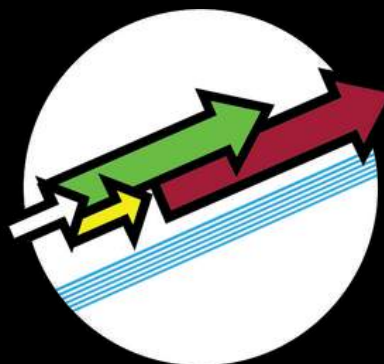


2023

LTSB



Prospectus

Get work-ready | Earn a living wage | Reach your potential





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Who we are

As a social mobility charity, our vision is a world where all young people flourish, regardless of their background.

Through our tailored employment programmes, LTSB provides young people with personal and professional development to prepare them for the world of work.

Employability is a big part of what we do – but the goal is **employment**. Focussing on communities where potential often struggles to find opportunity, we make sure those at risk of under-employment find careers equal to their ambition and ability and can contribute from their first day.

For our young people, we're the bridge that connects them to a job that makes them proud – apprenticeships with major companies, with career progression and salaries that reflect the value of the role.

Our four key aims 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**
- **Placing candidates in careers, stewarding and contextualising their application**
- **Pastoral care - an additional support network for the first year of their career**



How it works

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.

Programme

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. These placements not only give the very best working experience, but also the opportunity of working for these organisations on a permanent basis once the apprenticeship is completed.

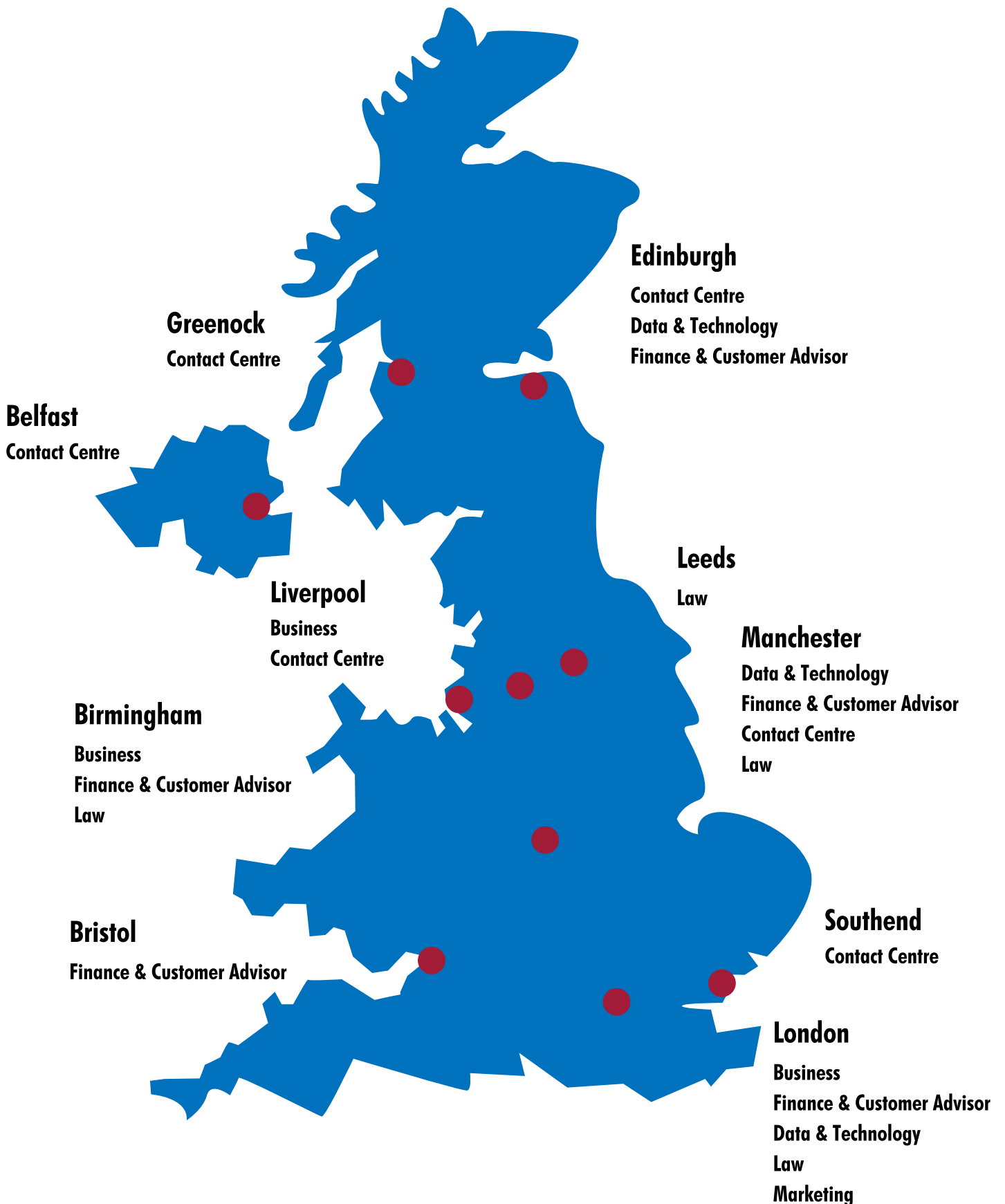
Employment

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. We are not just committed to securing you with a job, but a career – and so we also support your employer too. Our employers pay living wage and offer continued professional development and opportunities after you are placed into work.

LTSB only works with living wage employers



Where We Work



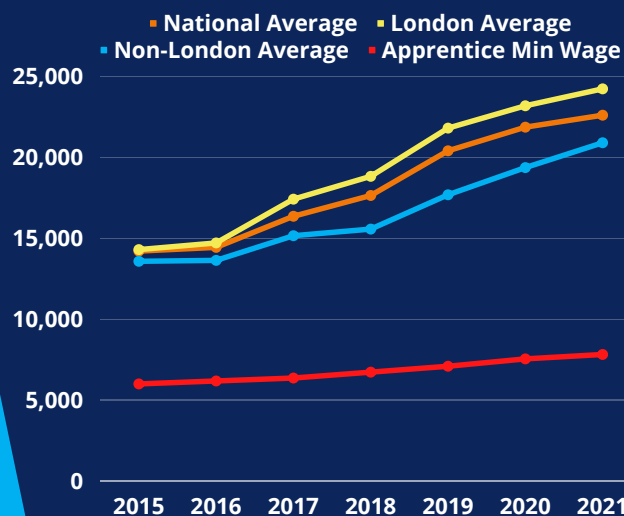
10 Years of Impact

Since 2012, **LTSB** has helped young people start meaningful careers at major companies like **NatWest Group, RSM** and **BDO**. Our work is based on the idea our apprentices make a real contribution. These are jobs they deserve - they just need preparation and support.

We know we've made a difference. Nearly **1300** young people joined our bootcamps. **Rising salaries** show the value of positive and effective apprentices - and an Employment Team that negotiates for you. And we not only help people start careers, we make sure they keep them: our long-term support is often vital, and we're proud of **89% retention rates**.

We've transformed lives, and the workplace - if you want to start your career, **we can help**.

LTSB Starting Salaries (£)



Total
Bootcamp
Participants,
2012-2022:

1298

“ This bootcamp has been very helpful for me to expand my horizons in both my thinking and my work process. I certainly wouldn't have managed my job search as well without it.

Erin, Edinburgh ”

75%

Free School Meal Eligible
and /or from
Areas of Deprivation

95%
Complete
Bootcamp

99%
Recommend

71%
Employed

89%
Complete Year
in Industry

83% Strongly Agree, 16% Agree
"I would recommend this
bootcamp to other young people
like me" (2021)

Careers figure for 2012-2021,
2022 still pending

Shakti's Story



Shakti Singh had a clear sense of the work he could do and the type of company he wanted to work for - but feared he'd never get out of his retail job.

He joined our 2019 Digital bootcamp looking to improve his confidence, but also for an experience he could go through with a group of peers. Though he performed well on the bootcamp, Shakti wasn't selected after the first round, and found it hard to recover: "I was gutted. I had plans to leave Tesco, save up, get a mortgage. I just thought, 'That's going to be impossible now'. But when LTSB said 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 continued to affect his performance in interviews. When a position in IT at **Sackers LLP** arose, 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!'"

The decision changed his life. "The interview went really well! When I found out I'd been offered the job, I was so excited. I told my mom, my dad, people back home. We made plans to buy proper professional clothes for the office – and then the pandemic hit."

"When LTSB said they were going to keep helping, it was a weight off my shoulders and made me much more motivated."

Shakti had to start his dream career, completely remotely – in a house of six people all fighting for wifi. "It was so weird. 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. And 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 everyone at Sackers has been super nice, super supportive."

"Without LTSB, I wouldn't be doing what I'm doing now. I really recommend it," Shakti says. And for future apprentices, nervous about the world they're entering, he has the following advice: "Listen to how you can improve yourself. People are going to help, but you need to put the work in. It's normal to be scared – regardless of what job you have – but keep a smile on your face, stay positive, and it will eventually pay off!"

Valued by Employers

NatWest is proud to be partnering with LTSB to bring promising new talent from all backgrounds into the bank. We've worked with LTSB to design and develop our social mobility apprenticeship programmes to help young people with fewer advantages get the training, support and employment opportunities they need to launch their careers.

LTSB offers invaluable practical, hands-on support through the recruitment process and beyond so that applicants are set up for success. At NatWest, we're delighted to be working with LTSB to hire 400 young people into jobs of the future, including in digital, data, software development and customer service roles.



Dame Alison Rose, NatWest Group CEO

"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, MAPP Executive Director - Head of People and Talent

"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."

Farah Beveridge, RSM National Early Careers Manager

"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

What You'll Learn

Our sessions are delivered by our dedicated delivery teams, with guest speakers and previous LTSB apprentices! Here are some units your programme may contain:

Interview Skills

This unit encourages you to think critically about interview structure and purpose, and recognise strengths and weaknesses of the process to better stand out. Gain tools for structuring answers such as the STARR format, and refine your technique both with peers and professional mentors.

Professional Communication

No one teaches you how to write an email. You just find out when you've done it wrong. That's why we deliver this unit to understand the importance of effective and professional communication, including actually how to write an email and the risks associated with it.

Information Sources

The world is full of people telling you what to think. This unit helps you understand the importance of analysing and evaluating information, as well as how to choose appropriate news sources to increase commercial awareness.

Troubleshooting Tech

Technology is in every sector, in every job. That's why effective employees need to be able to critically engage with hardware and software, learning from errors to understand design and working-culture blind spots. In this unit you will examine examples of tech that fails to fulfil a brief, and analyse errors of design or implementation.

Morality, Ethics, and the Law

Personal morality, professional ethics, and legal obligations are critical aspects to developing your career: a clear understanding of right and wrong will guide you through difficult decisions. This session encourages open and professional discussion and debate.

The Workplace - Case Studies

We've helped hundreds of young people start careers: they've been honest about what they've found difficult, and we've been honest about how they could do better. These case studies are based on real issues we've resolved together, and through structured discussions with other cohort members will give you a better understanding of the importance of personal brand, how to raise issues in an appropriate way, and HR processes.

Some programmes also include sessions and workshops run by our partner training providers, colleges, and football club foundations. From AAT qualifications to Sports Leadership Awards, our partners bring meaningful experiences and skills to ensure your CV stands out!



The College of
Haringey, Enfield
and North East London



**PROFESSIONAL
ACADEMY**





Business

Scan to
apply!



Our Business employment programme gives you the experience and skills to succeed in your chosen career. We will provide you with a genuine insight into the Business 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 our education partners **BPP** or **The College of Haringey, Enfield and North East London**. This programme is **12 weeks long and part-time**.

Our **LIVERPOOL** programme includes an accredited level 2 Bookkeeping certificate qualification with our education partner, and a Level 2 Sports Leaders Award and is partnered with **Liverpool LFC Foundation**. This programme is **10 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 will gain a qualification, learn new skills, earn a competitive salary, and be supported professionally during the first year of your career.

Locations

- Birmingham
- Liverpool
- London

Eligibility Criteria

- Aged between 18 - 21
- 5 GCSEs at grade 4 or above inc. Maths & English
- No previous experience required
- Free School Meals eligible and / or require additional support to access careers

Delivery Partners



Previous Employers





Law

Scan to
apply!



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, 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 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 will allow you to progress your career into other areas and levels within the legal profession.

"I am so grateful for the skills I have developed over the past 6 weeks which I know will stick with me 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

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.

Locations

- Birmingham
- Liverpool
- London
- Manchester

Eligibility Criteria

- Aged between 18 - 21
- Minimum 80 UCAS points
- 5 GCSEs at grade 4 or above inc. Maths & English
- Free School Meals eligible and / or require additional support to access careers

Delivery Partners



Employer Insight





Marketing

Scan to
apply!



Our six-week, part-time programme give you the training and skills to succeed as a **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 Careers Development Managers will professionally develop you with course units on interview coaching, critical thinking, communications, and presentation. You will also learn industry skills with the **Professional Academy** and through insight events with leading companies – last year our cohort was hosted by marketing departments from **The Post Office, Danos** and **TikTok**.

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 and every size of 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 roles such as:

- Marketing Assistant
- Digital Marketing Assistant
- Social Media Marketing Assistant

On the apprenticeship you'll have the opportunity to gain a qualification, learn new skills, earn a competitive salary, and be supported throughout your first year in role.

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

Location

- London

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

Delivery Partners



Supported by





Data &

Scan to
apply!



Technology

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, full-time** interactive Data & Technology programmes where you will receive employability training, interact with staff (including previous LTSB apprentices) and gain genuine insight into the culture at NatWest. Successful completion of our programme guarantees you an interview with NatWest for a permanent role.

Roles include:

- Cyber Security (L8)
- Data Analysts (L4/8)
- DevOps Engineer (L4)
- IT & Telecommunications Systems (L6/8)
- Information Communication Technician (L3)
- Software Developer (L4)

Salary for successful candidates:

- Edinburgh: £22,455
- London: £23,355 – £25,830
- Manchester: £22,455

"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 supports 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.

To see example job descriptions of the apprenticeships available please visit our website.

Locations

- Edinburgh
- London
- Manchester

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

Delivery Partner



Lead Employer





Finance &

Customer

Advisor

Scan to
apply!



LTSB and partner NatWest are looking for young people who are passionate about Banking and Customer Service to join our employment programme, interviewing for apprenticeships in a permanent role. We are offering places on our **3-week, full-time** Financial Customer Service programme where you will receive employability training, interview prep, and gain insight into the culture at NatWest Bank. 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.

Roles include:

- Associate Project Manager (L4)
- Business Administration (L3/6)
- Senior Financial Services Customer Adviser (L3)

Salary for successful candidates:

- Bristol: £22,590
- Birmingham/Edinburgh/Manchester: £22,455
- London: £23,355 – £25,830

"I am currently a Customer Service Advisor at NatWest and I hope to progress into management 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 supports 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.

To see example job descriptions of the apprenticeships available please visit our website.

Locations

- Birmingham
- Bristol
- 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

Delivery Partner



Lead Employer





Contact



Scan to
apply!

Centre

LTSB and NatWest are looking for young people who are passionate about Financial Customer service to join our Contact Centre programme. Led by our experienced Careers Development Managers, you will undergo a tailored **2-week, full-time** programme that will develop you professionally and prepare you for a Customer Service Apprenticeship interview in a NatWest Contact Centre. The workshops range from interview coaching and CV workshops, to critical thinking, communications, debating and presentation skills. You will also be invited to 2 days' work insight into the NatWest Contact Centre, where 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 apply 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: £22,590. All other locations: £22,455.

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
- Manchester
- Southend

Eligibility Criteria

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

Delivery Partner



Lead Employer



FAQs - Applications

Here are some Frequently Asked Questions about applications, programmes and employment through LTSB - but it isn't exhaustive! For more answers, use the QR to check our website or get in touch at applications@leadershipthroughsport.org



Can I take part in an LTSB programme and still be eligible for universal credit?

Please inform your work coach if you are offered a place on an LTSB programme, but yes, in principle you should be able to take part and still receive your Universal Credit benefit.

Can I take part in the programme even though I am still at university?

No, you cannot take part in our programme if you are still in full-time education. However, we are very interested in supporting young people who have started university, but decided it isn't the right path for them. If you have withdrawn from university, please state this in your application.

Can I take part in the programme if I am working?

You cannot take part in our programmes if you are **working full-time** as you just won't be able to commit to our timetable. However, several of our programmes are designed to allow **part-time work**. When you apply, state in your application that you work part-time and your hours/days. If you are invited to an interview, we can discuss how it could work for you.

I do not live in the area that you run your programme. Can I still apply if I am looking to move in the near future?

You must live in the area where our programme is based. If you are planning to relocate, please feel free to apply for one of our programmes once you have moved.

Can I apply for more than one LTSB programme?

You may only apply for one programme at a time, but you can state in your application if you're interested in more than one programme. If you are invited to interview we'll discuss your aspirations and help you decide which programme would be right for you.

I've got a criminal conviction / county court judgement. Can you still help me?

We need more information to answer this question - but we want to help wherever we can. Please include any details in your application. The more information we have the better we can assess if the programme would be right for you.

I have no qualifications / never had a job before - does that matter?

We have different programmes that are suitable for different young people - but we exist to give many young people their step step on the ladder! You can find out if qualifications are needed for the programme you are interested in by clicking on the programme.

Is there support for people with disabilities on your programme?

We make every effort to enable young people with particular needs to benefit from our work. When you apply for a programme let us know what requirements you have and we'll let you know how we can help. If you would like to speak to someone further about this please contact us at applications@leadershipthroughsport.org

FAQs - Programmes

How long do LTSB programmes run for?

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. You can find details of the programme you are interested in on the programme page.

What time does the programme start and finish each day?

Our programmes usually run from 9:30am – 4:30pm. Some events, especially networking, may happen outside of these times. This information will be given to you in our welcome packs that are sent to you before the programme starts.

What will I be doing during my time on the LTSB programme?

All our programmes 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).

Will I get a qualification for completing your programme?

You will not receive a qualification for completing our programme. However some programmes we offer are in partnership with education providers, who provide accredited qualifications like AAT units or Sports Leaders Awards. For further info on qualifications included in our programmes please visit the programme page you are interested in.

Is there a cost to take part in the programme?

No, our programmes are free. Costs you may incur whilst on the programme would be travel to venues and lunch (though this is sometimes provided). We do not want finance to be a barrier to your development, so if you think these costs could be an issue, please get in touch with us directly to discuss further at applications@leadershipthroughsport.org

What happens if I get a job during the programme?

Fantastic! We just ask that you keep us up to date and let us know so we can amend our records – and if you still want us to keep in touch and support your career, we'd be delighted!

What should I wear on the programme?

How to dress is a big questions in the world of work! Our online sessions generally won't require you to wear office attire, however most corporate venues will expect you to dress professionally – but don't worry, we'll help you work out what that means! Your Careers Development Manager will share information with you before each session on how you should present yourself that day.



FAQs - Employment

What salary can I expect?

LTSB only work with employers who pay living wage - that is the minimum salary you can expect, though some roles and employers pay significantly more. Our programmes partnered with NatWest have salaries for each apprenticeship position available to view on our programme pages. For all other programmes we run, salaries will depend on your employer.

Am I guaranteed a role once I've completed an LTSB programme?

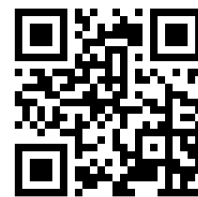
LTSB guarantees interviews with employers once you have completed our programme. We cannot guarantee you a role as it's up to you to perform at the interview, but we make a commitment to support anyone engaging with our programme until they find a position. Change doesn't happen overnight, and we'll be with you every step of the way.

What happens when I have completed an LTSB programme?

Once you have completed your programme, LTSB provide 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 that offer a quality apprenticeship experience and the opportunity for a permanent role at the end of the placement. We are committed to securing you not just any job, but a *career*.

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 placement, and that your employer is also supported. We also offer continued professional development and opportunities after you are placed into work.

Scan for
more FAQs!



Contact Us

This is your chance to gain qualifications, skills and experience. Begin your career journey - and do it while earning at the same time.

To discuss your application or ask us a question you can email us at: applications@leadershipthroughsport.org



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www.ltsb.charity



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@LTSB



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@LTSB.Charity

"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 look forward to welcoming you to the LTSB Family!"

Vidal - Edinburgh 2021 cohort





Make new friends | Start a career | Take your opportunity