

# AcornTrainingConsultants

## Grants of up to £1500 available!

**Acorn Training Consultants are now offering employers a grant of up to £1500 for taking on an apprentice aged 16-24.**

Here at Acorn Training Consultants we provide Acorn:Apprenticeships in a number of specialised areas including:

- Business & Administration
- Warehousing & Storage
- Performing Manufacturing Operations
- Team Leading
- Management
- Customer Service

Turn  
over for  
more info  
>>

Other sectors are available and can be confirmed upon enquiry.

### How does the grant work?

The aim is to support and encourage businesses to create new jobs and recruit new 16-24 year olds.

The grant is processed in full to the employer by the government once the apprentice has completed 13 weeks\* 'in-learning' on their Acorn:Apprenticeship, verified on the Individual Learning Record, submitted by the training organisation (note, not 13 weeks in employment).

The £1,500 is in addition to the training costs of the Acorn:Apprenticeship framework which are met in full for all people aged 16-24. The employer is required to pay the National Apprenticeship minimum wage of £3.30 (applies to 16-24 year olds) per hour – although this is a minimum and many pay more for over 18's.

### Are you eligible?

This grant is payable within set guidelines to SME businesses that employ an apprentice. The business must be of 50 staff or less in size and must either have not offered an Apprenticeship before, or have not had an apprentice start their Apprenticeship during the last 12 months. A confirmation from the employer is also needed stating that they wouldn't have taken on an apprentice without this incentive. There is a maximum of 5 incentivised apprentices per employer across the year.

### What does Acorn commit?

The length of the Acorn:Apprenticeship will be 12 months and one day MINIMUM (longer if Level 3). During this time the tutor, provided by Acorn, will visit your premises every 3-4 weeks to help the learner collect evidence for their qualification and work towards their Maths/English and IT.

\*however due to processing time it is nearer 26 weeks until it is deposited in your account

# Our Courses...

## Business Administration

### Level 2 and 3

This course aims to prepare you with the knowledge, understanding and practical skills required for working in an administrative role. Units available in this course include producing spreadsheets, word processing, databases, paper-based and electronic filing, dealing with visitors and health and safety. At Level 3 you'll gain an appreciation of how to support the business environment through understanding areas such as customer service, risk and security, health and safety legislation and employment legislation.

## Customer Service

### Level 2 and 3

This course aims to develop your knowledge and understanding of the principles of effective customer service. It'll help develop the practical skills required to support the customer service environment and enable you to understand how its delivery and legislation affects your customers. At Level 3 you'll be looking at customer expectations and through analysis of feedback from customers, consider implementing changes in order to improve the customer's experience.

## Management

### Level 3

The aim of this qualification is to contribute to the skills, knowledge and overall performance of team management and leadership. You'll learn how business works, how to manage your own workload, lead others and work effectively with other people. This qualification is designed for those who are entering a team leading role, who wish to gain a qualification that formally recognises their skills, or those who lead a team and are responsible for its performance.

## Performing Manufacturing Operations

### Level 2

This course is a work-based qualification designed for those employed within the manufacturing sector. The main objectives of the course are to offer the opportunity to prove competence of industrial performance, knowledge and understanding. Units available in this course include complying with statutory requirements, transferring materials, inspecting the quality of products, preparing for, carrying out and concluding manufacturing operations.

## Team Leading

### Level 2

The aim of this qualification is to contribute to the skills, knowledge and overall performance of team management and leadership. You'll learn how business works, how to manage your own workload, lead others and work effectively with other people. This qualification is designed for those who are entering a team leading role, who wish to gain a qualification that formally recognises their skills, or those who lead a team and are responsible for its performance.

## Warehousing and Storage

### Level 2

This course is designed to provide the knowledge and skills you need to develop an understanding of the warehousing and storage environment, enabling you to achieve a nationally-recognised vocationally-specific qualification. Units available in this course include dealing with goods in and goods out, placing goods into storage, order picking and health and safety.

Call: **01772 747 377** Email: **[apprenticeships@acorn-training.com](mailto:apprenticeships@acorn-training.com)**

## Acorn Training Consultants

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