

Skills Support[®] for the Workforce

Sheffield City Region



The
Growth
Company

**Sheffield
City Region**



Skills Funding
Agency



European Union
European
Social Fund

www.gcskills-support.uk

Are you a Sheffield City Region based employer looking to boost skills in your business at zero cost?

Commissioned by ESFA and working with the Sheffield City Region LEP, Skills Support for the Workforce offers fully funded support to help you develop your staff through a range of training programmes which are tailored to your business needs. These qualifications cover a variety of topics/sectors and can be delivered completely remotely.



Administration



Business & Professional



Cleaning



Customer Service



Education & Training



Health & Social Care



Hospitality



Manufacturing & Production



Retail



Team Leading



Warehouse & Storage

These are industry recognised qualifications, assessing both knowledge and competence of your employee and the following pages will give you just a few examples of the types of programmes we can offer. A full list can be found on pages 9-12.

The delivery of the qualifications can be undertaken fully remotely via our online learning platform with minimal disruption. However, if a learner does not have access to the internet we can post them the portfolio of work and keep in contact via telephone. In addition we are also happy to discuss bespoke, non-regulated learning for your teams.

Assessment Method

Achieved through a portfolio of evidence with a Specialist Development Coach, obtained through methods such as Q&A, professional discussion, product evidence, holistic observations, progress reviews or witness testimony.

Opportunities are available to progress onto apprenticeship or higher-level qualifications after completing this training.

Benefits of Skills Support for the Workforce includes:

- Minimal disruption to your day to day business
- Increased staff productivity
- Improved staff retention
- Enhanced morale
- A higher skilled workforce



Our programmes

Team Leading

These programmes can include how to develop productive working relationships with colleagues, how to manage conflict with colleagues and leading a team, leadership styles and ways of motivating, supporting and encouraging teams, how to identify work-related difficulties and how to find potential solutions. These are industry recognised qualifications, assessing both knowledge and competence that are transferable across many environments. The delivery of the qualification is undertaken within the workplace with minimal disruption. See pages 9-12 for our full list of programmes available.

Cleaning

Cleaning Service professionals make a difference to all our lives, although the work often goes 'unseen'. Cleaners ensure that the places we work in and the public spaces we use are attractive, safe and hygienic. In hospitals, cleaning staff are at the forefront of controlling the spread of infection, and in many walks of life cleaners ensure a hazard free environment by ensuring it is safe and clean for employees and the general public. The Level 2 Certificate is designed for those learners working within the Cleaning industry and enables individuals to demonstrate competence in their job roles and to develop the essential work-based skills required to work effectively in the industry. See pages 9-12 for our full list of programmes available.



Education and Training

Level 3 Award in Education and Training (RQF)

The Level 3 Award in Education and Training (RQF) has been designed to provide an introduction to teaching for individuals who would like to work or currently work within FE Colleges, Independent Training Providers and/or Local Authorities.

It can meet the needs of a range of trainee teachers, such as:

- Individuals not currently teaching or training - achievement of the qualification does not require practice other than microteaching, unless units from the Learning and Development suite of qualifications are selected;
- Individuals currently teaching and training, including those new to the profession – although the qualification does not require practice (see explanation above), opportunities may be made available to observe and provide feedback on a trainee teacher's practice; and
- Individuals currently working as assessors, who wish to achieve a qualification that provides an introduction to teaching.

How long will it take me to achieve this qualification?

The Growth Company deliver this qualification over 10 weeks (7 virtual classroom-based sessions via Zoom or over the telephone, and 3 days independent study).

How is the qualification assessed?

This qualification is assessed by a portfolio of evidence which must cover all assessment criteria of the units selected. Each student will also create and present a Micro-Teach on a topic of their choice.

Health and Social Care

These qualifications are designed for people working in both the adult care and healthcare workforce in England. These are industry recognised qualifications, assessing both knowledge and competence that is transferable across the health and care sectors. The delivery of the qualifications is undertaken within the workplace with minimal disruption. See pages 9-12 for our full list of programmes available.

Hospitality

These qualifications are suitable for learners employed in hospitality roles wishing to develop their knowledge of effective food and/or beverage service. These are industry recognised qualifications, assessing both knowledge and competence that are transferable across many environments. The delivery of the qualifications is undertaken within the workplace with minimal disruption. See pages 9-12 for our full list of programmes available.

Business and Professional

The Business and Professional Services sector covers a range of diverse knowledge, intensive industries and support functions (e.g. call centres and other business support services), which provide specialised support to both the public and private sectors. We can offer a variety of nationally accredited qualifications to support professional development ranging from Business Improvement Techniques, Lean Organisational Management and Team Leading. Our skilled and dedicated Coaches will support you through your qualification and can be completed in as little as 6 months.

Manufacturing and Production

These techniques can be applied to a variety of sectors, from manufacturing through to offices and aim to reduce waste and improve efficiency within organisations. These are industry recognised qualifications, assessing both knowledge and competence that are transferable across many sectors. The delivery of the qualifications is undertaken within the workplace with minimal disruption. See pages 9-12 for our full list of programmes available.

Retail

These qualifications cover a variety of topics including the understanding of customer service in the retail sector, health and safety and processing customers' orders. These are all key areas within the retail industry and ensure the best service is always provided to customers. These are industry recognised qualifications, assessing both knowledge and competence that are transferable across many environments. The delivery of the qualifications is undertaken within the workplace with minimal disruption. See pages 9-12 for our full list of programmes available.

Warehousing and Storage

These qualifications are aimed at individuals who would like to develop the skills and knowledge necessary to operate within a warehousing environment. These are industry recognised qualifications, assessing both knowledge and competence that are transferable across logistics sectors. Delivery of the qualifications is undertaken within the workplace and with minimal disruption. See pages 9-12 for our full list of programmes available.



Tailored programmes for your business

In addition to the wide range of programmes, we also offer a tailored service to meet your unique business requirements. Here are just a few examples of programmes we have delivered across the Sheffield City Region:

			
CV Preparation & Interview Skills	Food Hygiene/ Safety	GDPR	Health & Safety
			
IT Skills – Excel	Mental Health Awareness & Safeguarding	Safeguarding	Social Media & Marketing
			
Creating a Sustainable Workplace	Autism Awareness	Emergency Responder	Allergen Awareness
			
Challenging Behaviour			

Skills Support for the Workforce supports businesses throughout the Sheffield City Region, with skilled and experienced teams who specialise in their fields. Due to this level of expertise we can offer a wide range of industry recognised qualifications, set out in the table. More courses are frequently added.

Our Skills Menu

TEAM LEADING	TICK
Certificate in Team Leading Principles (RQF)	
Diploma in Team Leading (RQF)	
Award in Conflict Management (RQF)	
CUSTOMER SERVICE	TICK
Certificate in Customer Service (RQF)	
Diploma in Customer Service (RQF)	
WAREHOUSE & STORAGE	TICK
Certificate in Warehousing and Storage (RQF)	
Performing Manufacturing Operations	
Award in Customer Service (RQF)	
Non Reg - Health and Safety Awareness	
CLEANING	TICK
Certificate in Cleaning and Support Services Skills (RQF)	
Certificate in Cleaning Principles (RQF)	
EDUCATION & TRAINING	TICK
Award in Education and Training (RQF)	
Autism Awareness - Non-regulated	
HOSPITALITY	TICK
Diploma for Hospitality Team Members (RQF)	
Certificate in Hospitality and Catering Principles (Food & Beverage Service (RQF)	
Award in Food Safety in Manufacturing (RQF)	
NVQ Diploma in Food Production and Cooking (RQF)	
Award in Food Allergen Awareness and Control in Catering (RQF)	
Allergen Awareness - Non-regulated	
Award in Food Safety for Catering (RQF)	

Award in Food Safety for Retail (RQF)	
Certificate in Hospitality and Catering Principles (Food Service) (RQF)	
ADMINISTRATION	TICK
Diploma in Business Administration (RQF)	
Certificate in Principles of Business & Administration (RQF)	
MANUFACTURING & PRODUCTION	TICK
NVQ Diploma in Performing Manufacturing Operations (RQF)	
Health & Safety Awareness - Non Regulated	
Certificate in Lean Organisation Management Techniques (RQF)	
Certificate in Business Improvement Techniques (RQF)	
Diploma in Business Improvement Techniques (RQF)	
Creating a Sustainable Workplace - Non-regulated.	
Diploma in Team Leading (RQF)	
HEALTH & SOCIAL CARE	TICK
Diploma in Care (RQF)	
Award in Awareness of End of Life Care (RQF)	
Award in Awareness of Dementia (RQF)	
Award in Understanding Infection Prevention and Control in Health and Care Settings (RQF)	
Certificate in Principles of Quality, Diversity and Rights in Care (RQF)	
Certificate in Principles of Medication Handling and Administration for Care Settings (RQF)	
Autism Awareness - Non-regulated	
Safeguarding for Adult Workers - Non Regulated 7 Hours	

RETAIL	TICK
Certificate in Retail Knowledge (RQF)	
Certificate in Retail Skills (RQF)	
Diploma in Retail Skills (RQF)	
Diploma in Retail (RQF)	
Creating a Sustainable Workplace (Non-regulated)	
BUSINESS & PROFESSIONAL	TICK
Diploma in Business Improvement Techniques	
Diploma in Lean Organisational Management	
Diploma in Team Leading	
Diploma in Business Administration	
Diploma in Customer Service	
Creating a Sustainable Workforce	
Challenging Behaviours	
ALL SECTORS	TICK
Emergency Responder - Non-regulated	
Challenging Behaviour - Non-regulated	

Please review the menu inside and tick any that would benefit your business, or that you would like more information on, or contact Karen Wheatley:

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