TOTAL PEOPLE

Business

Solutions

TOTAL PEOPLE
LEADERS IN LEARNING®

Who are Total People?

TOTAL PEOPLE
LEADERS IN LEARNING ®

Total People is one of the largest providers of apprenticeships and work-based learning in the North West of England.

We are part of the LTE Group, one of the largest social enterprises in the UK, with all our profit re-invested for the benefit of those we work with.

Our Mission

"To **improve** lives and economic success through **learning** and **skills**"

Leaders in Learning

We support
6,500
apprentices in
20
broad occupational
areas

Levy explained…

TOTAL PEOPLE
LEADERS IN LEARNING ®

Levy - How it works

- Employers with a pay bill of more than £3m are subject to the Apprenticeship Levy. The levy is 0.5% of an employer's payroll and is collected through PAYE

- SME Co-Investment (Employers with a payroll of less than £3m), the government has set this employer contribution at 10% (5% as of yesterday) of the total cost with the government funding the remaining 90%

- From January 2019 Employers can transfer a maximum of 25% of annual Levy funds (currently 10%). These funds can be transferred to another business with the supply chain.

Levy – Funding Rules

- Companies with 50 employees or less won't have to make a contribution if they take on a 16-18 year old, this also applies to for apprentices 19 to 23 years old who have been in care or who have an Education and Health Care (EHC) plan

- Apprentices aged between 16 and 18 will attract an incentive payment of £1,000 to the employer and £1,000 to the Training Provider. This will also be payable for apprentices 19 to 23 years old who have been in care or who have an Education and Health Care (EHC) plan

- The new apprenticeship funding system is made up of funding bands, with the limit of those bands ranging from £1,500 to £27,000.

Levy – Funding Bands Examples

App	Funding Band	Duration	Co-Investor	Levy Payer
Admin Level 2	£2000	12 mths	£200 (£17 per mth)	£2000 Levy A/C (£167 per mth)
Mgmt Level 3	£5000	20 mths	£500 (£25 per mth)	£5000 Levy A/C (£250 per mth)
Dig Mark Level 3	£12000	18 mths	£1200 (£67 per mth)	£12000 Levy A/C (£667 per mth)
Eng Tech Level 3	£27000	42 mths	£2700 (£64 per mth)	£27000 Levy A/C (£643 per mth)

Who can benefit from the Apprenticeship funding?

TOTAL PEOPLE
LEADERS IN LEARNING ®

Recruiting an Apprentice

- **Must** be 16 years +
- **Must** have a contract of employment and in paid employment
- **Must** be employed in a safe working environment
- Job role **Must** be in line with requirements of the apprenticeship
- First 12 months pay rate (no less than £3.70 per hour)
- 20% of the apprentices time to be spent working towards their app (referred to as ‘off the job’ training (OTJ)

RECRUITMENT & SELECTION PROCESS

1

Marketing

We will advertise the vacancies through a wide range of channels:

- on and offline
- targeted campaign
- social media

2

Select

Our team of engagement executives will match and screen potential applicants suitable for the project and job role

3

Assessment Centre

The shortlisted applicants will attend an assessment centre and interview

4

Intoduction & Enrolment Session

Successful candidates will be invited to attend an introduction and enrolment session

Upskill an Existing Member of staff

- No age restriction
- **Must** have a contract of employment and in paid employment
- **Must** be employed in a safe working environment
- Job role **Must** be in line with requirements of the apprenticeship
- Progression from one Apprenticeship to another
- 20% of the apprentices time to be spent working towards their app (referred to as ‘off the job’ training (OTJ)

How can a Organisational Needs Analysis (ONA) benefit your business…

TOTAL PEOPLE
LEADERS IN LEARNING ®

Workforce planning

Apprenticeship standard

What our Employers think…

‘I’ve worked with Total People for many years and within that time the opportunity to mould staff to suit the exact requirements of the business has proved invaluable. ‘ – Simon Radley, Executive Chef

‘IAE has invested heavily in training the management team over the last 3 years with the help of Total People over 30 Supervisors and Team Leaders have achieved a qualification.’ - IAE

‘One thing that has proved vital over the years is the partnership approach with Total People – the strength of that relationship allows everyone to get the most out of the process.’ - Bentley Motors

‘The team at Total People are able to adapt the programme, evidence and assessments to meet our very diverse business needs in a range of different trades.’ - UKFast

‘Feedback from the Learners is, and continues to be excellent, which is a direct reflection on the level of attention being given to each group or individual.’ - IAC Group

‘From the beginning we knew that we wanted to be different, and the vast range of services that we’re able to provide has become our USP and led to our success and growth. We couldn’t have achieved this without our staff, and we couldn’t have moulded our staff to suit our business plan without Total People’. - Barlow’s

What our Learners think …

100% of respondents feel the programme is a valuable use of their time
100% of respondents said they find the units interesting
80% have already been able to start applying the models/concepts/theories in their roles
92% felt the units covered had given them a broad awareness of management and leadership concepts

"I enjoy the content and seeing the relevance to my role"

"I have started to change my behaviours based upon my reflections"

"It's helped me understand the skills I need to develop as a Manager"

"I think it is excellent that company is investing in training managers and leaders through the Evolve programme. - I would recommend to my colleagues"

(Claire Marsh)
Novus

"The structure is good and helps you to make sense of the modules and assignments. I enjoy the workshops and the Tutors support."

(Rob Barnes)
TMC