



skills for the motor industry

Employer **guide**



Paragon Skills for Industry, awarded **Grade 2** by Ofsted - January 2011

We care about finding the right apprentice for *your* business

This short guide provides a step by step explanation about how an apprentice could help you in the motor industry. We will tell you what's involved, what are the benefits and how it works, as well as giving you some information on Paragon Skills for Industry.

Struggling to keep your staff's skills and qualifications up to date?

As an employer in the motor industry you will know how vitally important it is to stay ahead of the competition. Businesses that lag behind in the development of staff skills risk customer dissatisfaction, inefficient practices and redundant skills.

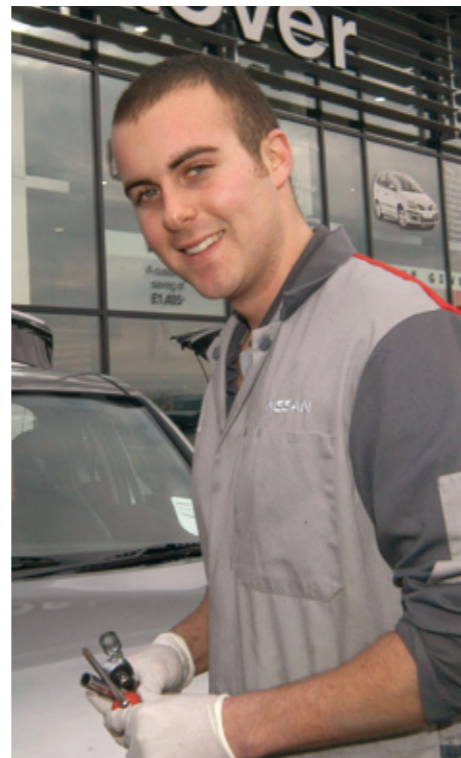
An apprenticeship is excellent opportunity for you to equip your staff with the most up-to-date skills available and with as little fuss as possible, giving you the confidence to run your business in the knowledge that your staff are highly trained.

Do you find it hard to recruit new staff?

Recruiting new staff is not only a costly process, but it takes up a surprisingly large amount of time if you consider the time spent in assessing CVs and then the interview process. And then when you find someone that you feel will work well within your team, will they have the relevant qualifications?

Worried about your bottom line?

With the ever increasing amount of red tape, it is often a challenge to remain focused on the key areas of running a business, and ultimately earning a living.



So how does it work?

An apprentice could help



Reduce your training and recruitment costs

Taking on an apprentice is more cost effective than hiring skilled staff, leading to lower overall training and recruitment costs, according to a recent survey. Apprenticeships deliver skills designed around your business needs. They also help develop the specialist skills you need to keep pace with the latest technology and working practices in the motor sector.

Make your business more competitive

Apprenticeships deliver real returns to your bottom line. In a recent survey, the majority of employers said that apprenticeships helped them to improve productivity and to be more competitive. In the same survey 81% of employers said that employing apprentices generated higher overall productivity for their companies.

Motivate your workforce

In general, apprentices are highly motivated, keen and flexible. In another recent survey, 57% of employers said apprentices go on to fill management roles – apprentices are loyal and can play a huge role in the growth of your business.

Your apprentice is with you in your workplace for the majority of the time, attending regular training sessions at a local Paragon Skills training centre, where they will cover theoretical knowledge, first aid and health and safety training.

They will be observed at work where most of the assessments are carried out, and will be supported by us with assignments and discussions. The training, funded by the government, enables your apprentice to achieve:

What our courses cover

Motor Apprenticeship

- A National Vocational Qualification (NVQ) at level 2
- A Technical Certificate covering theory and underpinning knowledge
- Key Skills in Application of Number, Communication and Information Technology
- Information technology key skill at level 1

Advanced Apprenticeship

- National Vocational Qualification (NVQ) at level 3
- Communication and application of number key skills level 2
- A motor technical certificate at level 3

Further Opportunities

- Abrasive Wheels
- Adult Light Vehicle Mechanics
- Customer Service Workshops
- 2 and 3 day Modular Electronics and Electrical Workshops
- Fuel Injection
- Electronic Ignition Diagnostics
- Multiplexing
- Air Conditioning Servicing

All apprentices will learn about Employment Rights and Responsibilities (ERR). You have a key role in developing your apprentice's learning plan. We work with you to ensure that the Apprenticeship meets the needs of your business.

“ Jackson's Group have had a long and successful working relationship with Paragon and in that time we have been well rewarded with quality apprentices who have become extremely skilled and valued members of the team, many of whom have progressed within the company. ”

Graham Small, After Sales Director, Jackson's Group Mercedes-Benz, Poole



Why choose Paragon Skills for Industry?

Paragon Skills is one of the largest independent training providers in the UK. With superbly equipped skill centres and industry-qualified staff across the south west, Thames Valley and the Midlands, we have the experience and ability to meet your needs.

Helping you find the right apprentice

We specialise in developing and training people to give them the practical skills they need to be productive employees. We will work alongside you to provide your business with the training and skills you need now and for the future.

Work-based, flexible delivery

As a work-based training provider we offer a service that is tailored specifically to your company's requirements. Delivery of the training is flexible and for many qualifications can be completed entirely in the workplace. We will design a programme around your needs, delivered on your terms and at a time to suit you.

Experienced, local assessors

All our Motor assessors and tutors are industry experienced. They have worked in the motor industry so they know the requirements and can offer advice as well as expertise.

Superior levels of service

We pride ourselves in the levels of service we offer to all our customers. You will have a dedicated advisor who will interpret your needs and be your first port of call. They will also act as a source of information regarding training in the motor industry.

Furthermore

- We've been delivering apprenticeships since 1996
- We employ more than 300 people in 13 centres across the South West, Thames Valley and Midlands
- We train more than 5,000 people every year
- We are passionate about apprenticeships and work with more than 1,000 employers to ensure they are helping those businesses to become more successful
- By giving the apprentice the skills during the initial phase, they are able to help you as soon as they join your business

Get in touch to find out more!

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