



LTSB

2022 Prospectus

Get work-ready
Earn a living wage
Reach your potential

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Who we are

LTSB's vision is a world where all young people flourish, regardless of their background.

Through our tailored employment programmes, we provide young people with personal and professional development to prepare them for the world of work, and we place them in apprenticeships and full-time roles with leading employers across the UK.

We make sure those at risk of under-employment find careers equal to their ambition and ability and can contribute from their first day on the job. LTSB focuses attention on communities where leadership potential is often wasted, and we empower young people to become future business leaders.

Employability is a big part of what we do – but the goal is employment, at salaries that reflect the value of the role. Our four key responsibilities are:

- Promoting opportunities to those from backgrounds that are not normally reached**
- Preparing young people for the workplace, and the workplace for the young people**
- Providing context for their application, and stewarding the hiring process**
- Pastoral care - an additional support network for the first year of their career.**

For our young people, we're the bridge that connects their ambition and ability with a job they can be proud of.



How it works

Programme

Our LTSB programmes are between 3-12 weeks long. Some are part-time, others are full-time, and all are tailored to give you the training and skills to succeed in your chosen career. We do this by delivering interview coaching, CV workshops, critical thinking, communications, debating and presentation skills which are all facilitated by experienced LTSB Careers Development Managers (CDMs). We also include insight events and Q&A with leading companies, business professionals, and previous LTSB apprentices (our alumni).

Interview

We provide you with interview opportunities with specially selected employers offering apprenticeships or other full-time roles. We work hard to provide our apprentices with outstanding placements at major firms and give not only the very best apprenticeship experience but also the opportunity of working for these organisations on a permanent basis at the end of the placement.

Employment

Once placed, LTSB continues to provide pastoral support for 6 – 12 months (depending on the role and employer). Your dedicated CDM will work with you to ensure you settle successfully into your career, and that your employer is also supported. We are not just committed to securing you with a job, but a career. LTSB work with employers that pay living wage and offer continued professional development and opportunities after you are placed into work.

LTSB only work with living wage employers



How it works

Since 2012, LTSB has transformed the lives of hundreds from disadvantaged backgrounds, opening up opportunities they deserve. Shakti's story shows why our work is essential.

"If I didn't come to LTSB, I wouldn't be doing what I'm doing now. I really recommend it."

Shakti Singh

Shakti Singh had a clear sense of the work he could do, and the type of company he wanted to work for – but it felt sometimes he would never get out of his retail job. He joined the 2019 Digital programme looking for something to improve his confidence, but also an experience he could go through with a group of peers: "Meeting new people made me believe I could work with new people. It was a really diverse group. We all got on so quickly, and we're still in touch!"

Though Shakti performed well on the programme, when he wasn't selected by the first firm to interview he found it hard to bounce back. "I was gutted when I didn't get the job – I had plans to leave Tesco, save up, get a mortgage. I just thought, 'That's going to be impossible now'. But when LTSB told us that they were going to keep helping it was a weight off my shoulders and made me much more motivated."

Even with LTSB's support, the disappointment took some time to pass and Shakti struggled, which affected his confidence – so when he was called to interview for an IT department position at Sackers LLP, he almost pulled out. "I was nervous because my interviews didn't feel like they were going well, and on top of that my brother wanted me to pick him up at the airport at the same time! I nearly didn't go in, but at the last minute I thought: 'I've got to give this a go!'"

Persevering though that mini-crisis of confidence was life-changing: "When I found out I'd been offered the job, I was so excited. I told my mom, told my dad, told people back home. We started to make plans to buy proper professional clothes to go into the office – and then the pandemic hit." Shakti was then faced with joining a firm and starting a career completely remotely – in a house of six people all fighting for wifi.

"It's been so weird. I've been at Sackers over a year, and I've barely been in the office. It's harder because they can't teach you everything when you're at home – it would be quicker when you're with people at work. But everyone at Sackers has been super nice, super supportive. In the beginning I was really intimidated, I thought it was going to be like the tv show Suits – angry people shouting at me! But I've been shown around – the office is a maze! – taken out for lunch, and we've had a rounders game in Hyde Park!"



Locations



- **Belfast**
- **Birmingham**
- **Bristol**
- **Edinburgh**
- **Greenock**
- **Leeds**
- **Liverpool**
- **London**
- **Manchester**
- **Southend**

Programmes

Business & Finance

| 12 week part-time programme |

Our Business & Finance programme will give you an insight into the world of Business through different workshops. You will receive coaching to prepare you for roles with our employers, and our programmes include recognised qualifications to give you the edge in interviews too.

Legal

| 6 week part-time programme |

This tailored programme will immerse you in activities providing insight into the legal profession to help you succeed. You will gain a host of employability skills, take part in exclusive corporate experiences, and complete 2 weeks of training with BPP University Law School.

Marketing

| 6 week part-time programme |

This programme will give you an insight into the world of marketing and help you prepare for the Chartered Institute of Marketing (CIM) qualifications which start at Level 3 and can take you to Degree at Level 6 and Masters at Level 7. You will receive corporate insight sessions from a number of marketing employers, and gain experience to prepare for your apprenticeship.

Digital & Data

| 3 week full-time programme |

Our programme will prepare you for a variety of different digital, data and technology apprenticeships, alongside preparing you for a guaranteed interview with lead employer NatWest. For anyone not successful at interview with NatWest, we will help you find employment with our employers.



Programmes

Contact Centre

| 3 week full-time programme |

Our Contact Centre programme prepares you for an interview with NatWest for an apprenticeship in Customer Service. Our Programme includes 2 days' work insight into a career in customer experience in the Contact Centre. The bank will look to you to deliver excellent service to its customers, keeping their needs and financial goals in mind at all times.

Financial Customer Service

| 3 week full-time programme |

Our programme will prepare you for a branch or commercial customer service apprenticeship, alongside preparing you for a guaranteed interview with lead employer NatWest. For anyone not successful at interview with NatWest, we will help you find employment with our employers.

Business Admin

| 3 week full-time programme |

Our programme will prepare you for a business admin apprenticeship alongside preparing you for a guaranteed interview with lead employer NatWest. For anyone not successful at interview with NatWest, we will help you find employment with our employers.

**Our programmes start at different times throughout the year.
For start dates and how to apply please visit our website*



Programmes

Quotes from LTSB Alumni...

"I didn't know how to describe what I could do in applications or my CV. And my work experience in retail and tutoring wasn't in accountancy, so I didn't understand how to translate it. LTSB gave me the right words, but also experience and qualifications too, like a AAT Level 2 with Newham College."

Salihah - London

"I found the LTSB programme to be useful in building my confidence and gaining an insight into a working and professional environment. Before the programme I struggled with speaking in front of people but working in a team helped me build that confidence and showed me it's not as scary as what you may think."

Abbey - Edinburgh

"LTSB has helped me become more confident in myself and have placed me in a great apprenticeship, with an amazing company. Something I wouldn't have done without them. LTSB is a great course to take because it not only helps you in your career but it also helps you overcome obstacles and gets you ready for the real world."

Lewis - Manchester

"The programme is an absolute essential for people struggling to find the right path into law, especially if you are being hindered by UCAS points. They do an excellent job of honing the right skills you need to impress interviewers and make it as a paralegal. They make sure they take care of every individual, as if you are their top priority and are such kind, enthusiastic people which is just what I needed to help me along."

Joss - Birmingham

"From the start of my journey with LTSB, I have seen myself change for the better in many ways, Through the different events, opportunities and networking LTSB has made available for me – that I wouldn't have been able to secure on my own – I have seen a great boost in my confidence."

Denisa - London

Programmes

Quotes from LTSB Employers...

"Our Finance Apprentice came to us originally on a short term admin assignment, transitioning to a permanent role with study. She has added huge value to the team working hard with enthusiasm, and is happy to support. She is doing really well with her college exams and increasing her responsibilities. She continues to be supported by the team at Leadership Through Sport as she progresses in her career with us. A great addition to the charity!"

Stephanie Knowles, BestBeginnings

"We're proud to have worked with LTSB since its first year. Like LTSB, BKL is committed to helping bright, dedicated people from diverse backgrounds to develop in meaningful roles: we benefit and our clients benefit. We will continue to do justice to LTSB by working with them to invest in outstanding people."

Helen Koumi, BKL

"RSM have been working with LTSB since 2014 and we are constantly blown away by the amazing young people on this programme. It is always so inspiring to see how these individuals grow through their time with LTSB and we are humbled to be able to give them an opportunity to kick start their careers."

Farrah Beveridge, National Early Careers Manager

"It has been a privilege to work with LTSB as we have brought onboard such phenomenal young people. The quality of apprentices has been superb and those who have joined MAPP are an asset to the business. Each of the apprentices were well prepared for their interviews and set up for working life at MAPP. Despite onboarding during a pandemic, all of our apprentices have been a testament to the work and support delivered by LTSB. We look forward to working with them into the future."

Sean Greathead, Executive Director - Head of People and Talent

Curriculum

Our core curriculum is delivered by our dedicated CDMs and employment team which include guest speakers and previous LTSB apprentices. Some programmes also include sessions and workshops run by our partner training providers, colleges, and football club foundations.



Induction

An introduction to the Cohort, responsibilities, and obligations during the programme, in employment, and the nature of recruitment processes.

1-1 Check-ins

You will have 1-1 check ins with their CDMs throughout our programmes. These check-ins are there to make sure you feel supported and CDMs can check understanding of the sessions etc.

CV / Elevator Pitch

Led by our employment team, you will gain a better understanding of the qualities that employers value and ensure that your CV reflect your full experience.

Interview Skills

Preparation for interviews and gaining the tools for structuring answers such as the STARR technique, along with role play allowing you to think critically about the process of interviews.

Professional Communications

Understand the importance of effective and professional email communication including how to write an email and the risks associated with email.

Information Sources

Understand the importance of analysing and evaluating information and its source and choose appropriate news sources to increase commercial awareness.

Curriculum



Troubleshooting Tech

Critically engage with user experience of tech, learning from errors to understand design and working-culture blind spots. You will examine examples of tech that fails to fulfil a brief, analysing errors of design or implementation, and considering the potential for discrimination and illegality that can follow.

Morality, Ethics, and the Law

Understand the importance of personal morality, professional ethics, and legal obligations in business. This session encourages open and professional discussion and debate of difficult, emotive topics.

Corporate Insights

Half-hour sessions with industry figures at different career points, and potential future colleagues. You will gain an overview of company and culture, but also career path and 'human aspects'.

Public Speaking: Debate

You will be assigned teams to debate motions, with winners judged by industry figures. This session encourages clarity of argument, and marshalling of information through a structured, prepared debate.

"The Workplace" Case Studies

Analyse case studies of potential issues in the workplace through structured discussions with other cohort members. Sessions are designed to gain understanding of the importance of timekeeping & accuracy to personal brand, and how to raise issues in an appropriate way and HR processes.

Presentation Training

You will gain a better understanding of the most effective ways of communicating ideas through presenting to the rest of your cohort and learn about emphasising voice and visuals as well as content.

Business & Finance

Programme

Our Business and Finance employment programme is tailored to give you the training and skills to succeed in your chosen career. We will provide you with a genuine insight into the Business & Finance sector and help your professional development by delivering interview coaching, CV workshops, critical thinking, communications, debating and presentation skills which are all delivered by our experienced Careers Development Managers. We also include insight events and Q&A with leading companies, business professionals and LTSB Alumni.

Our **BIRMINGHAM & LONDON** programmes include an accredited Level 2 Association of Accounting Technicians (AAT) qualification through one of our education partners **BPP** or **The College of Haringey, Enfield and North East London**. This programme is 12 weeks long and part-time alongside your studies.

Our **LIVERPOOL** programme is partnered with global accountancy and business advisory firm **BDO**. You will be interviewing for a level 3/4 apprenticeship in their shared service centre which delivers a diverse range of vital business services. You will also achieve an accredited qualification and Level 2 Sports Leaders Award led by **Liverpool FC Foundation**. This programme is 12 weeks long and part-time.

Successful completion of the programme guarantees interviews with approved employers for roles such as:

- Project Management
- Tax
- Audit
- Business Admin/ Support
- Risk & Compliance
- Assistant Accountant
- Finance Assistant

"During LTSB my confidence has massively improved. Every little thing I did on the course contributed to my success and growth as a person. I achieved my Level 2 AAT which was fully funded by LTSB. This boosted me ahead of other candidates and helped me gain my role at DSG Chartered Accountants."

Ellie - Liverpool 2019 cohort

On the apprenticeship you'll have the opportunity to gain a qualification, learn new skills, earn a competitive salary, and be supported professionally during the first 12 months of your career.

Locations

- Birmingham
- Liverpool
- London

Eligibility Criteria

- Aged between 18 - 21
- 5 GCSEs at grade 4 or above including Maths & English
- No previous experience required
- Received free school meals and/or require additional support to access careers

Programme

- 12 weeks
- Part-time

For start dates and how to apply please visit our website

Delivery Partners



Previous Employers



LTSB only work with living wage employers



Legal

Programme

Becoming a paralegal via an apprenticeship offers the distinct advantage of having hands-on involvement in real legal work. LTSB are working with key employers to offer apprenticeship opportunities in Birmingham, Leeds, London, and Manchester. Our 6 week part-time programme will give you a genuine insight into the legal profession and access to employers hiring apprentices. You will gain a host of employability skills and take part in exclusive corporate experiences that give you the edge. Here's what's included in our programme:

- Tailored 6 week part-time Bootcamp
- Insight sessions with major corporate firms
- Training with BPP University Law School
- Networking opportunities
- Interviewed for Level 3/4 apprenticeships
- Ongoing support for the first year of your career

Once you become a qualified Paralegal you will have a wide range of career opportunities open to you. The transferable skills you gain from our programme and your apprenticeships and allow you to progress your career into other areas and levels within the legal profession.

Successful completion of our programme guarantees you interviews with approved employers. During the apprenticeship you'll have the opportunity to gain a Level 3 or Level 4 qualification (dependent on the employer/role), learn new skills, earn a competitive salary, and be supported professionally during the first 12 months of your career.

"I am so grateful for the skills I have been able to develop over the past 6 weeks which I know will stick with me all throughout my career. The support you receive from the whole LTSB team right from the beginning is something I appreciated so much! They really want what is best for you and have created a program which is a great foundation and stepping stone into the law sector. If you're looking to enter into the law/paralegal profession then the LTSB programme is definitely for you and you won't regret it!"

Henna - London 2022 cohort

Locations

- Birmingham
- Leeds
- London
- Manchester

Eligibility Criteria

- Aged between 18 - 21
- Minimum 80 UCAS Points
- 5 GCSEs at grade 4 or above including Maths & English
- Received free school meals and/or require additional support to access careers

Programme

- 6 weeks
- Part-time

For start dates and how to apply please visit our website

Delivery Partner



Employer Insight



LTSB only work with living wage employers



Digital Marketing

Programme

Our Marketing programme is 6 weeks long and tailored to give you the training and skills to succeed as a **Digital Marketing Apprentice**. We will provide you with a genuine insight into the world of Marketing, access to employers hiring apprentices, and help you prepare for the Chartered Institute of Marketing (CIM) qualifications which start at Level 3 and can take you to Degree at Level 6 and Masters at Level 7. Our experienced Careers Development Managers will help you with your professional development by delivering interview coaching, CV workshops, critical thinking, communications, debating and presentation skills. We also include insight events and Q&A with leading companies, business professionals and LTSB Alumni.

Marketing is really important to all businesses providing the insight to develop and deliver new products and services to meet ever-changing customer needs. This occupation is found in every sector and industry including manufacturing, retail, IT, automotive, service industries (financial services, health care, professional services, etc), and across large, medium, and small commercial, public sector and not-for-profit organisations. Marketing teams generally work with external agencies to deliver specialist elements of their marketing campaigns.

Successful completion of the programme guarantees you interviews with Living Wage employers for relevant roles such as:

- Marketing Assistant
- Marketing Executive
- Marketing Manager

On completion of our programme you will also be awarded a 6 month free **PureGym** membership.

"I found the LTSB programme very helpful as the programme provided me with skills that I can use within my career now and within the future. It helped me develop my employability skills and helped me feel more prepared when I was faced with my interview with NatWest. The programme was intense, but it prepared me for everyday work life."

May - Liverpool 2021 cohort

On the apprenticeship you'll have the opportunity to gain a qualification, learn new skills, earn a competitive salary, and be supported professionally through the programme.

Locations

- London
- Manchester

Eligibility Criteria

- Aged between 18 - 21
- 5 GCSEs at grade 4 or above including Maths & English
- Received free school meals and/or require additional support to access careers

Programme

- 6 weeks
- Part-time

For start dates and how to apply please visit our website

Gym Membership



LTSB only work with living wage employers

Digital & Data

Programme

LTSB and partner NatWest are looking for young people who are passionate about digital technology and data to join a range of apprenticeship opportunities in permanent roles.

We are offering places on our 3-week interactive Digital & Data programmes where you will receive employability training, interaction with NatWest staff and Q&A sessions, gain insight into the culture at NatWest, interview prep work and advice from previous LTSB students on their apprenticeships. Successful completion of our programme guarantees you an interview with NatWest for a permanent role.

Roles include:

- Digital & Technology Solutions
- Digital User Experience
- Data Analysts
- Software Developer

Salary for successful candidates:

Data Analysts & Software Developers:

- £22,005 - £24,345 in London
- £20,000 - £20,205 in Bristol and Edinburgh.

Digital & Technology Solutions & Digital User Experience:

- £23,400 - £28,035 in London
- £21,555 - £22,725 in Birmingham and Bristol.

"Always believe in your dreams and your potential regardless of where you came from. There are plenty of opportunities for you to develop with LTSB and to secure a position with a credible firm. The foundations that LTSB provide are unique and they will help you to build your network within your desired industry. Don't be afraid to ask questions if you don't understand something or require extra clarification. This programme is about you and your development so it is really important that you get the most out of it."

Muhammad – 2021 Bolton cohort

LTSB will continue to support successful candidates until roles commence in the autumn, and then for the first year of their career. An apprenticeship with NatWest Group is a fantastic alternative to full time education, and a unique opportunity to become part of a diverse, challenging, and exciting organisation.

Locations

- Birmingham
- Bristol
- Edinburgh
- London

Eligibility Criteria

- Aged between 16 - 24
- Minimum 80 UCAS Points for Degree Apprenticeships
- No minimum academic criteria for L3 & L4 Apprenticeships
- Received free school meals and/or require additional support to access careers

Programme

- 3 weeks
- Full-time

For start dates and how to apply please visit our website

Training Provider



Lead Employer



LTSB only work with living wage employers

Financial Customer Service

Programme

LTSB and partner NatWest are looking for young people who are passionate about Banking and Customer Service to join our employment programme for the chance to interview for an apprenticeship in a permanent role with the bank in 2022. We are offering places on our 3-week interactive Financial Customer Service programme where you will receive employability training, interaction with NatWest staff and Q&A sessions, gain insight into the culture at NatWest Bank, interview prep work and advice from LTSB Alumni on their apprenticeships. Successful completion of our programme guarantees you an interview with NatWest for a permanent role.

Financial Customer Service positions at NatWest are split into two types: **branch** and **commercial** roles. Branch roles deal with customers face to face, while commercial roles deal with corporate customers primarily via email and phone.

You will learn about financial products and services such as opening accounts, loans and mortgages.

We are looking for young people with a passion for learning and helping customers have the best experience.

Examples of roles include:

- Personal Banker
- Onboarding Specialist
- Assistant Relationship Manager

Salary for successful candidates:

- £22,005-£24,345 in London
- £20,000 in Birmingham, Edinburgh and Manchester.

"I am currently a Customer Service Advisor at NatWest and I hope to progress into management within the bank or play a big part in the way NatWest works. NatWest is an amazing place to work due to the work life balance being dealt with well, the staff morale is good, and everyone is really kind, friendly and willing to help. Even if you're stuck you shouldn't be afraid to ask for help!"

Abbey - Edinburgh 2021 cohort

LTSB will continue to support successful candidates for the first year of their career.

Locations

- Birmingham
- Edinburgh
- London
- Manchester

Eligibility Criteria

- Aged between 16 - 24
- No minimum academic criteria required
- Received free school meals and/or require additional support to access careers

Programme

- 3 weeks
- Full-time

For start dates and how to apply please visit our website

Training Provider



Lead Employer



LTSB only work with living wage employers

Business Admin

Programme

LTSB and partner NatWest are looking for young people to join our employment programme for the chance to interview for an apprenticeship in a permanent role with the bank in 2022. We are offering places on our 3-week interactive Business Admin programme where you will receive employability training, interaction with NatWest staff and Q&A sessions, gain insight into the culture at NatWest Bank, interview prep work and advice from LTSB Alumni on their apprenticeships. Successful completion of our programme guarantees you an interview with NatWest for a permanent role.

As a **Business Admin** apprentice, you will provide business and personal support to senior management within NatWest. You will complete administrative tasks that support events and help coordinate activities, manage your assigned leaders' diary and emails, and learn more about how relevant business areas interact with the rest of the organisation. The ability to analyse and prioritise information and attention to detail is key in this role.

Examples of roles include:

- Personal Assistant
- Leadership Support Assistant

Salary for successful candidates:

- £22,005-£24,345 in London
- £20,000 in Edinburgh.

"The LTSB programme got us all ready for everything that would be thrown at us in the office, and helped us gain confidence when presenting information or speaking to groups. I can't wait to progress with my career and I can't thank LTSB enough for giving me the opportunity."

Robbie - Belfast 2021 cohort

Successful completion of the programme guarantees you an interview with NatWest for a Business Admin Apprenticeship. Once in the role you'll have the opportunity to learn new skills, and earn a competitive salary. LTSB will continue to support successful candidates for the first year of their career.

Locations

- Edinburgh
- London

Eligibility Criteria

- Aged between 16 - 24
- No minimum academic criteria required
- Received free school meals and/or require additional support to access careers

Programme

- 3 weeks
- Full-time

For start dates and how to apply please visit our website

Training Provider



Lead Employer



LTSB only work with living wage employers



Contact Centre

Programme

LTSB and partner NatWest are looking for young people who are passionate about Financial Customer service to join our Contact Centre programme for apprenticeship opportunities. Led by our experienced Careers Development Managers, you will undergo a tailored 3-week programme that will help your professional development and prepare you for your interview with NatWest for a Customer Service Apprenticeship in their Contact Centres. The workshops we run range from exclusive interview coaching and CV workshops, to critical thinking, communications, debating and presentation skills. We also include insight events and Q&A with NatWest staff members and LTSB Alumni. You will also be invited to 2 days' work insight into the NatWest Contact Centre. Here you will find out more about the role and experience first-hand what it's like to work for NatWest.

In this role you'll be applying your customer service expertise when dealing with and referring customer queries. Whether it's carrying out day-to-day banking transactions like paying bills, or helping customers identify products and services that are right for them, you'll be on the other end of the phone to take their calls.

"My current role at NatWest is a Customer Service Advisor within the Contact Centre taking calls and helping customers with their day-to-day banking needs. In the future I would love to progress further, maybe venture into other departments and explore different roles that are there within the bank. I think NatWest is a good place to work because everyone here is so friendly and helpful, we all get along with each other and have great fun while working."

Natalia - Edinburgh 2021 cohort

Salary for successful candidates:

Southend-on-Sea: £20,205. All other locations: £20,00.

Successful completion of the programme guarantees you an interview with NatWest for a Customer Service Apprenticeship. Once in the role you'll have the opportunity to learn new skills, earn a competitive salary, and be supported professionally during the first 6 months of your career.

Locations

- Belfast
- Edinburgh
- Greenock
- Liverpool
- Southend

Eligibility Criteria

- Aged between 16 - 24
- No minimum academic criteria
- Received free school meals and/or require additional support to access careers

Programme

- 3 week programme
- 2 days work insight
- Full-time

For start dates and how to apply please visit our website

Training Provider



Lead Employer



LTSB only work with living wage employers

Contact us



www.ltsb.charity



applications@leadershipthroughsport.org



"To those thinking about the programme, or even about to start, I would recommend going full in, and dive as deep as you can, it is an excellent opportunity and making full use of it can be life changing. If you are too scared to do it then do it with fear! Everyone struggles at first but there will always be someone there to help you. This includes me and other apprentices that have already gone through the same thing. We are looking forward to welcoming you to the LTSB Family!"

Vidal - Edinburgh 2021 cohort

