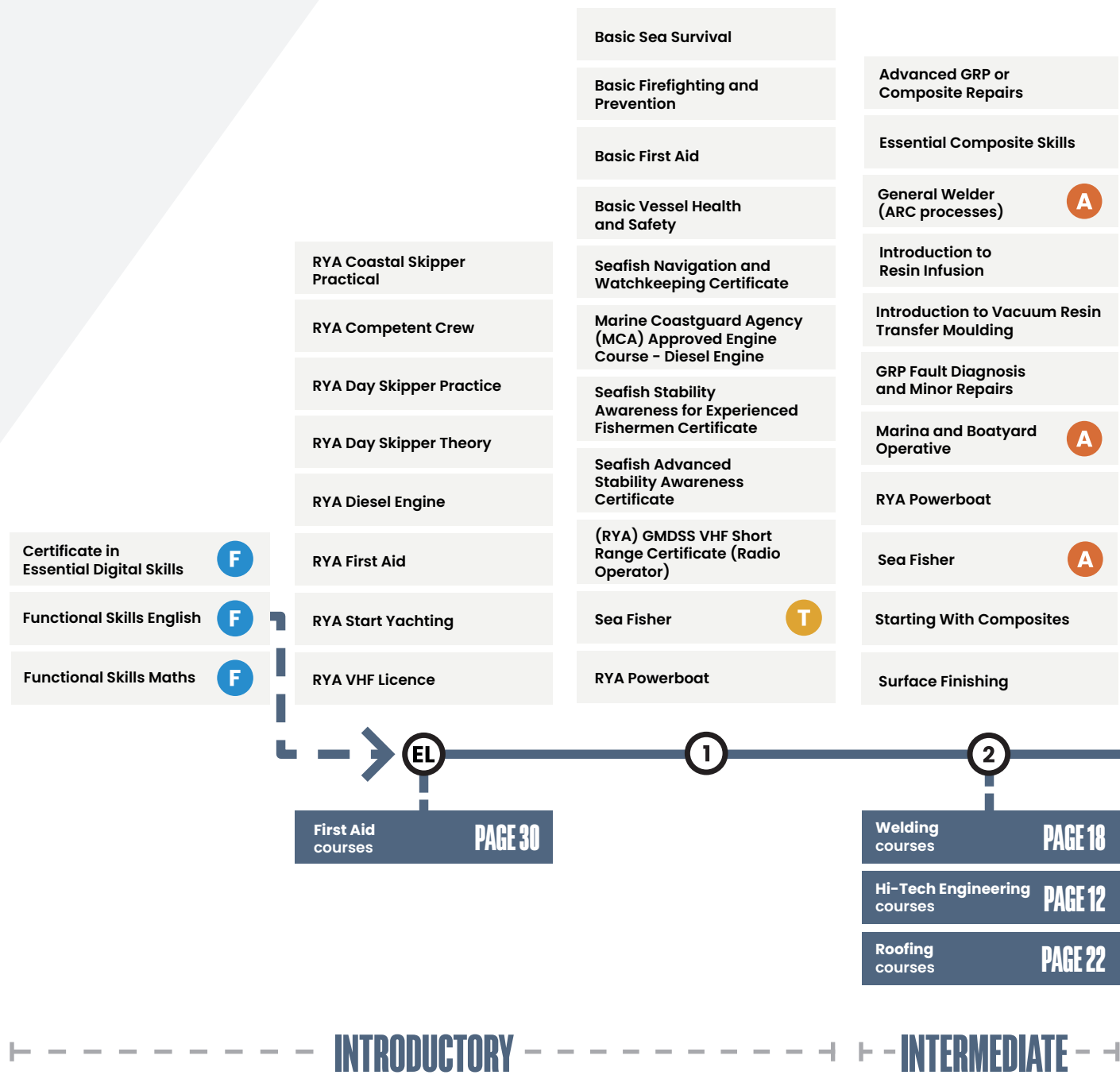
INTRODUCTORY

INTERMEDIATE

ADVANCED

Can't find what you're looking for? Contact employers@southdevon.ac.uk

MARINE



- ① Course Level
- Ⓐ Apprenticeship
- Ⓓ T Level
- Ⓕ Higher Education
- Ⓔ Entry Level
- 🖱 Online Course
- 🆓 Free or Funded
- 👤 Traineeships

HOW TO READ THIS MAP

This map is designed to show the many potential options we have to offer, whether you need to expand your workforce or your employees need reskilling or upskilling to increase the potential of your business. We have displayed all courses that are available to study in the Marine curriculum, as well as suggesting courses in other areas that might complement a study path in this sector.

Search the course name at southdevon.ac.uk for more details, dates and fee information.



*Approved by the University of Plymouth

**Subject to approval

Can't find what you're looking for? Contact employers@southdevon.ac.uk

SCIENCE AND ANIMAL MANAGEMENT

- 1

Course Level
- A

Apprenticeship
- T

T Level
- H

Higher Education
- EL

Entry Level
- 🖱️

Online Course
- F

Free or Funded
- T

Traineeships

HOW TO READ THIS MAP

This map is designed to show the many potential options we have to offer, whether you need to expand your workforce or your employees need reskilling or upskilling to increase the potential of your business. We have displayed all courses that are available to study in the Science and Animal Management curriculum, as well as suggesting courses in other areas that might complement a study path in this sector.

Search the course name at southdevon.ac.uk for more details, dates and fee information.

Certificate in Essential Digital Skills

F

Functional Skills English

F

Functional Skills Maths

F

Certificate in Practical Horticulture Skills

Dog Grooming Assistant

Extended Certificate in Horticulture

Understanding Climate Change and Environmental Awareness Certificate

🖱️

F

1

2

3

5

Health and Care courses

PAGE 30

Teacher Training courses

PAGE 26

*Approved by the University of Plymouth

 UNIVERSITY OF PLYMOUTH

INTRODUCTORY

INTERMEDIATE

ADVANCED

Can't find what you're looking for? Contact employers@southdevon.ac.uk

SOCIAL SCIENCES

HOW TO READ THIS MAP

This map is designed to show the many potential options we have to offer, whether you need to expand your workforce or your employees need reskilling or upskilling to increase the potential of your business. We have displayed all courses that are available to study in the Social Sciences curriculum, as well as suggesting courses in other areas that might complement a study path in this sector.

Search the course name at southdevon.ac.uk for more details, dates and fee information.

- ① Course Level
- ⓐ Apprenticeship
- Ⓣ T Level
- ⓗ Higher Education
- ⓔⓁ Entry Level
- 🖱 Online Course
- ⓕ Free or Funded
- Ⓣ Traineeships



INTRODUCTORY

INTERMEDIATE

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SPORT AND FITNESS

Certificate in Essential Digital Skills F

Functional Skills English F

Functional Skills Maths F

Nutrition and Health Award

F

Award in Suspended Movement Training

Certificate in the Foundations of Strength and Conditioning

Fitness Instructor Theory Certificate F

Gym Instructor Practical Certificate F

Improving Personal Exercise, Nutrition and Health F

Instructing Circuit Training Sessions Award F

Instructing Exercise to Music Certificate

Instructing Exercise to Music Certificate

Instructing Group Indoor Cycling Sessions Award

Instructing Water-Based Exercise Certificate F

Kettlebell Instructor

Nutrition and Health Award F

School and Community Activator A

Adapting Exercise for Antenatal and Postnatal Clients Award

Award in Sports Conditioning

Community Sport and Health Officer A

Personal Training and Fitness Instructor A

Instructing Outdoor Fitness (Bootcamp) Award

Outdoor Activity Instructor A

Sports Coach

A

H

Science courses

PAGE 34

Health and First Aid courses

PAGE 30

Business and Management courses

PAGE 8



1 Course Level

A Apprenticeship

T T Level

H Higher Education

EL Entry Level

Online Course

F Free or Funded

T Traineeships

HOW TO READ THIS MAP

This map is designed to show the many potential options we have to offer, whether you need to expand your workforce or your employees need reskilling or upskilling to increase the potential of your business. We have displayed all courses that are available to study in the Sport and Fitness curriculum, as well as suggesting courses in other areas that might complement a study path in this sector.

Search the course name at southdevon.ac.uk for more details, dates and fee information.

Can't find what you're looking for? Contact employers@southdevon.ac.uk

Wellbeing in the Workplace

We can offer bespoke training packages and workshops designed to promote better fitness, mental health, nutrition and sleep as well as benefiting your employee engagement and boosting productivity.

Topics covered could include:

- Introduction to stress management
- Developing an awareness of mental health
- The importance of healthy eating and drinking for adults Understanding eating disorders
- Weight management and body image
- Principles of E-Safety

For information or to speak to someone about your requirements please fill out the enquiry form at:
southdevon.ac.uk/employers/corporate-wellbeing-programme

76% of line managers believe they are responsible for employee wellbeing, but only **22%** have received training

(Source: Mental Health at Work Report 2016)

The cost of mental health related absence in the UK workplace is **£7.9bn**

(Source: Mental Health and Employers: The Case for Investment- Deloitte, October 2017)

49% of line managers would appreciate basic training in common mental health conditions

(Source: Mental Health at Work Report 2016)

29% of employees have been diagnosed with a mental health condition in the UK

(Source: Mental Health at Work Report 2016)

77% of employees have experienced symptoms of poor mental health at some point in their lives

(Source: Mental Health at Work Report 2016)

You can choose two of the activities listed below for a one-day programme or four of the activities for a two-day programme. Please note, there must be a minimum of six people from your organisation per package and the cost is £60 per person, per day.

- ▶ **Outdoor fitness trail** – This team bootcamp adventure can be designed to meet the needs, fitness levels and abilities of participants.
- ▶ **Leadership Development** – This class-based theory and practical session explores the key characteristics of successful communication helping to build team cohesion and motivation.
- ▶ **Problem Solving** – Your team will be set a range of conundrums to test communication and lateral thinking! This can take place on land (inside or outside) or feature water-based activities.
- ▶ **Orienteering** – You will be taught the basics of map reading then complete a team challenge in the English Riviera Geopark.
- ▶ **Bush Craft** – A practical outdoor session where participants will work together and learn some basic survival techniques. This can be undertaken as part of an overnight activity or on the one day activity package.
- ▶ **Healthy Cooking** – Learn how to cook healthy, nutritious food in our state-of-the-art training kitchens and then share the dishes with teams and colleagues in our onsite Horizons restaurant.
- ▶ **Immersive Yoga** – A completely holistic session, unlocking physical and emotional blockages, through stretch, relaxation, breathe work and guided mindfulness.
- ▶ **Forest Bathing** – Enter the realms of the healing benefits of the natural world and find out how the forest can support positive mental health and wellbeing.

For information or to speak to someone about your requirements please fill out the enquiry form at:
southdevon.ac.uk/employers/corporate-wellbeing-programme

Apprentice Recruitment Service

The College offers a dedicated apprenticeship recruitment service for Employers to help you find the best fit for your business.

The recruitment service can be completed in seven stages:

- 1 You will need to create an account on the Digital Apprenticeship Service (DAS) at accounts.manage-apprenticeships.service.gov.uk for us to advertise your apprenticeship vacancy on the Government's directory at gov.uk/apply-apprenticeship.
- 2 Your dedicated Apprenticeship Recruitment Coordinator will support you in completing a vacancy template. This template is an opportunity to promote your Apprenticeship vacancy and will include a vacancy overview, role description, working pattern, wage and start date.
- 3 Our apprenticeship team will submit your vacancy onto the 'Find an Apprenticeship' page on the www.gov.uk website.
- 4 Your apprenticeship vacancy will be advertised nationally as well as through our Careers and Employability Centre to our existing students.
- 5 Once your vacancy closes, your dedicated Apprenticeship Recruitment Coordinator will check each application to ensure eligibility and suitability.
- 6 You will then be required to shortlist and interview the applicants.
- 7 Upon successfully appointing your new apprentice you will need to inform your Apprenticeship Recruitment Coordinator and agree the Employment/ Apprenticeship start date.

Staff Recruitment Service

Our team of professionals can help your business recruit seasonal or part-time staff through our unique online Careers and Employability Centre.

We have partnered with Jobteaser to launch our new online Careers and Employability Centre, which enables all our students to access information about local, national and international employers. This platform gives you access to our talent pool of industry ready students for your Apprenticeship and full time vacancies. We encourage all the employers we work with to add a company profile to make it easier for them to create a future pipeline and raise awareness of their brand. Our business partners get this created for them by a member of our customer account team.

What do you need to do?

- ✓ Create a company profile on our online Careers and Employability Centre
- ✓ Interview the shortlisted students- this can be done on your premises or at the College
- ✓ Support the College in helping to make our students work-ready

What we will do?

- ✓ Check with you that we have all the details of your vacancy requirements
- ✓ Advertise your vacancy on our Careers and Employability Centre
- ✓ Offer you the opportunity to visit the College to promote your vacancy
- ✓ Provide a FREE recruitment service
- ✓ Work closely with our students to ensure we find the right individual for you

Our students have time to work:

- ✓ On their days off from College
- ✓ In the evenings
- ✓ At weekends
- ✓ In the holidays

This new online platform also gives you direct access to promote and manage **work experience, volunteering, seasonal and part time vacancies** to our students.

Register today: southdevon.jobteaser.com

We also hold regular recruitment fairs and employer engagement activities, please get in touch on **01803 540575** or email employability@southdevon.ac.uk if this is something you would be interested in supporting.

"Apprenticeships have contributed to the growth of our business by underpinning the skills and knowledge we need in a niche industry. My advice to businesses considering hiring an apprentice is that they are invaluable. Especially with South Devon College, you get the support that you need as an employer and the apprentice will bring valuable skills and a fresh perspective."

Victoria Phillips
HR Manager, Spirent Communications



Higher Education Opportunities

Looking to recruit a graduate?

University Centre South Devon offers HND/Cs, Foundation Degrees, BA/BSc Degrees and Higher/Degree Apprenticeships across diverse curriculum areas including Arts, Computing and Engineering, Construction, Business, Social Sciences and Sport.

Our courses focus on developing not just theoretical skills and knowledge, but relevant, work-based skills to increase student and graduate employability.

We have over 700 students, most of whom live within Torbay and South Devon. Over half of those studying with us are mature students (over 21 at the start of their course), who are often career changers looking to retrain and apply their skills in a different setting.

We offer opportunities for employers to raise their profile and engage with our students through activities including guest lectures, work-based learning and industry visits.

If you are looking to recruit a graduate, you can advertise opportunities exclusively for new and recent UCSD graduates through our **Careers and Employability Centre**. There are many benefits to employing graduates, research shows that they are often more affordable, willing to learn and progress, and can bring a host of new skills and ideas to your business.

(Source: www.glassdoor.co.uk)



**UNIVERSITY
CENTRE**
SOUTH DEVON

For more information, email university@southdevon.ac.uk or visit ucsd.ac.uk



"The Foundation Degree in Outdoor Education was an exciting course that was both physically and mentally challenging... As a result I have worked as a surf instructor in New Zealand; a kayak and sailing coach in the United States and most recently...with the Mexican Navy...protecting British interests abroad."

Ali Glenning

Warfare Officer in the Royal Navy



Apprenticeship Funding Information

Funding for all employers

£1000 incentive for recruiting 16-18 year olds. South Devon College will pay you directly in two instalments.

Funding for small and medium-sized enterprises (SMEs)

For companies who pay less than £3 million on the payroll, including SMEs, the mandatory cash contribution from companies will be 5%. This is a considerable reduction compared to plans previously announced by the Government, when the proposal was that companies, including SMEs, would pay one third of the apprenticeship training costs.

The Government has committed to fully paying the costs of English and maths training. All businesses need to register onto the apprenticeship service to access Apprenticeship training (more details for this can be found in the How does a business access their funds section).

Employer incentives (Levy and Non-Levy)

The Government has introduced the incentive that employers with fewer than 50 employees will be exempt from paying 5% of the training costs if they employ a 16-18 year old, a young care leaver or a young person with an EHCP.

Contact our dedicated Business Solutions Team for free professional support and advice on **01803 540823**.

Please note: Information correct at time of printing. Changes may occur due to circumstances beyond the College's control.

Levy paying employers

From 1st May 2017, the way the government funded apprenticeships changed. As a result, some employers are required to contribute to a new apprenticeship levy and there are changes to the funding for apprenticeship training for all employers. The levy will be charged at a rate of 0.5% of your annual pay bill.

Does the apprenticeship levy apply to my business?

You will pay the apprenticeship levy if you are an employer with a pay bill of more than £3 million each year. For the purposes of the levy, an 'employer' is someone who is a secondary contributor, with liability to pay Class 1 Secondary National Insurance Contributions (NICs) for their employees.

How does a business access their funds?

- Register your business onto the Apprenticeship Service via the www.gov.uk website
- Follow the step-by-step guide on the government website: www.gov.uk/guidance/manage-apprenticeship-funds
- Contact the Business Solutions Team at South Devon College to get professional free support and guidance on **01803 540823** for digital/levy enquiries

Apprenticeships Mythbuster

Did you know? There are often government funded projects available to both employers and staff. A range of funding sources are routinely searched to identify potential project funds by a dedicated team based at South Devon College. The Advanced Learner Loan is also available to support students with course fees.

The Apprenticeship Levy

Make the most of your Apprenticeship Levy! Apprenticeship funds are available for 24 months, so make sure you use it and don't lose it! If you haven't spent it yet, South Devon College can help you find a way to make it benefit your business.

Steps to make the most out of your levy

Conduct a business training review

Our Employer Engagement team are available to provide free business and training needs analysis to ensure your business is operating effectively.

We pride ourselves in offering bespoke solutions that suit your needs and make a real and lasting difference to your organisation. Whether you need a short half-day course or a substantial programme of training, we have the courses to help you develop your company.

Upskill your workforce

The apprenticeship levy applies to current employees within your business. The College runs a range of apprenticeship programmes to upskill your staff.

Share it

As a levy paying employer you can transfer up to 25% of your funds to other businesses. This can benefit the local community or generate closer collaboration within your supply chain.

Transfer of Levy Funds: 3 Simple Steps

Are you looking to support a small business by transferring up to 25% of your levy funds? This is a great opportunity for both employers to invest in apprenticeships to grow future talent.

- 1 The sending employer and the receiving employer will firstly need to agree the details of the transfer of funds (the apprenticeship standard, number of apprentices and cost).
- 2 Both employers will need to register on the apprenticeship service website: gov.uk/guidance/manage-apprenticeship-funds
- 3 The employers will need to connect with each other on the website. The receiving employer will need to add details of the apprentice(s), then both employers will confirm the transfer.

Expired funds are the unused apprenticeship funds that will be taken from your account. What happens if you don't spend your levy?

Apprenticeship funds will be taken out of your account 24 months after they enter it, unless you:

- Spend them on apprenticeship training and assessment
- Fund an apprenticeship with another employer through transfers

For more information, please contact our Employer Engagement team on employers@southdevon.ac.uk or call **01803 540823**.

Locations

Find us and drop in to any of our centres to find out more about our courses and qualifications.



1 Paignton Campus

Main Building
Long Road
Paignton
TQ4 7EJ
01803 540823

University Centre
South Devon
Long Road
Paignton
TQ4 7EJ
08000 21 31 81

2 Torquay Campus

Centre for Health and Care Professions
187 Newton Road
Torquay
TQ2 7FT
01803 540865






3 South Devon College Marine Academy

Premier Marinas
Noss-on-Dart
Bridge Road
Kingswear
TQ6 0EA
01803 839242

Please note:

Whilst every effort has been made to ensure that this guide is correct at time of printing, due to circumstances beyond our reasonable control, changes may occur to course listings and content.

Please check our website southdevon.ac.uk for up-to-date course information.

 01803 540823
 employers@southdevon.ac.uk
 www.southdevon.ac.uk
 @SDCollege
 /SouthDevon College

South Devon College
Long Rd, Paignton TQ4 7EJ

EMPLOYER ADVICE DROP IN SESSIONS

For free, expert advice on any of your staff training and development needs, visit the team at a drop in session, **every Tuesday 10am-4pm**. No need to book, just turn up at our Vantage Point campus in Paignton. Our reception team will show you to the Business Solutions office.