



alliance learning

WELCOME  
TO



alliance learning

# Business Brochure

V1

Apprenticeships  
Training Courses  
Fully Funded Courses

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# Who are Alliance Learning?



## WHO ARE WE?

Based in Horwich, Bolton, we are one of the largest independent Apprenticeship training providers in the North West and have over fifty years' experience in the training industry. We currently train around 600 Apprentices and 6,000 individuals every year to gain vital skills to take back to the workplace. Our staff have many years' experience in their relevant training areas and have a friendly professional approach to training. They thrive on helping people to develop, learn new skills and fulfil their potential. Whether it's an Apprenticeship or a Training Course you are looking to complete, we have the training solution for you.

## MISSION STATEMENT

Our Mission Statement to help us achieve our goal is 'Success Through Learning'.

## CONNECTED

ConnectED is the collaboration between Alliance Learning, Bolton College and The University of Bolton to provide a one-stop-shop for Apprenticeships, Education and Training. For more information, visit <https://www.bolton.ac.uk/connected>.



## COMPANY VISION

Alliance Learning will continuously provide a high standard of delivery in teaching and learning to all of our learners and customers, with a strong focus on vocational, individual and social value. Delivery will be inclusive, innovative and inspiring to ensure they reach their full potential and provide a quality return on investment for employers.

## COMPANY VALUES

- A - Ambition
- L - Listen
- L - Love you job
- I - Integrity & honesty
- A - Attitude
- N - Never give up
- C - Change
- E - Equality, inclusion & fairness

## OUR SERVICES:



### Apprenticeships

Apprenticeships are work-based training programmes that can be used to train both new members of staff and existing employees. This allows them to gain nationally recognised qualifications. Training takes place both in the workplace and at Alliance Learning. Our Subject Specialist Tutors design the curriculum and off-the-job training with you, right from the start to meet your business needs.



### ESF Fully Funded Training

In 2019, we were successful in securing funding for the delivery of the 2019-2021 European Social Fund (ESF) programme. Working in partnership with The Growth Company, Skills Support for the Workforce funding can now provide businesses based in Lancashire FULLY FUNDED training to develop their business and staff. This includes NVQ's and bespoke training courses (subject to eligibility).



### Training Courses

Our Training Courses are designed to meet the needs of businesses and employees, encouraging continuous professional development. We specialise in sectors such as Health and Safety, First Aid, Plant, Engineering and Professional Development. We can deliver courses at our site in Horwich or at your company's premises (subject to site survey).



### Foundation Degree in Early Years Childhood Studies

We are currently working in partnership with The University of Bolton to deliver the Foundation Degree in Early Years Childhood Studies Level 4 & 5. This is a work-based course that enables learners to further develop their skills of working with young children and help broaden job opportunities. This course combines lectures, group work and workshop sessions with independent learning.





## HOW COULD AN APPRENTICE HELP MY BUSINESS?

### Reduce recruitment and training costs

Training is often more cost effective than hiring pre-skilled staff, however we also offer a free recruitment service for businesses looking to take on apprentices.

### Avoid skills shortages

The training can be tailored to help you and develop people with the specialist skills that your business needs for future development.

### Motivated and loyal workers

Apprentices are eager, motivated, hard-working and loyal to the company that invest in them. An apprentice is working for your company because they have chosen this route into employment and are committed to learning the job.

### Increased productivity

Apprentices often bring new ideas which can, in turn, help improve productivity and efficiency within an organisation.



## HOW MUCH DOES IT COST?

Apprenticeships are funded by the Government, however an employer contribution will be required depending on the age and occupational area of the apprentice.

**Contact us on 01204 677888 to find out more.**

## WHAT ARE MY RESPONSIBILITIES AS AN EMPLOYER?

**When hiring an apprentice you must:**

- Provide a robust induction to the company and the job role.
- Pay at least the National Minimum Wage for apprentices (currently £4.30 per hour).
- Provide in-house training to complement the Apprenticeship.
- Mentor the apprentice to provide support through the training.
- Provide a safe working environment.
- Allow apprentices to attend 20% off-the-job training.
- Provide a contract of employment for the full duration of the Apprenticeship programme.

### Case Study - Aptus Utilities

Alliance Learning have proved consistently adept at identifying ideal apprentices for Aptus Utilities and have become our learning provider of choice. We have used them since our launch in 2010, and have found the apprentices to be enthusiastic and capable additions to our team. We have taken on more than 10 apprentices with Alliance Learning in recent years, who have met the high standards we require in our niche market of multi utility connections. A number of the apprentices have gone on to specialise in key areas and are helping shape the business for the future.

**Natasha, Support Services Director**

## APPRENTICESHIP FUNDING REFORMS

In May 2017, the Government changed the way Apprenticeships in England were funded. Some employers are now required to contribute to the Apprenticeship Levy. The levy requires all employers in the UK, with a pay bill over £3 million each year, to invest in apprenticeships. It is paid at a rate of 0.5% of an employer's wage bill, and is paid through Pay As You Earn (PAYE).

**Here are things you need to know about the funding reforms:**

- If you have a wage bill in excess of £3 million per annum, you will be paying into the levy.
- The levy is charged at a rate of 0.5% of your annual wage bill.
- There is a £15,000 allowance and your contribution will be held in a digital account.
- You have 24 months to spend the money in your digital account.
- If you don't pay into the levy, the Government will pay 95% of the cost of the Apprenticeship, the employer must pay the remaining 5% as a cash contribution.
- If you have unspent levy money, you can transfer up to 25% of this money for other companies to use for Apprenticeship training.
- If you are a small employer with under 50 staff, the Government will pay 100% of the cost of the Apprenticeship for apprentices aged 16-18 years old.
- Employers must allow the apprentice 20% time away from their job for 'off-the-job' training. This is 20% of the apprentice's contracted hours across the whole Apprenticeship.



# ALLIANCE LEARNING: BY NUMBERS



**96%**

of employers we surveyed  
would recommend Alliance  
Learning to other businesses.  
SOURCE: SURVEYMONKEY



**8 OUT OF 10**

our employers rate us 'HIGH' in our  
overall quality of training, efficiency &  
understanding of employer needs.  
SOURCE: SURVEYMONKEY

## APPRENTICESHIPS: THE FACTS

SOURCE: GOV.UK



**87%**

of employers said they were satisfied  
with the Apprenticeship programme.



**76%**

of employers say that apprentices  
improve productivity in their business.



**75%**

of employers reported that apprentices  
improved the quality of their product or service.



# Where Alliance Learning come in...

## WHAT KIND OF APPRENTICESHIPS DO WE OFFER?

- Business Administration
- Customer Service
- Leadership & Management
- Early Years / Childcare
- Fabrication & Welding
- Engineering Fitter
- Machinist Advanced Manufacturing
- Maintenance & Operations Technician
- Maintenance Mechatronics Technician

**New Apprenticeships in other areas coming soon!**



## HOW WE CAN HELP

Our dedicated team can provide a free recruitment service to all businesses when taking on an apprentice. We will:

- Discuss your specific needs.
- Help you identify a suitable training programme.
- Advertise your vacancies on the Alliance Learning website, the National Apprenticeship Service website and our social media platforms.
- Ensure all applicants have been assessed for Maths and English and identify any additional support needed.
- Select and match up learners that fit your needs and arrange interviews.
- Discuss any grants or funding that may be available to your business.

# ESF Fully Funded Training

In 2019, we were successful in securing funding for the delivery of the 2019-2021 European Social Fund (ESF) programme. Working in partnership with The Growth Company, Skills Support for the Workforce funding can now provide businesses based in Lancashire FULLY FUNDED training to develop the businesses and their staff, from full NVQ's to bespoke training courses.

We are currently able to deliver Fully Funded Training Courses in the following sectors:

- Business & Professional
- Leadership & Management
- Health & Social Care
- Engineering
- Mental Health
- Forklift Truck

**Call us today on 01204 677888 or email [info@alliancelearning.com](mailto:info@alliancelearning.com) for the full list of courses on offer.**



Alliance Learning are working in partnership with Skills Support for the Workforce to provide fully funded support to develop your staff. Commissioned by the ESF and working with the both Greater Manchester and Lancashire LEPs, our range of training programmes can be tailored to your business needs.

The Growth Company  
alliance learning  
01204 677888  
[www.alliancelearning.com](http://www.alliancelearning.com)  
[info@alliancelearning.com](mailto:info@alliancelearning.com)



# Training Courses

Our business training courses run regularly throughout the year and are designed to meet the needs of businesses and employees, encouraging continuous professional development.

Alliance Learning has been delivering training courses to businesses since 1991 and work across a broad range of sectors.

## High pass rates

We have a high pass rate which is testament to the effort we put into supporting all the learners throughout their training course. Our highly experienced tutors continually monitor individual progress throughout the course to make sure everyone is achieving their goals. We can offer one to one support if required and make sure we cater for individual needs.

## Flexible approach

We can deliver courses at our training centre in Horwich or on site at your business premises (subject to site survey). Our tutors are flexible and can deliver training during the day, in the evenings or on weekends. We will work with you to ensure the training is delivered with minimal disruption to your business.

## Practical training

All candidates are able to take part in practical demonstrations throughout their training to help improve knowledge and confidence. All of our courses are interactive and students are encouraged to participate fully so they get the most from the training.



## Accredited courses

Our highly qualified and experienced tutors deliver accredited training in a range of areas. We work with organisations such as IPAF, PASMA, RTITB, CCNSG, CITB and IOSH to name a few.

## Exceptional advice and guidance

At Alliance Learning, we believe that every customer matters. That is why we offer a Key Account Management service, meaning you will have one point of contact that will personally deal with any training enquiries you may have. We can also offer further guidance in the form of a Training Needs Analysis. This is where a member of our dedicated team will visit your place of work so we can drill down where there may be skills gaps within your business and how we can effectively support your future success.

**For the full list of Training Course, call 01204 677811 today.**



## FIRST AID TRAINING

Every business in the UK must have First Aid provision in the workplace. This is a legal requirement and more importantly, can be the difference between life and death, should a serious accident occur.

We run a range of First Aid Training courses:

- First Aid at Work
- First Aid Emergency at Work
- First Aid Refresher
- Paediatric First Aid
- AED (Automated External Defibrillation) w/ CPR
- Mental Health First Aid
- Mental Health First Aid Refresher



## PLANT TRAINING

Here at Alliance Learning, we have a 510dqm purpose-built training centre where all fork-lift truck and plant machinery training courses take place. Our centre represents one of the best training facilities and has been highly praised by all the relevant accredited bodies including RTITB, IPAF and PASMA.

Courses include:

- IPAF Mobile Access Platforms
- IPAF Demonstrator
- IPAF Safety Harness
- PASMA Mobile Tower Scaffolding
- Working at Heights
- Safe use of Steps and Ladders
- RTITB Instructor & Re-registration Course



## Case Study - Vernacare

We would not use anyone else in Bolton! This is because the service we get is excellent. Having attended courses at Alliance, it's plain to see why their courses are always full.

## HEALTH & SAFETY TRAINING

Alliance Learning specialise in providing Health & safety training to all industry sectors and courses including:

- IOSH Managing Safely / Managing Safely Refresher / Working Safely
- NEBOSH General Certificate
- SSSTS (CITB) (Site Safety Supervisor Training Scheme)
- SMSTS (CITB) (Site Manager Safety Training Scheme)
- Health & Safety Awareness (CITB)
- Safe Use of Overhead Crane and Hoist
- CCNSG Safety Passport, Renewal and LAT's (Leading a Team Safely)
- SPA Passport (Core, Food and Drink)
- City & Guilds 18th Edition 2382-18
- City & Guilds Portable Appliance Testing 2377-22
- Confined Space Novice & Refresher / Low Medium Risk (option to add City & Guilds Certificate)
- Fire Marshal
- Manual Handling
- Abrasive Wheels
- Asbestos Awareness
- CDM Regulations
- Risk Assessment (British Safety Council)
- COSHH & PPE (Control of Substances Hazardous to Health)

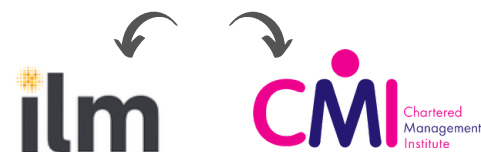
## PROFESSIONAL DEVELOPMENT & MANAGEMENT TRAINING

Many small and medium sized organisations recognised that the key to securing improved business performance is through the development of managers, supervisors and team leaders.

Here at Alliance Learning we specialise in team leader and management training courses to ensure that diverse workplace challenges and issues can be dealt with in the most productive way.

With Alliance Learning on your side you don't need to gamble with your management training. We offer a range of in-depth courses that will inform, inspire and invigorate, so that you get the best out of your workforce. We can offer ILM and CMI accredited courses as well as Alliance Learning one day short courses. Examples include:

- Train the Trainer (ILM Endorsed Programme)
- Level 2 ILM Certificate in Leadership & Team Skills
- Level 3 ILM Award in Leadership & Management
- Level 2 Team Leader Development
- Level 3 CMI Team Leader Development
- Level 5 CMI Operations / Departmental Manager
- Level 7 CMI in Strategic Management & Leadership



Short courses include:

- Telephone Techniques
- Equality & Diversity
- Appraisal Training
- Problem Solving
- Presentation Skills
- Team Leading
- Team Briefing
- Managing Change



## CASE STUDY - MONEYPYR

We wanted to re-energise our Customer Service team, reminding them how to deliver exceptional service and learn some new skills along the way. We enlisted the support of Alliance Learning who took the time to understand our requirements, build our brief and deliver a great training session.

The trainer was very good at bringing the training to life. He was articulate and kept the team engaged. The team all gave feedback on how much they enjoyed the training and almost all took something away to implement. The trainer had a great use of activities to carry the training along to keep the training interesting.

The communication with Alliance Learning was excellent and we wouldn't hesitate to use them again.

**Bushra, Operations Manager**

## NATIONAL VOCATIONAL QUALIFICATIONS (NVQ'S)

National Vocational Qualification (NVQs) are work-related, competence based qualifications. They reflect the skills and knowledge needed to do a job effectively and show that an employee is competent in this particular area of work.

Alliance Learning offer NVQ's in the following areas:

- Business Administration (Level 2, 3 & 4)
- Customer Service (Level 2 & 3)
- Childcare (Level 2)
- Early Years Educator (Level 3)
- Early Years Childhood Studies Foundation Degree (Level 4 + 5)
- Steel Erecting (Level 2 & 3)
- Diploma in Engineering Maintenance in Installation (Level 2)
- Engineering Maintenance (Level 2 & 3)
- Mechanical Engineering (Level 2 & 3)
- Fabrication & Welding (Level 2 & 3)
- Certificate in Assessing Vocational Achievement (TAQA) (Assessor qualification)

## ENGINEERING MULTI-SKILLING

Our training division has a reputation for delivering high quality work-based engineering programmes to companies of all sizes. Our instructors are able to develop bespoke courses for companies that work towards nationally recognised qualifications. Courses include:

- Electrical Wiring, Testing and Maintenance
- Hydraulics & Pneumatics
- Mechanical Maintenance
- Welding
- Programmable Logic Controls



# FOUNDATION DEGREE IN EARLY YEARS CHILDHOOD STUDIES (LEVEL 4 & 5)

Alliance Learning is working in partnership with The University of Bolton to deliver the Foundation Degree in Early Years Childhood Studies.

## About the course

This is a work based course that enables you to further develop your skills of working with young children and widen your job opportunities. This course combines lectures, group work and workshop sessions with independent research. Throughout the course, you will be applying your theoretical knowledge to practice, both in group and the work setting. Your work experience is an integral part of the programme and while you are on the course you will be visited by a placement tutor who will observe your practice and support your professional development

## What will be expected of you as an undergraduate

- To develop and extend appropriate knowledge in the early year's sector.
- To develop flexible practitioners to work within and across professional boundaries.
- To develop as a reflective practitioner and setting this in a life-long learning context.
- To develop a critical awareness of current issues within childcare studies and practice.
- To develop proficiency in professional and practical skills associated with their area of expertise.

This programme is fully funded through a student loan, subject to eligibility. To check eligibility, visit <https://www.gov.uk/studentfinance>

For more information on the course including the next start date, please call a member of our team on 01204 677888 or visit [www.alliancelearning.com](http://www.alliancelearning.com).

**We will soon be offering Degree Apprenticeships in other areas!**

## OUR FACILITIES

We continue to invest in updating and modernising our facilities to industry standards so they provide the highest quality learning environment for students and business users.

Our facilities include?

- Access to iPads and Laptops
- Air conditioned training and computer rooms (available for hire)
- Common Room
- Disabled facilities
- Fully equipped engineering training centre
- Free car / bike and motorcycle parking
- Free Wi-Fi
- Independent Learning Zone
- Multi-faith room
- OneFile
- Shower room

## I'M INTERESTED! WHAT DO I DO NEXT?

Contact a member of our friendly team today and we will provide you with all the assistance you require. See below the contact details of the departments based on what you would like to learn more about.

### Apprenticeships

Phone: 01204 677888

Email: [info@alliancelearning.com](mailto:info@alliancelearning.com)

### Training Courses

Phone: 01204 677811

Email: [sales@alliancelearning.com](mailto:sales@alliancelearning.com)

### ESF Fully Funded Training

Phone: 01204 677888

Email: [info@alliancelearning.com](mailto:info@alliancelearning.com)





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