

Guidance on finding a training provider

Training providers may be colleges or private sector companies and finding the one that best suits your needs can feel challenging. There are thousands of individuals, private companies and public bodies offering their services to your business. These courses offer a huge variety in the levels, methods and quality of training.

This guide serves to support you to find the right training provider for your business. It also outlines the different types of provider available, explains how you can locate these training providers and advises you on where to go for further help.

What to look for in a training provider

Any training provider you use should fully meet the needs of your business, so first remind yourself what you want your business to achieve through the training.

Then ask yourselves these questions:

- Does the training provider fully **understand** my training objectives?
- Is the training set at the right **level** for my business?
- Will the training lead to an **accreditation** or **qualification**?
- Does the provider have **experience** of my sector and businesses of my size?
- Will the training be **tailored** to my business' needs or be more generally applicable?
- How **up-to-date** is the provider with the current and future demands of my sector?
- Does the provider offer a learning **environment** best suited to my people? For example, some people prefer learning in a classroom, whereas others prefer seminar work or workshops
- Is the training at times and places **convenient** to both my business and my people?
- What **facilities** does the training provider supply and will I be expected to supplement these?
- How is the training **assessed**?
- How **professional** does the training provider appear to be and how happy are they to answer all of my questions?
- Has the training provider got **approval** from my trade association or professional body?
- Does the provider have any external **quality rating**, such as Investors In People?
- Can the provider put me in touch with satisfied clients or offer **testimonials**?
- Does the course represent **value** for money? Remember this doesn't always mean it is the cheapest.

A selection of apprenticeship training providers in Coventry & Warwickshire can be found here [link to Coventry & Warwickshire Partnership 4 progression document]

Training Providers

You may find

Trade Associations, Professional bodies and Sector Skills Councils

The best training provisions often comes from those organisations who best understand your business.

Trade Associations are close to their members and fully understand the current training needs of businesses in their sector as well as those skills likely to be needed for future success. They often recommend private training providers or offer tips on finding reputable ones. (Find a contact for a trade association for your business sector using the related links section below).

Sometimes trade associations offer their own training courses, however, it may be more appropriate to approach a relevant professional body for information on training provision. The training courses and information offered by these organisations, or recommended by them, will be less sector specific and more general, for example relating to exporting or accounting. They often have the advantage of professional recognition.

Sector Skills Councils are government-licensed independent organisations bringing together employers, trade unions and professional bodies. Their aim is to tackle skills shortages and gaps by sector. (Find a contact for a Sector Skills Council for your business using the related links section below).

Related websites you might find useful

Directory of Trade Associations

<http://www.taforum.org/Members>

Directory of Sector Skills Councils

<http://www.sscalliance.org/>

Directory of Chambers of Commerce

<http://www.britishchambers.org.uk/find-your-chamber/>

Department for Business, Innovation & Skills

<https://www.gov.uk/government/organisations/department-for-business-innovation-skills>

Chartered Institute of Personnel and Development website

<http://www.cipd.co.uk/>

Investors In People

<http://www.investorsinpeople.co.uk/Pages/Home.aspx>