

2024 / 25

# Prospectus

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NC Group Ltd

# Our Values

**P**

**Progressive:**

in our thinking to make us stand out

**A**

**Aspirational:**

for our learners, staff and customers

**C**

**Committed:**

to continuously driving improvements  
in the quality of our provision

**E**

**Empowering:**

our staff to make their own decisions  
and our learners to take ownership of  
their own learning

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# Training Excellence for Industry.



# About us

**Providing training excellence for industry and investing in people.**

**NC Group Ltd is a private company that was set up by Lee Childs & Ian Nelson both experts in education and training delivery.**

We provide bespoke training and consultancy services for our customers, supporting workforce development to future proof workforces and reduce skills gaps.

The expertise within our team allows us to meet the needs of employers, by providing a high-quality tailored services, resulting in our customers receiving the training that they want and need rather than generic off the shelf packages.



# Pre- Employment

# Pre-employment training programmes are a great way to help people develop the necessary skill sets to kick-start their career.

Our courses are tailored to your individual business needs and are designed to provide improvements in staff retention as well as increasing the starting skill levels of your people.

**We offer short-term training programmes to support workforce development in the following roles:**

## **Level 2 Certificate in Applying Business Improvement Techniques**

This qualification focuses on the knowledge associated with lean business improvement principles using practical skills to demonstrate understanding of the principles. The qualification will be achieved when the learner has successfully completed the seven mandatory units which cover contributions necessary for applying: safe team working, effective team working, workplace organisation, continuous improvement, visual management, problem solving and process flow.

## **Level 2 Certificate in Lean Organisation Management Techniques**

This qualification is ideal for learners working in areas where improvements to quality, processes and costs have been identified. It may also be suitable to provide knowledge and a new skill set that will be attractive to employers.

## Level 1 Award in Health and Safety Awareness

This qualification aims to offer an introduction to the basic principles of health and safety, including hazards, risks and current health and safety regulations within the workplace.

## Level 2 Certificate in Warehousing & Storage Principles

This course is designed for those carrying out a variety of roles in the warehousing and storage industry. You will learn how to undertake preparations for receiving goods, use different stock control methods and the best way to report and record any variations. You will also learn about the best health and safety practices to help minimise potential risks.

## Level 2 Certificate in Principles of Customer Service

This qualification provides the underpinning knowledge required by employees to work in a range of customer service roles. Learners will have essential knowledge of how to carry out tasks such as managing information and supporting events.

**These courses can also be funded to upskill existing staff as well as for people looking for work.**

### Benefits of Pre-Employment:

- Streamlined hiring process
- Increased employee retention rates
- Improved attrition
- Fulfil your recruitment and staff training needs
- Relevant to the needs of your business and sector
- Future-proof your business
- Increase productivity and efficiency
- Gain a recognised qualification







# Work Based Learning

## **Work-based learning (WBL) consists of bespoke courses developed in collaboration with the employer and employees to fill skills gaps and advance current employees within the business.**

Depending on the qualification, these courses can last anywhere from one day to two years. WBL is divided into two streams: the ESFA-funded qualifications stream and the commercial stream, where fees are set in advance with the employer. We can teach and evaluate what you need in terms of ongoing professional development for your staff and the compliance training necessary as a crucial component of the role thanks to WBL's flexibility.

**We offer short-term training programmes to support workforce development in the following roles:**

### **Level 1 Award in Stress Awareness**

This qualification aims to improve learners' understanding of stress. They will look at the causes of stress and the effects stress can have on health. They will also learn to recognise the signs and symptoms of stress and look at ways of preventing or reducing stress.

### **Level 1 Award in Mental Health Awareness**

This qualification is appropriate for a wide range of people with an interest in raising their own understanding of mental health issues. This qualification aims to:

- raise awareness of the issues surrounding mental health difficulties
- dispel some of the myths and misconceptions frequently linked to mental health issues
- develop learners' knowledge of the rights of those with mental health issues.

## Level 2 Certificate in Understanding Mental Health First Aid and Mental Health Advocacy in the Workplace

This qualification is suitable for learners who wish to raise awareness of mental health, creating a culture of care and the promotion of positive mental health. This qualification gives learners and employers the opportunity to understand mental health, its associated care and how this can be applied to learners or colleagues in the workplace.

## Level 2 NVQ Diploma in Performing Manufacturing Operations

This qualification is a National Vocational Qualification (NVQ) based on the Performing Manufacturing Operations National Occupational Standards developed by Semta, the Sector Skills Council for the science, engineering and manufacturing technologies. The qualification is about occupational competence and involves the skills and knowledge needed to be able to carry out a range of activities related to a range of manufacturing operations.

## Level 2 Diploma in Team Leading

The objective of this qualification is to support learners in a team-leading role in the workplace, in any sector. The qualification forms the knowledge and competency requirements of the SASE Intermediate Apprenticeship in Team Leading however it can also be used on a stand-alone basis. It is aimed at learners who are new to team leading positions and will allow learners to develop their skills, knowledge and understanding of a team-leading role, resulting in the achievement of a nationally recognised qualification.

### **Topics covered include:**

- leading and managing a team
- managing personal performance and development
- understanding business





# Apprenticeships

# Our Apprenticeship programmes offer work based learning whilst also future proofing your business.

We offer a flexible delivery model for all apprenticeship programmes, with apprentices able to be taught at their places of work or at NC Group's academy & workshops.

## Business Management Apprenticeships

### L3 Business Administrator

**LENGTH: 15-18 MONTHS**

This apprenticeship develops the apprentice so that they become competent administrators, supporting and engaging with different parts of the organisation, and interacting with internal and external customers.

With a focus on adding value, the role of Business Administrator contributes to the efficiency of an organisation, through support of functional areas, working across teams and resolving issues as requested. The flexibility and responsiveness required allows the apprentice to develop a wide range of skills.

### L3 Team Leader / Supervisor

**LENGTH: 15-18 MONTHS**

This apprenticeship is designed to develop new and aspiring Team Leaders / Supervisors, providing a practical understanding of the principles of leadership in order to achieve operational targets and KPIs. Working with the employer and apprentice we will develop the required knowledge, skills and behaviors to meet the apprenticeship standards.

### L5 Operational & Departmental Manager

**LENGTH: 18-24 MONTHS**

This program is designed to improve the skills, knowledge and behaviours of operational managers, to enable them to deliver real change and operational success. The apprenticeship develops the ability to lead, motivate and inspire, resulting in improved operational performance. Working with the employer and apprentice we will develop a bespoke program bringing the key elements of operational management to life through practical and scenario based workshops.

## **Safety, Continuous Improvement & Quality Apprenticeships**

### **L3 Safety, Health & Environment Technician**

**LENGTH: 18-24 MONTHS**

This apprenticeship programme is designed for those providing advice to others on how to work without harming themselves or others. The Technician will work with the management and delivery team of the organisation to advise on the statutory health, safety and environmental requirements as they affect the company's operations.

### **L3 Process Improvement Technician**

**LENGTH: 14-16 MONTHS**

The aim of the programme is to develop knowledge skills and behaviors of apprentices to become leaders of change, through identifying and solving problems used team-based methods and applying appropriate continuous improvement techniques.

### **L4 Improvement Practitioner**

**LENGTH: 14-18 MONTHS**

The aim of this apprenticeship is to develop the required knowledge, skills and behaviours to enable apprentices to identify and lead the delivery of change across organisational functions and processes.

Apprentices will undertake a number of modules designed to drive real workplace improvements, whilst developing the apprentices' understanding and competence.

### **L4 Quality Practitioner**

**LENGTH: 18-24 MONTHS**

The overall aim of the programme is to improve operational performance by enhancing the current knowledge, skills and behaviours of Quality Practitioners. Apprentices will be able to demonstrate effective quality practices in their area of responsibility to ensure organisations fulfil the contractual and regulatory requirements of their customers and other stakeholders.



## Engineering Apprenticeships

### L3 Science Industry Maintenance Technician

**LENGTH: 36-42 MONTHS**

This program is designed for apprentices working as Maintenance Technicians within the science-based manufacturing sector. During the first year of the programme, the focus is on the development of fundamental engineering and maintenance skills and knowledge. Apprentices then progress to a day-release model where they continue to develop knowledge whilst developing further competence in the workplace.

### L3 Engineering Technician

**LENGTH: 36-42 MONTHS**

The Engineering Technician Apprenticeship combines classroom training with practical workshop activities. This will further develop learning within the workplace across a range of engineering disciplines conducted at NC Group, and then further developed in the workplace. You'll achieve industry recognised qualifications, developing your engineering skills and knowledge to become a time served Engineering Technician. We have the expertise to deliver this Apprenticeship across numerous pathways.

### L3 Maintenance and Operations Engineering

**LENGTH: 36-42 MONTHS**

This programme is designed for apprentices working as Maintenance Technicians within engineering manufacturing sector. During the first year of the programme the focus is on the development of fundamental engineering and maintenance skills and knowledge. Apprentices then progress to a day-release model where they continue to develop knowledge, whilst developing further competence in the workplace.

### Benefits of Apprenticeships:

- Work based learning
- Future-proof your business
- Fill your skills gaps
- Develop existing staff
- Increase productivity and efficiency
- Increase motivation across teams
- Reduce training and recruitment costs
- Gain a recognised qualification



# Commercial Training

# Our Commercial Training programmes allow your workforce to upskill and learn within their current roles.

We provide a range of bespoke and accredited training programmes designed to develop your people and to enhance your operational performance.

## Automation & Control Programmes

**LENGTH: 2-5 DAYS**

Programmes covered under this specialism are:

- Siemens S7 PLC's (TIA portal or Simatic S7)
- Mitsubishi PLC's (Fx and Q series)
- Allen Bradley RS Logix PLC's
- Inverter Training

## Health & Safety Programmes

**LENGTH: 1-3 DAYS**

Programmes covered under this specialism are:

- IOSH Managing Safely
- IOSH Working Safely
- L3 Health and Safety
- Emergency First Aid at Work
- First Aid at Work
- Fire Safety / Fire Marshall
- Manual Handling
- Risk Assessment
- Safety in the use of Abrasive Wheels
- PUWER Regs

## CAD Programmes

**LENGTH: 1-4 DAYS**

Programmes covered under this specialism are:

- AutoCAD (2D drafting), Inventor, Solidworks & Creo
- Application of GD&T
- Technical Drawing & Drafting

## Maintenance & Technical

**LENGTH: 1-4 DAYS**

Programmes covered under this specialism are:

- Electricity at Work Regs
- Basic Electrical Safety
- 18th Edition Wiring Regs
- Bearings
- Pneumatics
- Hydraulics
- Fault Finding
- Root Cause Analysis
- TPM / Asset Care
- Lock Out, Tag Out

**We are also an accredited centre for City & Guilds 18th Edition Exams**

## Compliance Training

**LENGTH: 1-5 DAYS**

Programmes covered under this specialism are:

- FLT Novice (Counterbalance, reach and conversions)
- FLT Refresher (Counterbalance and reach)
- Mobile Elevated work platform (MEWP) Novice
- MEWP Refresher
- Slinging & Lifting Novice
- Slinging & Lifting Refresher
- Mobile Electric Crane
- LOLER

## Leadership & Management Programmes

### LENGTH: BESPOKE TO EMPLOYER

Programmes covered under this specialism are:

- Developing Leaders Programme
- Train the Trainer
- Quality Assurance Techniques
- ISO9001 Quality Management
- Lean Manufacturing Techniques
- Project Management
- Equality, Diversity & Inclusion

## Education & Training Programmes

### LENGTH: BESPOKE TO EMPLOYER

Programmes covered under this specialism are:

- L3 Award in Education & Training
- L3 Award in Assessing
- L4 Award in Internal QA

## Health & Wellbeing Programmes

### LENGTH: BESPOKE TO EMPLOYER

Programmes covered under this specialism are:

- Stress Management & Reducing Stress at Work
- Understand Mental Health First Aid
- Resilience & Emotional Intelligence
- Mental Health at Work
- Drug & Alcohol Awareness
- Conflict Management



# Skills Bootcamps

## **In today's fast-changing job market, the ability to adapt and learn new skills is essential for career growth and success.**

Skills bootcamps have become an effective way for individuals to enhance their employability and explore promising career opportunities.

These intensive training programmes offer a focused, hands-on approach to mastering skills that are in high demand across specific industries. By providing participants with the necessary knowledge, practical experience, and employability skills for sought-after roles, skills bootcamps enable people to stay competitive in the evolving job landscape.

**Skills bootcamps can also serve as a pathway to career progression.**

### **What is a Skills Bootcamp?**

**A skills bootcamp is a short-term, intensive training course that typically lasts up to 16 weeks and focuses on industry-specific skills.**

These bootcamps are designed to help learners gain the knowledge, hands-on experience, and employability skills needed to land jobs in high-demand fields or to upskill current employees within the workplace to close skills gaps within the industry.

Unlike traditional academic programs, skills bootcamps are often delivered in modular formats, offering flexibility for individuals with different time commitments. They place a strong emphasis on practical learning, often involving real-world projects.

All bootcamps will either be accredited or aligned with industry standards or recognised occupational benchmarks within the relevant sector.

## Electrical Engineering Maintenance

- Root Cause Analysis
- L3 Health & Safety
- Motors & Motor Control Circuits
- Lock Out & Tag Out
- Prove Dead
- Electrical Fault Finding
- Assessments

## Maintenance Engineering

- Root Cause Analysis
- L3 Health & Safety
- 18th Edition Wiring Regulations
- Introduction to PLCs
- Hydraulics & Pneumatics
- Bearings Training
- Abrasive Wheels
- Milling & Turning
- Electrical Safety

## Leadership

- Managing Business Improvement
- Planning & Leading A Complex Team Activity
- Leading Innovation & Change
- Developing Culture
- Managing Information
- Assessing Your Own Leadership
- Apply Lean Production & Improvement

## Information Advice & Guidance

- Information, Advice or Guidance Principles & Practice
- Supporting Clients
- Understanding Roles, Responsibilities & Relationships in Education & Training
- Providing Information, Advice & Referral to Support Learner Progression
- Facilitate Learning & Development in Groups
- Understanding Assessment in Education & Training



# What Our Client's Say...

*We have been able to meet customer demands due to timely training interventions. Department managers have been satisfied with training programmes for their team. Assessment days have helped to recruit excellent candidates.*

Paul James, Gestamp

*The Training from NC Group has provided our business with a diverse range of courses that puts us in a better position, to deal with global responses.*

Adrian Kempself, 3M

*The upskilling of individuals within the Maintenance department, has, and continues to deliver significant cost savings for the business due to the reduced reliance on external resource, to complete more technical repairs across the site. All whilst improving said individuals future employability.*

John Donaldson, Katmex

*Everyone I have spoken to at NC, has been happy to help. NC always have tried to find the right course at the right price even when budgets are tight.*

Thomas Hardie, Ineos Hygienics

*From the quick and easy communication from Abby in arranging and confirming sessions, through to the in depth and informative induction and basic food hygiene sessions by Julie and Darren, to the bespoke conversational English tutored by Annemarie in which we have seen massive improvement in the candidates English and understanding, the FLT, PPT and IOSH Health and Safety expertly delivered by John and MEWP sessions tutored by knowledgeable and informative Paul, we have seen incredible results.*

Gavin Weaver, Compleat Food Group



# Wider Business Support

## Wider Business Support

NC Group provides a range of support to all its learners and customers to ensure that they are provided with the most up to date and accurate information advice and guidance, have access to any additional resource they may need, and are given the appropriate level of assistance to enable them to achieve on their course or programme of learning.

### Skills Gap Analysis and CPD Routes

We can support with a skills gap analysis of the current knowledge and skills within your workplace and create staff development programmes to fill these skills gaps. These programmes will be bespoke to you, the employer.

## Levy Consultancy

Our Managed Service consultancy will take the pain out of the Levy for your business, ensuring a maximum return on investment. We can also help you offset the Levy against your current learning and development budget. Our experience in delivering and managing Apprenticeships makes us ideally placed to lead you through the Apprenticeship Levy and the subsequent Apprenticeship Reforms.

### End Point Assessment Support

Here at NC Group we have excellent relationships with the End Point Assessment organisations and are fully conversant with their EPA processes. We can offer coaching, guidance and support for your apprentice through gateway and up to the actual End Point assessment. Whether the EPA consists of online tests, case studies, observations or competence interviews, we can fully prepare your apprentice to give them the best possible chance to pass first time.

## Promoting Equality of Opportunity

At NC Group, we are committed to actively promoting equality of opportunity ensuring that all learners reach their learning potential and achieve success on an appropriate course of study. We aim to provide sensitive advice and guidance to all learners prior to entry to raise aspiration and to assess any additional needs in a timely and comprehensive manner. Learners are encouraged to disclose their needs at all stages of the learner journey. In all instances, this will be handled in the strictest of confidence. We use a range of strategies to design an appropriate and flexible support programme to reduce significant barriers to learning. We regularly review the impact of our interventions to ensure that available funding is used to the best effect and impacts positively on learner achievement.



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