

# 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
<b>Projects to Attract your Future Workforce and Support Young People</b>					
Help Young People Get Work Ready	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"> <li>Promote your business or sector to your future workforce</li> <li>Providing insight into your organisation, industry and the opportunities available in the local labour market</li> <li>Raising the profile of the company and providing prestige for your company</li> <li>Deepen your connection to the local community</li> </ul>	Register your interest to Help Young People Get Work Ready <a href="http://www.lancashireskillshub.co.uk/pledge-account/register/">www.lancashireskillshub.co.uk/pledge-account/register/</a>	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"> <li>Promote your business or sector to your future workforce</li> <li>Building a pipeline of new talent for your business</li> <li>Give opportunities to young people from a wide range of backgrounds, leading to a more diverse workforce</li> <li>Opportunity for new people to bring in new and imaginative ideas</li> <li>Developing existing staff's mentoring and management skills</li> <li>Providing extra resource for projects or your teams</li> <li>Building partnerships with local colleges</li> <li>Receiving financial support from a college for any kit expenses for the student's use (e.g. desk, laptop etc)</li> </ul>	Register your interest to Offer Work Experience and Industry Placements <a href="http://www.lancashireskillshub.co.uk/pledge-account/register/">www.lancashireskillshub.co.uk/pledge-account/register/</a>	Ongoing	<a href="https://www.tlevels.gov.uk/employers">https://www.tlevels.gov.uk/employers</a>

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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"> <li>Support a local young person with a step up into a career</li> <li>Providing insight into your organisation, industry and the opportunities available in the local labour market</li> <li>Raising the profile of the company and providing prestige for your company</li> </ul>			
Early Connect Pilot	<p>Pilot project the Skills Hub working with DfE and UCAS promoting a model which will raise the profile of apprenticeship opportunities alongside higher education choices on the UCAS system.</p> <p>Offer the opportunity for young people in Year 13 applying for post 18 provision and employers who wish to raise the profile of their apprenticeships, with vacancies being pulled through from the government 'Find an Apprenticeship' service</p>	<ul style="list-style-type: none"> <li>A pipeline of talent to meet business needs.</li> <li>Impartial advice though the pilot to find suitable candidates.</li> <li>Early access to talent.</li> <li>Find out about funding support.</li> <li>Enhanced recruitment services.</li> </ul>	<p>Sign up here:  <a href="http://www.lancashireskillshub.co.uk/lancashire-skills-pledge">www.lancashireskillshub.co.uk/lancashire-skills-pledge</a>                      Or email:  <a href="mailto:lancskillshub@lancashirelep.co.uk">lancskillshub@lancashirelep.co.uk</a></p>	TBA	
Apprenticeship Levy Transfer Network	Lancashire Levy Transfer Network Lancashire Apprenticeship Service	<p>Supports coordination of the giving and receiving of levy funding between Lancashire employers.</p> <ul style="list-style-type: none"> <li>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.</li> <li>The Levy can only be spent on apprenticeship training and assessment.</li> <li>If Levy paying employers don't spend that money within 2 years their funds will expire and go to central government</li> <li>The Levy paying business can choose to transfer up to 25% of their unspent levy, to any business they choose</li> <li>All businesses will need an 'apprenticeship service account' to receive a transfer of levy funds</li> <li>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)</li> </ul>	<p>Benefits:</p> <ul style="list-style-type: none"> <li>Impartial and free service to support you to access Lancashire and National Levy Funds</li> <li>Help to choose the right apprenticeship standard to meet the role and individual(s) development needs</li> <li>Impartial support to help you decide which provider to deliver high quality training for your apprentice(s)</li> <li>Access incentives for recruiting an apprentice</li> <li>Information and guidance on employer commitments such as contracted hours, off the job training, minimum wage requirements</li> <li>Access the wider Lancashire Apprenticeship Service</li> </ul>	<p><a href="http://www.lancashirelevytransfervork.org.uk/">www.lancashirelevytransfervork.org.uk/</a></p>	

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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"> <li>Promote your business or sector to your future workforce</li> <li>Building a pipeline of new talent for your business</li> <li>Providing insight into your organisation, industry and the opportunities available in the local labour market</li> <li>Raising the profile of the company and providing prestige for your company</li> <li>Contributing to addressing the skills gaps in your industry</li> <li>Developing social mobility</li> <li>Being part of a network of employers across Lancashire and the North West who champion Apprenticeships</li> <li>Expanding your local and regional business network</li> <li>Supporting and influencing key stakeholders including schools, colleges, employers and their supply chains, trade associations and employment bodies.</li> </ul>	<p>Register your interest to Become an Apprenticeship Ambassador  <a href="http://www.lancashireskillshub.co.uk/lancashire-skills-pledge/">www.lancashireskillshub.co.uk/lancashire-skills-pledge/</a></p>	Ongoing	None
Become an Enterprise Advisor	<p>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.</p>	<p>Benefits:</p> <ul style="list-style-type: none"> <li>Promote your business or sector to your future workforce</li> <li>Building a pipeline of new talent for your business</li> <li>Providing insight into your organisation, industry and the opportunities available in the local labour market</li> <li>Raising the profile of the company and providing prestige for your company</li> <li>Deepen your connection to the local community</li> <li>Develop your own interpersonal and strategy skills</li> <li>Better understand the education sector and the challenges faced</li> </ul>	<p>Register your interest to Become an Enterprise Advisor  <a href="http://www.lancashireskillshub.co.uk/lancashire-skills-pledge/">www.lancashireskillshub.co.uk/lancashire-skills-pledge/</a></p>	Ongoing	None
<h2>Projects to Support Recruitment</h2>					
Pre-employment Training	<p>There are a number of projects what are funded 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</p>	<p>Benefits:</p> <ul style="list-style-type: none"> <li>Improved retention of recruits</li> </ul>	<p>Register you interest in Employing Lancashire people  <a href="http://www.lancashireskillshub.co.uk/lancashire-skills-pledge/">www.lancashireskillshub.co.uk/lancashire-skills-pledge/</a></p>	Ongoing	These projects are funded, and the support comes at no cost to the employer.

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	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.	<ul style="list-style-type: none"> <li>Pre-recruitment training to meet your business needs</li> <li>Funded qualifications linked to your business needs</li> <li>Fill key skill gaps in your business</li> </ul>			
Skills Bootcamps	<p>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.</p> <p>The current Bootcamp offer across Lancashire covers jobs in the following sectors Digital and elect tech.</p>	<p>Benefits:</p> <ul style="list-style-type: none"> <li>Promote your business or sector to your future workforce</li> <li>Building a pipeline of new talent for your business</li> <li>Contributing to addressing the skills gaps in your industry</li> <li>Meet your workforce's technical skills gaps</li> <li>Recruit people with industry skills</li> </ul>	<p>For the Lancashire offer please see: <a href="https://www.lancashireskillshub.co.uk/skillsbootcamps/">https://www.lancashireskillshub.co.uk/skillsbootcamps/</a></p>	Ongoing	<p>These projects are funded, and the support comes at no cost to the employer.</p> <p>For the national offer please see: <a href="https://www.gov.uk/government/publications/find-a-skills-bootcamp/list-of-skills-bootcamps">https://www.gov.uk/government/publications/find-a-skills-bootcamp/list-of-skills-bootcamps</a></p>
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"> <li>Support a local young person with a step up into a career</li> <li>Contributing to addressing the skills gaps in your industry</li> <li>£400 a month reduction on office costs</li> <li>20% improvement in staff retention saving £2,500 per person in recruitment</li> <li>£90,000 added to the bottom line through better productivity</li> <li>96% of employers using apprenticeships say their business has benefited</li> <li>83% of employers using apprenticeships rely on them to provide the skilled workers needed for the future</li> <li>80% of employers using apprenticeships say they reduce staff turnover</li> <li>76% of employers using apprenticeships say they increase overall productivity</li> <li>59% of employers using apprenticeships say that training is more linked to their needs</li> <li>Boost employee performance and retention</li> <li>Fill key skill gaps in your business</li> </ul>	<p>Register your interest to Take on an Apprentice</p> <p><a href="http://www.lancashireskillshub.co.uk/lancashire-skills-pledge/">www.lancashireskillshub.co.uk/lancashire-skills-pledge/</a></p>	Ongoing	<p>There is a Government incentive payment of £1,000 for hiring an apprentice:</p> <ul style="list-style-type: none"> <li>aged 16 to 18 years old</li> <li>aged 19 to 24 with an education, health and care plan or who has been in the care of their local authority</li> </ul> <p>Please see: <a href="http://www.gov.uk/guidance/incentive-payments-for-hiring-a-new-apprentice">www.gov.uk/guidance/incentive-payments-for-hiring-a-new-apprentice</a></p> <p>For employers who have not employed an apprentice before. We have a limited number of £3,000 grants to incentivise the employment of young people in manufacturing and aerospace. Please request</p>

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					further details by email to <a href="mailto:LancashireSkillsHubTeam@lancashirelep.co.uk">LancashireSkillsHubTeam@lancashirelep.co.uk</a> with Apprentice Grant in the subject line.
<b>Projects to Support Retention and Upskilling</b>					
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. Or perhaps someone has the aptitude and drive to learn something new and progress into a different role? 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"> <li>59% of employers using apprenticeships say that training is more linked to their needs</li> <li>Boost employee performance and retention</li> <li>Fill key skill gaps in your business</li> <li>Boost employee motivation by investing in their development</li> </ul> <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 <a href="http://www.lancashireskillshub.co.uk/lancashire-skills-pledge/">www.lancashireskillshub.co.uk/lancashire-skills-pledge/</a></p>	Ongoing	<p>Incentives only apply when you hire a new apprentice.</p> <p>For employers who have not employed an apprentice before. We have a limited number of £3,000 grants to incentivise the employment of young people in manufacturing and aerospace. Please request further details by email to <a href="mailto:LancashireSkillsHubTeam@lancashirelep.co.uk">LancashireSkillsHubTeam@lancashirelep.co.uk</a> with Apprentice Grant in the subject line.</p>
Multiply	<p>This 3 year project aims to boost adult skills, specifically in numeracy. The programme is for 19+ adults who do not have a GCSE at Grade 4 (or equivalent) and aims to help people improve their ability to understand and use maths in daily life, home, and work – from household finances, to helping children with homework, to making more sense of the facts in the media and improving employability / job prospects.</p> <p>It is intended that Multiply will offer a range of options such as free personal tutoring, digital training and flexible courses that fit around people's lives and are tailored to specific needs, circumstances, sectors and industries.</p> <p>The programme will be devolved to the Upper Tier Authorities over a 3 year period:</p>	<p>If your business could benefit from improving the numeracy skills of the workforce, Multiply can help.</p> <p>Benefits:</p> <ul style="list-style-type: none"> <li>Supports your employees to become more confident with numbers.</li> <li>Reducing workforce errors.</li> <li>Improving productivity.</li> <li>Bespoke courses delivered to meet business needs either within your organisation or at a venue near to you.</li> </ul>	<p>Register your interest in Upskilling Your Workforce <a href="http://www.lancashireskillshub.co.uk/lancashire-skills-pledge/">www.lancashireskillshub.co.uk/lancashire-skills-pledge/</a></p>	March 2025	

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Lancashire Levy Transfer Network Lancashire Apprenticeship Service	Supports coordination of the giving and receiving of levy funding between Lancashire employers. <ul style="list-style-type: none"> <li>• 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.</li> <li>• The Levy can only be spent on apprenticeship training and assessment.</li> <li>• If Levy paying employers don't spend that money within 2 years their funds will expire and go to central government</li> <li>• The Levy paying business can choose to transfer up to 25% of their unspent levy, to any business they choose</li> <li>• All businesses will need an 'apprenticeship service account' to receive a transfer of levy funds</li> <li>• 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)</li> </ul>	Benefits: <ul style="list-style-type: none"> <li>• Impartial and free service to support you to access Lancashire and National Levy Funds</li> <li>• Help to choose the right apprenticeship standard to meet the role and individual(s) development needs</li> <li>• Impartial support to help you decide which provider to deliver high quality training for your apprentice(s)</li> <li>• Access incentives for recruiting an apprentice</li> <li>• Information and guidance on employer commitments such as contracted hours, off the job training, minimum wage requirements</li> <li>• Access the wider Lancashire Apprenticeship Service</li> </ul>	<a href="http://www.lancashirelevytransfernetwork.org.uk/">www.lancashirelevytransfernetwork.org.uk/</a>	December 2023	These projects are funded, and the support comes at no cost to the employer.
Skills Bootcamps	If you are looking to upskill your team in technical jobs than Bootcamps offer free, flexible courses of up to 16 weeks for adults aged 19 or over. They give people the opportunity to build up sector-specific skills in the workplace. The current Bootcamp offer across Lancashire covers jobs in the following sectors Digital and elect tech.	Benefits: <ul style="list-style-type: none"> <li>• Contributing to addressing the skills gaps in your industry</li> <li>• Meet your workforce's technical skills gaps</li> </ul>	For the Lancashire offer please see: <a href="https://www.lancashireskillshub.co.uk/skillsbootcamps/">https://www.lancashireskillshub.co.uk/skillsbootcamps/</a>	Ongoing	There is a cost for businesses to access Skills Bootcamps for their teams. If you employ less than 250 people then you must pay 10% of the Skills Bootcamp cost. If you employ more than 250 people then you must pay 30% of the cost. For the national offer please see: <a href="https://www.gov.uk/government/publications/find-a-skills-bootcamp/list-of-skills-bootcamps">https://www.gov.uk/government/publications/find-a-skills-bootcamp/list-of-skills-bootcamps</a>

## Projects to Support with Redundancy

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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"> <li>DWP will offer advice and support on benefits.</li> <li>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.</li> <li>Skills Development, occupational qualifications relating to individuals' job roles and competencies and strengthening their CV, Self-employment support</li> </ul>	<a href="http://www.skillsforwork.info/at-risk-of-redundancy-or-been-made-redundant/?_ga=2.43643813.1099546125.1629194945-1479436234.1616759558">www.skillsforwork.info/at-risk-of-redundancy-or-been-made-redundant/?_ga=2.43643813.1099546125.1629194945-1479436234.1616759558</a>	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/>