



**Mark Askew,**  
**Operations Manager**

## 30 Years of Success for Sunderland Learners and Employers

Milltech have now been helping employers and learners for over 30 years, one of the longest established Training Providers in the North East. During this time we have helped over 10,000 learners to achieve their career aims and to make a start in their careers. Many have progressed from initial Level 2 qualifications to achieve up to Level 5.

Due to the continued quality and expansion of our programmes, many ex learners have returned to Milltech to recruit learners of their own.

As another measure of Milltech success we have a pass rate of 88% for last year and a Grade 2 'GOOD' OFSTED Inspection Grade so dealing with Milltech is the very best local partner you can choose for your recruitment programmes.

Milltech originally started as part of the old Mill Garages Group in order to manage their own apprentices in 1985.

## Milltech Pass Rate of 88% for all Learners

Milltech have been confirmed to have a pass rate for overall learners of 88% meaning that for every 100 learners who started a training programme, 88 actually achieved their goals last year.

For some, subjects in Business Administration and for Motor Vehicle Level 3, we have an even higher rate of achievement of 93% and 100% respectively. This achievement is one of the highest in the North East and is comfortably ahead of the national average of 71%.

It represents a great tribute to the efforts of Milltech's employer network, the learners and the staff as the confidence in Milltech is rewarded.

For the learner it represents achieving an 'A' level equivalent qualification while being paid a salary and having an actual ongoing job with a known employer rather than coming into the jobs market with an academic qualification only and having to prospect for their own job.

## Vacancies Available Now!

This is a sample selection from our own current apprenticeships requested by Milltech's employers

### **Business Administration / Customer Service** Sunderland Centre -

Solicitors, Health Centres, Optical Retail, Travel Assurance, Office and Reception administration.

### Around Sunderland -

Prestigious Motor Dealer, IT Support

### Houghton - Solicitors

### Consult - Optical Retail

### Durham - Prestigious Motor Dealer

### **Motor Vehicle Opportunities**

#### Sunderland Centre -

Local or National Dealer Group

#### North Shields -

Local or National Dealer Group

#### South Shields -

Local or National Dealer Group

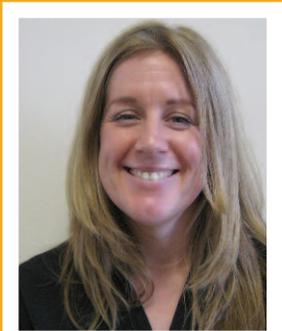
## Our Recruitment Team

Suzanne Jovanovic and Abby Stephenson are now our recruitment team and all employer and learners enquiries are handled by them.

Each employer vacancy is logged onto the National Apprenticeship Service Website, our own website and features on our Newsletters, Facebook and Twitter.

Wednesday is our Preview Day when we invite in learners who have applied to us to commence an apprenticeship, have responded to a specific vacancy or anticipate leaving their school or college in the near future.

After careful assessment, Learners are accepted by Milltech, CVs are prepared and details sent to potential employers to set up interviews.



**Suzanne Jovanovic**



**Abby Stephenson**

## Employers Incentive Bonus - £1500!

The learner starting grant continues to be available via Milltech where a learner commences with an employer who has not had an apprentice during the preceding 12 months.

# Developments for Motor Vehicle

## 2016/17: New Recruiting for our New Programmes to become Motor Vehicle technicians - commencing August 2016

Our Study Programme for the Current year has been spectacularly successful with over 90% of our learners having achieved real experience in a hands on working environment. Each programme will comprise a combination of both classroom training, mechanical training, hands on work experience and the opportunity to be considered for a full Level 2 Motor Vehicle Apprenticeship with a local employer.

Over 50% of our current learners have gone on to make this next step. Any learners selected for the programme will be invited in during school holidays to attend briefing and awareness sessions.

## Important MOT changes from September 2016

Milltech know how important it is to keep and support employers to embrace ongoing new legislation and new developments are brought in during September about qualifying requirements to be an MOT Tester.

All new MOT Testers will have to have a formal mechanical qualification in order to apply and will also have to keep their own Continuous Personal Development Plan updated confirming a minimum of 3 hours learning each year, this also applies to existing testers and examiners. Graeme and Kevin in our Motor Vehicle Team will be able to help so give them a call.

## Getting a Helping Hand with Work Experience

As part of our support for our Motor Vehicle employers we can offer young learners to be available to help out during holiday or sickness periods and when the business apprentice is at Milltech for training.

This gives a helping hand but also can bring about a more formal trial as it is a good way for an employer to get to know a potential learner.

## Mesmerising!

Milltech continues to find more efficient ways of planning and investing in self assessment processes to benefit its learners and get prepared for OFSTED Visits.

MESMA is a recently developed system which will manage and monitor MILLTECH towards reaching safeguarding, CPD, communication planning, observation processes, questionnaires processing and subcontractor arrangements.

The management team benefit from shared ownership of the system, easily displayed achievement information and improvements across the business at the push of a button.

## Well Done Sunderland!

In a recent survey about the take up of apprenticeships in England, Sunderland came top with 20 apprentices taken on per thousand of the working age population which is the highest in the country.

This confirms the need for local training and the eagerness of local learners and employers for personal and commercial progression. 27% of all apprenticeships are taken up by 16-19 year olds.

35% of all apprenticeships are for 20-24 year olds.  
38% of all apprenticeships are for those 25+.  
Business Administration accounts for 31% of all training.

Compared to Sunderland, big cities like Brighton and London only have to take up 7% of the working population, around a third of the level of Sunderland.

It also confirmed the equivalent academic qualification relative to that achieved in an apprenticeship.

Apprenticeship Level 2 Intermediate - equivalent to 5 GCSE's.

Apprenticeship Level 3 Advanced - equivalent to 2 'A' Levels.

Higher Level 4 or 5 - equivalent to a Foundation Degree.

## Promoting Your own Apprenticeships

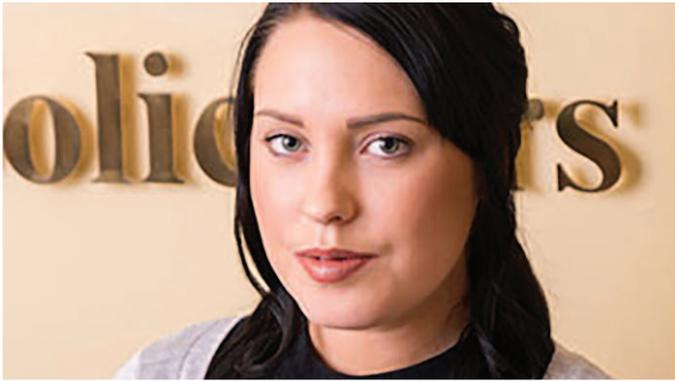
Sometimes when a number of apprentices are required within a short time, Milltech have a programme with the employer with a specific recruitment campaign to target learners.

Andrew of Just Travel had specific requirements for 6 new learners to rapidly expand the company. He worked together with Milltech to produce joint marketing material and arranged for specific evening introduction times so that learners currently in employment or college have the opportunity to attend while carrying on their existing roles.

For more information about a Milltech Apprenticeship or to apply visit:

[www.milltechtraining.co.uk](http://www.milltechtraining.co.uk)

# Milltech's Success Stories



## Katie Mackins

Secretary - Marshall Hall Levy

Katie applied for an Apprenticeship with Milltech as her aspiration was to work for a Solicitor.

Following a successful interview, Katie joined Marshall Hall Levy in January 2015.

Katie supports paralegal Chris Fudge by providing administrative support. Katie has excelled within her role since joining the company and is currently training in the litigation and commercial department of Marshall Hall Levy.

Katie has successfully completed an Apprenticeship with Milltech in Business Administration Level 2 and has progressed to Business Administration Level 3.

## Scott Kirkley

Pallion Family Practice

Scott started with the practice 2 years ago as an apprentice. During his time with the Practice, he completed his NVQ level 2 in Business Administration and Customer Service.

He became a valued member of the team very quickly.

Scott's determination and hard work resulted in Pallion offering him a permanent position at the end of his apprenticeship; this was also due to the guidance he received from Keeley from Milltech.

Keeley was invaluable in encouraging Scott and helping to increase his confidence while supporting him through his qualifications. Scott not only managed to achieve his NVQs but also completed several training sessions appropriate to his new role in the practice.

We are all very proud to have Scott as a member of our team and look forward to working with Keeley at Milltech again should the opportunity arise.

– Debbie Flynn (Assistant Practice Manager)



## Sarah Clarke

Case Handler - Capita

Following a successful interview, Sarah joined Capita Medical in April 2015.

Capita Medical was a complete change for Sarah, given her previous role was in Catering. Sarah accepted the challenge and settled into the team very well.

Sarah underwent several weeks of training with other team members and picked up the role very quickly.

She has excelled within her role since joining the company and is a big team player. Sarah has a brilliant work ethic and was recently given a fragile account to manage in which she is receiving a lot of positive feedback (from the customer/senior management) resulting in a happy Customer.

Sarah is also in the process of completing a NVQ in Business Administration, and takes a positive approach to this. She makes sure she is organised, ensuring all work is completed prior to her Assessors visit.



# Congratulations

Milltech are sending out a big congratulations to these learners for achieving their qualifications from August to December 2015.

## Business Administration Level 2

Toni Veater, Aimee Scollen, Bethany Dyer, Rebecca Davies, Summer Staines, Hannah Adamson, Morgan Brown, Morgan Parkin, Georgina Blenkinsopp, Emily Temple, Hayley Gordon, Heather Ramshaw, Erin Cliff, Sophie Wilson, Cameron Donnison, Charley Shepherd, Madeline Hogg.

## Business Administration Level 3

Rachel Reay, James Fascia, Danielle Stephenson, Megan Forster, Hannah Mitchell, Sheila Bradley, Sophie Gardiner, Adele Williams.

## Customer Service Level 2

Hannah Bradley-Scott, Laura Stephenson, Jessica Johnstone, Lewis Thompson, Natassia Jobling, Demi Bosher, Daniel Hockridge, Ashleigh Brown.

## Learning & Development Level 3

Ashley Whitehead, Laura Armstrong, Annette Sinclair-Ball.

## Team Leading Level 2

Lisa Allsopp, Michael Gough SNR, Sheila Anderson, Sarah Little

## Management Level 3

Iain Dawson, Sandra Butler, Keith Haggerty.

## Management Level 5

Scott Gowans, Christopher Lawrence, Daniel Cole, Michael Bushby, Jessica Cole, Keeley Usher, Haley Williams Dixon, Sharon Unsworth.

## Motor Vehicle Level 2

Ryan Wright, Jack Alexander.

## Motor Vehicle Level 3

Daniel Tate, Adam Parker, Ryan Lamb, Kieran Thompson.

## Vehicle Parts Level 2

Lewis Coats.

## The Future of Training

There are government plans to place a levy on larger businesses in order to support training programmes. This has been varied many times but the new proposals will be rolled out over the next few years.

Until this time, training for small and medium companies will remain free so it will be a good idea to review your training needs now while it remains essentially free.

**There will never be a cheaper or easier time to take on an apprentice than now.**

## Milltech Now at Sunderland BIC – as well as City Centre location

Although the main training location will continue to be at Milltech – City Centre the administration will be moving to the prestigious Business & Innovation Centre by Wessington Way, Sunderland.

Milltech have a long established relationship with both the BIC itself and with its tenants and look forward to being amongst the BIC's 130 small and medium employers to provide training services.

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- Go to [www.milltechtraining.co.uk](http://www.milltechtraining.co.uk)
- Click 'Apply Now' and complete the Application Form.
- You will receive a response within 10 days.
- If you would like to discuss further, give us a call on 0191 510 0414.

