

SLB
Group



Apprenticeships



ATA Employers Handbook

Are you a **busy** organisation in need of **extra** full time staff **without** breaking the bank?

- Could you offer a young person the opportunity to gain work experience and a qualification?
- Have you considered taking on an apprentice but are wary of the commitment?

If you've answered yes to any of the above questions, then SLB Apprenticeship Training Agency (ATA) can help you.

SLB ATA is a new business friendly initiative designed to help you overcome the challenges of taking on an apprentice. We employ young people who want to gain qualifications and workplace experience. We take on all the responsibilities of an employer throughout the duration of their apprenticeship with you. All you have to do is HOST them!

“We will spend time working with you to understand your business needs and match them to the skills of the apprentices,”
said Peter Pledger, Chief Executive at South London Business.



Peter Pledger (far right) with star apprentices

Introduction...

SLB established SLB ATA in 2010 to make it easier for companies to employ an apprentice. We recruit, employ and train young people while they get on-the-job experience with a company, all for a marginal fee. The typical apprenticeship lasts from six to nine months.

Approximately 20-30 young people are recruited by SLB ATA each month and through this programme SLB is providing real jobs for young people with a fully recognised apprenticeship while supporting businesses in England to expand with the help of new staff.

How does it work?

1. At your request, a recruitment consultant will visit you to explore what you require and how we can help you.
2. Once a placement opportunity is agreed, our consultants will immediately seek suitable candidates for the position in your organisation.
3. We will offer you a shortlist of these candidates for you to interview directly and make your choice.
4. Once you have offered your chosen candidate a placement we will enter into a contract of employment with the apprentice and all parties will agree a start date.
5. An assessor from SLB ATA will be appointed to help the apprentice progress through their qualification. The assessor will make their first visit to the apprentice within two weeks of the placement's commencement and will visit every three weeks thereafter for the period of the apprenticeship.
6. SLB ATA will keep in regular touch with you to monitor the progress of the apprenticeship and is on hand at all times to assist with any issues or concerns that may arise.
7. If at the conclusion of their apprenticeship you wish to offer the young person a job in your organisation, we will be pleased to arrange this at no extra charge.



Genuine Solutions staff with their apprentice



A line manager checks an apprentice's work

A flexible, cost-effective offer:

We will agree with you the hourly rate your apprentice is to be paid. Apprentices are required to work at least 30 hours per week but most work for 40 hours per week. The fee you pay the ATA is the apprentice's wage plus an administration fee.

Here is an example:

Apprentice wage: £2.72 per hour

Administration fee: £1.18 per hour

Total host company fee: £3.90 per hour

Cost based on a 40 hour week: £156.10

Case studies...

Future Supplies

Croydon based Future Supplies is an independent wholesale distributor of bathroom and cleaning products. In June 2010 they decided to take on an apprentice to help out with business.

Operation Manager, Dan Hills, said: “Taking on an apprentice has got rid of the paperwork we would normally have to do and has provided us with the right calibre of person first time.

“I recommend using SLB ATA as a hassle-free way of recruiting willing young people to the team. I’ll definitely be using the service again.”

In fact, Future Supplies has taken on two more apprentices since June 2010. 18 year-old Callum Carvell from Bromley started his apprenticeship in September 2011. He deals with customers and works on the database and website.

“The apprenticeship is a great way to get people who are out of work or who don’t have a qualification into work. I find it really helpful and I’m enjoying the range of work,” said Callum.



(l) Alex with Future Supplies staff and (r) Peter Pledger



Alex Miller, 18 from Biggin Hill was previously at Bromley College studying to be a legal secretary. The company took her on as an apprentice in the summer of 2010. They were so impressed they offered her a full-time job on successfully completing her apprenticeship.

Alex said: “I enjoy working here. I get to do a range of things including dealing with customers, and working on the company website and database.”

PF Whitehead

Croydon based PF Whitehead is one of the UK's largest transportation logistics providers with a large range of blue chip clients, including B&Q and IKEA. Through SLB ATA, the company took on their first apprentice – 18 year-old Tom Coyne from South Norwood. PF Whitehead was so impressed with Tom that they offered him a full-time job and took on three more apprentices.

Tom has been carrying out warehouse and stock control duties. His enthusiasm and commitment has led to the firm expanding his tasks to include dealing directly with customers. Tom successfully completed his apprenticeship and was delighted to accept the company's offer to work full-time.

“He’s a breath of fresh air around the place. He’s a good lad who wants to work,” said Managing Director Peter Whitehead. “He is learning about the whole business, seeing how the whole process operates.”

Tom Coyne said: “I left school at 16 and didn’t manage to get into college so started working from then on. This is a very good place to work. I see myself staying here.”



(l-r) Peter Whitehead Jr with apprentice Tom Coyne



The Cast Iron Fireplace Company

Based in New Malden, near Kingston upon Thames, The Cast Iron Fireplace Company is a one-stop-shop for fireplaces, stoves and chimneys. They install them all over London and south east England. The company took on an apprentice, Josh Chambers, through the help of the ATA. Having completed his apprenticeship Josh is now an established member of the team.

Managing Director Barney Dorman is very pleased with how Josh has fitted into the firm.

Barney said: “Josh is now working full-time with us and currently does lots of overtime as we are very busy. He has seen his job role progress as he has gained more knowledge. He’s now a vital part of the business’s day-to-day logistics – he orders goods for all the installation jobs and processes internet orders.”

“He also answers calls from new customers and books in surveys, he really has taken on the role and continues to grow in character and his calm professional manner is a pleasure for all our customers and staff.”

They have taken on another apprentice to join their team, who Barney said is doing very well.

Barney said that without SLB ATA they would not have been able to afford a new member of staff.

He said: “We would recommend that all companies should have an apprentice. They are keen to learn every aspect of your company and it’s within most people’s budget.”





Apprentices get hands-on work experience



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 Apprenticeships

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