



Introducing  
Intraining

# Delivering Quality Training Solutions

## **Intraining meets the training needs of employers and employees.**

We work closely with local, regional and national employers across all sectors, delivering accredited training that focuses on practical, real world competence. Our Government-funded work based learning programmes make a worthwhile contribution towards filling the national skills gaps and supporting organisations in becoming more viable and sustainable for the future.

All training programmes are tailored to match precise needs and are proven to have a significant positive impact on productivity, motivation and employee retention. We work flexibly to ensure minimum disruption to the working day and every employee receives 'hands on' training from their Assessor, often with the support of innovative e-learning programmes, designed and facilitated by us.

## **Who do we work with?**

We support over 30,000 employees and work with over 5,000 employers. Clients include npower, Royal Navy, Ipswich NHS Trust, Hoseason Holidays and Trafford Borough Council.

## **What qualifications do we offer?**

We deliver Apprenticeships and accredited work based learning programmes in many areas, including:

- Business Administration
- Customer Service
- IT
- Retail
- Sales and Telesales
- Team Leading and Management
- Transport and Logistics
- Warehousing and Storage

The structure of programmes include mandatory and optional units to allow tailoring to meet employer and employee needs.

“ Intraining is particularly responsive and flexible in meeting employers' and learners' needs. Employers and learners are very satisfied with the training they receive. Support for learners is outstanding. ”

**Inspection Report, Ofsted (July 2009)**



## What is an Apprenticeship?

An Apprenticeship is a programme of learning completed in the workplace which provides individuals with the skills, knowledge and competence they need to progress in their chosen career or industry, resulting in a nationally recognised qualification.

The Apprenticeship is made up of the following:

- NVQ (National Vocational Qualification) which demonstrates the employee's competence in day-to-day work, and is assessed in the workplace
- Key Skills, which address the 'soft skills' required for work, such as Communication and Application of Number
- Technical Certificate, which provides and assesses the underpinning knowledge required for the industry or job role.

## How do we assess?

We have a team of qualified Assessors who collect evidence of competence by building a portfolio of evidence to meet the industry approved national standards.

We use a variety of methods to assess and collect evidence including: observation of the employee at work, discussions based on tasks done and collection of work-based products and assignments set in conjunction with the employer. Many of these are collected using voice recordings and photographs and loaded onto a laptop.

## Is funding available to support training?

Intraining is a major provider of Government-funded training programmes to support large and small employers across the UK. We will ensure that maximum funding support is obtained for all programmes delivered.

## What other services do Intraining offer?

- Bespoke training programmes
- Work experience opportunities for 14-16 year olds
- Mapping of your current training to an national occupational standards
- Numeracy and literacy training
- Free Apprentice recruitment service
- Support in recruiting to fill skills gaps

## What are the next steps?

If you would like to discuss our services in more detail, please contact a member of our Employer Engagement Team on 0845 602 9747 who will be happy to help you or arrange a visit from one of our friendly Employer Engagement Consultants.

Funded by:



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