

# Skills Support<sup>®</sup> for the Workforce

GC Education and Skills

  
Ofsted  
Good  
Provider

Fully funded  
training



The  
Growth  
Company



Greater Manchester  
Local Enterprise Partnership



Skills Funding  
Agency



European Union  
European  
Social Fund

[www.gceducationandskills.ac.uk](http://www.gceducationandskills.ac.uk)

## Are you a Greater Manchester based employer looking to boost skills in your business at zero cost?

Commissioned by ESFA and working with the Greater Manchester LEP, Skills Support for the Workforce offers fully funded support to help you develop your staff through a range of training programmes which are tailored to your business needs. These qualifications cover a variety of topics/sectors including:



**Automotive**



**Cleaning**



**Construction**



**Health & Social Care**



**Maths and English (functional skills)**



**Warehousing, Storage and Manufacturing**

These are industry recognised qualifications, assessing both knowledge and competence of your employees and the following pages will give you just a few examples of the types of programmes we can offer. A full list can be found on pages 9-10.

Our expert team will work in partnership with you to execute a Training Needs Analysis (TNA) to identify your skills needs to meet your business objectives. The qualifications will then be undertaken either in the workplace or remotely with minimal disruption to your business. In addition, we are also happy to discuss bespoke non-regulated learning for your teams.

When delivering the knowledge based learning of the qualification, this can be done remotely via our online learning platform.

### Assessment Method

Achieved through gathering evidence of learning and skills with a Specialist Development Coach, obtained through methods such as Q&A, professional discussion, product evidence, holistic observations, progress reviews or witness testimony.

Opportunities are available to progress onto apprenticeships or higher-level qualifications after completing this training.

### Benefits of Skills Support for the Workforce includes:

- Minimal disruption to your day to day business
- Increased staff productivity
- Improved staff retention
- Enhanced morale
- A higher skilled workforce
- Staff can gain nationally recognised qualifications.

## Have you or your team been impacted by redundancy or placed on the Job Retention Scheme (furloughed)?

### What support is available?

We can provide you with a range of advice and support which is tailored to your needs. Our friendly advisors can help you and your team work through a range of learning programmes in order for you to up-skill or re-train for another role. In addition, we can help you and your team with:

- Improving CVs
- Job searches
- Interview skills

### Who is eligible for support?

Learners must be aged 16+ who are at risk of redundancy, have recently been made redundant, or have been placed on the governments Job Retention Scheme (furloughed). For more information contact our expert team.



## Our programmes

Take a look at our wide range of fully funded\* programmes for your team.

### Automotive

These qualifications are designed for people looking to develop their skills in both light and heavy vehicle maintenance, including motorcycle and electric/hybrid maintenance. Covering a wide range of competences, these qualifications will provide your team with the skills and knowledge to execute their role effectively, which will provide you and your customers with confidence in your business.

### Construction

Our construction qualifications cover a wide range of competences and are ideal for the people who have experience and are looking to gain a formal qualification. These industry standard qualifications include carpentry and joinery, painting and decorating, plastering, scaffolding, and wall and floor tiling. See pages 9-10 for a full list of courses.

### Maths and English (Functional Skills)

Maths and English are vital skills we all need to develop and keep using throughout life. Almost every job requires the ability to communicate and use numbers confidently, along with the capacity to problem solve and use technology effectively. Achieving these qualifications should increase candidates' confidence and motivation, and the skills they gain will be valuable in the workplace or in any further learning.

\*Eligibility criteria applies.



### Health and Social Care

The Level 2 Diploma in Care is essential in ensuring your team are highly skilled in their roles and provide the best possible care for your clients. It also provides the fundamental skills and knowledge to meet CQC standards. The programme will cover a range of units including communication in health and social care, personal development, duty of care, safeguarding and protection, and person-centred approach. The course will complement the day-to-day running of your organisation and will be delivered by one of our health and social care experts.

### Warehousing, Storage and Manufacturing

These qualifications are aimed at individuals who would like to develop the skills and knowledge necessary to operate within a warehousing, storage or manufacturing environment. These are industry recognised qualifications, assessing both knowledge and competence that are transferable across a range of environments. Delivery of the qualification is undertaken within the workplace and with minimal disruption. See pages 9-10 for our full list of programmes available.



## Tailored programmes for your business

In addition to our range of programmes, we also offer a tailored service to meet your unique business requirements. Here are just a few examples of programmes we have delivered across Greater Manchester to help businesses maintain their competitive edge:



**CV Preparation & Interview Skills**



**Food Hygiene/ Safety**



**Health & Safety**



**Business Management**



**Basic HR policies/ Procedures**



**IT Skills – Excel**



**Mental Health Awareness & Safeguarding**



**Project Management**



**Safeguarding**



**Social Media & Marketing**

Skills Support for the Workforce supports businesses throughout Greater Manchester, with skilled and experienced teams who specialise in their fields. Due to this level of expertise we can offer a wide range of industry recognised qualifications, set out in the following table. Please note that more courses are added on a frequent basis.

## Our Skills Menu

<b>AUTOMOTIVE</b>	<b>TICK</b>
Auto Electrical IMI Level 2	
Automotive Refrigerant Handling IMI Level 3 Award	
Electric/Hybrid Vehicles Routine Maintenance IMI Level 2 Award	
Heavy Vehicle Maintenance IMI Level 2 NVQ	
Light Vehicle Maintenance IMI Level 2 NVQ	
Motorcycle IMI Level 2	
Vehicle Body Repair IMI Level 2 NVQ	
Vehicle Fitting IMI Level 2	
Vehicle Paint Refinishing IMI Level 2 NVQ	
Vehicle Parts IMI Level 2	
<b>CONSTRUCTION</b>	<b>TICK</b>
Carpentry and Joinery (Wood Occupations) NVQ Level 2 Diploma	
Painting and Decorating NVQ Level 2 Diploma	
Plastering NVQ Level 2 Diploma	
Scaffolding Level NVQ 2 Diploma	
Wall and Floor Tiling NVQ Level 2 Diploma	
<b>FUNCTIONAL SKILLS</b>	<b>TICK</b>
English Level 1	
English Level 2	
Maths Level 1	
Maths Level 2	



<b>HEALTH AND SOCIAL CARE</b>	<b>TICK</b>
Level 2 Diploma in Care	
<b>WAREHOUSING, STORAGE AND MANUFACTURING</b>	<b>TICK</b>
Business Improvement Techniques Level 2 Diploma and Certificate	
Customer Service Level 2 Diploma	
Lean Organisational Management Techniques	
Performing Manufacturing Operations Level 2 NVQ	
Certificate in Warehousing & Storage Level 2	

Information correct at time of production and the Growth Company reserves the right to add or amend course information.



Please review our course programme menu and if you would like more information on any of the courses, or to understand how you can access these Government funded courses, please contact us and one of our Business Advisors will be in touch.

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The Growth Company



Greater Manchester Local Enterprise Partnership



Skills Funding Agency



European Union  
European Social Fund

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