

employerguide

PARAGON

skills for business administration



No matter what your line of business, having well-trained, reliable staff with the ability to carry your business into the future is essential. As an employer you will be committed to developing their skills.

The efficient running of your business depends heavily on having skilled administration staff, but day-to-day administration skills such as invoicing, reporting and using IT, must today be enhanced by financial and managerial skills.

Paragon Skills for Industry specialises in Business Administration, developing and training people to give them the practical skills they need to be productive and motivated employees.

Paragon Skills has industry qualified tutors and assessors to take care of all your training requirements, even assisting with the recruitment process.

Our partnership approach ensures that all training takes place at a time and place to suit your business, with staff learning in the real world, supported by off-the-job theoretical and practical training at one of our training centres. This means you stay in control of your Apprentice training programme from the start.

Remember, Apprenticeships and NVQs have been designed by employers to meet the needs of your specific industry - creating the managers of the future. Your employees will develop increased self-confidence as they acquire the ability and knowledge to perform proficiently in your workplace.

Freephone 0800 783 2545



Apprenticeships: The way to secure a skilled workforce for tomorrow.

Apprenticeships offer the opportunity for subsidised training to national standards, giving you access to motivated young people looking to start their careers.

We provide a full induction programme for young people prior to starting the apprenticeship programme so that they are ready for working in the sector.

The majority of learning takes place on the job, with work-based assessment carried out by our experienced trainers and assessors. This ensures that apprentices are learning to your organisation's way of working. This is supplemented with dedicated training sessions to cover theoretical knowledge, practical skills and health and safety training.

Designed by employers to meet the needs of the employers, Apprenticeships bring together:

- A National Vocational Qualification (NVQ) at level 2 and 3
- Key Skills in Application of Number & Communication
- A Technical Certificate in Administration
- Customer Service
- Working with others.

Mandatory units include carrying out your responsibilities at work and working within your business environment. There are also flexible, optional components that you can choose such as dealing with visitors, using IT systems and Health and Safety. These can be selected and built into the Apprenticeship according to the requirements of your company.

Train to Gain: Another opportunity to access subsidised training, the Train to Gain service is there to help you meet your immediate training needs.

Train to Gain is a Government service that offers employers a range of solutions to their training needs. Train to Gain offers:

- A free and impartial assessment of your organisation's skills requirements
- Impartial training advice
- Access to a wide range of training provision and tailored training packages
- Access to subsidised or FREE publicly funded training programmes

Any member of your staff may be eligible for training supported by funding from the Learning and Skills Council. This funding pays for the delivery of an NVQ at level 2 or 3.

The Train to Gain service provides an ideal opportunity for all staff to gain the skills and recognition, ultimately benefiting your business.

Further Training Opportunities

Paragon Skills offers a wide range of courses to meet your requirements.

Additional courses run regularly include:

- Team leading (ILM)
- Use IT systems
- Management (ILM)
- Customer service

Did you know?

Paragon Skills also delivers qualifications in Retail, Financial Services and Distribution Warehousing. In fact Paragon Skills can meet all of your business training needs.

We are renowned for our customer service and client care and our qualification success rates are some of the best around.

What they say

Nicola Wright of Medisave recognises the benefits of enrolling staff onto Apprenticeships with Paragon Skills: "We have a number of staff that have participated in Apprenticeships with Paragon Skills. The training programmes on offer are excellent for those entering a new career or that want to gain additional skills to those acquired from vocational experience."

Nicola Wright, Director of Medisave UK Ltd, Weymouth.

Call today for a free consultation with a Training and Recruitment Advisor.

Freephone 0800 783 2545

enquiries@pagon.co.uk

www.paragonskills.co.uk