

The Apprenticeship Levy

Newsletter | Winter

2021/22



Hill & Smith Holdings PLC
hsholdings.co.uk



Paul Simmons
Chief Executive Officer
(CEO)

Foreword

2021 was a key year in the growth of our Apprenticeship Scheme. Despite a reduction in new placements during 2020 because of COVID, we began the year determined to expand our scheme, and I am delighted to say that we have been able to add 20 new apprentices at ATG Access, Barkers, Mallatite and Lionweld Kennedy. Apprenticeships are invaluable in preparing individuals for skilled roles and for their wider careers. They form an important part of Hill & Smith's talent development ambitions.

The key objectives of our apprenticeship programme are to attract talented individuals into the Hill & Smith Group and to encourage them to develop their potential and enjoy varied and successful careers with us.

Over the next decade, we expect to source 25 or more apprentices a year in the UK and to increase the proportion of apprenticeships offered to under-represented groups in our working communities. We are committed to ensuring that our workforce is diverse and, for example, it is important that we attract more women into our industry. By 2025 we want to have provided 200 apprentices with the opportunity to work

in our organisation since our scheme began in 2017.

Apprentices and other trainees require effective training, day-to-day guidance and mentoring support to sustain a promising career with us. Those among you who know the organisation well and have considerable experience, have a part to play in supporting the development of others. If you are unsure whether your business invests in apprenticeships, please speak to your Managing Director or your HR Lead, and if there are apprentices at your workplace, please get to know them and talk to them about your role and experience in the organisation.

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Progress in 2021

In this publication, we profile and recognise some of our apprentice colleagues – we hope you enjoy reading about their achievements. Thank you to those of you who are already supporting our apprentices and if your team has yet to engage an apprentice, we would encourage you to invest in the Apprenticeship Scheme as soon as possible.

We also invest in the skills of our experienced colleagues to support the apprentices' development. This year, ATG Access, Asset VRS, Barkers Engineering, Parking Facilities and Hardstaff Barriers have all supported the development of experienced individuals through the levy scheme.

The Apprenticeship Levy-funded programmes include a wide range of learning opportunities for new and existing employees across a range of capabilities, and it is essential that every operating company embraces the opportunity to invest to support skills and career development.

While we are still feeling the effects of COVID-19 as a nation, business is starting to get back to some sort of normality with the hope that in 2022 we will recover fully.

Funding, learning & apprenticeships

Since the introduction of the **Apprenticeship Levy**, Hill & Smith Group PLC have been contributing to funds that pay for apprenticeship training and assessment.

UK Operating Companies have collectively paid £1,100,593 of Apprenticeship Levy taxes into the Digital Account Service since the launch, and a sum of £961k has been committed to learning for existing apprentices and employees until March 2026.

For context, Hill & Smith Group subsidiaries are faring well compared with other levy-paying employers nationally. Our funding utilisation is 55.8%, while some companies have recovered as little as 2% of their levy funds. However, we need to do more in 2022 as we have now started to lose funds back to national government. To date, we have lost **£18,000** and we do not want to keep losing funds when staff and new talent can benefit from quality

training.

Figures from a **CIPD report** in May 2021 show that £2bn of expired levy funds were returned to the Treasury between May 2019 and March 2021 as employers were unable to use them on apprenticeships. This is an increase of 22 per cent for the period May 2020 to February 2021, compared with the year earlier.

Finding your vacancies 'hard to fill'?

Yes, that's right, we have a national shortage of labour across the UK with **CIPD research finding that 1 in 4 employers expect 'hard to fill' vacancies to increase over the next 6 months.**

In response, employers have adopted a variety of tactics to combat recruitment difficulties. Out of 1,000 employers interviewed, almost half (47%) have raised wages over the past six months to help offset hard-to-fill vacancies. Other popular tactics include upskilling existing staff (44%), hiring more apprentices (27%) and improving job quality (20%). As we know, it is hard to recruit within our sector and these are the ways some employers are attracting and upskilling staff with a view to retaining them due to a candidate-heavy marketplace, or bringing in apprentices to 'grow our own' to tackle labour shortages.

Breadth and choice

Across the Apprenticeship Levy Scheme there are **643 study topics/standards** and a career pathway from Level 2 (GCSE) to a Level 7 (Degree/MSC)

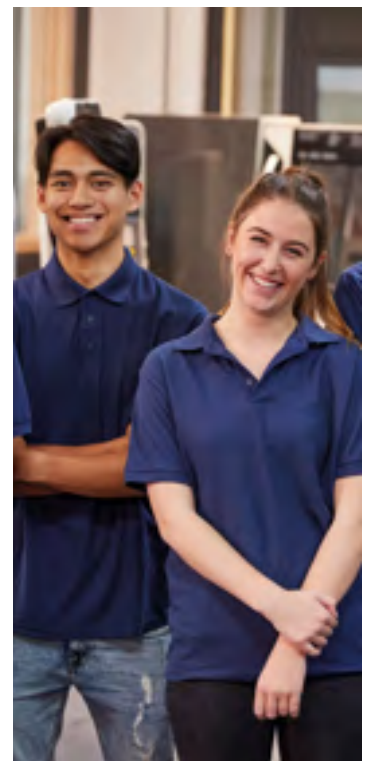
Utilise the Apprenticeship Levy as part of your recruitment and retention strategy:

1. **Bring in new talent** by taking on young apprentices into your business. They require coaching and support but, these could be your managers of the future if developed to grow careers within your business.

2. **Reskilling and retaining existing staff.** With a competitive marketplace for experienced staff, you want to retain your experienced and talented workers. One way to retain them is by having personal development discussions to explore career progression and upskilling in their area of work.
3. **Recruitment of permanent hires.** We are all aware of the labour shortages and gaining qualified individuals, and the marketplace is a competitive one. Use the Apprenticeship Levy to attract individuals and upskill new hires. Career development and the chance to obtain a degree could be a great package to offer where the person does not have to pay towards their training.

As 1 in 8 graduates are being hit with unemployment and the student debt, apprenticeships are a great way to earn and learn while developing within a company.

CIPD research showed that **half of graduates would have considered doing an apprenticeship instead of a degree.**



Class of 2021

While the job landscape has been very difficult this year, we have seen some sites taking on many apprentices in line with their resourcing and succession plans and really embracing developing their talent for the future.

The government's £3,000 incentive grants have really supported our businesses to enable them to take on new apprentice hires.

We would like to welcome the 20 newest apprentices across the Group in 2021. Take a look below and see the following pages for more details on our newest recruits.



Sam Howard
Account/Finance Assistant
ATG Access



Elliot Washington
Welding (ARC)
Barkers Engineering



Taylor Woodbridge
Welding (ARC)
Barkers Engineering



Jake Goodwin
Business Administration
Barkers Engineering



Adam Tennant
Engineering Operative
Barkers Engineering



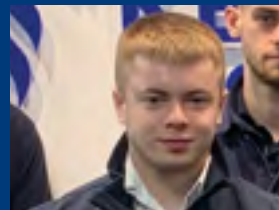
Alex Scarratt
Welding (ARC)
Barkers Engineering



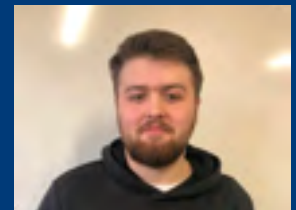
Jake Willet
Welding (ARC)
Lionweld



Matthew Wilson
Welding (ARC)
Lionweld



Jacob Marshall
Engineering Design & Draughtsperson
Lionweld



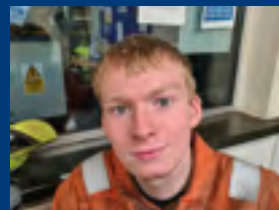
Nathan Lever
Engineering Design & Draughtsperson
Lionweld



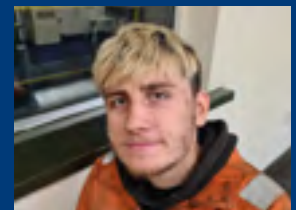
William Barnes
Engineering Operative
Lionweld



Laura Atkinson
Digital Marketer
Lionweld



Hayden Bray
Welding (ARC)
Mallatite



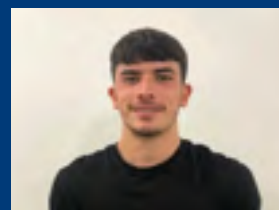
Mark Kelly
Welding (ARC)
Mallatite



Lee Brown
Engineering Operative
Barkers Engineering



Lewis Ennis
Engineering Operative
Barkers Engineering



Alexander Thomson
Engineering Technician
Lionweld



Robert Johnson
Sales Executive
Lionweld

Meet our new Apprentices

Sam Howard

AAT Level 2
ATG Access



What were you doing before your apprenticeship?

I was in the construction industry as a bricklayer working full time with my father. I worked on all manner of sites from small-scale extensions to houses from the footings all the way up to the chamber.

Please describe your experience and what you are enjoying most about your apprenticeship.

What I am enjoying most about my apprenticeship so far is the way that I am able to see all sides of the finance department and not being pushed down one specific corridor, with only being here a month. I have already seen processes on both the purchase ledger and credit control.

Why did you choose the apprenticeship route?

I decided to do an apprenticeship because it offers me a chance to gain qualifications while also gaining invaluable on-the-job experience. I was meant to be attending university this year; however, I decided to cancel my place as I felt that university wasn't for me.

Hobbies:

My hobbies include going to the gym at least five times a week and spending time with friends and loved ones.

Jake Goodwin

Business Administration
Barkers Engineering



What were you doing before your apprenticeship?

I worked as a crew member at McDonalds. Before that I went to college to study Business Studies Level 3.

Please describe your experience and what you are enjoying most about your apprenticeship.

I have been enjoying my current experience at Barkers. I have met new people, learned many different skills and I feel as though my confidence has been developed.

I mostly enjoy the learning. Knowing that I didn't know a great deal when I first started to having the knowledge, I have now is impressive.

Why did you choose the apprenticeship route?

I chose an apprenticeship because as well as learning, you learn what it like on the job. It's a good way to prepare me for my future career.

Hobbies:

Football, spending time with family/friends, and golf.

Interesting fact about me:

My grandad worked at Barkers for a good 20 or so years as a Galv Operative.

Elliot Washington

Welding (ARC)
Barkers Engineering



What were you doing before your apprenticeship?

I was learning to be a barber for around two months until COVID started and I was forced to leave.

Please describe your experience and what you are enjoying most about your apprenticeship.

I am learning different types of the jobs as well as making new mates on the shop floor.

Why did you choose the apprenticeship route?

Because I wanted to be a part of a learning team and to follow my dream in welding.

Hobbies:

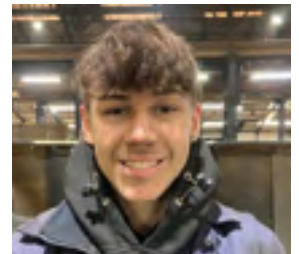
Socialising with mates and spending time with family.

Interesting fact about me:

I am very confident and help others when needed.

Taylor Woodbridge

Welding (ARC)
Barkers Engineering



What were you doing before your apprenticeship?

I was doing labour for a windows and doors company alongside studying Sports at Stoke Sixth Form.

Please describe your experience and what you are enjoying most about your apprenticeship.

I am currently training to be a coded welder and doing my own jobs for the company, which helps me improve my knowledge and skills.

Why did you choose the apprenticeship route?

Because I wasn't enjoying my lifestyle at college and wanted to look further into the future and build on my skills and knowledge while earning an income.

Hobbies:

Socialising with friends, football and spending time with family.

Interesting fact about me:

I am very motivated to look out for my future and love helping others.

Adam Tennant
Engineering Operative
Barkers Engineering



What were you doing before your apprenticeship?

I worked at Busch GVT and attended Burslem College, studying ICT.

Please describe your experience and what you are enjoying most about your apprenticeship.

Learning how to operate the boom machine.

Why did you choose the apprenticeship route?

I wanted to gain a qualification while earning, and I learn a lot better with practical work.

Hobbies:

Football and gym.

Interesting fact about me:

I build computers.

Alex Scarratt
Welding (ARC)
Barkers Engineering



What were you doing before your apprenticeship?

Before my apprenticeship I was studying at Newcastle College. Even though I passed my course, I decided that I wanted to go into the trade of welding.

Please describe your experience and what you are enjoying most about your apprenticeship.

I am really enjoying working at Barkers Fencing. I have learned a lot about welding and fabrication and am learning a lot about machinery and how it works.

Why did you choose the apprenticeship route?

An apprenticeship really stood out to me because I don't like classroom environments that much and prefer learning by doing the work.

Jacob Marshall
Engineering Design & Draughtsperson
Lionweld



What were you doing before your apprenticeship?

Mechanical Engineering BTEC at Middlesbrough College and working part time as a shop assistant at the Co-op.

Please describe your experience and what you are enjoying most about your apprenticeship.

I am enjoying my apprenticeship at Lionweld – there is another apprentice I work with, which has made it much easier to settle in. I enjoy doing actual work while still learning. I find that I learn best by actually using the skills.

Why did you choose the apprenticeship route?

I tend to learn better when applying what I am learning, so an apprenticeship seemed more engaging than the alternative of going to uni. It also meant I would not have to pay to complete my HNC and would also get paid to learn, so it seemed like the better option financially.

Nathan Lever
Engineering Design & Draughtsperson
Lionweld



What were you doing before your apprenticeship?

I was in college for three years doing a variety of engineering courses, all focusing on mechanical engineering, so I got to see all my options in college. Besides that, I had jobs here and there largely in the catering industry.

Please describe your experience and what you are enjoying most about your apprenticeship.

As a new apprentice, my experience with Lionweld has been very pleasant and enjoyable, as everyone has been very nice to me. I have enjoyed talking with my departmental staff and also with my peers in other departments. Overall, my apprenticeship experience has been wonderful. The thing I am most enjoying is feeling part of a team that genuinely cares and wants you to succeed.

Why did you choose the apprenticeship route?

Since I had been very interested in engineering when I was in college and the most common route to getting into engineering is through apprenticeships, it was a very easy decision as the apprenticeship route is the best way to get into the field. And I enjoy work environments and learning on the job.

Hobbies:

Golf, hiking, mountain biking, football and swimming.

Interesting fact about me:

I have been to the equator line in Kenya.

Jake Willet

Welding (ARC)
Lionweld



What were you doing before your apprenticeship?

I was in college doing Level 2 Welding and Fabrication

Please describe your experience and what you are enjoying most about your apprenticeship.

So far I have enjoyed my experience here. I have learned how to weld MIG, which I never had much experience with prior to starting.

Why did you choose the apprenticeship route?

To gain more experience in fabrication as when I was at college I only had one day a week hands-on experience and now I have five. This means I've improved faster than I would have at college.

Matthew Wilson

Welding (ARC)
Lionweld



What were you doing before your apprenticeship?

I was in college learning Welding Level 2.

Please describe your experience and what you are enjoying most about your apprenticeship.

My experience so far has been good and the part I enjoy the most is that I am able to weld.

Why did you choose the apprenticeship route?

It was suggested to me by my teachers at college.

Hobbies:

Airsoft and gaming

Interesting fact about me:

I was given a reward for being the best welder in college.

William Barnes

Engineering Operative
Lionweld



What were you doing before your apprenticeship?

I was completing my final year at Middlesbrough College. I had been studying Mechanical Engineering for two years.

Please describe your experience and what you are enjoying most about your apprenticeship.

I'm getting along with the people I work with and I have learned a lot in the short amount of time I have been here, such as having training in using the overhead crane.

Why did you choose the apprenticeship route?

Instead of going to uni to study something I wouldn't want to do, I thought I would rather get experience and training in a working environment.

Hobbies:

Football, playing guitar and music.

Laura Atkinson

Digital Marketer
Lionweld



What were you doing before your apprenticeship?

Retail Assistant.

Please describe your experience and what you are enjoying most about your apprenticeship.

I am enjoying the design side of the job.

Why did you choose the apprenticeship route?

To expand my knowledge and job security. To learn the industry while learning and earning.

Hobbies:

Karate and photography

Hayden Bray

Welding (ARC)
Mallatite



What were you doing before your apprenticeship?

I was on a college course, which taught me aspects of a variety of different engineering methods.

Please describe your experience and what you are enjoying most about your apprenticeship.

I am learning different skills on how to weld curtain joints while being supervised by a competent person. I find that I enjoy most aspects of creating 'stud poles' as I can learn how to do welds using a manipulator. I enjoy the satisfaction after the weld is completed well.

Why did you choose the apprenticeship route?

I decided that I wanted to do an apprenticeship as you can learn to practise your skills. Once the apprenticeship is complete, you have gained an understanding of how to do the job to a good standard.

Hobbies:

Running, trains, map reading, streetlights and model railways

Interesting fact about me:

I can run a 5-minute mile.

Mark Kelly

Welding (ARC)
Mallatite



What were you doing before your apprenticeship?

I was working as a Transport Planner for six years, which was an office-based role, working around logistics.

Please describe your experience and what you are enjoying most about your apprenticeship.

Brilliant so far, I never expected to pick it up so quickly. My employer is very supportive, understanding and helpful. I feel I'm going from strength to strength.

Why did you choose the apprenticeship route?

I chose it because, at 24, I felt I had no valuable skills. I wanted a new start and the apprenticeship offered that. It was the best solution for me to change career paths.

Hobbies:

I play football and squash.

Lee Brown

Engineering Operative
Barkers Engineering



What were you doing before your apprenticeship?

I studied Engineering at college and was doing temporary jobs while I was deciding what I wanted to do next.

Please describe your experience and what you are enjoying most about your apprenticeship.

I am enjoying my experience and I enjoy how each day is different. Each day I get to carry out a variety of different maintenance activities.

Why did you choose the apprenticeship route?

I liked the idea of earning while I learn. By taking the apprenticeship route I will have a full-time job and learn new skills while working toward a qualification.

Hobbies:

Gaming, watching films, playing pool and bowling.

Interesting fact about me:

I studied Engineering at college and achieved the highest mark out of my group.

Lewis Ennis

Engineering Operative
Barkers Engineering



What were you doing before your apprenticeship?

I was in college studying Level 3 ICT.

Please describe your experience and what you are enjoying most about your apprenticeship.

Doing something different every day.

Why did you choose the apprenticeship route?

To gain a qualification with good experience.

Hobbies:

Boxing, MMA and gaming.

Interesting fact about me:

I have had two MMA fights.

Alexander Thomson

Engineering Technician
Lionweld



What were you doing before your apprenticeship?

Before I started my apprenticeship, I was at Middlesbrough College studying English Literature, Biology and Sports Science. This is because I wanted to put myself on the right path to become a sports physiotherapist or something similar. I was also working at a shoe and clothing store part time.

Please describe your experience and what you are enjoying most about your apprenticeship.

So far in my apprenticeship I've enjoyed working in so many new and different areas where I have felt I am constantly learning and improving. The people I work with are friendly and fun and I find the environment a comfortable one, with a good attitude towards getting work done.

Why did you choose the apprenticeship route?

My original plan when coming out of school was to become an apprentice, but COVID caused a shortage of availability in apprenticeships. So when I found myself not doing so well in the college route I'd chosen and not enjoying it, I decided it was the time to reinvest myself in finding an apprenticeship.

The idea of being taught a trade while being paid for it appealed to me. Knowing I would get a qualification in that trade that I can use later on to better myself was something that attracted me to an apprenticeship. Preferably something hands-on I could involve myself in every day and keep myself engaged in the work.

Hobbies:

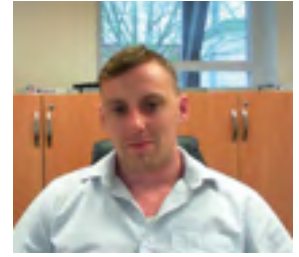
I play football – training twice a week and matches on Sunday for Kader Athletic under-18s.

Interesting fact about me:

I played for my school football team and we went to Amsterdam for a week, playing two matches and training at the Netherlands international training ground. We won one match and drew the other.

Robert Johnson

Sales Executive
Lionweld



What were you doing before your apprenticeship?

Before my apprenticeship I used to work as a Production Supervisor/Engineer combined in a food manufacturing factory.

After that I was with agencies for random jobs in mainly warehousing followed by two years' of sick leave.

Please describe your experience and what you are enjoying most about your apprenticeship.

My experience as an apprentice so far has been very enlightening. I am learning lots of new techniques for sales and meeting a wide range of people all across the country, be it by phone or email.

Why did you choose the apprenticeship route?

I decided to do an apprenticeship because I wanted a complete career change without having to go to university. Due to family commitments, I needed to work and learn at the same time, so an apprenticeship was perfect.

I chose the apprentice route solely to fit around my busy family life without the need to travel long distances for uni.

Hobbies:

I like to go cycling and I'm a very passionate traveller (aside the two-year pause due to the pandemic).

Interesting fact about me:

I used to love running and still hold the county record for Shropshire for the 10 to 11-year old 1000m run.



How have we performed in 2021?

While the upskilling of existing employees has been slower in 2021, our intake of apprentices has quintupled from 4 new hires in 2019/20 to 20 in 2021. We need to retain and grow existing talent for the future as well as bringing in new team members by offering qualifications and clear career pathways.

Our funding utilisation level improved from 41.41% to 51.43% during 2020/21, and by November 2021, the utilisation level had risen to 55.83%.

This compares favourably with other companies, many of whom are recovering as little as 2-10% of their levy money.

How have we performed since 2017?

156

learners enrolled across all Hill & Smith PLC sites

49

new apprentices have been appointed

107

existing members of staff that have been upskilled

Apprentice vacancies advertised since 2017:

54

 job roles

We need all sites to utilise the Apprenticeship Levy in 2022 and this is a talent strategy to support business growth.

What's happening across the Group?

Various learning programmes are being delivered across sites; however, the greatest impact has been seen through Business Improvement Techniques.

B Through 5S, Kaizen and efficiency projects, those sites involved have seen a return on investment in making processes slicker and resolving issues thereby improving bottom line profits. Staff are really taking ownership and are feeling they are an important part of making a difference within their workplace.

Congratulations to the team at Barkers Engineering for completing their Business Improvement Techniques programme in 2021.



From left to right; Craig Wootton, Ben Forrester, Andrew Cotton, Andrew Rowe MD, George Mills and Leighton Davies.

Business improvement case study – Coil Yard project

A team at Barkers were tasked to improve the coil yard organisation and efficiency. The project saw some impressive results:

- The steel that was in the racking had been identified over the course of the project and then discussed with the persons responsible whether it could be used or scrapped.
- In total from the coil yard racking project we scrapped over 51 tons of steel.
- Scrapping the old/unusable steel from the coil yard racking generated a saving of £12,775.40.



Lionweld Kennedy Group has had a record year for the intake of apprentices with 16 currently on the programme, they recruited 10 apprentices into the business throughout 2021.

Lionweld Kennedy have set up an apprentice rotation programme that involves each new apprentice, after six months within the business, spending a week in each department. These are areas such as the drawing office, sales, procurement and despatch and the placements are proving successful as apprentices become more confident and knowledgeable about the organisation.

The training area that has been set up for the shop floor/welding apprentices consists of three individual workstations (similar to those they will use on the production lines but in a separate part of the factory) where they are off the actual production line, to avoid undue pressure on trainees when trying to learn 'on the job'.

By implementing the two initiatives above, the apprentices are able to work confidently and progress at the highest rate while also gaining a broad perspective of the overall business – something many of the senior employees would appreciate the opportunity to do.



Site achievements



Lionweld Kennedy Group had the pleasure of welcoming Ben Houchen, Tees Valley Mayor, and Dawn Smith of Northern Skills Group to our Middlesbrough-based manufacturing facility to meet with the eight new apprentices that joined the company in 2021.

Lionweld currently have 16 apprentices working across Production, Engineering, Design and Marketing provided by Northern Skills Group - Baltic Apprenticeships - South West Durham Training and NETA Training

It was great to see the apprentices telling their own stories as to how they have progressed onto the apprenticeship scheme and also talking about their future ambitions.

Lionweld are extremely proud of the opportunities we can provide to apprentices and fully understand the important role they will play in the future of the business as well as supporting them with their own personal development. We will continue to work with training providers to ensure we keep bringing in apprentices in the future.



Congratulations to our Technical Apprentice Lloyd Hanson on being awarded 'Apprentice Rising Star – Runner Up' at the Regional Make UK Awards. This is a fantastic achievement!

Lloyd said:

"I'm grateful to Lionweld Kennedy for the opportunities and support I've received over the last three years.

"During that time, my career has progressed and with my new qualifications I'm looking forward to an exciting future here."



From left to right; Managing Director, Richard Ellis presenting Rebecca Roberts with her certificate.

We are so very proud of our talented Mechanical Engineering Apprentice, Rebecca. She received the IMechE award for the 'Merseyside and North Wales Regional Most Improved Apprentice Award 2021' – a cumulation of four years' hard work and dedication.



Rebecca has thrown herself into every possible development opportunity, above and beyond her apprenticeship role. Focusing on becoming multi-skilled, this included qualifying to drive a forklift truck, taking a side interest in the ATG design process; spending time in the mechanical design team, and learning the full-turnkey process, driven by her own curiosity and tenacity.

Skills and knowledge gained from throwing herself into extra projects allowed Rebecca to join a team travelling to Qatar, overseeing the assembly of anti-terror bollards. The project was the largest automatic bollard project supplied by ATG and involved working on-site with ATG's local representative, ensuring that products supplied were correctly assembled and fit for installation. Rebecca excelled.

We wait with baited breath to see if Rebecca goes on to win a national award in March!

Apprentice competition

Each year we host a competition for apprentices to showcase the work and impact they have had whilst working across our subsidiaries.

We have received a few entries this year and the hope as we grow our talent we have more entries coming through for 2022.

Below are a list to applicants.

- **Ayesha Sajad** **Barkers Engineering**
- **Jake Spark**..... **Lionweld**
- **Nathan Sefton**..... **Lionweld**
- **Matthew McCue**..... **Lionweld**
- **Daniel Murray** **Lionweld**
- **Lloyd Hanson**..... **Lionweld**

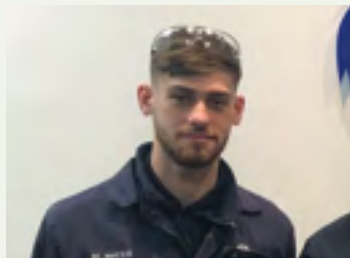
Thank you all again for your entries, it was a difficult choice this year.

We are pleased to announce that the winners are:

1st place – **Lloyd Hanson** – **Lionweld** £100 Love2shop voucher



2nd place – **Daniel Murray** – **Lionweld**
£75 Love2shop voucher



3rd place – **Matthew McCue** – **Lionweld**
£50 Love2shop voucher

Well done to everyone who entered! Every entrant has received a £20 voucher that will be posted to you.

In 2022, we hope to see competitive entries from every UK operating company! Thank you to our competition judges, Jason Anderson, MD at Birtley Group and Steven Hopkins, MD at Joseph Ash.



New apprenticeship standards available from 2021/22



Corporate Responsibility and Sustainability Practitioner – Level 4

Be a social conscience for the organisation, helping innovate and drive ambitions for social and environmental change.

Duration: 36 months

Cost = £14,000 – Funded via the Apprenticeship Levy



Information Communications Technician – Level 3

Deliver efficient operation and control of the IT.

Duration: 18 months

Cost = £15,000 – Funded via the Apprenticeship Levy



Cyber Security Technologist (2021) – Level 4

Apply an understanding of cyber security to protect from attacks and unauthorised access.

Duration: 24 months

Cost= £18,000 – Funded via the

Apprenticeship Levy



Senior People Professional – Level 7 (HR CIPD)

Improve people practices in organisations in order to drive organisational performance and effectiveness.

Duration: 36 months

Cost= £19,000 – Funded via the Apprenticeship Levy



Signage Technician – Level 3

Design, manufacture, fabricate and install signage.

Duration: 24 months

Cost= £10,000 – Funded via the

Apprenticeship Levy

There are over 643 approved standards and a career pathway from Level 2 (GCSE) to a Level 7 (Degree/MSC).

Check out the link below:

[Apprenticeship standards / Institute for Apprenticeships and Technical Education](#)



People Strategy – how can we utilise the levy for business growth?

Pictured: Andrew Park, Group Chief People Officer

Our business purpose is to make infrastructure more sustainable or transport safer. Our products and services make the world a better place and we continue to explore new sectors, companies and products that enable us to do this.

So, from a talent perspective, our priorities for 2022 and beyond include growing the talent pool within our existing businesses and acquiring new skills to support our business objectives.

The role of the levy scheme within the People Strategy for the Group

Taking a longer-term view around resources, skills and careers is critical to the People Strategy for the Group, and high-potential individuals can be identified at any stage in their careers. The levy scheme helps individuals to learn while they work and provides a structure for learning and career progression.

From the company's perspective, workforce planning is about predicting the company's resourced requirements – both the numbers of people required and the essential skills, i.e. the requirement for people.

Succession planning is the thinking process that anticipates the likelihood of a ready-made resourcing solution for a role that

becomes vacant. The planning element is about evaluating whether any existing employees might be suitable for the role, deciding when they might be ready (now, this year or next) and identifying any learning investment required to enable them to take on their next role confidently.

Succession planning is important at every level in the organisation, and levy funding can be invested in managing careers at a variety of levels. We should aim to resource around 50% of vacancies internally, so developing a pipeline of internal successors from school leavers through to experienced recruits is key. We have set a target to recruit new apprentices in every location, and the requirement will continue well into the future. We are also seeking a diverse candidate base so that we can increase the proportion of under-represented groups within our workforce.

The levy funds are available for developing our teams and every operating company is encouraged to use the funding to support their Talent Strategy.

The target is 25 overall this year, and we hope to exceed this!

In-house apprenticeship recruitment service

The Apprenticeship Levy Manager team has been providing an in-house recruitment service, supporting all sites to recruit apprentices. They can support with advertising for a vacancy, screening candidates and arranging interviews. Louise and Vicki understand our businesses needs and this has proved successful for recruiting the right candidates for roles available. If you would like to take advantage of this service, please contact Vicki Pepper (details below).

A to Z latest link of all apprenticeships available:

[CLICK HERE](#)

Please contact the Apprenticeship Levy Manager to explore options available for new apprentice appointments or a skills gap analysis to upskill your workforce.

Vicki Pepper – 07525 139 772 | Vicki@talm.co.uk



Group leadership & management programmes

For 2022, we are excited to be delivering our revised and updated Leadership & Management Programmes, all starting in March. We're keeping our fingers crossed that we'll be able to deliver these in-person, but we'll have online workshops as our back-up plan, should new COVID restrictions be introduced.

- **Successful Supervisors Programme** – starts 9th March through to May
- **Management Development Programme** – starts 8th March through to September
- **Senior Management Development Programme** – starts 15th March through to December

Additionally, please let us know if you'd like to discuss any in-house bespoke development requirements. In the past year we've designed and delivered the following online workshops for different businesses:

- Getting to Grips with Effective 1 to 1 Performance Reviews
- Deepening Self-Awareness Using Everything DiSC
- Understanding and Connecting with Others Using Everything DiSC
- Managing Yourself and Your Time Effectively

For more details on any of these programmes or to discuss how we can help with your in-house development requirements, please contact Marie Hannan-Meads marie@professionaldevelopmenttraining.co.uk

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