

Introduction

This strategy outlines what we want to achieve with our apprenticeship offer over the next two years at Mercury Training Services LTD. To keep us on track the strategy will be regularly reviewed and where appropriate developed to reflect local and national changes.

Our aim is to promote wider access to apprenticeships across all communities across the UK, upskill our employers existing employees. we will actively promote the benefits of apprenticeships to all, make the connection to the development of local skills, workforce development and the local economy by identifying and addressing gaps in delivery to create more apprenticeship opportunities across the UK

Business Case

Through increasing the range and extent of apprenticeship opportunities, Mercury Training can help to improve the skills base of its own workforce and those of organisations and employers across the UK by utilising the apprenticeship levy and working with a range of employers, organisations, thereby contributing to the narrowing of skills gaps between the most affluent areas and the most deprived areas.

Lack of educational attainment and low aspirations are major causes of a wide range of social disadvantages later in life, including poor employment prospects, social alienation, and mental and physical health problems. To help people realise their full potential in life, these barriers should be addressed through championing high levels of educational attainment and raising individuals aspirations.

Apprenticeships can help by

- Presenting an opportunity to improve the diversity and inclusion of the workforce
- Upskilling the workforce
- Attracting and retaining talent
- Reducing employee turnover for our employers
- Increasing potential earning salaries
- Filling internal skills and role gaps
- Improving employee engagement and performance with their employers

Apprenticeship Implementation Strategy- 2022- 2024

Key aims of this Strategy

Develop Skills And attributes- Upskilling and helping our apprentices/employers by providing high quality apprenticeship training at a variety of levels

Grow the Number of Apprenticeships - Developing an apprenticeship culture by utilising apprentices as a tool to support strategic workforce and succession planning for our employers

Enhancing our reputation as a Provider of choice by promoting apprenticeships to Employers within the wider community. Increasing the range of vocational areas in which apprenticeships are offered

Embed Apprenticeships- Working with the organisations/employers to identify skills gaps and opportunities to utilise and retain apprentices.

Promote equality, diversity and inclusion and social mobility- Widening participation in Mercury Training's apprenticeship programmes by targeting underrepresented groups of people such as Black, Asian and Minority Ethnic groups (BAME), and women in the Security industry. We will ensure that apprenticeships are a key component of an inclusive approach which represents and reflects the diversity and inclusivity of our diverse wider communities in which we operate

Improve the Quality of Apprenticeships- Develop and apply robust systems for monitoring the quality of the apprenticeship experience, ensuring that improvements are implemented in a timely and rigorous manner

Method

We will create opportunities for apprenticeships by:

Offering our current workforce, opportunities to upskill and gain new qualifications via the apprenticeship levy – supporting our employers to Utilise the apprenticeship levy, offer qualifications to target skills shortages, offer personal/professional development and provide opportunities for organisations employees at all levels

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Developing our current apprenticeship scheme- Providing quality training and development throughout the apprenticeship programme to ensure apprentices have an excellent level of support. This will include on-the-job training, mentor support, skills development training and a comprehensive induction

Apprenticeship Overview

Our comprehensive apprenticeship programmes provide opportunities for apprentices to gain a recognised qualification whilst receiving training to support their personal development throughout their learning journey.

Recruitment/onboarding- A dedicated recruitment/onboarding window for new apprentices to apply and begin their Learning and development journey with Mercury Training Services LTD

Apprenticeship induction - An Induction which will provide new apprentices with an overview of their apprenticeship programme, Mercury Training, and an opportunity to network with other apprentices.

Recognised qualification - Support to gain a functional skill and work towards gaining a recognised qualification

Apprenticeship development programme - Additional value-added training to include but not limited to HABC short courses in Equality & Diversity, Customer service, ACT, and GDPR will be offered to apprentices to provide extended learning opportunities

Mentor and coaching - A dedicated mentor to support and offer guidance and direction throughout the programme.

Success Measures and Action Plan

	Aim	Benefit	Measure	Action	Accountability	Timescale
1	Develop skills & Attributes					
1.1	We will upskill and help our employers to develop their workforce, by providing high quality apprenticeship training at a variety of levels	Support to Maximise the use of their Apprenticeship Levy and increase the skills and professional qualifications for their employees	Track the number of apprenticeship qualifications gained and offered across the UK	Ensure that new standards being made available through the Levy are considered and promoted across the provision/employers	Business development plan – Managing director	Continual as new standards and training provision increases

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2	Growing Apprenticeships					
2.1	To enhance our reputation as a provider of choice by promoting apprenticeships to employers within the wider community	Maximise the use of the Apprenticeship Levy and increase the skills and professional qualifications for employers/employees	Produce analysis which includes the tracking of applicants and expressions of interest	Draw up an annual calendar of events and activities to promote apprenticeships including: 1. Employer engagement meetings 2. Network events	Business development plan – Managing director	Quarterly
2.2	Increasing the range of vocational areas in which apprenticeships are offered	Increase skillsets for employees/employers across their organisation	Tracking of apprenticeship qualifications available	Engage with employers to identify the workforce skills shortages and opportunity to utilise their apprenticeship levy.	Business development plan – Managing director	Quarterly
3	Embedding Apprenticeships					
3.1	Working with the organisation to identify skills gaps and opportunities to utilise and retain apprentices/employees	Address skills gaps increase retention and provide career development opportunities	Skills gap & Organisational need analysis	Gain the organisations Senior Management buy in by presenting the aims and vision of this strategy.	Business development plan – Managing director	Quarterly
4	Monitor the Quality of Apprenticeships					
4.1	Develop and apply robust systems for monitoring the quality of the apprenticeship	To ensure apprentices receive quality training, development, and	Evaluation stats. Feedback reports from employers	Engage with employers to agree service level	Business development plan –	Quarterly

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	experience, ensuring that improvements are implemented in a timely and rigorous manner	support throughout the apprenticeship programme	and apprentices. To achieve at least 98% of all feedback as 'Good' or above	agreements and to ensure high quality training and support for apprentices.	Managing director & Quality & Delivery Manager	
4.2	Monitor retention and achievement of apprentices	Engaged apprentices who feel valued. Reduced turnover of apprentices/employees	Engagement surveys and exit interviews.	1.Establish tracking systems to monitor retention and achievement. 2.Conduct exit interviews for apprentices leaving the organisation 3. Mercury Training's Apprenticeship Advisory Board will monitor the progress and implementation of the Apprenticeship Strategy	Business development plan – Managing director & Quality & Delivery Manager	Quarterly

This Apprenticeship Implementation Strategy is owned by all relevant Mercury Training staff. Its lead originator and point of contact in relation to its content is:

Paul Lawton Jones, Managing Director of Mercury Training Services LTD

Reviewed

Signed: *Paul Lawton-Jones* Date: 03/08/2022 Position: Managing Director

Next review: 02/08/2023

RESPONSIBLE PERSONS

Overall responsibility Mr Paul Lawton-Jones Position: Managing Director