

Contact the Business Enterprise Team
on 01202 205500 or
email be@thecollege.co.uk

Aspire • Achieve • Succeed



**BUSINESS
ENTERPRISE**

at The Bournemouth and Poole College



Our Partners



www.thecollege.co.uk



Helping business and business people be the best

"The College listened to our needs and delivered bespoke management training to our managers who enjoyed the experience and have progressed well in their roles. We are very happy with the service which has taken us closer towards our succession planning targets."

KAREN SMITH, DIRECTOR AT GOADSBY ESTATE AGENTS



Bournemouth and Poole College works with around 2,000 businesses at any time across Dorset and the surrounding areas

Our customers come from a wide range of business sectors and our employer service covers Business & Finance; Management, Leadership & Team Leading; Health & Safety; Engineering; Health & Social Care; Building Services & Construction Trades; Renewable Energy; Education and Teacher Training; Childcare; Hospitality & Tourism; Hairdressing & Beauty; Motor Vehicle; Retail; Customer Service as well as English & Maths for the workplace.

We think we know what employers look for when they come to us for training. Over the last three years we've had 90% employer satisfaction rates. Surveys help us to develop the skills and knowledge to meet the changing needs of businesses.

What we've found is, you want the right training delivered by experienced professionals, at the right time in the right place and you want value for money and a measurable business impact in return for your investment.

At Business Enterprise, our team of skills advisors make sure you have a clear point of contact, good information, timely response and excellent customer service throughout your whole experience with us.



"Our staff are all very positive about the course and its benefits to both the company and the individuals. This is a fast moving business and the training has highlighted that this tier of staff possess strong commercial awareness, have improved their management and delegation skills and demonstrated sharper planning. In turn this improved effectiveness saves their managers around 20% of time. We have worked with The College for a number of years, therefore their understanding of our business adds depth to the training they deliver to our staff."

DEAN RIDLEY FROM HASKINS GARDEN CENTRE

BUSINESS ENTERPRISE

EXCELLENT CHOICE

As the largest provider of vocational training in the area our courses and qualifications range from the absolute basics right up to degree level. Our links with professional organisations, National Skills Academies and government agencies such as the Skills Funding Agency enable us to give you up-to-date information about skills and sector developments, grants and funding as well as signposting you to other training providers or business support experts.

GREAT RESOURCES

Our trainers have current industry experience and are specialists in their field, keeping up-to-date with the latest developments. Our facilities reflect our vocational specialist areas and include engineering, motor vehicle and building services workshops and equipment, film and photography studios, a theatre, nurseries, commercial food outlets, hair & beauty salons, laboratories and a digital design centre with state-of-the-art motion capture, scanning, rapid-prototyping and CAD technologies.

CUSTOMISED TRAINING

You will get a free consultation with a Business Enterprise Skills Advisor to establish your business needs. If there is not a suitable off-the-shelf product to meet your needs we will work with you to find a solution. This can be as simple as converting a standard course using your own business terminology, people and processes to a brand new bespoke course developed just for you.

BUSINESS IMPACT

The College has helped hundreds of local businesses increase sales and profitability, productivity and efficiency, reduce staff turnover and make cost savings.

We have improved team working among employees and helped to multi-skill people to enable our customers to create a more adaptable workforce. Our surveys show that we have achieved over 95% positive impacts on the businesses we serve, saving money, encouraging team working and improving efficiency.

WORKING TOGETHER...

It's not just about training and apprenticeships either. Employers have engaged with us over the years in a variety of ways to everyone's benefit. Our seven business sector forums give us the opportunity to listen to employers who in turn help us shape and modernise our provision to improve the employability of our students. Local business partners are supporting our staff and students to provide work placement and professional updating opportunities, mock interviews, talks and tours and they provide real-life student projects.



When the National Trust was faced with the prospect of 25% of their craftsmen retiring over the next three years, the need for 'new blood' became a priority.

"The positive effect the new apprentices have had on our teams has been phenomenal."

ELISABETH LONG, BUILDINGS RESEARCH ASSISTANT AT THE TRUST



WHO WE WORK WITH

We work closely with local business networks such as WSX Enterprise. We are patrons of Bournemouth Chamber of Trade and Commerce, members of Rural-Net, Buy Dorset and the Council of Dorset Chamber of Commerce and Industry. Our Principal sits on the board of the Dorset Local Enterprise Partnership.

The College is also a member of the National Skills Academies for the Financial Services, Retail, Nuclear, Manufacturing and Hospitality sectors. We are a member of the Dorset and Somerset Training Providers Network and work in partnership with other local providers and universities.

We have recently been Awarded Peter Jones Enterprise Academy status providing opportunities for aspiring entrepreneurs to realise and achieve their business dreams.

OUR SERVICES AND HOW WE CAN HELP YOU?

APPRENTICESHIP TRAINING FOR EMPLOYERS

In these tough economic times more and more companies, in fact, one in five, are seeing the benefits of training their own workforce.

Taking on an apprentice and training them to learn your business can help you to weather the current storm and help your business to grow.

Training apprentices can also save you money. It's more cost effective than hiring pre-skilled staff and evidence shows that businesses that invest in training are far more likely to survive a downturn than those that don't. Investing time in training your own team can mean that they are more likely to stay loyal to you, helping you to reduce staff turnover and save money on recruitment, meaning you get back far more than you put in.

Also an Apprenticeship is an excellent way for people to gain qualifications at the same time as gaining valuable experience in the workplace. As an employee, they can earn while they learn and you get to 'grow your own' employees.

Apprentices are an investment. Over 80% of those employers who employ apprentices agree they make their workplace more productive. And now is the time to invest in Apprenticeships. Research shows businesses get a positive return on investment in a relatively short time.

Apprentices work alongside your experienced staff to gain industry knowledge and the relevant skills needed to do the job. They also typically attend The College, on a day-release basis, and receive further training in line with the role they are in, which will allow them to work towards nationally recognised qualifications. In some areas we can offer a more flexible arrangement. Attendance at college will be tailored to fit around your business needs as well as the needs of the apprentice and will be agreed before they start.

We offer over 23 different Apprenticeships across a wide range of vocational areas including retail, accountancy, business administration as well as the traditional trades like Hairdressing and Beauty, Health and Social Care, Motor Vehicle, Professional Cookery, Engineering and Construction.

We can tell you about the latest on grants and funding. And whatever course you choose we can check if there is funding available.

To find out more about our College Apprenticeship Training call **01202 205533** or email **apprenticeships@bpc.ac.uk**



"We are extremely pleased to be working with Bournemouth and Poole College, nothing is more important to me than ensuring that our residents are cared for by competent, highly skilled staff, something which this partnership can only accentuate."

KAREN FUGGLE, HUMAN RESOURCES MANAGER AT COLTEN CARE

The College works closely with companies in the Health and Social Care sector to provide creative solutions to their training requirements and advise on any grants and subsidies available.

SHORT COURSES FOR BUSINESS

Our short, sharp, time saving, value-for-money courses are an effective way to invest in your employees to update their knowledge, improve their skills and give you a flexible workforce.

We know that one size does not fit all and so we offer a confidential consultation to establish your business needs and then tailor the training to suit you. This can be as basic as adjusting an off-the-shelf course to fit with your business or we can develop a course to your exact specification.

A specialist course offered locally will reduce the time and cost of travel. We have a track record of delivering high quality bespoke training including management development to deal with change, specialist technical courses, individual units selected from whole qualifications and training to prepare staff for new roles or internal promotion.

Our courses cover areas such as:

Business Skills; Customer Service; Finance; Health and Safety; HR Practice; IT; Management and Leadership; Sales and Marketing.

SPECIALIST COURSES

The college runs a wide range of courses for management and leadership professional qualifications, from level two, right up to level eight.

And we have specific courses for sectors to help people working in those areas with new skills, keep professional qualifications up to date or reach standards set down in regulations or by the law including:

- Team Leading Level 2
- Coaching and Mentoring Level 3
- First Line Management Level 3
- Middle Management Level 5
- Senior Strategic Management Level 7
- Human Resource Practice Level 3 and (coming soon) Level 5

In areas such as:

- Accounting
- Catering
- Childcare
- Creative Media
- Engineering
- Gas, Plumbing and Electrical
- Health & Social Care
- Hospitality
- Human Resources
- IT
- Retail
- Security
- Teacher Training

We can tell you about the latest on grants and funding. And whatever course you choose we can check if there is funding available.

ENGLISH AND MATHS FOR THE WORKPLACE

We can help your employees improve their English and Maths skills. And it won't cost you a penny.

Improving the English and Maths skills of your workforce could save your organisation lots of money by reducing errors, improving communications and increasing the confidence and versatility of your employees. Often, people who have had help with English and Maths feel more valued by their employers and so become more motivated and increase their performance at work.

If you have staff who could benefit from these subjects we can train them in the workplace. We can tailor the training around the skills they need to help them to do their job better.

We know this can be a sensitive area for employers and in the past we have successfully promoted the benefits to their staff at all levels resulting in improvements in customer services, team working, problem solving, report and letter writing and interpretation of technical data.



“The Custom House has worked with the college for over five years now and during that time we've had over eight apprentices work for us. As a result, the business has benefited in many ways, from the introduction of new ideas to the workplace and ensuring a more modern approach, as well as measurably less wastage and fewer mistakes. The training provided guarantees the quality of our dishes remains consistently high; keeping staff interested in what they do and ensuring the job is done properly.”

PAUL DAYMAN, HEAD CHEF AT THE CUSTOM HOUSE IN POOLE

“Our business is growing and diversifying and we realised that the effectiveness of our team leaders was critical to building on our success. We discussed this with The College who tailored a qualification course that not only directly improved communication and the problem solving skills of our team leaders, freeing the directors to take a more strategic role, but also identified a more efficient set up that saves time and money. Even more critically we found a solution to a key issue that is significantly benefiting the business. This has been a really positive experience.”

PHIL VALLER FROM TOWER CAPITAL

WORK PROGRAMME - RECRUITMENT

In partnership with Working Links, Bournemouth & Poole College is now delivering the Government's new Work Programme.

The aim of the programme is to help unemployed adults between the ages of 18 and 65 into sustainable employment, in other words, helping them to stay in work.

People on the Work Programme range from having no qualifications to university graduates and anything in between. Some people will have a lot of experience in the work place and others very little.

As an employer, the Work Programme is good news and has many advantages which include:

- It doesn't cost you a penny - no recruitment costs
- You get to try before you buy- for up to three months
- We match peoples' skills to your requirements and arrange interviews
- We will only send you people who are work ready

To find out more about the Work Programme call **01202 205533**

WORK PROGRAMME - PLACEMENTS

You don't have to have a current vacancy to provide someone with a work placement.

Work Placements give people a chance to find out more about a career they're considering.

By giving the person practical experience and the opportunity to talk to people already doing the job, you will give them a better idea of whether the job will suit them. This often helps to give people more confidence and also a good reference which can hopefully help them to get a paid job elsewhere.

For employers, Work Placement features include:

- They're FREE. No set-up costs or wages to pay
- They're part-time, usually 2 - 3 days a week, and last between 2 - 3 months.
- You're not expected to give any formal training other than advice on how to carry out the job you want them to do.

To find out more about Work Programme Placements call **01202 205533**

EMPLOYABILITY LABS

In association with employment and skills provider REED and national awarding body NCFE, The College has invested in two employability labs (e-Labs), one in Bournemouth and one in Poole.

The College is the first in the UK to come on board and work with the Partnership to create greater employment opportunities for students.

These e-Labs will act as on-site employment shops and provide students with a job-search facility.

We've listened to those employers who have had concerns about the skills, values, behaviours and attitudes of young people entering the work place. These e-labs are just one way that we are addressing these employability issues.

This FREE service will match the skills of our students with the job skills local employers, like you, are looking for when recruiting new staff. The e-Labs will give you the opportunity to review potential recruits as soon as they complete their qualifications, saving on recruitment costs.

College e-labs also operate as a point of contact for student work placements.

To find out more contact the e-Lab Lansdowne Campus (Bournemouth) on **01202 205830** or North Road Campus (Poole) on **01202 205201**



OUR COLLEGE COMMUNITY

QUALITY

In 2011 The College was awarded an Ofsted grade 2 (Good) with outstanding elements including partnerships and employer engagement. We regularly review a range of development planning, self-evaluation and quality criteria including Student Success Rates and Attendance, Students' Perception of College, Learner and Employer feedback. Our Apprenticeship success rates continue to beat national averages and have risen year on year.

We will carry out termly reviews of your employees' progress and feed this back to you. Should any learner not be on target we will liaise very closely with you, the learner and the teaching staff to implement a plan of action to get the learner back on track.

LEARNER EXPERIENCE

The college has a very active Students Union associated with the National Union of Students (NUS). Any college student is automatically a member and can benefit from subsidised events and activities.

Every student of Bournemouth and Poole College gets an individual learning plan, a log-in to the College Virtual Learning Environment, use of the Learning Resource Centre, drop-in e-lounge and other IT facilities.

We have Study Advice Centres to give extra help if needed, a range of specialist learning support services, assistive technologies, English for speakers of other languages, disability support and student support drop-in centres for advice and guidance on a range of issues.

“I feel the whole association with Bournemouth and Poole is outstanding. It is one of the few colleges who have tremendous links and understanding of the modern classic approach to gastronomy and hotelery.”

KATIE WITTS, PERSONAL ASSISTANT TO EXECUTIVE HEAD CHEF, THE RITZ HOTEL, LONDON

The College also has a team of learning coaches and if a student has a pastoral care need, we have a range of specialists including counsellors who can help.

EQUALITY AND DIVERSITY

We are a diverse College that respects differences in race, disability, gender identity, sexual orientation, faith, background or personal circumstance. We want everyone to feel valued and included in the College community, and to achieve their full potential. All forms of prejudice and discrimination are unacceptable. We only work with employers who also demonstrate this commitment.

LEARNER SAFETY

We take safeguarding of our students seriously with full staff training, designated officers and highly visible contact details for students as well as comprehensive health and safety procedures for the workplace. Our Safeguarding and Child Protection Policy is available on the College website.

