



Who are we?

Pathway Group is a dynamic employability and skills provider committed to empowering individuals to upskill and transform communities through practical training and work opportunities.

"Supporting people to build sustainable and successful careers through skills training, and working with diversity-focused employer connections"

As a government-recognised provider of education and skills programmes, we offer a wide range of apprenticeships at levels two to seven, as well as customised training programmes that focus on developing people with the right skills, knowledge, and behaviours for their chosen sectors.

- Dedicated to supporting job seekers in their quest for employment by providing them with the skills they need to succeed in the workforce.
- Priding ourselves on our flexible and customer-focused approach, allowing us to work closely with businesses and individuals to create tailored training programmes that meet their specific needs.
- Passionate about making a positive and lasting impact on the lives of our clients and learners, and we are committed to providing the highest quality of education and training services.













Develop your workforce

"It's important that staff are equipped with the right skills and knowledge to provide highquality services and support"

- Fill key skill gaps in your business
- Boost staff motivation by investing in their development
- Improve retention
- Gain a competitive advantage
- Maintain staff morale and motivation
- Increase the performance and skill level of staff
- Support staff members to learn at work and get recognition for existing skills



Why Pathway Group?

Pathway Group is proud to support thousands of people each year to gain essential skills for employment, this includes English and maths, specific work-based qualifications, contributing to the growth of the local economy year on year.

Pathway Group engages with businesses across the country to grow a talented future workforce for the region. Collaborating with companies to provide strategic and operational support to ensure a skilled and growing workforce, training to get the right staff, and courses to keep your current workforce engaged and equipped in an ever-changing market.



Dedicated Business Development Managers

• Our engagement team will help with training requirements, and funding applications and offer a free recruitment service

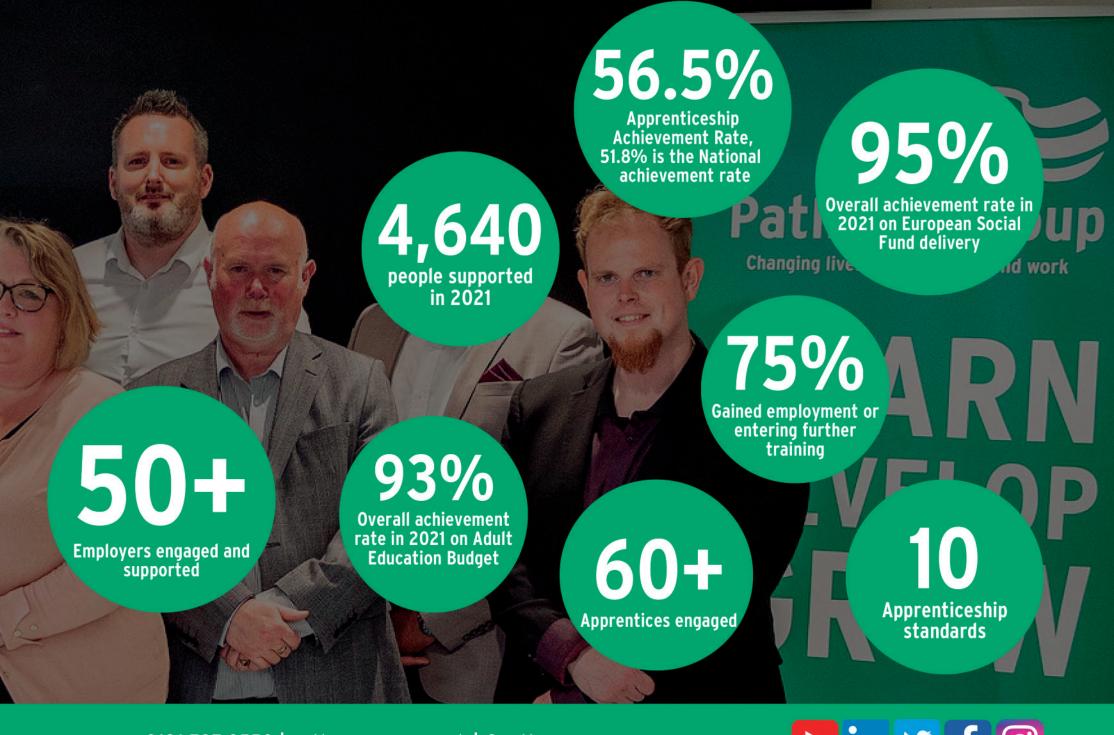


 Appointed Single Point of Contact
 Simplifying the processing, so you can focus on core business and growing operations



Experienced Frontline Staff

 Our team of coaches, tutors and assessors are experienced in ensuring your workforce develops and make a valuable contribution to your organisation



Workforce planning...

The first step in making the most of your staff's potential is to find precisely what the organisation needs in terms of skills and then plan how these needs can be met.

Planning will include an analysis of:

- The organisation as a whole
- The teams within the organisation
- Each member of the staff

This complementary consultation that our Business Development Managers carry out with you will help you understand and plan your business's training and development needs in the coming years.

This can include a training needs analysis for individual staff to give them a roadmap detailing the training they would benefit from to help your business reach its potential.

From the analysis of these needs, we will then be able to recommend the training and development options available and develop specific training solutions to help meet those needs, saving you valuable time and resource.

These may include:

- Recruitment of additional staff
- Apprenticeship programmes
 - Recruit new staff
 - Significantly upskill existing members of staff
- Work-based vocational qualifications
- Professional qualifications
- Statutory training
- Short courses to meet specific requirements
- Development of bespoke training packages, specific to your business needs



Steps to improving business performance...

Pathway Group offers your business a one-stop-shop solution to your business training, recruitment and development needs. If you want to give your business a competitive advantage, all you need to do is get in touch; we'll support you, every step of the way; paperwork, recruitment, developing a bespoke training package or identifying government funding to support your training plans.

Get in touch

0121 707 0550 tellmemore@pathwaygroup.co.uk pathwaygroup.co.uk/business

Just tell us what you would like to achieve.

Understand your needs

We're here to help you to understand what you need.

We'll come out and see you and carry out our complementary consultation to work out what your business needs, including:

- Recruiting new staff
- Upskilling your existing workforce
- Carrying out statutory training

Deliver your services

If you're looking to recruit
Apprentices, we can take the strain of
helping you with the paperwork,
recruitment and selection process and
ultimately deliver the Apprenticeship
training once you've completed
recruitment.





Investing in apprenticeships

We're proud of our proven track record in designing and delivering successful apprenticeships. Our experienced and dedicated team has helped numerous businesses upskill their employees and attract enthusiastic new talent through our innovative apprenticeship programs.

You can benefit from our deep expertise in apprenticeship design, delivery, and assessment by partnering with us. We use the latest training methods and technologies to ensure that your staff receive the skills and knowledge they need to succeed in their chosen fields.

Our approach is tailored to meet the unique needs of your business, whether you are looking to upskill your current employees or attract new talent through apprenticeship recruitment. Our apprenticeship programs have been carefully designed to help you achieve your business goals and set you up for future success.

Apprenticeship Levels

The higher the level the more challenging the programme.

Level 2

Equivalent to GCSE grades 9-4

Level 3

Equivalent to A-Levels

Higher Level 4/5

Equivalent to an educational Foundation Degree

Level 6 Degree

Ranging from Level 5 (Foundation degree), to Level 6 (Bachelor's/ Master's degree) Level 7 Degree

Equivalent to a Masters Degree





pathwaygroup.co.uk/learn-develop-grow











Apprenticeship Components

Knowledge, Skills, & Behaviours

Skills, knowledge, and behaviours. Supporting you to enhance your skills, expand your knowledge and develop your behaviours.

Evidence

Producing a portfolio throughout the apprenticeship containing evidence of real work projects and experiences, reports, witness **Group** testimonies, and observations.

> ing lives through and work

Qualifications

Support to achieve the required qualifications and certificates, ahead of Gateway.

Gateway

†††

After gaining the required qualifications and developing the appropriate knowledge, skills and behaviours. we'll gather the evidence so you can move on to the End Point Assessment.

End Point Assessment

Complete a final assessment with an independent expert. Don't worry, we'll support you, making sure you're fully prepared and supported every step of the way.













Recruitment & Retention Service

- Pre-employment training matched to your recruitment needs
- Work experience placement or company presentation for learners to understand your company and vacancy on offer
- A guaranteed interview or help with your recruitment process
- Job-ready, skilled candidates

Pathway Group delivers employment services, to help people get back into work and help businesses reach talent.

We support employers with recruitment and retention services, so you can be confident that anyone we recommend to you has everything you're looking for because we take our recruitment process further than anyone else.

We provide training on the key skills that candidates need for them to be able to succeed when they join your company.

Recruitment

- Advice on recruitment processes
- Advertising vacancies
- Access to our pre-screened candidate database
- Recruitment events and presentations to introduce your company and promote your vacancies
- Selecting and presenting candidates
- Interviews and assessment centres
- Company, role and industry pre-employment training
- Reference and Right to Work checks

Retention

- In-work support for successful candidates
- Access to funding to train your new staff members
- Mental health support in the workplace
- Upskilling your existing members of staff



Did you know?

Investing in the development of your current staff is crucial for maximising their potential. This will increase job satisfaction, motivation, and morale, reducing absenteeism and turnover rates.

To fully benefit from your apprenticeship programme, it is essential to integrate apprentices into your organisation seamlessly. It is crucial to provide ongoing support and guidance in their day-to-day work activities and apprenticeship completion.

Moreover, offering apprentices the opportunity to work with different colleagues and gain exposure to other areas of the organisation will broaden their skillset and provide valuable insights.

As an employer, it is imperative to be actively involved in the apprentices' learning journey. You should allocate sufficient time for attending the induction and progress reviews and offer ongoing support and guidance. Your involvement will significantly contribute to the apprentices' success in passing their End Point Assessment.

Careers Education Information, Advice & Guidance

"We're passionate about building great relationships, and pride ourselves on being adaptable to Employers' requirements"

Every engagement with Pathway Group provides our business partners with a valuable investment in their employees' futures. Our Careers Education, Information, Advice, and Guidance programme ensures that each participant receives the support and guidance they need to complete their apprenticeship and advance their careers.

An apprenticeship offers a unique opportunity for businesses to cultivate a skilled and knowledgeable workforce. Participants can explore different career paths, gain valuable work experience, and receive a recognised qualification.

Completing an apprenticeship increases the marketability, well-positioned to pursue various career paths within the industry, opening new doors and creating opportunities for career advancement. With the skills and experience gained through the program, our graduates will surely be in high demand in the job market.













Providing career education, information, advice and guidance to help you make decisions on learning, training and work at all stages in your career.



pathwayskillszone.co.uk





Transforming into a driving force for growth

As an employer, it is imperative to fulfil all existing and future UK employment laws and statutory obligations. This includes adhering to health and safety regulations, providing fair wages and benefits, and ensuring equal opportunities in the workplace.

Moreover, there is a heightened responsibility when it comes to apprentices. Employers are expected to ensure the welfare and safety of their apprentices in the workplace and take proactive steps to support their overall well-being.

This may involve seeking expert advice and support in cases where an apprentice may face challenges in their personal life that may impact their work performance. By taking a holistic approach to the well-being of apprentices, employers can help foster a positive and supportive work environment that benefits everyone involved.

"My Vocational Tutor made even the toughest topics manageable with their patience and calm demeanour. Thank you for an enjoyable and successful journey." - M Shafiq











Committed to Promoting Social Mobility, Diversity, Inclusion & Equity in Apprenticeships



Workplace Responsibilities

"Implementing these strategies, you can create a supportive and enriching environment for the apprentice to succeed in their role and reach their full potential."

- Regularly reviewing and updating the apprenticeship contract to ensure it stays current and relevant to the job role.
- Encouraging open communication between the apprentice and their supervisor to address any concerns and provide feedback on their progress.
- Providing access to diverse training resources and opportunities for the apprentice to broaden their skills and knowledge.
- Mentorship programme to pair the apprentice with an experienced employee who can provide guidance and support throughout their apprenticeship.
- Offering opportunities for the apprentice to work on meaningful projects that contribute to the organisation's success and provide real-world experience.

- Assessing the apprentice's performance regularly and providing constructive feedback to help them grow and develop in their role.
- Encouraging the apprentice to take advantage of networking and professional development opportunities within the organisation and the industry.
- Offering opportunities for the apprentice to attend conferences, workshops, and other training events to expand their knowledge and skills.
- Providing opportunities for the apprentice to work with diverse team members, departments, and clients to gain a well-rounded understanding of the organisation and the industry.





Online Safety

Your apprentice will likely need to perform various online tasks during their apprenticeship, including sending emails, conducting online research, and using our ePortfolio and virtual learning environment systems. However, it's important to remember that being online also exposes individuals to potential security risks.

That's why we provide comprehensive guidance on staying safe while using the Internet, ensuring that your apprentice can confidently and securely perform their duties while participating in our apprenticeship programme.

- Use strong passwords: Make sure to use strong and unique passwords for all your accounts, and change them regularly.
- Be cautious of email attachments: Be wary of opening attachments or links from unknown senders, as they may contain malware or phishing scams.
- Keep software up-to-date: Ensure all software and operating systems are up-to-date with the latest security patches.
- Educate yourself: Stay informed about the latest online safety threats and best practices by attending training sessions and reading articles and guides.
- Report suspicious activity: If you receive an email or message that looks suspicious, report it to your IT department immediately.
- Be mindful of social media: Be aware of what you post, and be careful about accepting friend requests from people you don't know.



The Apprenticeship Induction

Scheduling the comprehensive apprenticeship induction visit with the Pathway Group Vocational Tutor in a timely and convenient manner for all parties involved.

- Preparing for the induction visit by reviewing the apprenticeship and EPA requirements, familiarising yourself with the content of the delivery, and gathering any relevant materials or resources.
- Engaging actively in the induction visit, asking questions, and participating in discussions to gain a deeper understanding of the apprenticeship and EPA requirements.
- Collaborating with the Pathway Group Vocational Tutor and the apprentice to develop a customised learning plan that addresses their specific needs and goals.
- Providing ongoing support and guidance to the apprentice as they work towards fulfilling the requirements of the apprenticeship and EPA.
- Encouraging the apprentice to take an active role in their learning by setting achievable goals, regularly tracking their progress, and seeking feedback from the Pathway Group Vocational Tutor and others.
- Offering regular opportunities for the apprentice to practice and demonstrate their knowledge, skills, and behaviours and providing constructive feedback to support their growth and development.
- Preparing the apprentice for the EPA by providing opportunities for them to apply their knowledge and skills in real-world situations and to demonstrate their mastery of the apprenticeship standards.
- By following these steps, you can ensure a successful and effective induction visit, support the apprentice's development, and prepare them for the EPA.



Training & Assessments

Establishing a clear and regular review and assessment schedule with the Vocational Tutor and the apprentice to track their progress and identify any areas for improvement.

- Using a variety of assessment methods, such as face-to-face meetings, phone calls, online platforms, and digital recordings, to gather evidence of the apprentice's knowledge, skills, and behaviours.
- Ensuring that the assessments are conducted in a secure and confidential manner, with the digital recordings stored securely in the apprentice's e-portfolio and protected with a password.
- Providing clear instructions and guidelines to the apprentice on how to use digital recordings and e-portfolios to support their learning and development.
- Allocating adequate time for the apprentice to engage in assessments and review sessions, away from their normal working environment, to ensure their full attention and focus.
- Encouraging the apprentice to actively participate in the assessment process, ask questions, and provide feedback to support their growth and development.
- Providing additional responsibilities and opportunities for the apprentice to apply their knowledge and skills in real-world situations and demonstrate their mastery of the apprenticeship standards.
- Regularly discussing the results of assessments and reviews with the apprentice, the Vocational Tutor, and other relevant stakeholders to identify areas for improvement and develop a plan for next steps.

Taking these steps, you can ensure that the apprentice is making steady progress towards completing the apprenticeship, and that their development is effectively supported and evaluated.



Showcasing Opportunities to Future Talent



Apprenticeship Careers Roadshow



@festivalofapp | #FestivalOfApprenticeships festivalofapprenticeships.com

Learn, Develop & Grow

Throughout the apprenticeship journey, apprentices will have the chance to solidify the skills and knowledge acquired through training sessions with their Vocational Tutor.

As a mentor, it is essential to provide diverse workplace experiences and opportunities to support their future growth and success.

One effective strategy is to expose them to different departments within your organisation and provide them with additional tasks and responsibilities. Taking on new challenges, the apprentice can apply their learning in a practical setting, gain confidence and build their skill set. Consider assigning them projects that can contribute to their growth and the organisation's goals.

Another crucial aspect is to ensure that the apprentice has sufficient time to engage in off-the-job training activities such as homework, assignments, or other exercises set by their Vocational Tutor. This will help them build a comprehensive portfolio of their learning and development journey.

Supported with advice, guidance and feedback on the critical knowledge, skills, and behaviours required for their role and providing general support and mentorship in all aspects of their job.

In summary, this is a critical phase in the apprenticeship journey, and it is essential to provide the apprentice with the right resources and support to help them succeed and grow.

"For detailed information on each of our apprenticeship programmes, including their duration, assessment methods, qualifications, and awarding end point assessment organisations, consult the "Apprenticeship Guide" provided to your apprentice or reach out to our Business Development Team by calling 0121 707 0550 or sending an email to info@pathwaygroup.co.uk to request a copy."



Off-The-Job Training

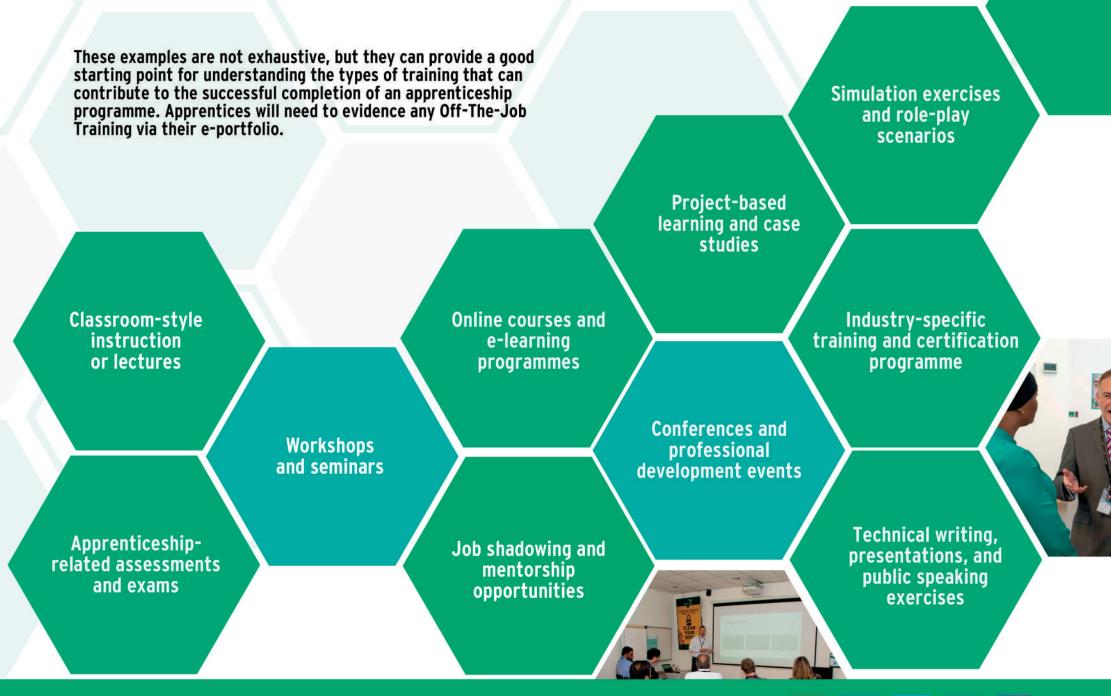
Off-The-Job Training refers to the learning activities that apprentices engage in outside of their regular work duties. This type of training aims to enhance the apprentice's knowledge, skills, and behaviours, which are critical to their successful completion of the apprenticeship programme. By providing opportunities for off-the-job training, apprentices can develop a comprehensive understanding of their field and acquire the expertise needed to excel in their careers.

To ensure compliance with apprenticeship regulations, it is imperative that the following requirements are met with regards to Off-The-Job Training:

- These training activities must occur during normal working hours
- The apprentice must keep a log of these training hours throughout their apprenticeship
- The Off-The-Job Training must be directly relevant to the objectives of the apprenticeship programme

It is important to note that meeting the requirement for Off-The-Job Training is crucial to the success of the apprenticeship programme, as it is a mandatory requirement for receiving funding. Failure to fulfil this requirement will result in the apprentice being unable to complete their apprenticeship.

It is understood that some apprentices may desire to engage in additional study or training beyond their regular working hours. However, please be aware that any training or education pursued outside of paid employment and the apprenticeship programme will not be considered in meeting the Off-The-Job Training requirement.



Maths & English

Maths and English proficiency are critical skills for both work and daily life. As such, all apprentices will continue to develop these essential skills during their apprenticeship programme.

Apprentices who have not yet achieved a Level 2 qualification in maths and English will be required to work towards obtaining these qualifications to complete their apprenticeship.

Adequate support must be provided to facilitate the development of these skills. This includes ensuring that the apprentice has sufficient paid working time to complete homework assignments, practice exams, and attend actual exams.

You may also be asked to provide an appropriate space for teaching and exam purposes, such as a quiet office. Again, the Vocational Tutor will communicate with you in advance to discuss these requirements.

During exams, the apprentice mustn't be disturbed. As such, it will be your responsibility to make arrangements to cover your role during the exam period.















Reviewing Progress

The Vocational Tutor will provide regular feedback to you following each visit to monitor your apprentice's progress. Additionally, you will be required to participate in formal progress reviews with your apprentice and the Vocational Tutor.

During these reviews, you, the apprentice, and the Vocational Tutor will discuss and evaluate the apprentice's progress, including the completion of Off-The-Job activities, on-programme assessments, and the development of essential skills, knowledge, and behaviours.

In these reviews, you will also identify areas where the apprentice has demonstrated growth and those that require further development. These reviews may take place in person or remotely through online platforms.

"My Vocational Tutor was fantastic. Their passion for my career growth and supportive nature made every lesson a delight. I'm grateful for their guidance during my programme."

End Point Assessment

The final assessment of the Apprenticeship Standards is conducted by an independent End Point Assessment Organisation (EPAO) after the apprenticeship programme.

In collaboration with the Vocational Tutor, you must determine when the apprentice is ready for End Point Assessment (EPA), known as the Gateway stage. This decision should be informed and based on your active engagement, tracking, and support of the apprentice throughout their apprenticeship.

The cost of the EPA is included in the training cost agreed upon at the time of enrolment, but any re-sits or additional assessments may incur additional fees. Therefore, it is in your best interest to provide ongoing support to ensure that your apprentice passes the EPA on their first attempt.

Many EPA assessments are conducted through online platforms, and your responsibility is to ensure that your apprentice has access to the necessary equipment. Our facilities may be available for some of these assessments, but you may also be requested to provide a suitable location.

Once all elements of the EPA are successfully completed, the apprenticeship is considered accomplished.













Celebrating Talent & Diversity



The Multicultural Apprenticeship Awards recognises Multicultural British apprentices, their employers, and learning providers.



@mcappawards #MCAppAwards multiculturalapprenticeshipawards.co.uk

Enrichment

Careers Fairs

Pathway Group host a variety of careers events aimed at different sectors. Showcase your organisation, speak to potential future talent and bring along live vacancies.

Meet an Employer

Throughout the year Pathway Group run sessions where our learners get the opportunity to hear from people in the industry directly.

Can your business deliver a short presentation or give a talk to our learners where they can hear about your experiences, learn about your industry and listen to any advice?

These sessions are really impactful to our learners, taking them out of a learning environment and letting them explore different industry options.







Join our Employer Board

Pathway Group are always looking for corporate partners who can add value to our teaching provision.

You'll form a vital part of how we update our curriculum, how our academic staff stay up to date on commercial developments and be the first place we go to when our students are looking to complete their placements.

Community Projects

Throughout the year, Pathway Group encourage their teams to add value to their local communities. Whether this is through charitable deeds, spending time with vulnerable community members or helping to refurbish a shared garden space, we always inspire our learners to give back and take social responsibility.

If you know a community project our clients can get involved in, we'd love for you to get in touch.

Networking

Since 2012 we've been promoting and operating a business networking community called: Pathway2Grow with a vision to engage with local businesses and assist them to Network, Learn and Grow. Join us!

pathway@grow



Comments, Suggestions & Feedback

We're committed to providing an exceptional experience to all of our customers. As part of this commitment, our compliments, comments, and complaints process is a crucial component.

Any feedback, whether positive or negative, is greatly appreciated, and we take great care to monitor and promptly address any feedback received through the following channels:

- Staff member feedback can be passed onto any staff members via phone, text message, in person or writing.
- Pathway Group surveys regular surveys will be sent via email and can be requested from Pathway Group staff members
- pathwaygroup.co.uk/feedback
- Pathway Group's social media platforms @PathwayGroup
- Suggestion box in any of our Pathway SkillsZone Centres











Keeping Apprentices Safe

Pathway Group is dedicated to empowering young people and adults with the skills, confidence, and support they need to reach their full potential. As such, we strongly emphasise promoting safe work practices and an understanding of rights and responsibilities in the workplace.

Safeguarding encompasses the protection of children and vulnerable adults, as well as preventing individuals from becoming involved in terrorism. Our learning programmes include education on a range of safeguarding and well-being topics, including but not limited to:

- Child protection
- Preventing abuse and neglect
- Promoting physical and emotional health
- Supporting mental health
- Understanding and reporting safeguarding concerns

We strive to provide a comprehensive approach to safeguarding, ensuring that all our learners feel safe and secure in their learning environment.

Pathway Group is dedicated to fostering a learning environment that promotes British Values as a crucial part of the Prevent Strategy set by the government. Our teaching and learning practices are designed to regularly reinforce these values, giving our apprentices the skills, attitudes, and understanding needed to participate and positively contribute to life in modern Britain actively.

'Zero Tolerance' to abuse, including:

- Sexual Harassment
- Sexual Violence
- Verbal Abuse
- Drugs/Alcohol Discriminatory Abuse
- Psychological & Emotional Abuse
- Mental Abuse
- Physical Abuse
- Online Abuse



Everyone has the right to live, learn and work in safety, free from abuse, harm and neglect.

It's good to talk...



Support

Please speak with a team member if you see or hear something that doesn't seem right.

0121 707 0550 | pathwaygroup.co.uk/safeguard



Report





"Underpin what it is to be a citizen in a modern and diverse Great Britain, valuing our community and celebrating the diversity of the UK."

Democracy

- Provide a broad knowledge of, and promote respect for public institutions and services
- Teach you how you can influence decision-making through the democratic process and encourage involvement in this process
- Allow you to express your views through forums and feedback

Individual Liberty

- Support you in developing self-esteem, self-awareness and self-confidence
- Encourage you to take ownership of your behaviours, as well as understand your rights
- Challenge stereotypes
- Implement a strong anti-bullying culture

Mutual Respect & Tolerance

- Promote respect for everyone's differences
- Help you acquire an understanding of, and respect for your own, and other cultures and ways of life
- Challenge prejudicial or discriminatory behaviour
 Discuss differences between people, such as differences of faith, ethnicity, disability, gender or sexuality and family situations openly
- Celebrate equality and diversity
 Encourage open discussions in all areas
- Support you in understanding how actions/words can affect others
- Actively support the development of reasoned views about moral and ethical issues
- Develop an inclusive learning environment where everyone is valued and can make a contribution

The Rule of Law

- Ensure expectations are transparent and fair
- Implement our Code of Conduct fairly and consistently
 Help you to respect the law and the basis on which it is made



Pathway SkillsZone Centres



Pathway SkillsZone Burslem
Duncalf Street, Burslem, Stoke-on-Trent,
ST6 3LJ

01782 365 365



Pathway SkillsZone Walsall 17 Lichfield Street, Walsall, WS1 1TJ 01922 870 050



Pathway SkillsZone Nottingham
Park Lane Business Centre, Park Lane
Nottingham, NG6 ODW

0115 882 0786



Pathway SkillsZone Green Man 225 Coldharbour Lane, Lambeth, London, SW9 8RR

0203 151 1786



Pathway SkillsZone Scala House Scala House, 3rd Floor, 36 Holloway Circus, Birmingham, B1 1EQ

0121 271 0560



Pathway SkillsZone Oldham 2 Cromwell Court, Oldham, Greater Manchester, OL1 1ET

0161 635 1786



Pathway SkillsZone Trinity Point Trinity Point, Citibase, New Road, Halesowen, B63 3HY

01782 365 365



Pathway SkillsZone Bradford West Riding House 5th Floor, 41 Cheapside Bradford, BD1 4HR

01274 952 550



Everything starts with a conversation 0800 955 0870 | pathwaygroup.co.uk | @pathwaygroup











Everything starts with a conversations... So, let's talk

"For businesses, training can be delivered in your workplace by a qualified Vocational Tutor, at a time suitable to you, ensuring minimum disruption to your business"













BEHIND THE BRAND

pathwaygroup.co.uk/our-team











Let's talk 0121 707 0550



Everything starts with a conversation 0800 955 0870 | pathwaygroup.co.uk | @pathwaygroup







