



**OUR JOB  
IS YOUR  
JOB**

**APPRENTICESHIP  
EMPLOYER  
PROSPECTUS  
2023/24**

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# WHAT IS AN APPRENTICESHIP?

**Apprenticeships are a job with training. The apprenticeship standards were designed by employer trailblazer groups and cover the knowledge, skills, and behaviours the trailblazers have deemed necessary for the specific role. We offer a wide choice of apprenticeships that you can choose from, and we will work with you to tailor these to your business.**

Apprenticeships combine practical training in a job with study. Once practical training has been completed, apprentices will be required to complete an end-point-assessment to achieve their apprenticeship certificate. As the employer you will be responsible for:

- Supporting the apprentice by providing tasks/ activities as per your job description which generates “naturally occurring evidence”, and meets the apprenticeship programme requirements
- Liaise with trainer in providing relevant tasks/ activities
- Supporting the apprentice to meet the minimum of 6 hours off-the-job requirement
- Set the expectations for knowledge, skills and behaviours in line with their business needs, and support the development of new skills in line with the apprenticeship programme
- Provide a safe working environment for the apprentice
- Contribute to the discussion in relation to apprentice progress
- Continuous support, mentoring and advice to the apprentice
- Pick an end-point-assessment organisation and paying for resits.

## Training Plan

The training plan sets out the details of the apprenticeship, you will notice any formal paperwork will be in the name TEC Partnership, don't worry the Grimsby Institute is part of the TEC Partnership. The training plan is the plan on how your apprentice will develop the knowledge, skills and behaviours that are set out within the apprenticeship standard meeting the industry needs.

## Apprenticeship Agreement

The apprenticeship agreement is an agreement between you and your apprentice which outlines the apprenticeship standard, duration of the apprenticeship including the practical duration and the end-point-assessment duration.

## Off-the-Job

Your apprentice has a right to a minimum 6 hours off-the-job time to support learning and development. Off-the-job will be explained during your initial meeting with your Business Development Consultant.

## Progress Reviews

Your work-based trainer will attend your site at least once of every 8 weeks in which they will complete a progress review with you and your apprentice. The progress review will identify the progress to date of the apprentice against the training plan.

## End Point Assessment (EPA)

All new apprenticeships conclude with an end-point-assessment (EPA) this is an assessment of the knowledge, skills and behaviours that your apprentice has learnt throughout their apprenticeship, this confirms they are occupationally competent. Your apprentice will only get their apprenticeship certificate and be deemed occupationally competent after they have passed all the elements of the end-point-assessment. EPA can include a portfolio, professional interview or practical observation for example, but each one is different, we will ensure you have all this information up front.

## Maths and English

Maths and English are integral to the success of an apprenticeship. Your apprentice may need to study for maths and English depending on their prior achievements. Time required is in addition to the off the job hours of 6 hours per week. Time needs to be given for attendance. Maths and English will be integrated within the apprenticeship throughout.

## Funding the apprenticeship

Each of the apprenticeships we deliver has a maximum funding band assigned by the government, we have detailed the specific band on each of the standards information summary within this prospectus. Depending on the apprentice the price and the length may need to be adjusted as it is very individualised to a learner's prior knowledge and skills. This will all be explained as part of an initial meeting so don't worry, we understand it can feel complex. How you pay will depend if you do or do not pay the apprenticeship levy.

## If You Pay the Apprenticeship Levy

A company with a payroll of more than £3 million will pay 0.5% of the pay bill into the apprenticeship levy. The apprentice levy can only be used for apprenticeships; however, this can be used for new or existing staff.

The levy is collected automatically through the PAYE with HMRC alongside income tax and national insurance. You can use your apprenticeship levy to recruit new apprentice staff or develop new knowledge and skills for existing staff via apprenticeships.

## If You Do Not Pay the Levy

If you are a small to medium enterprise or a micro company, then you can receive 95% of funding for apprenticeships. You can recruit new or train eligible existing members of staff and the government will pay 95% of the apprenticeship price. If you employ less than 49 members of staff and recruit a 16-18-year-old the government will fully fund the apprenticeship.

As an SME/Micro employer, you will need to register with The Apprenticeship Service to allocate funding for your apprentice.

Micro, small and medium enterprises now have access to The Apprentice Service, and are required to reserve funding for new starts on an apprenticeship standard.

At the Grimsby Institute we want to be able to support you to use the service, and to be able to reserve and make optimum use of apprenticeship funding. We can reserve funds on your behalf, but in order to do this you must send us a request via an Apprenticeship Service account (TAS). Full instructions can be found at [apprenticeships.grimsby.ac.uk/employers/funding](https://apprenticeships.grimsby.ac.uk/employers/funding) or contact one of our team who will be happy to help.

## WE OFFER APPRENTICESHIPS IN THE FOLLOWING SECTORS:

- Business and Management
- Transport and Logistics
- Engineering and Manufacturing
- Construction Trades
- Education and Training
- Service Industries.

# BUSINESS AND MANAGEMENT



## Business Administrator – Level 3

**Typical duration:** 18 months+ EPA

**Maximum funding:** £5,000

**Employer contribution:** Maximum 5% = £250 or Apprenticeship Levy

**Day release at college required:** No

**Entry requirements:** Where not already achieved Level 2 English and maths, they must do so before taking the end-point-assessment.

**Role profile:** Business Administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. This apprenticeship covers the knowledge, skills and behaviours needed to progress in this profession, including use of IT software, record and document production, communication, relevant regulations, professionalism and responsibility among others.

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## Customer Service Practitioner – Level 2

**Typical duration:** 12 months+ EPA

**Maximum funding:** £3,500

**Employer contribution:** Maximum 5% = £175 or Apprenticeship Levy

**Day release at college required:** No

**Entry requirements:** If not already achieved, the apprentice will have to achieve Level 1 English and maths and take the test for Level 2 prior to taking their end-point-assessment.

**Role profile:** The role of a customer service practitioner is to deliver high quality products and services to the customers of their organisation. This apprenticeship covers the knowledge, skills and behaviours needed to progress in this profession, including understanding organisation, customer experience, communication, team working and product and service knowledge among others.

## **Customer Service Specialist – Level 3**

**Typical duration:** 15 months+ EPA

**Maximum funding:** £4,000

**Employer contribution:** Maximum 5% = £200 or Apprenticeship Levy

**Day release at college required:** No

**Entry requirements:** Where not already achieved Level 2 English and maths, they must do so before taking the end-point-assessment.

**Role profile:** The main purpose of a Customer Service Specialist is to be a 'professional' for direct customer support within all sectors and organisation types. This apprenticeship covers the knowledge, skills and behaviours needed to progress in this profession, including customer service culture, business focused delivery, customer service performance, team working, ownership and responsibility and business knowledge and understanding among others.

Upon completion, the core knowledge, skills and behaviours will be assessed at end-point- assessment (EPA) by a work-based project supported by interview, a practical observation and Q & A and a portfolio and discussion.

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## **Team Leader/Supervisor – Level 3**

**Typical duration:** 12 months+ EPA

**Maximum funding:** £4,500

**Employer contribution:** Maximum 5% = £225 or Apprenticeship Levy

**Day release at college required:** No, however, regular workshops will be required that may be at employer premises or at college

**Entry requirements:** The entry requirement for this apprenticeship will be decided by each employer, but may typically be five GCSEs at Grade C or higher.

**Role profile:** A Team Leader or supervisor is a first line management role, with operational and project responsibilities or responsibility for managing a team to deliver a clearly defined outcome. They provide direction, instructions and guidance to ensure the achievement of set goals. Working in the private, public or third sector and in all sizes of organisation, specific responsibilities will vary, but the knowledge, skills and behaviours needed will be the same whatever the role.

Key responsibilities are likely to include supporting, managing and developing team members, managing projects, planning and monitoring workloads and resources, delivering operational plans, resolving problems, and building relationships internally and externally.

## **Operations or Department Manager – Level 5**

**Typical duration:** 30 months+ EPA

**Maximum funding:** £7,000

**Employer contribution:** Maximum 5% = £350 or Apprenticeship Levy

**Day release at college required:** No, however, regular workshops will be required that may be at employer premises or at college

**Entry requirements:** The entry requirement for this apprenticeship will be decided by each employer, but may typically be five GCSEs at Grade C or higher.

**Role profile:** An Operations or Departmental Manager is someone who manages teams and/or projects, and achieving operational or departmental goals and objectives, as part of the delivery of the organisation's strategy. They are accountable to a more senior manager or business owner. Working in the private, public or third sector and in all sizes of organisation, specific responsibilities and job titles will vary, but the knowledge, skills and behaviours needed will be the same. Key responsibilities may include creating and delivering operational plans, managing projects, leading and managing teams, managing change, financial and resource management, talent management, coaching and mentoring. Roles may include: Operations Manager, Regional Manager, Divisional Manager, Department Manager and Specialist Managers.

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## **Assistant Accountant – Level 3**

**Typical duration:** 18 months+ EPA

**Maximum funding:** £8,000

**Employer contribution:** Maximum 5% = £400 or Apprenticeship Levy

**Day release at college required:** Yes

**Entry requirements:** Individual employers set the selection criteria, but this is likely to include five GCSEs, including maths and English, although some employers will accept other relevant qualifications and experience, including a relevant Level 2 qualification. Apprentices without English or maths at Level 2 must achieve this prior to taking the end-point-assessment.

**Role profile:** An Assistant Accountant provides support to internal and external customers and will work predominately either as an Assistant Accountant within practice or alternatively within the finance function of an organisation. Part of their role will involve assisting in the day to day financial activities such as data entry to month end management accounts and/or year-end financial statements. In addition, the Assistant Accountant may find themselves involved in regulatory financial requirements such as the completion of VAT returns or assisting in the preparation of tax computations.

## **Professional Accounting or Taxation Technician – Level 4**

**Typical duration:** 18 months+ EPA

**Maximum funding:** £8,000

**Employer contribution:** Maximum 5% = £400 or Apprenticeship Levy

**Day release at college required:** Yes

**Entry requirements:** Individual employers will identify entry requirements in terms of previous qualifications, training or other criteria. Most candidates will have Level 2 maths and English (equivalent to GCSE grade C or above), ideally as part of five GCSE A-C grades or other comparable qualifications. Apprentices without English or maths at Level 2 must achieve this prior to the completion of the apprenticeship.

**Role profile:** Individuals in the role of a Professional Accounting or Tax Technician will have responsibility for creating, and/or verifying and reviewing, accurate and timely financial information within the organisation in which they are employed or on behalf of another organisation. This will be performed in order to meet relevant ethical, professional and legal standards, and will utilise the individual's knowledge of the business systems and processes, as well as standard accounting and tax practices. This role may exist in an accounting practice, a professional services company, HMRC or the accounting function of a business or other organisation.

Examples of roles as a Professional Accounting or Tax Technician include, but are not limited to: Assistant Auditor, Assistant Management Accountant, Assistant Financial Accountant, Accounts Payable and Expenses Supervisor, Commercial Analyst, Payroll Manager, Senior Bookkeeper, Senior Financial Officer, Tax Investigations Officer, Personal Tax Assistant and Business Tax Assistant.

This occupation covers two areas of specialism, accounting and tax. A successful apprentice will have met the core requirements common to both areas and one of the two technical knowledge option requirements. A competent Professional Accounting or Tax Technician, on completion of the apprenticeship standard, will meet the prior requirements

# TRANSPORT AND LOGISTICS



## Supply Chain Operator - Level 2

**Typical duration:** 12 months+ EPA

**Maximum funding:** £3,000

**Employer contribution:** 5% = £150 or Apprenticeship Levy

**Day release at college required:** No

**Entry requirements:** If not already achieved, the apprentice will have to achieve Level 1 English and maths and take the test for Level 2 prior to taking their end-point-assessment.

**Role profile:** Supply Chain Operators are primarily responsible for managing the movement of goods for a variety of customers across all sectors. There are two pathways available, Traffic Office - managing the movement of goods for a variety of customers and Removals Operatives - the preparation for and performance of packing/unpacking and moving household, office and other furniture, goods and equipment into or out of new premises or storage or preparation for transit, both domestically and internationally. This apprenticeship covers the knowledge, skills and behaviours needed to progress in this profession, including communication, processes and technology, customer service, safe handling, teamwork and showing commitment among others.

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## Supply Chain Warehouse Operator - Level 2

**Typical duration:** 12 months+ EPA

**Maximum funding:** £3,000

**Employer contribution:** 5% = £150 or Apprenticeship Levy

**Day release at college required:** No

**Entry requirements:** If not already achieved, the apprentice will have to achieve Level 1 English and maths and take the test for Level 2 prior to taking their end-point-assessment.

**Role profile:** Warehouse Operatives work in a variety of warehouse environments. Work activities include taking deliveries, checking for damaged/missing items, storing goods, moving stock by various methods, picking/packing orders, loading goods for dispatch, maintaining stock records and documentation, and cleaning. This apprenticeship covers the knowledge, skills and behaviours needed to progress in this profession, including safe and controlled driving, safe working, relevant regulation, use of IT systems, communication and teamwork among others.



## **Autocare Technician - Level 2**

**Typical duration:** 30 months+ EPA

**Maximum funding:** £12,000

**Employer contribution:** 5% = £600 or Apprenticeship Levy

**Day release at college required:** Yes

**Entry requirements:** Individual employers will set their own selection criteria for applicants. However, recommended that candidates can demonstrate an interest in the occupation as well as an ability to work in an organised and methodical way to identify and solve problems; also demonstrate an ability to communicate both orally and in writing.

**Role profile:** An Autocare Technician carries out a range of services and repairs to cars, car derived vans and light goods vehicles, working in an Autocare or "Fast-Fit" Centre, which may be part of a national chain or operated by a regional/local independent group/owner. An Autocare Technician requires a unique combination of technical, retail and customer service skills. They will use a range of tools, measuring and diagnostic equipment to identify & repair simple system faults.

The Autocare Technician has to demonstrate expertise not only in the technical elements of their role and have a good grasp of the practical and theoretical aspects of the vehicle systems they service, but also needs to have excellent telephone, customer handling (including how to handle difficult customers and deal with customer disappointment) and effective sales skills, as well as strong problem solving and self-organisation skills. They must be able to work as part of a team but also operate independently, understand how their centre operates from a commercial perspective and how their actions contribute to business results, whilst maintaining a high standard of workmanship.

**Please Note:** This Standard does not on its own qualify apprentices to work on air-conditioning systems. Employers who require apprentices to work on air-conditioning systems must also provide the F-Gas qualification.

## Motor Vehicle Service and Maintenance Technician (Light Vehicle) - Level 3

**Typical duration:** 36 months+ EPA

**Maximum funding:** £15,000

**Employer contribution:** 5% = £750 or Apprenticeship Levy

**Day release at college required:** Yes

**Entry requirements:** Whilst any entry requirements will be a matter for individual employers, typically an apprentice might be expected to already have the following qualities: An interest in the way vehicles operate; ability to demonstrate general analytical and mechanical skills, a capacity for mechanical reasoning and the potential to research, analyse and solve problems; well organised, methodical and good attention to detail; good spatial awareness; able to work in a team and to communicate well both orally and in writing; cares about delivering excellent service – both internally and externally to colleagues and customers.

**Role profile:** A Motor Vehicle Service and Maintenance Technician services and repairs light vehicles such as cars and vans and works either in dealerships which focus on a particular manufacturer, or in an independent garage which deals with many different makes of vehicles.

The automotive retail industry provides employment for over half a million employees who work for approximately 70,000 employers. It is a major contributor to the UK economy. In a large dealership the Technician will typically report to the Workshop Controller, who in turn reports to the Aftersales Manager and liaises with the Service Reception. In smaller garages the Technician will report directly to the owner or Garage Manager.

The Technician must be able to work independently but also operate as an effective team member and have good customer handling skills. They will understand how their workshop and the dealership/garage functions from a commercial perspective and identify ways in which they can work more efficiently. Technicians working in large dealerships work with other departments, for example carrying out work for the sales department and ordering parts from the parts department, whereas apprentices in smaller independent garages may be called upon to carry out some of the function of the other departments themselves, for example managing their own delivery of parts.

The Technician will work on all the systems found within the vehicle. The day-to-day work ranges from replacing simple parts through to solving complex faults with the use of diagnostic methods and equipment. The tasks faced are constantly changing, driven by the introduction of ever more complex technologies and diagnostic techniques.

The growing complexity of today's vehicles, and the pressure to deliver a high-quality customer experience, requires the retail automotive sector to attract and train high calibre individuals and this is reflected in the elements of the Standard.

## Motor Vehicle Service and Maintenance Technician (Heavy Vehicle) - Level 3

**Typical duration:** 36 months+ EPA

**Maximum funding:** £15,000

**Employer contribution:** 5% = £750 or Apprenticeship Levy

**Day release at college required:** Yes

**Entry requirements:** Individual employers will set their own selection criteria for the applicants. However, recommended that to optimise the chance of selection, candidates can demonstrate an interest in how the HV industry operates as well as ability to work in an organised and methodical way to analyse and solve problems; be able to demonstrate mechanical skills; also demonstrate an ability to communicate both orally and in writing.

**Role profile:** A Heavy Vehicle (HV) Technician services, inspects and repairs HV's, categorised by the Department of Transport as category N2 or N3, and associated trailers, with the associated ancillaries. They work in either a dealership that focuses on a particular manufacturer, or for an independent garage, franchise or large fleet operator that deals with many different makes of vehicles.

They work on all the systems found within the vehicle. The nature of the work ranges from replacing simple parts through to solving complex faults with the use of diagnostic methods and equipment. The day-to-day tasks faced by the Technician are constantly changing, driven by the introduction of ever more complex technologies and diagnostic techniques.

Today's Technician has to demonstrate expertise in the technical side of their role. They must have strong problem-solving skills and a good grasp of the theoretical and practical aspects of vehicles systems and associated ancillaries. They must be able to work independently but also operate as an effective team member, understanding how their workshop and the dealership/garage/branch functions from a commercial perspective, have good customer handling skills and identify ways in which they can work more efficiently. The growing complexity of today's vehicles and the pressure to deliver a high-quality customer experience requires the retail automotive sector to attract and train high calibre individuals and this is reflected in the elements of the Standard.

## Port Operative - Level 2

**Typical duration:** 12 months+ EPA

**Maximum funding:** £8,000

**Employer contribution:** 5% = £400 or Apprenticeship Levy

**Day release at college required:** No

**Entry requirements:** Individual employers will determine their own entry requirements but due to the nature of the role it is expected that candidates will meet certain medical standards of physical health. Possession of a driving licence is likely to be advantageous.

**Role profile:** Port Operatives have key roles in enabling businesses to deliver on time and safely. Cargo can include any goods imported to, or exported from the UK, such as cars, food, manufactured goods and raw materials and the work they do depends on the type of ship or cargo. Operatives in larger ports tend to specialise, but smaller ports often require them to perform a wide range of duties.

Port operatives may be involved in:

- Loading, unloading, handling and securing cargo (including general, bulk, project, liquid and freight containers)
- Warehousing, storage and retrieval e.g. checking, marking and despatching cargo
- Roll-on/roll-off (RoRo) vessel operations, e.g. moving all kinds of wheeled vehicles via ramps
- On-shore mooring and vessel handling operations
- Passenger operations e.g. directing passengers and handling baggage
- Workplace transport operations, e.g. directing and moving driving vehicles/cargo
- Infrastructure operations e.g. operating lock gate and bridges.

Operate heavy machinery, operate specialised port operating equipment (such as ship-to-shore container and general cargo cranes, conveyor belts/suction pipes for grain and pipelines for oil tankers) and lifting and handling equipment (such as mobile cranes, lift trucks, materials handlers, straddle carriers, reach stackers etc.). A Port Operative may be required to work on board any type and size of moored or anchored vessel in a port. Port Operatives typically work in teams under the direction of a supervisor and are an essential part of the core function of a port and maintaining a safe environment. Working hours may include unsocial hours and working outdoors in inclement weather is probable. There may be some on-call requirement and shift and weekend work are likely. The Port Operative's occupation is most commonly broken down into cargo and passenger roles.

## **Marine Pilot - Level 5**

**Typical duration:** 30 months+ EPA

**Maximum funding:** £18,000

**Employer contribution:** 5% = £900 or Apprenticeship Levy

**Day release at one of our sites required:** Yes

**Entry requirements:** Individual employers will determine their own entry requirements; but due to the nature of the role it is expected that candidates will meet certain medical standards of physical health.

**Role profile:** As an island nation over 95% of trade by volume goes by vessel through over 100 ports around the United Kingdom. Approximately 750 Marine Pilots are employed to safely navigate these vessels from sea to berth or berth to sea within the port's jurisdiction.

A Marine Pilot has responsibility for the safe navigational conduct of a vessel throughout its passage from sea to berth or berth to sea. They also have a statutory duty to report any defects or deficiencies on the piloted vessel. A Marine Pilot will work closely with the Captain and other members of the crew, who may be of any nationality. They must also be able to use the vessels navigational and communications equipment, liaising with other vessels and the harbour marine control centre.

Before boarding a vessel, a Marine Pilot is required to prepare a passage plan for the voyage from sea to berth or berth to sea. This will take-into-account the size, draft and operating characteristics of the vessel as well as tides, the marine environment and the weather and give consideration to any need for tugs to assist the manoeuvring.

# ENGINEERING AND MANUFACTURING



## Maintenance Operations Engineering Technician - Level 3

**Typical duration:** 36 months+ EPA

**Maximum funding:** £26,000

**Employer contribution:** 5% = £1,300 or Apprenticeship Levy

**Day and block release required at college (1 year off the job):** Yes

**Entry requirements:** Typically, three GCSEs at grade C or higher including maths, English and science, or equivalent and/or relevant experience.

**Role profile:** Maintenance & Operations Engineering Technicians covers seven roles: Electrical Technicians; Mechanical Technicians; Control & Instrumentation Technicians; Wind Turbine Technicians; Electrical System and Process Control Technicians; Electromechanical Technicians and Plant Operations Technicians. They will maintain the safety, integrity and effective operation of plant and equipment in one or more of the following industries that are part of or have activities that are part of the broader national infrastructure-engineering Sector: the electricity generating environment, which may use a range of different fuels including coal, gas, nuclear, wind and other renewable sources; telecommunications power plants; oil and gas refining; nuclear waste reprocessing; processing and production of chemicals; pharmaceuticals; human and animal food; cosmetics; petrochemicals; sewerage and the exploration and exploitation of oil and gas.

Electrical/Mechanical/Control and Instrumentation/Wind Turbine Technicians will work on various types of plant and equipment commonly found throughout the engineering industry sectors and the Technicians can be expected to migrate through these sectors during the course of their careers. Dependent upon the sector that they are employed in there may be subtle differences in terms of the composition and application of the plant and equipment. However, the fundamental principles of operation will be the same regardless of the engineering sector.

## **Lead Engineering Maintenance Technician – Level 4**

**Typical duration:** 36 months+ EPA

**Maximum funding:** £19,000

**Employer contribution:** 5% = £800 or Apprenticeship Levy

**Day release required:** Yes

**Entry requirements:** Individual employers will set the recruitment and selection criteria for their apprenticeships. In order to optimise success, candidates will typically have three GCSEs at Grade C/4 or equivalent, including maths, English and a science and have completed a Level 3 technical qualification or equivalent.

**Role profile:** This occupation is found in the engineering and manufacturing sector. Sectors typically include maritime, maritime defence, automotive, energy, engineering construction and general engineering maintenance industries. Lead maintenance engineering technicians typically perform a multi-disciplinary role, managing or leading other technicians. They may specialise in areas such as mechanical, electronic, or electrical engineering. An employee in this occupation is responsible for the quality, safety and delivery of service. They ensure that work is delivered to the customer on time at the agreed cost. They must ensure their own work and the work of others is completed to specification. They must meet set deadlines. They must meet quality requirements and ensure that all relevant records are completed. They must work to health and safety and environmental regulations. They work alone and as part of a larger team on complex technical issues.

## **Metal Fabricator - Level 3**

**Typical duration:** 42 months+ EPA

**Maximum funding:** £27,000

**Employer contribution:** 5% = £1,350 or Apprenticeship Levy

**Day and block release required at college (1 year off the job):** Yes

**Entry requirements:** Individual employers will set the recruitment and selection criteria for their apprenticeships. In order to optimise success, candidates will typically have four GCSEs at Grade C/4 or equivalent, including maths, English and a science.

**Role profile:** This occupation is found in the advanced manufacturing engineering and engineering construction sectors.

The broad purpose of the occupation is to carry out metal fabrication work using things such as rolled steel joists, columns, channels, steel plate and metal sheet.

Work includes manufacturing bridges, oil rigs, ships, Petro-chemical installations, cranes, platforms, aircraft, automotive and machinery parts, sheet metal enclosures, equipment supports, and anything that can be fabricated out of metal. Fabricators can work alone or in teams, in factories or on operational sites.

Fabricators use a large range of metals including steel, aluminium and titanium at a range of thicknesses from 0.5mm up to over 20mm. The size and weight of the fabrications can range from components that can easily be picked up by hand, to massive structures that require several cranes to manipulate.



## **Food and Drink Process Operator - Level 2**

**Typical duration:** 12 months+ EPA

**Maximum funding:** £5,000

**Employer contribution:** 5% = £250 or Apprenticeship Levy

**Day release required:** No

**Entry requirements:** Individual employers will set the selection criteria for their apprenticeships.

**Role profile:** This occupation is found in the food and drink manufacturing sector. Companies range in size, from small to large. They may produce one type of food and drink product or a range of products. Products may include biscuits, cakes, confectionery, fresh fruit, ready-to-eat and ready-to cook food, sandwiches, salads, soft drinks, and wraps. Process operators typically work on production lines within food and drink manufacturing businesses.

The broad purpose of the occupation is to complete food and drink processing procedures to contribute to the manufacture of safe and compliant food products. They support technical operators to complete start up, set up, line changeovers, and shut down of food and drink production lines and machinery. They monitor product quality throughout against key performance indicators. With a team focus, they prepare for the on-coming shift and provide handovers. Contributing to continuous improvement, stock control and audits is also part of the role.

In their daily work they interact with other process operatives, technical operators and maintenance teams – depending on company size and structure. They typically report to an operational manager. They work under direct supervision.

They are responsible for following Standard Operating Procedures (SOPs). This is to ensure food safety, health and safety, environment and sustainability, quality, and customer requirements are met whilst working as part of a team to meet deadlines, productivity and efficiency targets.

They are likely to be required to work shifts, including unsociable hours.

## **Food and Drink Technical Operator - Level 3**

**Typical duration:** 30 months+ EPA

**Maximum funding:** £16,000

**Employer contribution:** 5% = £800 or Apprenticeship Levy

**Day release required:** No

**Entry requirements:** Individual employers will set the selection criteria for their apprenticeships

**Role profile:** This occupation is found in the food and drink manufacturing sector. Companies are in the main large. They may produce one type of food and drink product or a range of products. Products may include biscuits, cakes, confectionery, fresh fruit, ready-to-eat and ready-to-cook food, sandwiches, salads, soft drinks, and wraps.

The broad purpose of the occupation is to support the manufacture of quality food and drink products. They conduct start-up, close-down, changeover, and handovers in the manufacturing process, often using highly automated equipment and technology. They keep the manufacturing process running through operating machinery, front-line fault diagnosis and resolution, asset care, and performing basic maintenance.

A key focus for technical operators is food safety, through monitoring Hazard Analysis Critical Control Points and recording the results. As they operate in a regulated environment, they may be involved in conducting internal audits and supporting external audits to demonstrate compliance. Demonstrating compliance will also involve completing and updating documents, risk assessments, and completing traceability records. Food and drink manufacturing are often a team activity.

Technical operators may help to develop and support others through training and setting an example. They strive to continuously improve performance and quality (considering safety, quality, driving value). They support the implementation of new products or processes. During incidents, such as fires, accidents or near misses, they implement incident management procedures. Manufacturing process technicians will spend time on the production lines and off-line while working on activities such as projects. They are likely to be required to work shifts, including unsociable hours.

# CONSTRUCTION TRADES



## Engineering Construction Pipefitter – Level 3

**Typical duration:** 36 months+ EPA

**Maximum funding:** £21,000

**Employer contribution:** 5% = £1,050 or Apprenticeship Levy

**Day release at college required:** Yes

**Entry requirements:** Individual employers will set their own criteria; these may include a minimum of three GCSEs (or equivalent) at grade C or above, including English, maths and a science or technology-based subject. Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point-assessment.

**Role profile:** The Pipefitter is a vital engineering construction role, working within strictly defined processes and procedures to exacting standards. This often involves working on major infrastructure projects for example power stations and oil and gas facilities both in the UK and overseas engineering construction industry.

The Pipefitter can work in hazardous environments which can include working at height, over water and in confined spaces. The Pipefitter role encompasses the positioning, assembly, fabrication, maintenance, repair and decommissioning of piping systems within engineering construction, both on construction sites or at commercial fabrication facilities. This can include working in environments with systems that may carry water, steam, food, pharmaceutical, chemicals, gas, hydrocarbons or fuel which may be used in cooling, heating, lubricating and other processes. The Pipefitter works with various pipe materials such as ferrous and non-ferrous metals, plastics and composites.

## Carpentry & Joinery – Level 2

**Typical duration:** 24 months+ EPA

**Maximum funding:** £11,000

**Employer contribution:** 5% = £550 or Apprenticeship Levy

**Day release at college required:** Yes

**Entry requirements:** Individual employers will set the selection criteria for their apprenticeships.

**Role profile:** This occupation is found in both the new build and refurbishment construction sector. The construction industry is central to creating the homes, schools, hospitals, energy and transport infrastructure society needs. There is growing demand for carpenters and joiners to help meet the need for new homes.

The broad purpose of the occupation is working with building materials (most often wood) to create and install building components. This typically involves shaping and cutting materials, installing finished materials like partitions, doors, staircases, window frames, mouldings, timber floor coverings and erecting structural components such as floor joists and roofs. All work needs to be carried out safely, using the appropriate tools and to the quality specified.

This occupation includes two different options and people will either work on a construction site as a Site Carpenter or in a workshop as an Architectural Joiner.

## Installation Electrician and Maintenance Electrician - Level 3

**Typical duration:** 42 months+ EPA

**Maximum funding:** £18,000

**Employer contribution:** 5% = £900 or Apprenticeship Levy

**Day release at college required:** Yes

**Entry requirements:** Individual employers will identify any relevant entry requirements in terms of previous qualifications, trainability tests, or other criteria. Most candidates will have English and mathematics at Level 2 on entry.

**Role profile:** Electricians install, maintain and repair electrical systems in industrial, commercial and domestic environments. Electricians might work in both indoor and outdoor settings. Electrical equipment and systems may include switchboards, motors, cables, fuses, thermal relays, fault current protection switches, heating, lighting, air conditioning and metering equipment as well as crime and fire alarm systems and renewable energy technologies. They are able to work on their own proficiently and work without immediate supervision in the most efficient and economical manner.

They may contribute to the design of electrical systems. They are able to set out jobs from drawings and specifications and requisition the necessary installation materials.

Electrical safety is an important area of an Electricians' work. On completion of their work the electrical systems must be safe to use. They must adhere to safe working practices without endangering themselves or others.

Installation Electricians work on the installation, testing, commissioning and maintenance of low voltage (less than 1000v) electrical and electronic devices and appliances.

Maintenance Electricians work on the maintenance of electrical and electronic installations including automated production systems. Duties include the supervision of the equipment, its maintenance and necessary repairs.

## **Plumbing and Domestic Heating Technician - Level 3**

**Typical duration:** 48 months+ EPA

**Maximum funding:** £21,000

**Employer contribution:** 5% = £1,050 or Apprenticeship Levy

**Day release at college required:** Yes

**Entry requirements:** Entry requirements will be determined by individual employers. Typically, apprentices will have English and mathematics at Level 2 on entry, and all will have achieved that level prior to taking their end-point-assessment. It will be a requirement that the newly developed Level 3 Plumbing and Domestic Heating Qualification is achieved prior to taking the end-point-assessment.

**Role profile:** Plumbing and Domestic Heating Technicians plan, select, install, service, commission and maintain all aspects of plumbing and heating systems. Plumbing and Domestic Heating Technicians can find themselves working inside or outside a property. Customer service skills and being tidy and respectful are important qualities as they can often find themselves working in customers' homes as well as on building sites.

As a competent Plumbing and Heating Technician, the installation of plumbing and heating systems includes accurate measuring, marking, cutting, bending and jointing metallic and non-metallic pipework. Appliances and equipment can include gas, oil and solid fuel boilers as well as pumps, heat emitters, bathroom furniture or controls as part of a cold water, hot water, and central heating or above ground drainage and rainwater systems. Plumbing and Domestic Heating Technicians are at the forefront of installing new and exciting environmental technologies like heat pumps, solar thermal systems, biomass boilers and water recycling systems. It is important for a plumbing and heating technician to be able to work independently or as a team and use their knowledge and skills to ensure that both the system and appliances are appropriately selected and correctly installed, often without any supervision, and done so in a safe, efficient and economical manner to minimise waste.

## Groundworker - Level 2

**Typical duration:** 18 months+ EPA

**Maximum funding:** £9,000

**Employer contribution:** 5% = £450 or Apprenticeship Levy

**Day release at college required:** Yes

**Entry requirements:** Entry requirements will be determined by individual employers.

**Role profile:** Groundworkers are the first trade onto a construction and civil engineering site and they work closely with supervisors and engineers in interpreting design specifications to prepare the site ready for the structural building works to take place. They continue their work throughout the construction phase, working with all on-site construction trades, such as bricklayers and plant operatives, up to and including the final completion activities of the project. Their work includes setting out and preparing the sub-surfaces ready for the structural work to begin, installing drainage systems, concreting, constructing roads and pathways and carrying out the finished hard landscaping. Groundworkers are able to transfer between heavy construction and civil engineering sites as well as house building, commercial building and general building sites. Groundworkers work for all types of construction companies from small subcontractors to large main contractors.

# EDUCATION AND TRAINING

## Early Years Practitioner - Level 2

**Typical duration:** 12 months+ EPA

**Maximum funding:** £4,000

**Employer contribution:** 5% = £200 or Apprenticeship Levy

**Day release at college required:** No, however, regular workshops will be required that may be at employer premises, online or at college.

**Entry requirements:** Entry requirements will be determined by individual employers.

**Role profile:** This occupation is found in a range of private and public settings including; full day care, children's centres, pre-schools, reception classes, playgroups, nursery schools, home based provision, hospitals, social care settings, out of school environments and local authority provision to deliver the Early Years Foundation Stage (EYFS) requirements set by government for the learning, development and care of children from birth to 5 in both indoor and outdoor environments.

The broad purpose of the occupation is to work and interact directly with children on a day-to-day basis supporting the planning of and delivery of activities, purposeful play opportunities and educational programmes within the ethos of the setting. An EYP works as part of a professional team ensuring the welfare and care for children under the guidance and supervision of an Early Years Educator, teacher or other suitably qualified professional in the Early Years Workforce.

## Early Years Educator - Level 3

**Typical duration:** 18 months+ EPA

**Maximum funding:** £6,000

**Employer contribution:** 5% = £300 or Apprenticeship Levy

**Day release at college required:** No, however, regular workshops will be required that may be at employer premises/online or at college.

**Entry requirements:** Entry requirements will be determined by individual employers.

**Role profile:** Early Years Educators, and other job roles such as nursery nurse and childminders, are highly trained professionals who play a key role in ensuring that young children learn and develop well and are kept healthy and safe. They work in a range of settings including full day care, children's centres, preschools, reception classes and as childminders. They may either be working on their own or supervising others to deliver the Early Years Foundation Stage (EYFS) requirements set by government for the learning, development and care of children from birth to five years old.



## Early Years Lead Practitioner - Level 5

**Typical duration:** 24 Months + EPA

**Maximum funding:** £8,000

**Employer contribution:** 5% = £400 or Apprenticeship Levy

**Day release at college required:** Yes

**Entry requirements:** Entry requirements will be determined by individual employers. All applicants must undertake the disclosure and barring service process.

**Role profile:** This occupation is found in a range of settings which can include day nurseries, playgroups, nursery schools, pre-schools, kindergartens, primary schools, hospitals, social care settings, out of school environments and local authority provision. The broad purpose of the occupation is to be a proactive and influential practitioner, working directly with children, skilfully leading day to day practice at an operational level. As active practitioners they are effective role models of play-based learning, supporting others to develop their own practice. They are highly skilled professionals who take an operational lead for the care, learning and development of all young children within their care, adapting to individual needs providing inclusive and holistic provision.

## Teaching Assistant - Level 3

**Typical duration:** 18 months+ EPA

**Maximum funding:** £5,000

**Employer contribution:** 5% = £250 or Apprenticeship Levy

**Day release at college required:** No, however, regular workshops will be required that may be at employer premises, online or at college.

**Entry requirements:** Whilst any entry requirements will be a matter for individual employers, typically an apprentice might be expected to have already achieved five GCSEs, including maths and English, Grade C or above or 4/5 (new grading). Some employers will accept other relevant qualifications and experience, including a relevant Level 2 qualification.

**Role profile:** Teaching Assistants work in Primary, Special and Secondary education across all age ranges encompassing special educational needs and emotional vulnerabilities. The primary role of the Teaching Assistant is to support the class teacher to enhance pupils' learning either in groups or individually, ensuring pupils understand the work set, know their learning objectives and stay on task in order to make progress. Promoting self-belief, social inclusion and a high self-esteem play an integral part to pupils' well-being; ensuring pupils thrive in a positive, nurturing, safe environment. It is an active role supporting the learner to access the curriculum. They are good role models, act with honesty and integrity, take part in team meetings; contribute to planning and class activities. Promoting Fundamental British Values through spiritual, moral, social and cultural development and positive behaviours are crucial in contributing to improved pupil progress and development.

## Learning and Development Practitioner - Level 3

**Typical duration:** 18 months+ EPA

**Maximum funding:** £6,000

**Employer contribution:** 5% = £300 or Apprenticeship Levy

**Day release at college required:** No, however, regular workshops will be required that may be at employer premises, online or at college.

**Entry requirements:** Whilst any entry requirements will be a matter for individual employers, typically an apprentice will have an area of technical, vocational or behavioural expertise in which the organisation needs others to acquire through training.

**Role profile:** L&D Practitioners are typically involved with identifying learning and training needs, designing and sourcing training and learning solutions, delivering and evaluating training, and working with stakeholder and business area managers. The role focus is often on the practical delivery of training. The L&D Practitioner will typically have expertise and competence in their specific field whether it be technical, vocational or behavioural (e.g. use of software, food preparation, working in teams). They link the learning within their area of responsibility to business objectives and performance, understanding the learning cycle and working by it. The role can be more specialist, with a focus on and requiring in-depth expertise in a specific area of L&D such as learning design, e-learning or digital or blended learning. Whichever of these is an area of focus; the L&D Practitioner is future focused, understands the business context and culture and has a good grounding across the whole training and learning cycles.

## Hair Professional - Level 2

**Typical duration:** 24 months+ EPA

**Maximum funding:** £7,000

**Employer contribution:** 5% = £350 or  
Apprenticeship Levy

**Day release at college required:** Yes

**Entry requirements:** Entry requirements will be determined by individual employers.

**Role profile:** Hairdressers will be able to shampoo and condition hair, cut hair using a range of techniques, style and finish hair to create a variety of looks, and colour and lighten hair for ladies and men. Hairdressers must be able to work with all hair types ranging from straight hair to very curly, wiry hair. They also need to be able to carry out consultations with clients, demonstrate the professionalism, values, behaviours, communication skills and safe working practices associated with their role and be able to work without supervision to a high level of precision, with exceptional client care skills.

## Advanced and Creative Hair Professional - Level 3

**Typical duration:** 12 months+ EPA

**Maximum funding:** £5,000

**Employer contribution:** 5% = £250 or  
Apprenticeship Levy

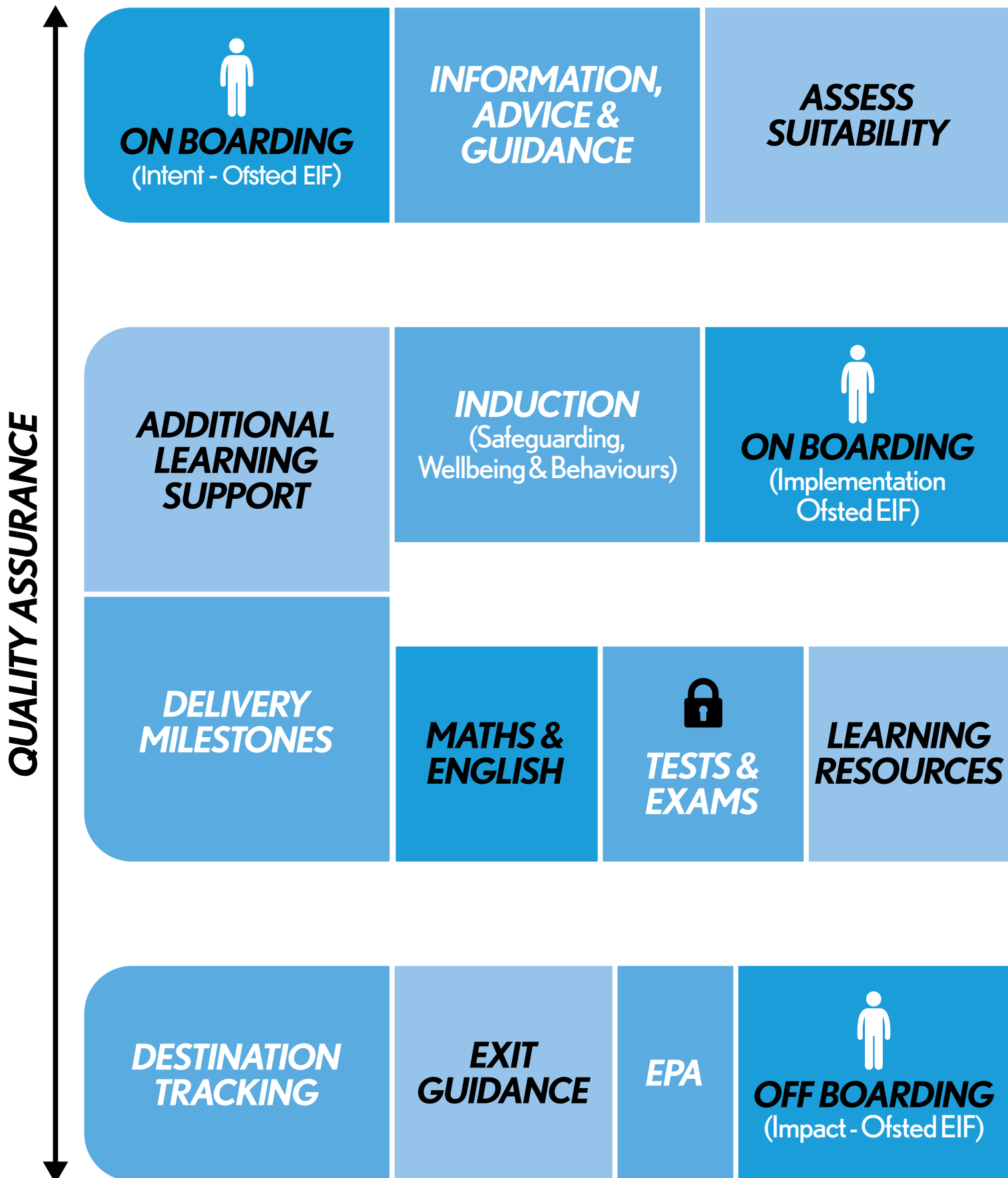
**Day release at college required:** Yes

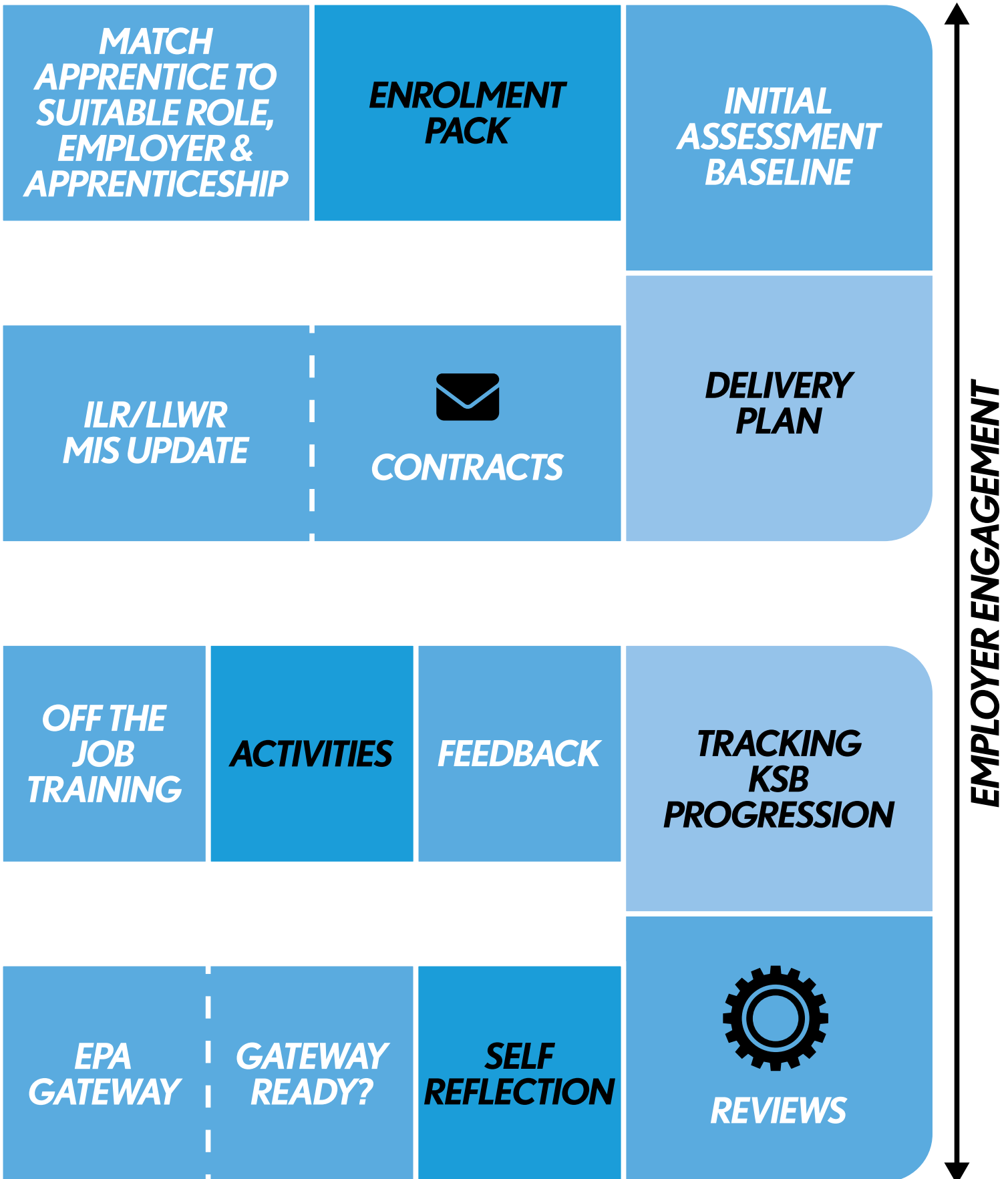
**Entry requirements:** Hair Professional Level 2 or equivalent qualification

**Role profile:** Advanced and Creative Hair Professionals are creative, passionate, and driven professionals who work without supervision, managing themselves and others when required. They provide a quality service, whilst working to the highest standards and continuously develop their personal and professional skills. An Advanced and Creative Hair Professional works in the hair industry, which is one of the largest, most trusted and fashion forward professions. They take ownership of their work and client lists, accept responsibility, are proactive, flexible and adaptable, plan their work and time, they aim for excellence by taking exceptional pride in their work and industry.

The work environment can be varied in size, style and ambience, from a bespoke salon, the media industry, cruise ships, product houses and manufacturers to luxury high-end hair salon. They are highly skilled and experienced individual professionals who deliver hair fashion forward trends, which are innovative styles inspired by current images and their own creativity, individual flair, imagination and interpretation.

# APPRENTICESHIP LEARNER JOURNEY





# NOTES





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