

# South West College

#recruitsmart

www.swc.ac.uk/recruitsmart



## HLA Access Programme

FREE Up-skilling and reskilling  
opportunities for employees



Department for

**Employment  
and Learning**

[www.delni.gov.uk](http://www.delni.gov.uk)



Queen's University  
Belfast



Recruit.  
Retain.  
Reward.



# HLA Access Programme

Recruit. Retain. Reward.

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South West College in association with the Department for Employment and Learning (DEL) are offering employers assisted support to recruit and/or develop skills within industry through bespoke Higher Level Apprenticeships (HLA's).

The main aims of the HLA's are to aid employers to recruit employees that have potential to drive their business forward through skills development, and/or retain existing employees by enhancing their career prospects within their organisation. It is hoped that this investment in skills will ultimately reward both the employer and the employee with long-term benefits for the people of the South West Region.



# Benefits for employers and employees

The main purpose of the HLA programme is to provide employees with an opportunity to improve knowledge and skills relevant to their industry. The key success of the programme and engage in developmental activities to increase their overall effectiveness.

The long-term invest in training can lead to:

- Increased staff morale
- Greater productivity
- Diversification of job roles and responsibilities
- Lower turnover of staff
- Decreased recruitment costs
- Long-term cost savings

## Help getting started

South West College realises that it is a big commitment for both employers and employees to sign up to a two year training programme, and for many it may be their first experience of education for some time. That is why the College has developed an Access Programme to ease all involved into the process.

## What is involved?

The Access Programme will run for one day per week for 18 weeks. The aim of this course is to act as a bridge onto a Higher Level Apprenticeship Programme. Over the 18 weeks students will study a variety of modules that will act as a foundation for a HLA.

### Induction

Meet the team; learn about the support available, and the wide range of facilities.

### Core Training Modules

Ideal for mature adults returning to education and/or those seeking to take on a third level qualification

### Industry Accredited Training Modules

Select from a wide range of specialised modules that will develop skills in a relevant field.



## Core training (IF REQUIRED):

- Study Skills
- ICT Training
- Essential Skills
- GCSE Maths/English equivalents
- Introduction to the SWC Virtual Learning Academy
- Accessing College systems
- Assignment and report writing
- e-Safety and Cyber Bullying
- Health & Safety in the Workplace
- Understanding Plagiarism
- Harvard Referencing

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## Industry specific training

### Construction & Civil Engineering sector:

- BTEC Construction Mathematics Module
- BTEC Construction Science & Materials Testing
- BTEC Construction Computer Aided Design
- CSR Health & Safety Card Training
- Level 2/3 Construction CAD

### Engineering sector:

- ILM level 4 award in Managing Environmental Performance.
- Hydraulics
- Pneumatics
- PLC's
- CAD
- Solid Works
- Composite manufacturing techniques
- CNC programming
- Welding
- Panel Building
- Automotive (diagnostic training).

### Computing & IT Sector:

- Diploma in IT
- MTA
- MOS
- Comptia A+
- Comptia Networking+

### Accounting sector:

- Level 3 Work Skills or
- Level 3 Employability
- Level 3 Subsidiary or Diploma in Business
- IAB Level 1/Level 2 Computerised Accounts
- IAB Level 1/Level 2 Payroll





**VIRTUAL  
CENTRE**



## Virtual Learning

South West College continues to refine and enhance online course delivery, allowing Higher Education students the opportunity to study elements of their program through online or blended forms of delivery. Some benefits of this include:

- Course material is available online 24/7
- Flexible learning for students to balance work and family commitments
- Experience interactive and engaging online programmes
- Develop your digital skills through new technologies



## Virtual Academy

South West College have also introduced a new student enhancement initiative called "The SWC Virtual Academy". The initiative provides a series of online programmes designed to prepare students for future employment by building their expertise in core skills using today's most popular technologies. Students can now choose from a wide variety of fully online or blended programmes including:

### Adobe Certified Associate programs (ACA)

- Interactive Media Using Flash professional
- Visual Communication using Adobe Photoshop
- Visual Communication using Adobe Premier Pro
- Web Authoring using Adobe Dreamweaver
- Graphic Design and Illustration using Adobe Illustrator
- Print and Digital Media publication Using Adobe InDesign

### Microsoft Office Specialist Courses

- Microsoft Office Specialist in Word 2013
- Microsoft Office Specialist in Excel 2013
- Microsoft Office Specialist in PowerPoint 2013
- Microsoft Office Specialist in Access 2013
- Microsoft Office Expert in Excel Part 1 2013
- Microsoft Office Expert in Excel Part 2 2013
- Microsoft Office Expert in Word Part 1 2013
- Microsoft Office Expert in Word Part 2 2013

### Microsoft Technology Associate Exams

- Windows Server Administration Fundamentals
- Networking Fundamentals
- Security Fundamentals
- Mobility and Device Fundamentals
- Cloud Fundamentals
- Database Fundamentals
- Software Development Fundamentals
- HTML5 App Development Fundamentals

### Additional Courses

- Level 1 & 2 Food Safety
- Level 2 Food Safety for Manufacturing
- Level 1 Health & Safety
- Level 2 Health & Safety in the Workplace
- Level 2 Health & Safety in Hospitality
- Level 2 Health & Safety in Manufacturing
- Level 2 Principles of Manual Handling
- Level 2 COSHH (Control of substances hazardous to health)
- Introduction to First Aid Awareness
- Introduction to Environmental Awareness
- Licensing law Awareness
- Level 1 Fire Safety
- Equality and Diversity Act 2010
- Allergen Awareness



## The application / enrolment process:

HLA Employer Liaison expression of interest completed

HLA Co-ordinator contacted by HLA Employer Liaison Officer

Informal interview arranged with HLA Co-ordinator

Assessment of training needs

Additional curriculum support

Enrolment onto the HLA programme



For further information please contact:

**Noreen McGirr**

**HLA Coordinator**

M: 07734 281 026

T: 028 8772 0677

E: [noreen.mcgirr@swc.ac.uk](mailto:noreen.mcgirr@swc.ac.uk)

**[www.swc.ac.uk/recruitsmart](http://www.swc.ac.uk/recruitsmart)**

