



APPRENTICESHIPS

in the City

Getting started with Apprenticeships

- 1 Are you an apprenticeship levy payer?
- 2 Are you looking to bring in new talent to your business?
- 3 Are you new to apprenticeships and wondering where to start?

If so our **FREE** programme of support, which is targeted at small and medium banking and asset management firms, could be for you.

What will the programme involve?

- Understanding what roles in your business may be suitable for an apprentice
- Working together with other businesses

- Learning how to utilise your apprenticeship levy

Benefits to you

- Join with other businesses to negotiate with apprenticeship training providers
- Network with other businesses and share experiences

How we can help

Through a series of **autumn workshops** we will provide targeted support, advice and guidance on:

- **Identifying job roles and training provision**
expert advice and support in analysing your job roles, matching roles with apprenticeship standards, and selecting training providers and end point assessors
- **Getting apprenticeship ready**
securing internal buy-in and understanding the processes and systems involved in apprenticeships
- **Candidate recruitment and managing apprentices**
recruiting and supporting your apprentice (be they existing employees or new recruits) and line managers



Find out more today

Places on this free programme are strictly limited.

To book your place or find out more please visit our website or alternatively contact Sophie Hulm by **17 August 2017**:

sophie.hulm@cityoflondon.gov.uk

www.cityoflondon.gov.uk/cityapprenticeships

Our workshops will support you to employ Level 3 & 4 apprentices (post A-Level) in the following roles:

- Senior Financial Services Customer Advisor
- Financial Services Administrator
- Investment Operations Technician
- Investment Operations Specialist
- Compliance / Risk Officer
- Business and Administration
- Cyber Security Technologist
- Cyber Intrusion Analyst
- Infrastructure Technician

Why take on an apprentice?

- ✓ Recruit and develop talent to meet your skills needs
- ✓ Nurture the next generation of talent
- ✓ Up-skill your existing workforce
- ✓ Utilize your levy payments
- ✓ Build trust in your sector



This free programme is delivered by the City of London Corporation – in partnership with City HR Association, Investment 2020, the National Skills Academy for Financial Services and the Tech Partnership – as part of our commitment to building the skills the City needs and connecting the City's opportunities with London's diverse talent.

