

Lancashire Employer Guide to Skills Support



LANCASHIRE SKILLS & EMPLOYMENT HUB

The Lancashire Skills & Employment Hub are a strategic and impartial team who aim to support businesses, individuals and stakeholders with skills advice and guidance.

There is currently lots of business support available across Lancashire and this can be a complicated and ever evolving landscape. This information has been produced to help employers understand the funded programmes available to them, so they can decide which would be best suited to their business.

If you haven't accessed publicly funded business support before, or for a while, this information offers an excellent introduction to what's available in Lancashire right now.

So, if you are looking to attract a future talent pipeline to your organisation, recruit staff, upskill your workforce or support Lancashire through school activity and other social value activity then this information aims to highlight the services available.

Project	Overview	Benefits for Employers	Interested? Find out more.	End Date	Financial Incentives
Projects to Attract your Future Workforce and Support Young People					
Give an Hour	Give just an hour, or more, to inspire young people about their future career in schools and colleges in your local community. This could include activities such as conducting mock interviews, delivering presentations through to setting live project briefs, competitions, offering work experience and mentoring. Your unique industry knowledge and experience as someone who owns or works for a business can make a difference to the options a young person considers for their career.	Benefits: <ul style="list-style-type: none"> Promote your business or sector to your future workforce Providing insight into your organisation, industry and the opportunities available in the local labour market Raising the profile of the company and providing prestige for your company Deepen your connection to the local community 	Register your interest to Give an Hour www.lancashireskillshub.co.uk/pledge-account/register/	Ongoing	None
Work Experience and Industry Placements	Are you able to offer a placement to a current college student? Colleges are looking for the support of business to offer a work placement where students can experience the world of work and learn more about sectors in which they aspire to work. One of the ways to offer placements is to get involved with colleges offering T Levels. T Levels are new technical courses studied from age 16-19. Students spend 20% of their time in the workplace learning real hands-on skills in their chosen route, so they are ready to join the workforce straight after their course. Businesses who have taken early T Level students on placement often recruit those young people after their course as they know them well and have benefited from their fresh approach and new skills.	Benefits: <ul style="list-style-type: none"> Promote your business or sector to your future workforce Building a pipeline of new talent for your business Give opportunities to young people from a wide range of backgrounds, leading to a more diverse workforce Opportunity for new people to bring in new and imaginative ideas Developing existing staff's mentoring and management skills Providing extra resource for projects or your teams Building partnerships with local colleges Receiving financial support from a college for any kit expenses for the student's use (e.g. desk, laptop etc) 	Register your interest to Offer Work Experience and Industry Placements www.lancashireskillshub.co.uk/pledge-account/register/	Ongoing	£1,000 incentive payments for employers who host T Level placements between 27 May 2021 and 31 July 2022. https://www.tlevels.gov.uk/employers

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	Businesses can reap the reward of investing time in their placement with a motivated recruit.	<ul style="list-style-type: none"> Support a local young person with a step up into a career Providing insight into your organisation, industry and the opportunities available in the local labour market Raising the profile of the company and providing prestige for your company 			
Traineeships	<p>A traineeship is a skills development programme that includes a work experience placement.</p> <p>Traineeships help prepare young people aged 16 to 25, for employment or an apprenticeship.</p> <p>Traineeships must include at least 70 hours of work experience placement. They can last from 6 weeks up to 1 year, but most last less than 6 months.</p> <p>Employers can offer a work experience placement to a trainee, working with a training provider to design the programme.</p>	<p>Benefits:</p> <ul style="list-style-type: none"> Promote your business or sector to your future workforce Building a pipeline of new talent for your business Give opportunities to young people from a wide range of backgrounds, leading to a more diverse workforce Opportunity for new people to bring in new and imaginative ideas Support a local young person with a step up into a career Save money and time on future recruitment Raising the profile of the company and providing prestige for your company 	<p>Local Information: www.lancsforum.co.uk/sorted/</p> <p>National Information: www.gov.uk/government/publications/traineeship-providers</p>	Ongoing	<p>Employers who make new work placement opportunities available may be eligible for an incentive payment of £1,000 per learner. This incentive can be claimed for up to 10 learners per region.</p> <p>https://www.gov.uk/government/collections/traineeships--2#employers</p>
Become an Apprenticeship Ambassador	<p>Apprenticeship Ambassadors are all either current Apprentices or former Apprentices who want to promote the benefits of taking part in the Apprenticeship programme to employers and other young people. They can do this through undertaking activities and/or speaking about their experiences at schools, youth clubs, careers fairs and business events. They can also meet employers face to face to encourage them to take on Apprentices.</p> <p>Lancashire Employer Ambassadors are employers who want to promote the benefits of Apprenticeships to other employers and young people. They may even have been apprentices themselves and are passionate about their experiences.</p>	<p>Benefits:</p> <ul style="list-style-type: none"> Promote your business or sector to your future workforce Building a pipeline of new talent for your business Providing insight into your organisation, industry and the opportunities available in the local labour market Raising the profile of the company and providing prestige for your company Contributing to addressing the skills gaps in your industry Developing social mobility Being part of a network of employers across Lancashire and the North West who champion Apprenticeships Expanding your local and regional business network Supporting and influencing key stakeholders including schools, colleges, employers and their supply chains, trade associations and employment bodies. 	<p>Register your interest to Become an Apprenticeship Ambassador www.lancashireskillshub.co.uk/lancashire-skills-pledge/</p>	Ongoing	None

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Become an Enterprise Advisor	Do you want to support careers advice in schools to promote your organisation or sector? An Enterprise Adviser is a volunteer from business who works closely with the headteacher or Senior Leadership Team of a school or college to provide strategic support. You will use your business experience and professional networks to help develop and implement an effective strategy that puts opportunities with local employers at the heart of a young person's education. You will also of course inspire young people and prepare them for when they leave education.	Benefits: <ul style="list-style-type: none"> Promote your business or sector to your future workforce Building a pipeline of new talent for your business Providing insight into your organisation, industry and the opportunities available in the local labour market Raising the profile of the company and providing prestige for your company Deepen your connection to the local community Develop your own interpersonal and strategy skills Better understand the education sector and the challenges faced 	Register your interest to Become an Enterprise Advisor www.lancashireskillshub.co.uk/lancashire-skills-pledge/	Ongoing	None
<h2>Projects to Support Recruitment</h2>					
Pre-employment Training	There are a number of projects being funded by DWP and ESF to support people into work, so as a business by offering jobs you are able to improve the life chances of Lancashire residents. The Skills Hub is happy to link you to funded projects which offer tailored training programmes based on the needs of local employers so that the candidates put forward are already equipped with job specific skills required to excel in their role. These tailored courses also support recruits with recognised qualifications linked to their needs and the needs of the business. Can include some nationally recognised qualifications e.g. Food safety, CSCS etc.	Benefits: <ul style="list-style-type: none"> Improved retention of recruits Pre-recruitment training to meet your business needs Funded qualifications linked to your business needs Fill key skill gaps in your business 	Register your interest in Employing people who are out of work www.lancashireskillshub.co.uk/lancashire-skills-pledge/	Ongoing	These projects are funded, and the support comes at no cost to the employer.
Skills Bootcamps	If you are struggling recruit into technical jobs than Bootcamps offer free, flexible courses of up to 16 weeks for adults aged 19 or over and who are either in work or recently unemployed. They give people the opportunity to build up sector-specific skills and fast-track to an interview with a local employer. The current Bootcamp offer across Lancashire covers jobs in the following sectors Digital, Rail and Engineering.	Benefits: <ul style="list-style-type: none"> Promote your business or sector to your future workforce Building a pipeline of new talent for your business Contributing to addressing the skills gaps in your industry Meet your workforce's technical skills gaps Recruit people with industry skills 	www.lancashireskillshub.co.uk/digital-skills-partnership/	Ongoing	These projects are funded, and the support comes at no cost to the employer. Please see: https://www.gov.uk/government/publications/find-a-skills-bootcamp/list-of-skills-bootcamps
Kickstart	The Kickstart Scheme provides funding to employers to create jobs for 16 to 24 year olds on Universal Credit. Employers of all sizes can apply for funding until 17 December 2021 which covers:	Benefits: <ul style="list-style-type: none"> Promote your business or sector to your future workforce Building a pipeline of new talent for your business 	www.kickstart.campaign.gov.uk	March 2022	Wages paid by the Government for up to 6 months. Please see: www.kickstart.campaign.gov.uk

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	<ul style="list-style-type: none"> 100% of the National Minimum Wage (or the National Living Wage depending on the age of the participant) for 25 hours per week for a total of 6 months associated employer National Insurance contributions minimum automatic enrolment pension contributions <p>Employers can spread the job start dates up until 31 March 2022. You'll get funding for 6 months once the young person has started their job.</p> <p>Further funding is available to provide support so that young people on the scheme can get a job in the future.</p> <p>How to apply</p> <p>You can apply for a Kickstart Scheme grant by either:</p> <ul style="list-style-type: none"> applying online yourself applying through a Kickstart gateway who is already working with the Kickstart Scheme 	<ul style="list-style-type: none"> Give opportunities to young people from a wide range of backgrounds, leading to a more diverse workforce Support a local young person with a step up into a career Save money and time on future recruitment <p>Grow your future workforce including, funding, which covers:</p> <ul style="list-style-type: none"> 100% of the National Minimum Wage (or the National Living Wage depending on the age of the participant) for 25 hours per week for a total of 6 months associated employer National Insurance contributions minimum automatic enrolment pension contributions a grant of £1,500 per job to cover setup costs and employability support 			
Apprenticeships for new recruits	<p>Apprenticeships allow people to earn whilst they learn and train for a career, gaining structured qualifications whilst acquiring valuable work experience.</p> <p>There's a stereotype that Apprenticeships are only obtainable in manual trades like construction or hairdressing, but you can now do an Apprenticeship in almost any job role. Over 600 apprenticeship standards across all sectors including social media, marketing to business administration and beauty therapy, you will find Apprentices virtually anywhere. From multi-national organisations to small local companies and everywhere in-between. Already, more than 130,000 employers offer Apprenticeships.</p> <p>So, if you are recruiting new talent into the business by choosing an apprenticeship you build the knowledge, skills and behaviours your business needs to succeed?</p>	<p>Benefits:</p> <p>Give opportunities to young people from a wide range of backgrounds, leading to a more diverse workforce</p> <ul style="list-style-type: none"> Support a local young person with a step up into a career Contributing to addressing the skills gaps in your industry £400 a month reduction on office costs 20% improvement in staff retention saving £2,500 per person in recruitment £90,000 added to the bottom line through better productivity 96% of employers using apprenticeships say their business has benefited 83% of employers using apprenticeships rely on them to provide the skilled workers needed for the future 80% of employers using apprenticeships say they reduce staff turnover 76% of employers using apprenticeships say they increase overall productivity 59% of employers using apprenticeships say that training is more linked to their needs 	<p>Register your interest to Take on an Apprentice</p> <p>www.lancashireskillshub.co.uk/lancashire-skills-pledge/</p>	Ongoing	<p>There is a Government incentive payment of £1,000 for hiring an apprentice:</p> <ul style="list-style-type: none"> aged 16 to 18 years old aged 19 to 24 with an education, health and care plan or who has been in the care of their local authority <p>The Government has also extended the £3,000 incentive for taking on a new Apprentice. This is now valid until 31 January 2022.</p> <p>Please see: www.gov.uk/guidance/incentive-payments-for-hiring-a-new-apprentice</p>

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		<ul style="list-style-type: none"> Boost employee performance and retention Fill key skill gaps in your business 			
Projects to Support Retention and Upskilling					
Apprenticeship Training for your existing workforce	<p>Apprentices are not just for those aged 16-18, you can use apprenticeship funding to retrain and upskill your existing workforce.</p> <p>For example, an experienced employee may be keen to get a formal qualification in their specialist area.</p> <p>Or perhaps someone has the aptitude and drive to learn something new and progress into a different role?</p> <p>There are apprenticeships from level 2 to level 7 (equivalent to a degree), so you'll be able to find apprenticeships that suit the learning and development needs of your employees.</p> <p>Apprenticeships are designed by employers, so they reflect the relevant knowledge, skills and behaviours that your business needs.</p>	<p>Benefits:</p> <ul style="list-style-type: none"> 59% of employers using apprenticeships say that training is more linked to their needs Boost employee performance and retention Fill key skill gaps in your business Boost employee motivation by investing in their development <p>Check out the LEAP project below which supports Levy transfer across Lancashire, see project below.</p>	<p>Register your interest to Take on an Apprentice</p> <p>www.lancashireskillshub.co.uk/lancashire-skills-pledge/</p>	Ongoing	Incentives only apply when your hire a new apprentice.
Lancashire Engaging Apprentices Project (LEAP)	<p>The LEAP project will deliver a targeted mix of support, training and development for apprentices and their workplace mentors employed in the Lancashire SME workforce.</p> <ul style="list-style-type: none"> Offers bridging activity, and pre recruitment packages for apprentices Offers CPD for apprentice workplace mentors 	<p>Benefits:</p> <ul style="list-style-type: none"> Supports your workplace mentors which aids retention of Apprentices Improve the quality of your Apprenticeship Programme Supports the progression of your Apprentice onto higher apprenticeships Saves money and time on recruitment 	<p>www.uclan.ac.uk/business/training-and-development/leap</p>	March 2023	These projects are funded, and the support comes at no cost to the employer.
Lancashire Levy Transfer Network	<p>Supports coordination of the giving and receiving of levy funding between Lancashire employers.</p> <ul style="list-style-type: none"> Large employers with a pay bill of more than £3 million will pay 0.5% of their annual pay bill into their Apprenticeship Levy pot each month. The Levy can only be spent on apprenticeship training and assessment. If Levy paying employers don't spend that money within 2 years their funds will expire and go to central government The Levy paying business can choose to transfer up to 25% of their unspent levy, to any business they choose 	<p>Benefits:</p> <ul style="list-style-type: none"> Impartial and free service to support you to access Lancashire and National Levy Funds Help to choose the right apprenticeship standard to meet the role and individual(s) development needs Impartial support to help you decide which provider to deliver high quality training for your apprentice(s) Access incentives for recruiting an apprentice 	<p>www.lancashirelevytransfernetwork.org.uk/</p>	March 2023	These projects are funded, and the support comes at no cost to the employer.

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	<ul style="list-style-type: none"> All businesses will need an 'apprenticeship service account' to receive a transfer of levy funds Transfers can only be used for a new apprentice start. This means you cannot receive transfer funds for an employee who has already started their apprenticeship (unless the apprentice changes employer) 	<ul style="list-style-type: none"> Information and guidance on employer commitments such as contracted hours, off the job training, minimum wage requirements Access the wider Lancashire Apprenticeship Service 			
Skills Support for the Workforce	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. This can include accredited and non-accredited training and covers a wide range of sectors including Engineering & Manufacture, Hospitality, Logistics, Management, Health & Social Care, Construction, and Creative & Digital.	<p>Benefits:</p> <ul style="list-style-type: none"> Boost employee performance and retention Fill key skill gaps in your business Boost employee motivation by investing in their development Improved productivity A higher-skilled workforce Workforce development; developing skills and careers prospects Succession planning 	Register your interest in Upskilling Your Workforce www.lancashireskillshub.co.uk/lancashire-skills-pledge/	March 2023	These projects are funded, and the support comes at no cost to the employer.
Leading Lancashire	<p>The Leading Lancashire project delivers leadership and management training for the Lancashire workforce, enabling people to develop their skills through training, coaching and support.</p> <p>What does the Leading Lancashire project offer?</p> <ul style="list-style-type: none"> Skills and confidence development programmes to increase your capacity to take up leadership and management opportunities – including coaching, mentoring and support Bespoke leadership and management programmes for employees, co-designed with Lancashire businesses to include succession planning Access to leadership and management qualifications/units from Level 3 to Level 7 Leadership and management bridging programmes to prepare employees for higher-level apprenticeships and qualifications 	<p>Benefits:</p> <ul style="list-style-type: none"> Develop effective leadership and management knowledge, skills and behaviours Gain nationally recognised leadership and management qualifications Improve your potential for career development and advancement 	Register your interest in Upskilling Your Workforce www.lancashireskillshub.co.uk/lancashire-skills-pledge/	March 2023	These projects are funded, and the support comes at no cost to the employer.
Upskilling Health & Social care	The purpose of the project is to bring together 'support, training and future proofing' for the workforce of small and medium sized enterprises (less than 250 employees) across private and social enterprise sectors throughout Lancashire, who contribute towards improving people's health.	<p>Benefits:</p> <ul style="list-style-type: none"> Boost employee performance and retention Fill key skill gaps in your business Boost employee motivation by investing in their development A higher-skilled workforce 	Register your interest in Upskilling Your Workforce www.lancashireskillshub.co.uk/lancashire-skills-pledge/	March 2023	These projects are funded, and the support comes at no cost to the employer.

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	Any business, organisation or activity that helps to improve the health and well-being of the community and the individuals therein could be eligible for free training provided by the upskilling project.	<ul style="list-style-type: none"> Workforce development; developing skills and careers prospects Succession planning 			
UpSkilling Lancashire	<p>The UpSkilling Lancashire project offers free advice and support to SMEs to increase the skills and capabilities of their workforce.</p> <p>The team will support employers in identifying training needs and skills gaps to achieve future growth and strategic objectives within the business. For example, this includes innovative projects linked to capacity building, work placements, degree apprenticeships and identifying appropriate training and skills support.</p>	<p>Benefits:</p> <ul style="list-style-type: none"> Funded advice & guidance on skills Business needs assessment Support with strategic Planning Placement opportunities Identify areas for capacity building and development for the workforce 	<p>Register your interest in Upskilling Your Workforce www.lancashireskillshub.co.uk/lancashire-skills-pledge/</p>	September 2022	These projects are funded, and the support comes at no cost to the employer.
Building Successful Futures	<p>This project offers partially funded support to boost skills in businesses. Building Successful Futures will help businesses to upskill the workforce through a wide range of different programmes.</p> <p>Building Successful Futures in Lancashire will work with businesses to assess their skills gaps and then develop bespoke learning plans which meet the needs of the business. We offer a blended Learning approach to delivery, meaning the support needed can be delivered at the Local Business office, or remotely via an online platform.</p> <p>There is a wide range of accredited and non-accredited programmes to choose from in sectors such as Customer Service, Adult Social Care, Team Leading, Business Administration, and Cleaning.</p>	<p>Benefits:</p> <ul style="list-style-type: none"> Boost employee performance and retention Fill key skill gaps in your business Boost employee motivation by investing in their development Improved productivity A higher-skilled workforce Workforce development; developing skills and careers prospects Succession planning 	<p>Register your interest in Upskilling Your Workforce www.lancashireskillshub.co.uk/lancashire-skills-pledge/</p>	March 2023	This project offers partially funded support to boost skills in businesses

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Building Blocks part of the Business Health Matters Programme	<p>The Business Health Matters project will support businesses in the county to improve the physical and mental health of their employees, so that staff are happier, healthier, and more resilient.</p> <p>The Business Health Matters project offers fully funded basic skills training and accredited level 2 and 3 Workplace Health Champion training for businesses in the county. Poor health in Lancashire has a huge impact on local businesses, the economy, and the health service. By empowering employees to drive change in the workplace, we are supporting businesses in maintaining healthy teams, reducing absence and staff turnover as a result of poor health. By upskilling employees, we support business growth, increase employability levels, and play our part in reducing the gender pay gap. Investing in the wellbeing of staff benefits businesses and employees, whilst supporting Lancashire to become a happier and healthier place to live and work.</p>	<p>Benefits:</p> <ul style="list-style-type: none"> • Support businesses in improving the physical and mental health of their employees so that staff are happier, healthier, and more resilient • Increase productivity and sustained workforces, resulting in reduced absence costs and lower staff turnover rates • Support working-aged individuals, to upskill, remain in employment and live longer, happier lives 	<p>www.businesshealthmatters.org.uk/</p>	March 2023	These projects are funded, and the support comes at no cost to the employer.

Projects to Support with Redundancy

Skills Support for Redundancy	<p>Supports businesses undergoing industrial restructuring by providing skills and employability support for employees at risk of redundancy. Also supports newly unemployed individuals or recently made redundant (within 3 months of leaving an organisation due to redundancy).</p> <p>We can provide you and your team with a range of advice and support which is tailored to your needs. Our friendly advisors can help you and your teamwork through a range of learning programmes in order for you to up-skill or re-train for another role.</p> <p>In addition, we can help you and your team with:</p> <ul style="list-style-type: none"> • Improving your CV • Job searches • Interview skills 	<p>Benefits:</p> <ul style="list-style-type: none"> • Impartial support for your teams at times of need • Funded support which saves time 	<p>www.gcskills-support.uk/services/skills-support-for-the-workforce/skills-support-for-the-workforce-lancashire/</p>	March 2023	These projects are funded, and the support comes at no cost to the employer.
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The Lancashire Redundancy Task Force	The Lancashire Skills and Employment Hub, DWP/Jobcentre Plus, the National Careers Service and the Skills Support for the Workforce Programme are working together to ensure a coordinated approach to supporting employers who are going through the redundancy process and their employees. Partners will work with businesses in developing a tailored package of support for employees who are at risk of/who are being made redundant.	Benefits: <ul style="list-style-type: none"> DWP will offer advice and support on benefits. Skills Assessment Using tools such as the Skills Health Check, individuals will be encouraged to explore their knowledge, skills, strengths and experience, exploring transferable skills, and providing advice and guidance on what sectors these can be applied to. Skills Development, occupational qualifications relating to individuals' job roles and competencies and strengthening their CV, Self-employment support 	www.skillsforwork.info/at-risk-of-redundancy-or-been-made-redundant/?_ga=2.43643813.1099546125.1629194945-1479436234.1616759558	Ongoing	These projects are funded, and the support comes at no cost to the employer.

BOOST and Partners

Boost is one of 38 Growth Hubs in the UK and is led by Lancashire County Council and the Lancashire LEP.

This is a funded service, helping Lancashire business owners and leaders navigate the local, regional and national public and private sector business support landscape, to find the right support for their business.

Delivering several funded programmes for start-up, established and fast-growing businesses.

If you are based in Lancashire and would like help finding the right business support, the Boost team is ready to help. Please call them on 0800 488 0057 or visit: <https://www.boostbusinesslancashire.co.uk/>



Volunteering: If you are interested in offering a volunteer placement then why not try Lancashire Volunteer Partnership: <https://lancsvp.org.uk/>

	Attracting your Future Workforce and supporting your young people
	Retention and Upskilling
	Recruitment Support
	Redundancy Support

This document is correct at the time of being produced, please check out the Lancashire Skills Hub website for the latest version

: <https://www.lancshireskillshub.co.uk/project-directory/>