



New City
for Business



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We recognise on a day-to-day basis, you will be prioritising managing your business. We want to take away the strain when it comes to recruitment, training, and up-skilling.

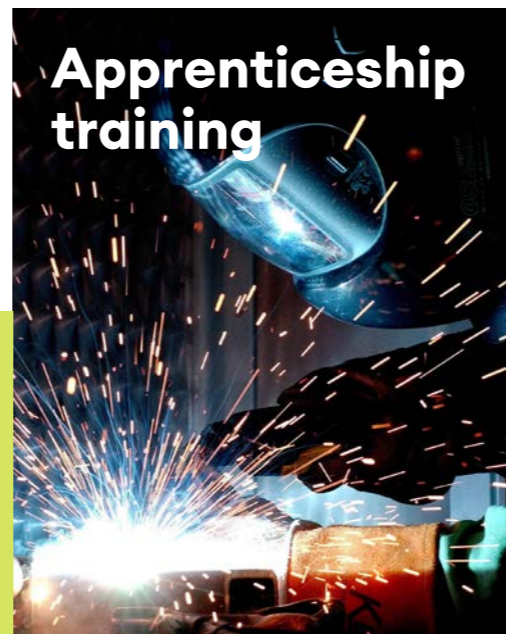
New City for Business has an end-to-end service including; FREE recruitment of apprentices, apprenticeship training, pre-employment training, FREE distance learning courses and re-training and up-skilling programmes.

We also have over 9,000 16-19-year-olds looking for work experience, industry placements, and full or part-time jobs.

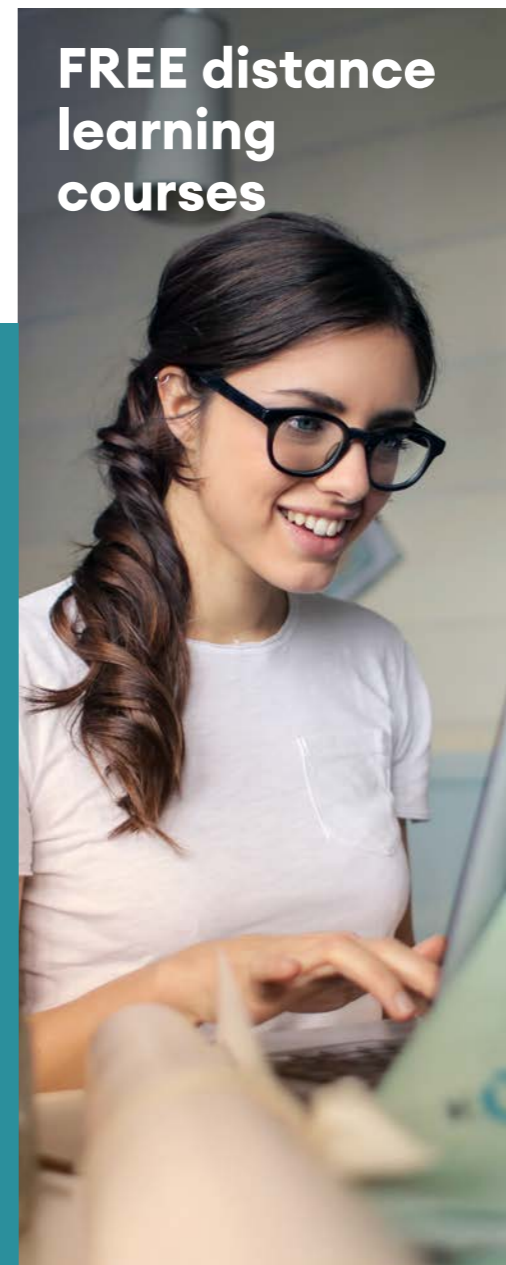
Our dedicated Business Development Account Managers can help identify your training and skills needs, and tailor a package that suits you.



**FREE
recruitment of
apprentices**



**Pre-
employment
training**



**FREE distance
learning
courses**



**Re-training
and up-skilling
programmes**

Apprenticeships

What is an Apprenticeship?

An apprenticeship is a real job with training which allows an apprentice the opportunity to earn while they learn, as well as gaining a nationally recognised qualification. It is a program that trains an apprentice to become skilled in a particular sector by combining hands-on experience with classroom learning.

Developing existing staff

Apprenticeships are also available for existing staff to help them up-skill, progress into a new role (i.e. management) and boost their productivity within the organisation.

Our Apprenticeship programmes are flexible and depending on the employer, groups or individual staff can be enrolled on the same programme and various points in the year or on a roll-on roll-off basis.

The Apprenticeship Levy

The Apprenticeship Levy was introduced in April 2017 and applies to employers who have an annual pay bill of over £3 million.

The levy is managed through the Apprenticeship Service account which allows employers to spend their levy with a registered apprenticeship provider of their choice.

The apprenticeship levy can only be spent on the costs of the apprenticeship programme, not on salaries. We have an expert team who can assist you in this process.


Non-Levy Paying Employers

Employers with an annual wage bill of less than £3 million may be required to contribute towards the cost of the apprenticeship.

Apprenticeship standards

Business	Level	Campus	Duration
Business Administrator	3	AG/HC	18 months
Team Leader/Supervisor	3	AG	12-18 mths
Junior Management Consultant	4	AG	24 months
Operations/Departmental Manager	5	AG	30 months
Catering and Hospitality			
Hospitality Team Member	2	HC	12 months
Production Chef	2	HC	12 months
Senior Production Chef	3	HC	12 months
Childcare & Education			
Early Years Practitioner	2	AG	12 months
Early Years Educator	3	AG	12-18 mths
Learning and Skills Teacher	5	AG	24 months
Teaching Assistant	3	AG	18 months
Early Years Practitioner	2	AG	12 months
Early Years Educator	3	AG	12-18 mths
Learning and Skills Teacher	5	AG	24 months
Teaching Assistant	3	AG	18 months
Construction			
Bricklayer	2	RA/HC	30 months
Carpentry & Joinery	2	RA/HC	24 months
Advanced Carpentry & Joinery	3	RA/HC	15 months
Installation Electrician	3	RA/HC	42 months
Mastic Asphalter	2	HC	34 months
Painter and Decorator	2	HC	36 months
Plumbing & Domestic Heating Technician	3	RA/HC	46 months
Property Maintenance Operative	2	EP	18 months
Surveying Technician	3	RA	24 months
Construction Site Supervisor	4	RA	36 months
Wall and Floor Tiler	2	HC	30 months

Digital	Level	Campus	Duration
Digital Marketer	3	TH	18 months
Information Communication Technician	3	TH	18 months
Junior Content Producer	3	HC	18 months
Software Development	3	TH	18 months
Engineering & Manufacturing			
Engineering Operative	2	RA	18 months
General Welder (Arc Processes)	2	RA	18 months
Maintenance & Operations Engineering Technician	3	RA	36-42 mths
Engineering Technician	3	RA	24 months
Engineering Manufacturing Technician	4	RA	42 months
Hair and Beauty			
Hair Professional	2	EP	14 months
Health and Social Care			
Adult Care Worker	2	TH	12-18 mths
Clinical Healthcare Support Worker	2	TH	12 months
Lead Adult Care Worker	3	TH	18-24 mths
Healthcare Support Worker	2	TH	12-18 mths
Senior Healthcare Support Worker	3	TH	18-24 mths
Leader in Adult Care	5	TH	18 months
Legal, Finance & Accounting			
Accounts/Finance Assistant	2	HC	14 months
Assistant Accountant	3	AG/HC	18 months
Motor Vehicle			
Motor Vehicle Service & Maintenance Technician (Light)	3	AG	36 months
Vehicle Damage Panel Technician	3	AG	36 months
Vehicle Damage Paint Technician	3	AG	36 months
Sales, Marketing & Procurement			
Customer Service Practitioner	2	AG	12 months
Customer Service Specialist	3	AG	15 months
Science			
Laboratory Technician	3	RD	24 months

	Number of employees	Cost for 16-18 year old	Cost for 19+ year old
	Less than 50	No - fully funded	Yes - 5%
	50 or more	Yes - 5%	Yes - 5%
	Levy paying	Yes - 100%	Yes - 100%

AG Ardleigh Green
EP Epping Forest
HC Hackney
RA Rainham
RD Redbridge
TH Tower Hamlets

Why choose New City for Business?

We have a dedicated team of professionals to work with you every step of the way. We will make sure that any new apprentice meets your business needs and that you and your apprentice get the support you both require. We also deliver English and maths alongside the main apprenticeship training if required.

We can provide training to existing staff to improve and extend their skills and qualifications to meet new and emerging business needs. Employers are seeing apprenticeship training as an opportunity to up-skill their staff and equip them with high level qualifications.

New City College is one of the country's largest college groups and we train over 9000 16-18 year olds each year. We have access to a diverse and talented pool of potential recruits to give your business a fresh, new approach.

Recruiting an Apprentice

New City for Business offer a free recruitment service for employers looking to take on an apprentice.



There are several steps to taking on an apprentice:

5

You will be assigned an Apprenticeship Partnership Manager who will provide ongoing support and feedback regarding your apprentice and support you through this journey.

4

Once your apprentice starts, New City for Business will arrange for the apprentice to be enrolled and complete the necessary paperwork.

3

Select your apprentice through your normal interview process. You may want to include a short task or activity to help identify a suitable candidate.

2

Advertise your apprenticeship. New City for Business will advertise the role on the National Apprenticeship Service website on your behalf as well as share the opportunity with candidates currently on our books. We will screen and shortlist suitable candidates as they apply and send across suitable CVs for your consideration.

1

New City for Business can support in identifying the appropriate apprenticeship standard based on your business needs.

Advancing business through people

New City for Business offers low-cost training solutions that can support your new staff, as well as continued professional development and specialist courses for your existing employees.

Maximise your CPD budget with a bespoke package designed to meet your business needs. Our courses include;

Accountancy



Project Management



IT Specialist Courses



Cyber Security



Assessor Training



New skills New ideas...

New City for Business is proud to be a leader in employer and industry-focused training and continues to innovate and develop business specific training programmes that offer organisations flexibility, industry recognised qualifications and a training programme tailored to the needs of the business. Business programmes include leadership, management, HR, IT, engineering and construction.

[Please click here to explore our full range of specialist courses](#)

Free literacy and numeracy skills training

Poor literacy and numeracy skills amongst employees are likely to result in higher incidences of employee errors, waste and lost time. Employees with poor literacy and numeracy skills are also likely to be less productive and deal with changes in processes and technologies at a much slower pace than those with stronger literacy and numeracy skills.

Delivering basic literacy and numeracy training to your employees is flexible and easy. In literacy we will focus on the development of reading, writing, speaking and listening skills. Our numeracy courses include the development of basic operations and using maths to solve everyday problems.

We offer courses through a range of delivery methods that include distance learning, self-study and work-based tutor support.

Is your business looking for something in particular?

Our team are here to support your training needs.

[Please click here for more support](#)

Courses available

Business, IT & Sales
Creating a Business Start-Up
Principles of Team Leading
Understanding Data Protection and Data Security
Principles of Customer Service
Understanding Tenant Support in Social Housing
Principles of Business Administration
Lean Organisation Management Techniques
Understanding Retail Operations
Health, Childcare & Education
Preparing to Work in Adult Social Care, Levels 2 & 3
Awareness of Mental Health Problems
Counselling Skills
Principles of Dementia Care
Understanding Autism
Understanding Behaviour that Challenges
Understanding Nutrition and Health
Understanding Specific Learning Difficulties
Awareness of Mental Health Problems
Understanding Dignity and Safeguarding in Adult Health and Social Care
Children and Young People's Workforce, Levels 2 & 3
Understanding Children and Young People's Mental Health
Introducing Caring for Children and Young People
Working with Children in Early Years and Primary Settings
Supporting Teaching and Learning, Levels 2 & 3
Understanding Domestic Abuse
Understanding Cancer Support
Understanding Mental Health, Level 3
Understanding Autism, Level 3
Understanding the Principles of Dementia, Level 3
Preparation for Life & Work
Equality and Diversity
Understanding Climate Change and Environmental Awareness
Information, Advice or Guidance
Understanding Safeguarding and Prevent

Eligibility criteria

Age: 19+

Lived in the EU for 3 years



Industry placements and work experience

We are keen to engage and work with local and national businesses to help shape the future of industry and the careers of our students. Offering industry placements or work experience is a great opportunity for businesses to engage with local young people.

Undertaking work-based learning opportunities is vital in helping our students develop the skills needed to succeed in the world of work. You can offer our students work experience from as little as one week, up to 60 days.

If you don't feel you are ready to offer a work placement yet, but would like to share knowledge about your business, industry and / or career path, we would be delighted to invite you to come and share your experiences with our students, as an industry guest speaker.

Once candidates have successfully completed their programme we will forward the candidates relevant to your business for an interview. As an employer if you're satisfied with the candidate's knowledge, skills and behaviours an apprenticeship or training plan can be offered.

Supported internships

We work in partnership with you to support people aged 16-25 with a disability, into paid employment. This hands-on 12-month, training programme is based mainly in the workplace. The programme ensures both the employer and intern are fully supported ensure a positive experience for all.

Speak to us now

Find out how we can help you take your business a step further




020 7613 9549 or 01708 462 787

training@ncclondon.ac.uk

apprenticeships@ncclondon.ac.uk




Epping Forest Campus

Borders Lane
Loughton
IG10 3SA
020 8508 8311

-  **Bus** 66, 397
-  **Tube** Debden +5 minute walk
-  **TfL Rail** Stratford Station
+20 minutes





Hackney Campus

Falkirk Street
London
N1 6HQ
020 7613 9000

-  **Bus** 26, 35, 47, 48, 55, 78,
149, 242, 243, 394
-  **Tube** Old Street or Liverpool
Street +15 minutes walk
-  **London Overground**
Hoxton +3 minutes walk




Ardleigh Green Campus

Ardleigh Green Road
Hornchurch
Essex
RM11 2LL
01078 455 011

-  **Bus** 294, 256
-  **TfL Rail** Gidea Park,
Romford
-  **Tube** Hornchurch
-  **London Overground**
Emerson Park

Redbridge Chadwell Heath Campus

Chadwell Heath Lane
Chadwell Heath
RM6 4XT
020 8548 7402

-  **Bus** EL3, 39, 66, 173, 296, 387
-  **Tube** Newbury Park
+15 minutes bus ride
-  **TfL Rail** Chadwell Heath
or Goodmayes +15 minutes
bus ride

Redbridge Ilford Campus

2 Balfour Road
Ilford
IG1 4HP
020 8477 0200

-  **Bus** 86, 123, 128, 150, 179, 296,
364, 396, 462
-  **Tube** Gants Hill
-  **TfL Rail** Ilford




Rainham Campus

**Rainham Construction &
Engineering Centre**
New Road
Rainham
Essex
RM13 8GP
01708 455 011

-  **Bus** 165, 287, 372, 103
-  **Rail** Rainham




Tower Hamlets Poplar Campus

112 Poplar High Street
Poplar
London
E14 0AF
020 7510 7510

-  **Bus** D6, D7, 15, 108, 115,
277, 309
-  **Tube** Canary Wharf
+10 minutes walk
-  **DLR** Poplar

Tower Hamlets Arbour Square Campus

Arbour Square
Limehouse
E1 0PT
020 7510 7510

-  **Bus** 15, 115, 135
-  **London Overground**
Shadwell +10 minutes walk
-  **DLR** Limehouse
+10 minutes walk