



appris

PERFECTLY ENGINEERED INDIVIDUALS

## Why Choose Appris?



### Appris History

Appris Charity is a not for profit registered charity, established in 1967 as a Group Training Association (GTA) that continues to be governed by engineering employers to this day. Appris Management Limited is a wholly owned subsidiary of Appris Charity Limited.

The heart of Appris' business is apprenticeships. We specialise in the delivery of various levels of Engineering, Management and HR apprenticeship standards. With over 150 member companies across West Yorkshire, Appris is the provider of choice for the region's leading engineering, manufacturing and related businesses.

Since our formation, Appris has built on its strengths by providing total training and consultation solutions for our client base. Our skilled, industry experienced team can take you through the complexities of ISO implementation, Health & Safety compliance, HR support or creating bespoke training packages to suit your needs.

### Company Values

- Develop, support and empower staff, learners and businesses to achieve their full potential.
- Enhance skills and knowledge of ourselves and others.
- Learn through our experiences, relationships, feedback and professional development.
- Innovate with new ideas through sustainable solutions.
- Value the contribution of all.
- Excellence pursued at all levels.
- Respond to the ever changing needs of customers, qualification, technology and business.

### Company Mission Statement

We provide opportunities to improve and succeed by advising, supporting and developing employers and individuals through training, consultancy and apprenticeships.

### British Values

British values are of paramount importance to us. We see British values as underpinning what it is to be a citizen in a modern and diverse Great Britain.

As well as actively promoting these values to our students, we are also embedding these into student work across our curriculum.

The four part definition of British values are as follows:

- Democracy.
- The rule of law.
- Individual liberty.
- Mutual respect for and tolerance of different faiths and beliefs.

## Become an Employer Member



### Membership of Appris Charity Limited

As a not for profit, registered charity, Appris is governed by a membership of employers, whereby a subscription is required for every year an apprentice remains in learning.

The following annual subscription fees apply to businesses that utilise our recruitment services for apprenticeships:

- £50 for businesses up to 49 staff
- £250 for businesses with 50 staff and above

Subscription fees are waived for employers who self-recruit or who already employ the potential apprentice.

### Recruitment

We pride ourselves on being a specialist, employer-led, training provider. Our recruitment process includes working with schools and stakeholders to promote engineering and manufacturing to potential candidates. These applicants are tested, screened and interviewed to create a detailed candidate profile for employers to interview directly.

### Facility Hire

15% discount on room hire to all members in relation to any business or social event that the company wishes to hold.

### Short Course Discounts

10% discount to members on all Health & Safety and Electrical course costs (excluding awarding body and exam fees where applicable). This discount cannot be used in conjunction with any other offers.

### Annual General Meeting

All members are invited to the Annual General Meeting held in January each year, which gives you an opportunity to meet staff and network with other member companies.

### Payment by invoice / increased credit limit

All member companies have the benefit of payment on account or direct debit and are not required to provide payment in advance for short courses and other commercial business.

### Become a Member Today

To become a member or discuss your training and recruitment needs, contact:

**Dean Coleman-Walker**

Business Development Director

t: 01274 668149

e: [d.coleman-walker@appris.co.uk](mailto:d.coleman-walker@appris.co.uk)

# Consultancy, eLearning, Higher Education, Commercial & Technical Training



## Consultancy Services

Management systems are the foundation on which business success is built. We work with large and small to medium enterprises (SME's) to formalise their processes through accredited bodies such as BSI. This provides managers with the skills and confidence to develop effective business systems and practices.

We take a partnership approach at all times to ensure that our guidance meets your overall business strategy. Only by fully understanding your business and requirements can we make recommendations for change.

Contact us for more information.

## Higher Education and Commercial Courses

As part of your continual professional development to increase your engineering skills, knowledge and behaviours, progression to Level 4 HNC is available. This can form part of an apprenticeship or be a standalone course. Pathways include, Mechanical Engineering, Electrical and Electronic Engineering and Operations Engineering.

We offer an extensive range of personal development and management training courses. For a full list of our portfolio of courses, please visit [www.appris.co.uk](http://www.appris.co.uk).

## eLearning

Our online training courses make it quick and easy for you to meet compliance and gain an accredited certificate.

Visit [www.appris.co.uk/online-training](http://www.appris.co.uk/online-training) for more information or contact us to access discounts for bulk licence purchases.

A wealth of training courses in the following areas are available:

- Health & Safety
- Business Skills
- Social Media for Business
- Safeguarding

## Technical Training

A range of City & Guilds electrical courses, including, 18th Edition Wiring Regulations and Inspection & Testing are available.

Whether you require a qualification update or you are new to the industry and want to prove your competence, our fully qualified and experienced team can deliver the most up to date qualifications to ensure you are complying with the ever-changing legislation and regulations within the electrical industry.

We also provide bespoke mechanical, electrical, maintenance, CAD and welding courses to upskill or refresh your staff.



## All you need to know about apprenticeships



# Apprenticeships

## What is an Apprenticeship?

Apprentices have the opportunity to earn while they learn, gain real life experiences and improve their long-term career prospects. Apprenticeships allow you to combine work and study by mixing workplace mentoring and training with 'off-the-job' learning. You'll be fully employed to do a real job while studying for a formal qualification, usually for one day a week either at our training centre or local college.

By the end of your apprenticeship you will have gained the skills, knowledge and behaviours needed to succeed in your chosen career. The length will depend on a number of factors such as the level of the apprenticeship, your chosen sector, employer requirements and individual ability.

They can take anything between one to four years to complete. Working hours will vary depending on your employer, but you'll typically work a minimum of 30 hours per week.

## What are Apprenticeship Standards?

Apprenticeship Standards detail the knowledge, skills and behaviour that should be accomplished during any apprenticeship. These Standards are employer led programmes to suit specific and industry needs, which ultimately leads to apprentices being better trained and qualified.

The Standards outline typical job roles, entry requirements, apprenticeship durations, mandatory qualifications and areas of progression. Alongside each Standard is an assessment plan, which explains what will be assessed, how this will be done and who will carry this out. Instead of just being continually assessed, apprentices will now go through an independent end-point assessment at the end of their apprenticeship.

The purpose of the assessment is to make sure the apprentice meets the standard set by employers and is fully competent in the occupation. End-point-assessments are graded and an apprenticeship certificate is only awarded after end-point assessment is successfully completed.

# Level 3 Engineering Design & Draughtsperson



## Occupational Profile

Engineering design and draughtspersons produce designs and drawings for structures, piping, electrical systems, control and instrumentation systems and mechanical components used in industrial and commercial construction.

Typically, jobholders work in a wide range of industries of national importance including power and water infrastructure, petrochemical, oil and gas, nuclear, food and drink processing.

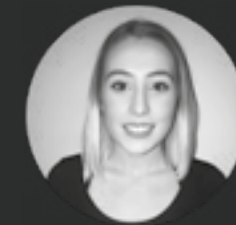
The jobholder must understand technical drawings and specifications and be able to create their own; identify factors likely to affect design decisions; produce CAD (computer aided design) models and engineering drawings and be able to communicate design information to internal and external parties.

## Entry Requirements

Individual employers will set the selection criteria for their apprenticeships. In order to optimise success, candidates will typically have 5 GCSEs at Grade 4 minimum or equivalent, including Mathematics, English and a Science.

## Duration

36 – 48 months



**Amy Broadbelt**

Mechanical Engineering Apprentice, OneSubsea, Leeds

*“My dad is an engineer and he began his career as an apprentice like me. I’ve learned so much from him over the years and this has inspired me immensely.”*

## Qualifications and Studies

Appris have developed a programme that meets the knowledge, skills and behaviours of the apprenticeship standard. Apprentices will have the opportunity to achieve the following qualifications:

- Level 2 Diploma in Advanced Manufacturing Engineering (Foundation Competence)
- Level 3 Diploma in Advanced Manufacturing Engineering (Development Knowledge)
- Level 3 Diploma in Advanced Manufacturing Engineering (Development Competence)

## End Point Assessment

When an employer believes an apprentice is ready for this stage, the apprentice is put forward for the end point assessment. This includes:

### End Point Assessment Elements

- Knowledge test
- Practical test
- Structured interview

### End Point Assessment Grading

- Fail
- Pass
- Merit
- Distinction



## Level 3 Engineering Technician - Toolmaker & Tool Die Maintenance

### Occupational Profile

Toolmakers and Tool & Die Maintenance Technicians are predominantly involved in the highly skilled, complex and specialist detailed work of manufacturing and maintaining the engineering tooling used to produce components, products and assemblies.

They will be expected to test and adjust the systems they have built or maintained ensuring tooling, jigs, fixtures and assemblies meet the required specification. This requires the application of a broad range of skills, knowledge and occupational behaviours across a range of engineering disciplines.

### Entry Requirements

Individual employers will set the selection criteria for their apprenticeships. In order to optimise success, candidates will typically have 5 GCSEs at Grade 4 minimum or equivalent, including Mathematics, English and a Science.

### Duration

36 – 48 months

### Qualifications and Studies

After a period of foundation skills and technical knowledge development, all apprentices will be required to achieve the following qualifications:

- Level 2 Diploma in Advanced Manufacturing Engineering (Foundation Competence)

After a further period of skills and technical knowledge development, all apprentices will be required to achieve the following qualifications:

- Level 3 Diploma in Advanced Manufacturing Engineering (Development Knowledge)
- Level 3 Diploma in Advanced Manufacturing Engineering (Development Competence) – Toolmaker, Tool and Die Maintenance

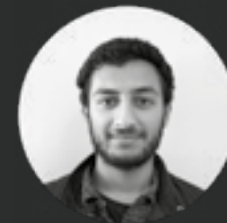
### End Point Assessment

When an employer believes an apprentice is ready for this stage, the apprentice is put forward for the end point assessment. This includes:

- End Point Assessment Elements
- Occupational Competence
  - Professional Competence (EngTech)

### End Point Assessment Grading

- Fail
- Pass



**Aman Athwal**

Mechanical Engineering Apprentice, Bowers Group, Bradford

*"I knew I had the potential and ability for university, but an apprenticeship means that I blend my learning in a real job to gain real skills and qualifications. My aspirations are still there, although I have used what I believe is the best route to success."*

# Level 2 Lean Manufacturing Operative



## Occupational Profile

A Lean Manufacturing Operative will be expected to carry out their work safely and meet the exacting quality standards demanded in a fast paced and efficient processing environment and develop into a multi-skilled operator through process ownership. A lean manufacturing operative can be required to carry out manufacturing activities on multiple products with different specifications.

They will be required to prepare, control, contribute to and complete manufacturing operations, and follow manufacturing processes and standard operating procedures (SOPs). They will be required to contribute, develop and support improvement in the manufacturing operation using continuous improvement methods, kaizen tools, process visualisation using lean principles and problem-solving tools and techniques.

## Entry Requirements

Individual employers will set the selection criteria for their apprenticeships. To optimise success, candidates will typically have GCSEs in maths and English at Grade 3 or equivalent.

## Duration

18 months



### Dominic Trees

Process Improvement Engineer, Carnaud Metalbox Engineering, Shipley  
*“Without doubt an apprenticeship was the best decision I ever made for my career. I feel I’m better off now than if I went to university for a degree, due to starting on a 4 year apprenticeship and learning so much from the shop floor upwards.”*

## Qualifications and Studies

All apprentices will go through a period of foundation skills and technical knowledge development in one of the following role options:

- Production / Assembly
- Inspection / Quality Assurance
- Logistics / Material Handling
- Production Processing / Finishing

All apprentices will be required to achieve the following qualification:

- Level 2 Diploma in Manufacturing (Knowledge & Skills)

## End Point Assessment

When an employer believes an apprentice is ready for this stage, the apprentice is put forward for the end point assessment. This includes:

- End Point Assessment Elements
- Observation with Question & Answer
  - Professional Discussion

### End Point Assessment Grading

- Fail
- Pass
- Distinction



# Level 3 Engineering Technician - Machinist



## Occupational Profile

Machinists are predominantly involved in highly skilled, complex and precision work, machining components from specialist materials using conventional and/or CNC machine tools such as centre lathes, vertical and horizontal milling machines, horizontal and cylindrical grinding machines, electro discharge machines, single and multi- axis CNC machine tools centres.

They will be expected to be able set up, operate and adjust/edit equipment settings as applicable to the machine tool being used.

## Entry Requirements

Individual employers will set the selection criteria for their apprenticeships. In order to optimise success, candidates will typically have 5 GCSEs at Grade 4 minimum or equivalent, including Mathematics, English and a Science.

## Duration

36 – 48 months

## Qualifications and Studies

After a period of foundation skills and technical knowledge development, all apprentices will be required to achieve the following qualifications:

- Level 2 Diploma in Advanced Manufacturing Engineering (Foundation Competence)
- Level 2 Diploma in Machining (Foundation Knowledge)

After a further period of skills and technical knowledge development, all apprentices will be required to achieve the following qualifications:

- Level 3 Diploma in Machining (Development Knowledge)
- Level 3 Diploma in Advanced Manufacturing Engineering (Development Competence) - Machining

## End Point Assessment

When an employer believes an apprentice is ready for this stage, the apprentice is put forward for the end point assessment. This includes:

End Point Assessment Elements

- Occupational Competence
- Professional Competence (EngTech)

End Point Assessment Grading

- Fail
- Pass

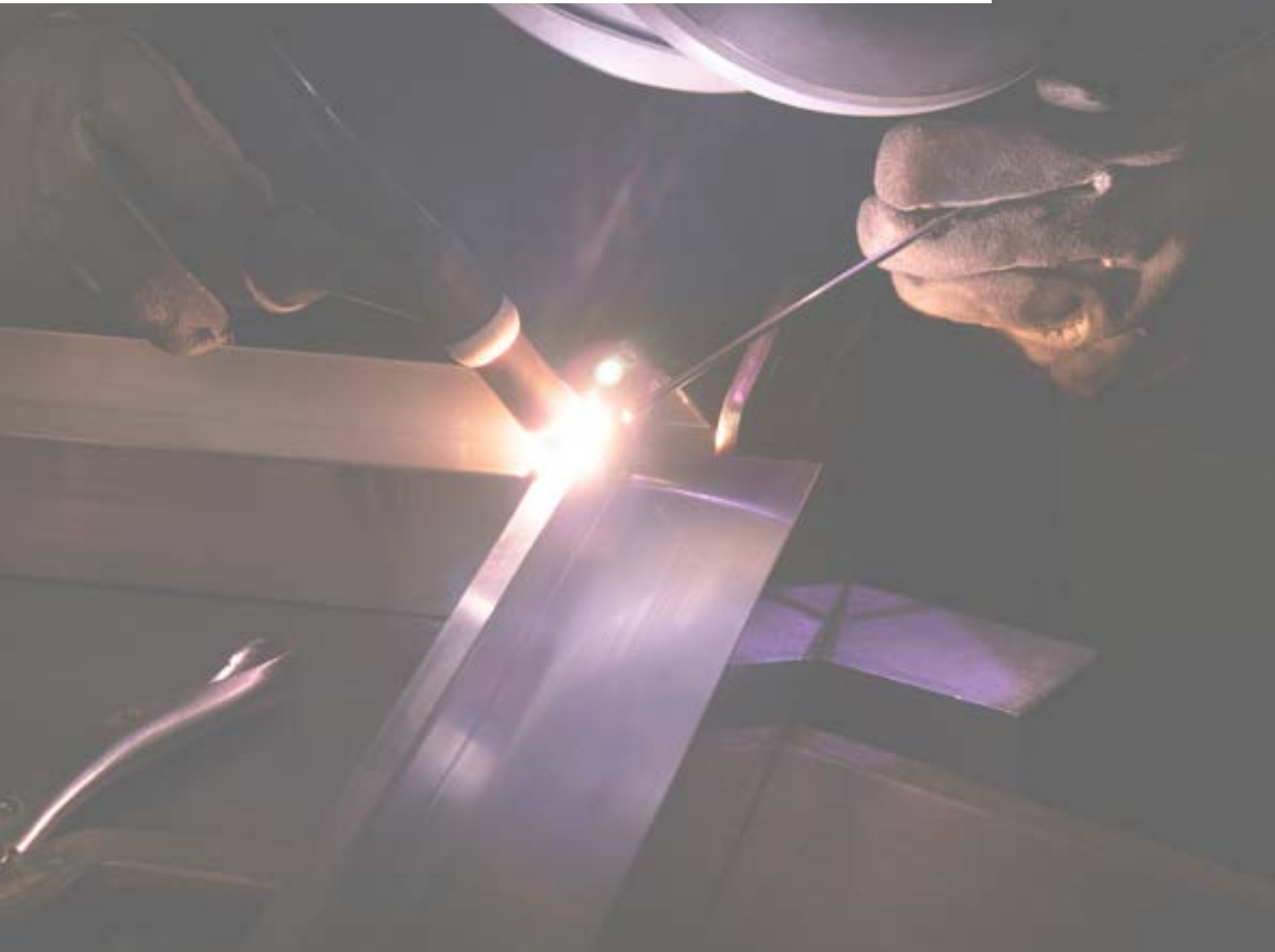


### Blazej Jedryka

Apprentice Control and Instrumentation Technician, Nufarm UK Ltd, Bradford

*"I was studying in 6th form and it wasn't really working out for me. I was still in the mode of learning and an apprenticeship was the best route to take. Maths and physics were my favourite subjects at school and I knew engineering was the right choice to develop my career and as a person."*

## Level 2 General Welder



### Occupational Profile

General Welders are fully competent in manual welding using at least one arc process. General Welders are required in a number of sectors for example, the steelwork construction sector.

Welding is a way to make high strength joints between two or more parts. General Welders use high electrical energy to form an arc. Manual dexterity is essential in controlling the arc, which is used to melt metals, allowing them to fuse together to form a structurally sound weld.

Skilled, qualified, professionally certified General Welders can work anywhere in the world and provide services in harshest of environments. For these accomplished professionals, the monetary rewards can be significant.

There is a highly complex range of welding skills: the different arc welding processes require different levels of manual dexterity, knowledge and skill to avoid making defective welds.

### Entry Requirements

To optimise success, candidates will typically have 3 GCSEs at Grade 3 minimum, including Mathematics and English.

### Duration

24 months

### Qualifications and Studies

Appris have developed a programme that meets the knowledge, skills and behaviours of the apprenticeship standard.

Possible attainment in one of the following standards: ISO 9606 / ASME IX / AWS D1.1, as determined by the employer.

### End Point Assessment

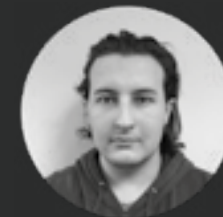
When an employer believes an apprentice is ready for this stage, the apprentice is put forward for the end point assessment. This includes:

End Point Assessment Elements

- Theoretical Knowledge Test
- Practical / Oral Examination
- Professional Interview

End Point Assessment Grading

- Fail
- Pass
- Merit



#### James Jones

Welding & Fabricator Apprentice, Leeds Welding Company, Leeds

*"I decided to do an apprenticeship instead of going to university, which has given me outstanding opportunities to learn new skills within engineering and to develop myself further."*



## Level 3 Metal Fabricator



### Occupational Profile

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 etc. 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.

In their daily work, an employee in this occupation interacts with planners, supervisors, inspectors, designers, welders, pipefitters, fitters, machinists, riggers, steel erectors, stores personnel, painters and many others involved in manufacturing, production, maintenance and repair. An employee in this occupation will be responsible for the quality and accuracy of their own work whilst ensuring it conforms to a relevant specification such as an engineering drawing or an international standard. Fabricators are also responsible for the health, safety and environmental (HS&E) protection of themselves and others around them.

### Entry Requirements

Individual employers will set the selection criteria for their apprenticeships. In order to optimise success, candidates will typically have 5 GCSEs at Grade 4 minimum or equivalent, including Mathematics, English and a Science.

### Duration

36 – 48 months

### Qualifications and Studies

Appris have developed a programme that meets the knowledge, skills and behaviours of the apprenticeship standard. Apprentices will have the opportunity to achieve the following qualifications:

- Level 2 Diploma in Advanced Manufacturing Engineering (Foundation Competence)
- Level 3 Diploma in Advanced Manufacturing Engineering (Development Knowledge)
- Level 3 Diploma (Competence Qualification)

### End Point Assessment

When an employer believes an apprentice is ready for this stage, the apprentice is put forward for the end point assessment. This includes:

#### End Point Assessment Elements

- Practical Observation
- Practical / Oral Examination
- Portfolio of Evidence

#### End Point Assessment Grading

- Fail
- Pass
- Distinction



# Level 3 Engineering Fitter



## Occupational Profile

The broad purpose of the occupation is to produce complex high value, low volume components or assemblies in full or part, using machines, equipment or systems, to the required specification.

On completion of the task, a fitter will hand over the product and prepare the work area for the next task by checking equipment meets the standards required to operate.

An employee in this occupation will be responsible for completion of their work to the required specification and deadlines, in line with quality, health & safety and environmental regulations and requirements, with minimum supervision.

## Entry Requirements

Individual employers will set the selection criteria for their apprenticeships. In order to optimise success, candidates will typically have 5 GCSEs at Grade 4 minimum or equivalent, including Mathematics, English and a Science.

## Duration

36 – 48 months

## Qualifications and Studies

Appris have developed a programme that meets the knowledge, skills and behaviours of the apprenticeship standard. Apprentices will have the opportunity to achieve the following qualifications:

- Level 2 Diploma in Advanced Manufacturing Engineering (Foundation Competence)
- Level 3 Diploma in Advanced Manufacturing Engineering (Development Knowledge)
- Level 3 Diploma in Advanced Manufacturing Engineering (Development Competence)

## End Point Assessment

When an employer believes an apprentice is ready for this stage, the apprentice is put forward for the end point assessment. This includes:

### End Point Assessment Elements

- Project
- Multiple Choice Test
- Professional Discussion

### End Point Assessment Grading

- Fail
- Pass
- Distinction



### Molly Stevenson Midgley

Electrical Engineering Apprentice, Powell UK, Bradford

*“Against the backdrop of the stereotypical comment of “Only boys make good engineers”, I completed my apprenticeship 1-year early, while achieving the highest grades for my BTEC Level 3 in electrical and electronic engineering and being rewarded with the Overall Learner of the Year award by Appris. Currently, I am a registered STEM ambassador and completing my Level 4 HNC, with the intention of starting my degree in electrical and electronic engineering.”*

# Level 3 Engineering Technician - Technical Support Technician

## Occupational Profile

Technical Support Technicians, work as part of a team to provide technical support and expertise for all areas of the Engineering and Manufacturing function including communications software, testing, analysis tools, measurement, off line programming, process control, performance and continuous improvement solutions, capacity planning, production scheduling/planning, product technical applications and capability, technical sales and marketing support, product development and innovation, engineering drawing, purchasing and/or supply of goods or services for engineering activities, quality control, inspection and e-commerce technologies as required.

## Entry Requirements

Individual employers will set the selection criteria for their apprenticeships. In order to optimise success, candidates will typically have 5 GCSEs at Grade 4 minimum or equivalent, including Mathematics, English and a Science.

## Duration

36 – 48 months

## Qualifications and Studies

After a period of foundation skills and technical knowledge development, all apprentices will be required to achieve the following qualifications:

- Level 2 Diploma in Advanced Manufacturing Engineering (Foundation Competence)
- Level 3 Diploma in Advanced Manufacturing Engineering (Development Knowledge)
- Level 3 Diploma in Advanced Manufacturing Engineering (Development Competence)

## End Point Assessment

When an employer believes an apprentice is ready for this stage, the apprentice is put forward for the end point assessment. This includes:

End Point Assessment Elements

- Occupational Competence
- Professional Competence (EngTech)

End Point Assessment Grading

- Fail
- Pass



### Dylan Bushby

Apprentice Technical Advisor, EJOT UK

*“Everyday delivers new challenges, helping me to grow my understanding of the industry and our product capabilities, in finding a solution to a customer’s technical problem. I am perpetually learning, growing and enjoying every moment of my apprenticeship at Appris.”*



# Level 3 Engineering Technician - Mechatronics Maintenance Technician



## Occupational Profile

Mechatronics Maintenance Technicians ensure that plant and equipment perform to the required standard to facilitate production targets regarding safety, quality, delivery and cost within High Value Manufacturing environments.

Typically the work would cover a broad range of activities to include installation, testing, fault finding and the on-going planned maintenance of complex automated equipment. This requires the application of a complex blend of skills, knowledge and occupational behaviours across the electrical, electronic, mechanical, fluid power and control systems disciplines.

## Entry Requirements

Individual employers will set the selection criteria for their apprenticeships. In order to optimise success, candidates will typically have 5 GCSEs at Grade 4 minimum or equivalent, including Mathematics, English and a Science.

## Duration

36 – 48 months

## Qualifications and Studies

After a period of foundation skills and technical knowledge development, all apprentices will be required to achieve the following qualifications:

- Level 2 Diploma in Advanced Manufacturing Engineering (Foundation Competence)
- Level 3 Diploma in Advanced Manufacturing Engineering (Development Knowledge)
- Level 3 Diploma in Advanced Manufacturing Engineering Mechatronics Maintenance Technician (Development Competence)

## End Point Assessment

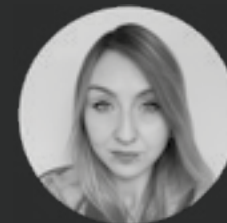
When an employer believes an apprentice is ready for this stage, the apprentice is put forward for the end point assessment. This includes:

### End Point Assessments Elements

- Knowledge Test
- Practical Observation
- Professional Review

### End Point Assessment Grading

- Fail
- Pass
- Distinction



### Freya Leader

Electrical/Electronic Apprentice, Powell UK, Bradford

*“Choosing an engineering apprenticeship with Appris was one of the best decisions I’ve ever made. I am enjoying all aspects of the course, especially the electrical/electronic practical side. Since starting here I’ve been fixing all my broken appliances and car! I hope to return next year to do my HNC.”*



# Level 3 Maintenance & Operations Engineering Technician



## Occupational Profile

Maintenance & Operations Engineering Technicians covers 7 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. These Technicians will undertake installation, testing, servicing, removal, replacement, maintenance and repair of a range of equipment, sometimes complex, as part of planned preventative and reactive maintenance programmes.

## Entry Requirements

Individual employers will set the selection criteria for their apprenticeships. In order to optimise success, candidates will typically have 5 GCSEs at Grade 4 minimum or equivalent, including Mathematics, English and a Science.

## Duration

36 – 48 months

## Qualifications and Studies

Appris have developed a programme that meets the knowledge, skills and behaviours of the apprenticeship standard. Apprentices will have the opportunity to achieve the following qualifications:

- Level 2 Diploma in Advanced Manufacturing Engineering (Foundation Competence)
- Level 3 Diploma in Advanced Manufacturing Engineering (Development Knowledge)
- Level 3 NVQ Diploma in Engineering Maintenance

## End Point Assessment

When an employer believes an apprentice is ready for this stage, the apprentice is put forward for the end point assessment. This includes:

### End Point Assessments Elements

- Knowledge Test
- Observation of Practical Work
- Technical interview

### End Point Assessment Grading

- Fail
- Pass
- Merit
- Distinction



### Connor Dobson

Sheet Metal Fabricator Apprentice, C&D Marsland, Leeds

*“When I left school, I wanted to follow in my father’s footsteps and have a career as a motor mechanic. However, I decided to accept an apprenticeship in sheet metal fabricating, which I hope to have a successful career in the sector.”*



## Level 3 Science Industry Maintenance Technician



### Occupational Profile

A science industry maintenance technician contributes to the fault free and safe operation of science industry plant by the installation, maintenance, testing and repair of mechanical, electrical equipment and instrumentation. They will be proactive in finding solutions to problems and identifying areas for improving their work environment. They will be able to work with minimum supervision, taking responsibility for the quality and accuracy of the work they undertake. They may be part of in house maintenance teams or engineering maintenance contractor teams who work for different companies across the science industry.

Science industry maintenance technicians work in a wide range of companies, including, but not exclusively, chemical, petrochemical, polymer, primary and secondary pharmaceutical, biotechnology, formulated products, engineering and nuclear manufacturing.

### Entry Requirements

Individual employers will set the selection criteria for their apprenticeships. In order to optimise success, candidates will typically have 5 GCSEs at Grade 4 minimum or equivalent, including Mathematics, English and a Science.

### Duration

36 – 48 months

### Qualifications and Studies

Appris have developed a programme that meets the knowledge, skills and behaviours of the apprenticeship standard. Apprentices will have the opportunity to achieve the following qualifications:

- Level 2 Diploma in Advanced Manufacturing Engineering (Foundation Competence)
- Level 3 Diploma in Advanced Manufacturing Engineering (Development Knowledge)
- Level 3 NVQ Diploma in Engineering Maintenance

### End Point Assessment

When an employer believes an apprentice is ready for this stage, the apprentice is put forward for the end point assessment. This includes:

#### End Point Assessments Elements

- Knowledge
- Observation of Practical Work
- Technical interview

#### End Point Assessment Grading

- Fail
- Pass
- Merit
- Distinction



# Level 4 Engineering Manufacturing Technician

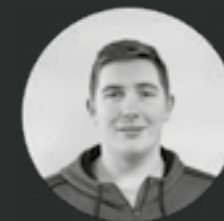


## Occupational Profile

The broad purpose of the occupation is to provide specialist technical support for engineers, so that organisations can develop, produce or test new/existing products, processes, or procedures to meet a customer specification in terms of quality, cost and delivery, as efficiently and effectively as possible. They gather information and data from a range of sources and analyse the information/data. They will make decisions, solve problems and produce and/or update technical documentation, reports or specifications covering areas such as quality, reliability, production schedules/targets, costing or other technical documentation that informs others, either internally or externally, such as how a product must be designed, manufactured, tested, modified, maintained, stored, transported, commissioned or decommissioned.

## Entry Requirements

Individual employers will set the selection criteria for their apprenticeships. In order to optimise success, candidates will typically have 5 GCSEs at Grade 4 minimum or equivalent, including mathematics, English and Science plus 3 A-Levels at Grade C minimum or equivalent or 90+ credits in an Engineering BTEC at level 3 or a Level 3 Engineering Apprenticeship.



### John Lindsay

Engineering Technician, RWE

*“At 29 years old, having previously studied to degree level in an entirely different field I thought I was stuck in a dead end job for life. However, attending Appris through my employer has allowed me to change that and transform my future. I’m really enjoying studying both the Level 4 HNC and Level 2 AME courses simultaneously. The quality of facilities are excellent, and all staff have been pleasant, understanding and most importantly very knowledgeable.”*

## Duration

42 – 48 months

## Qualifications and Studies

Appris have developed a programme that meets the knowledge, skills and behaviours of the apprenticeship standard. All apprentices will be required to achieve the following qualification:

- Pearson BTEC Level 4 Higher National Certificate (HNC) in Engineering

## End Point Assessment

When an employer believes an apprentice is ready for this stage, the apprentice is put forward for the end point assessment. This includes:

### End Point Assessment Elements

- Observation with questioning
- Professional discussion supported by portfolio of evidence

### End Point Assessment Grading

- Fail
- Pass
- Distinction



## Level 3 HR and Management Apprenticeships

### Team Leader / Supervisor

#### Occupational Profile

A team leader / supervisor is a first line management role, with operational / project responsibilities or responsibility for managing a team to deliver a clearly defined outcome.

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.

#### Duration

24 months

#### Qualifications and Studies

A structured, off the job programme has been developed to help apprentices meet the required knowledge, skills and behaviours of the apprenticeship.

#### End Point Assessment

When an employer believes an apprentice is ready for this stage, the apprentice is put forward for the end point assessment. This includes:

- Assessment of knowledge through a test using scenarios, questions and responses
- Assessment of competency through competency based interview
- Assessment of portfolio of evidence
- Continuing Professional Development Log

### Human Resources Support

#### Occupational Profile

HR Professionals in this role are typically either working in a medium to large organisation as part of the HR function delivering front line support to managers and employees, or are a HR Manager in a small organisation.

Their work is likely to include handling day to day queries and providing HR advice; working on a range of HR processes, ranging from transactional to relatively complex, from recruitment through to retirement. They will typically be taking ownership for providing advice to managers on a wide range of HR issues using company policy and current law, giving guidance that is compliant and where errors could expose the organisation to employment tribunals or legal risk.

#### Duration

24 months

#### Qualifications and Studies

CIPD Foundation Level 3 Certificate in Human Resource Practice

#### End Point Assessment

When an employer believes an apprentice is ready for this stage, the apprentice is put forward for the end point assessment. This includes:

- Consultative Project
- Professional Discussion

# Planning for the Interview

## The Basics

Interviews can be a difficult and stressful situation for most of us, especially if you have little or no experience of having an interview. So you might have questions like:

- How should I behave at an interview?
- What do I do if I get tongue-tied, how do I keep my nerves in check?
- Should I shake the interviewer's hand?
- What sort of questions should I ask?
- What should I wear?
- How early should I arrive?
- What do I need to know about the company?
- How can I prepare for an interview if I don't know what they are going to ask me?

Firstly, don't worry these are normal fears and questions that everyone encounters, no matter how many interviews they have had in their lifetime.

At Appris we have many years' experience of apprenticeship interviews and have written this guidance leaflet to help you through the interview process.

## Research

It is important you know who the company is that you have your interview with, so do your research. A great place to start is the website for the company interviewing you.

The more you know, the more it demonstrates to the interviewer that you are interested in working for them. Find out about their products/services, how long they have been in existence, who are their customers etc.

## Preparation

Preparation is key to most of the questions that you have about your interview. Practice makes perfect, so think about what sorts of questions you may get asked at interview. It might be things like:

- What interests you about this role?
- Why are you interested in coming to work for our company?
- What do you know about our company?
- Tell me what experience you have got working within a team?
- What do you know / understand about the job that you have applied for?
- Why do you want this job?
- Why should I give you this job, what makes you different to everybody else?

# Stand out from the Crowd

## Stand Out

You need to stand out from the rest of the interviewees that will be interviewed, so make sure you think about your responses and practice them to yourself and to other people. It might sound strange, but practicing out loud really does help you to prepare and get your answers right.

These answers should be backed up by examples of what you are talking about. If you don't have experience or examples you can give in a work capacity, can you give examples of things you have done at school/college or within a voluntary role, etc? If possible, ask if there is a job description for the job that you are applying for, this will help you to focus on what types of questions the interviewer might ask you.

You also need to make sure you are on time, so think about the following:

- Where is the company?
- How am I going to get there?
- What time is my interview?
- What time should I arrive?

## Prepare, Prepare, Prepare

Make sure you get there on time, normally 10-15 minutes prior to the start time. It is good practice to have a dummy run if you are not familiar with where your interview will be held. You probably will be nervous anyway on the day, which will be made worse if you turn up late because you were lost! If the worst does happen, make sure you have the company telephone number with you so you can call them and explain that you are running late.

It really is true what they say that your first impression counts and makes a lasting impression. We maybe should not, but we do, judge a book by its cover, so make sure that when the interviewer sees you for the first time that you have dressed to impress him or her. Males should wear a suit if they have one, if not trousers, shirt and a tie. Ladies should wear smart skirts, blouses, dresses or trousers. Casual clothes are not acceptable interview wear.

Smart wear is very important; you want them to think that you are a professional and serious about the interview.

You may only have this one chance to make that good impression.

## The Interview

You will no doubt be nervous, but you have to demonstrate the opposite. You have to show that you are confident (not arrogant) and the person they want to employ. Use good eye contact and look at the interviewer(s) when you are talking to them. Try to smile and have good open body language. Pay attention to the questions that they ask you, listen carefully, take your time and answer them as fully as you can. Don't be afraid to ask them to repeat the question if you don't understand.

This is your opportunity to sell yourself. Don't forget you probably won't be the only one having an interview for the job, so make it count. If you get the opportunity, tell them about your qualifications or what your expected qualifications are. Give them examples of things that they are questioning you about. This demonstrates that you understand what they are looking for and that you have had experience of it.

Emphasise your ability, what you are good at and that you work well in a team. It is okay to take a list of questions into the interview and get them out at the end when they ask if you have any questions. This will demonstrate to the employer that you have prepared and are interested in their organisation and that you have a keen interest in the position that you are applying for.

If your questions have been covered during the interview, don't ask them again at the end as it might look like you have not listened. Explain that you had a list of questions, but they have been covered in the interview. It is always good to ask a couple of questions.

### Next Steps

If it is possible you might want to consider sending a thank you email to the person who has interviewed you. Thank them for the interview, tell them how interested you are in the position and that you look forward to hearing from them.

You have agreed to Appris using your application profile and personal details to work on your behalf in securing an apprenticeship. It is possible that your details will be sent to multiple companies, therefore, be prepared to take calls and emails in a suitable manner as you may be speaking with your new employer.

If you are offered an interview when you have an exam day, please let your interviewer know. All companies will understand the importance of your exams and will possibly rearrange another date. In addition to this, please inform your interviewer if you cannot make the interview. This is a professional and courteous way to behave at any point.

## How to Apply

**Visit [www.appris.co.uk](http://www.appris.co.uk) and click on 'Become an Apprentice'**

- **Applications for Engineering Apprenticeships go live in November for the following year's intake.**
- **Complete an online questionnaire and initial assessments for maths, English and engineering.**
- **Attend one-to-one interviews with Appris staff, providing impartial advice & guidance.**
- **Profiles circulated to recruiting member companies based on your test scores and aspirations.**



**Your details and data are protected and will not be used by any third parties. Your application is specifically for positions with Appris member companies only.**



# Your Career Map

