



Creating a path for talent

Your roadmap to success

Supported by
National
Apprenticeship
Service



A perfect partnership

To unlock the potential of your people, you need a partner who is committed to your business, experts delivering meaningful and inspiring learning – who will work with you every step of the way.

You need an experienced training partner who understands your workforce development and organisational needs, listens to you and has the expertise to create impactful Apprenticeships perfectly aligned with your business.

Paragon Skills are passionate about Apprenticeships and the value they bring to businesses. Our expert team are committed to supporting our clients every step of the way to ensure you receive an exceptional service from our dedicated Client Services team.

Working with Paragon Skills you will have access to a wide range of support services designed to help you get the best from your Apprenticeship programme. Whether it's helping you to measure the impact of your programmes, helping to engage and promote programmes to your colleagues, or providing networking opportunities through our conferences, we can help you with the support you need.

The following information details the services available to you as part of our partnership together.

Whatever your business needs may be, Paragon Skills is here to help.



Our training, your way

Paragon Skills is a leading national training provider delivering first class Apprenticeship programmes across a variety of sectors since 1998. Our entire business is passionate about lifelong learning and has been Ofsted Good Grade 2 rated, providing total peace of mind.

Our training is truly unique. You'll get an exclusive programme that fits the specific needs of your organisation, through our tailored approach to design and delivery. We're passionate about creating apprenticeship programmes that achieve the needs of our clients and delivers the right blend of learning to add the most value to your workforce and business.

Our people are key to making this happen. They're highly qualified experts in their chosen fields, with a wealth of knowledge and experience of delivering innovative and inspiring learning. They'll work closely with you to deliver an apprenticeship programme that empowers your colleagues and enhances your business. This may span right across your workforce or be specific to a certain business area or colleague demographic. We hope you'll come to see us as an extension of your team.

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Dedicated Client Support team

Creating solution

Understand your people development objectives.

Create an Apprenticeship model to suit your needs.

Identify the most effective Apprenticeship delivery methods.

Develop recruitment plan to attract new Apprentices.

Link Apprenticeships to your career progression pathways.

Agree success measures.

Design

Tailored Apprenticeship design.

Identify effective delivery methods to suit your needs.

Opportunities to embed existing learning and development.

Identify desired learning outcomes.

Align programmes with your culture, values and operational environments.

Engagement

Promoting programmes to potential Apprentices.

Engaging and enthusing line managers and colleagues.

Design of promotional materials by Paragon Skills' expert design team.

Support and deliver on-site, regional or national engagement events.

Create aspirational and impactful workforce engagement resources for your brand.

On-boarding

Full support and project management of set up and launch.

Build close relationships with your Apprentices and team.

Controlled pilot environments.

Test refine and enhance programmes and learning experiences.

Client support

Full support from experienced Client Services team.

Regular progress reporting and communications.

Design and engagement support services.

Access to Paragon Skills events and Apprenticeship conferences.

Access to range of consultancy support services.

Help you measure impact.

Consultative design

Apprenticeships are our first love. They have a unique power to transform the lives of people – enabling them to build a career and realise their full potential in the occupation they care about most. They're equally powerful for businesses by boosting productivity, staff retention and bottom line business performance.

The best and most effective Apprenticeship programmes are those which form part of a wider, considered and structured approach to developing new or existing talent. What comes before, and what sits beyond an Apprenticeship programme is really important, therefore our team work closely with our clients to develop Apprenticeship programmes that fit perfectly with your business.

Working closely with you during the early stages of design our team will help create programmes that achieve your goals, offer proactive guidance, share examples of other similar models, as well as listening and suggesting ways you can make the most of Apprenticeships in your organisation.

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Apprenticeship programme design

To begin development of your Apprenticeship programme, our team will work with you to understand your talent development and people strategy, the development pathways in the organisation and the skills and behaviours you wish to develop to progress colleagues in the right direction.

Our team also look at your culture and the softer skills and behaviours you wish to nurture or build on, ensuring they are embedded throughout the Apprenticeship programme. Finally, they will weave your organisational objectives for the programme in terms of success measures ensuring they form the foundation of the programme throughout our partnership.

During the design phase, our teams ensure the programme is suited to your needs using the following steps:

- **Listen**
Our team will take the time to understand your business, operating environment and needs to ensure programmes are created to achieve your objectives, to the finest detail.
- **Consult**
Our team will offer various design and delivery options, plus share ideas and concepts that will suit your organisation.
- **Develop programme outline and resources**
Your teams and the line managers of Apprentices will need support throughout your apprenticeship journey. Our team of engagement and design experts will create a suite of resources, to inspire potential Apprentices, whether it's new hires or senior managers.
- **Measure**
Our Client Services team will help you realise the benefit Apprentices are making to your business through regular reports and reviews.

Attracting your learners

Apprentice recruitment

Apprentices are a great way to attract new talent, creating opportunities for a skilled and diverse workforce that help business perform and grow. Paragon Skills offers a unique Apprenticeship recruitment service, designed to support our clients to attract high quality new talent into their business, through our recruitment service SKILLSVacancies.

Paragon Skills recruitment team handles thousands of applications per year successfully placing people into lots of sectors and role across the country.

Apprentice recruitment services offered:

- Recruitment plan to attract the right demographic of candidates that reflect your organisational needs
- Local, regional and national vacancy advertising across a wide range of specialist Apprenticeship recruitment channels
- Sourcing, screening and selecting the best individuals who have a cultural fit within an organisation and share the same values
- Continual cycle of recruitment or just one vacancy
- Create effective adverts
- Carry out eligibility checking ensuring the right candidates are referred to you for interview
- Work with your in-house recruitment team

Dedicated support for your business

Delivering an outstanding service for our clients is really important to us, helping you every step of the way from design through to ongoing performance management, as well as helping you measure the impact of your Apprenticeship programmes.

The Client Services Team

Our team of extremely knowledgeable Client Services Managers have considerable combined experience managing lots of different programme, from specialist to large scale Apprenticeship contracts nationally.

Client Services Managers are appointed to each client based on their valuable sector expertise and relevant knowledge that adds most value for you, whilst ensuring they fit with your people culture.

Levy support

The introduction of the Apprenticeship levy has led more businesses to approach Apprenticeships differently. Increased focus on maximising the value Apprentices can bring to workforce development and bottom line benefit. Growing focus on levy budgeting and spend to ensure Apprenticeships add value for the right people in their organisation.

As a result there is often more administration and management time needed to oversee or set up programmes, whether it's at head office or across a network of sites regionally.

As part of our service and commitment to our client partnerships, our team provide a range of support services intended to help you successfully manage your levy for example:

- Levy budgeting forecasting tools and support
- Measuring impact and return on investment
- Levy administration support
- Support with the management of the Apprenticeship Service Digital Account
- Access to sector specialists relating to the levy and Apprenticeship development
- Levy consultative services

The client services team at Paragon Skills are Apprenticeship experts, with a deep knowledge of the Apprenticeship levy and will work with you to provide the level of service you need.

Reporting

Regular and transparent reporting of Apprentices progress is paramount – so you can review performance of your Apprentices and how they are developing on their programme. Paragon Skills provides clear reports that allows you to see both at high level and in detail how Apprentices are progressing.

Our Client Service team provide monthly reports, designed to show progress of learning against lots of different metrics suited to you, for example progress by business division, programme type or region as well as high level summary reports of your overall programme. Reports will also include vital information about the demographics of your Apprentice population such as ethnicity, age and gender.

The Client Services team will flag any specific trends in performance or any individual issues, should they occur so there's always open and clear lines of communication.

Diversity

Apprenticeships are really important to creating a diverse and highly skilled workforce. More and more organisations are seeing the benefits of introducing Apprenticeships as a way of attracting new talent as well as developing existing.

Apprenticeships have, over the years benefitted businesses in so many different ways. Paragon Skills work with you to achieve equality and diversity objectives for your people, creating opportunities to build a highly competent, effective and diverse workforce.

Empowering & celebrating your apprentices

With so much change in the Apprenticeship and skills landscape in recent years it's important that organisations have the knowledge to create high quality, sustainable Apprenticeship programmes that are future proof.

Events

Paragon Skills are committed to ensuring our clients are constantly ahead of the curve, empowered with the information needed to ensure Apprenticeships are delivered effectively and compliantly in a way that best suits your own organisational and people development needs.

As part of your partnership with us, Paragon Skills offer the following events, forums and communications which you can attend or be involved in:

- Regular Apprenticeship Conferences
- Apprenticeship forums
- Networking events
- Newsletters and communications
- Consultancy services

Celebrating success

Recognising the achievement of Apprentices who have successfully completed their programme is a great way to celebrate in their success and raise the profile of Apprenticeships in an organisation. More businesses are introducing ways to recognise those who have completed an Apprenticeship and progressed in their career as a result of their learning.

Paragon Skills will work with you to identify the best way to celebrate the success of your Apprentices, new and existing, and will suggest ways that you can recognise the achievements of your Apprentices such as:

- Apprentice of the year
- Internal recognition awards
- Recognition communications internally
- Nomination to regional or national Apprenticeship awards
- Promotion and continued career development

The team at Paragon Skills will work with you to explore ways that you can celebrate success and recognise the achievements of Apprentices in your organisation, supporting with design and promotional materials if needed.





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