



ENGINEERING APPRENTICESHIP EMPLOYER GUIDE 2022/23

TOTALPEOPLE.CO.UK





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WHO ARE TOTAL PEOPLE?

We are one of the largest providers of apprenticeships and work-based learning in the North West of England and are proud to work with a wide range of businesses and learners each year.

We belong to the LTE Group, one of the largest social enterprises in the UK which means that all our profits are re-invested to help those we work with.

Our work with businesses helps to support both creating new apprentice opportunities to attract talent and upskilling existing employees to gain new skills and progress in their careers through apprenticeships.

Our whole organisation approach means that we can support your specific recruitment and skills needs to take your business to the next level.

Our programmes are delivered by highly skilled Learning Coaches with a wealth of industry experience and knowledge in engineering specialisms.

We have a fully equipped dedicated Total People training centre for Technical Trades in Crewe which offers flexible training designed to fit your business needs from day release to block training. This flexibility means that the centre has learners attending from local, regional, and national businesses.

Ask our professional teams how we can support your business to achieve its training goals.



WHAT IS AN APPRENTICESHIP?

An apprenticeship is a programme of learning that an individual takes between 12 and 48 months to complete and is a partnership between an employer, an apprenticeship provider and an individual learner.

The apprentice learns specific skills and gains knowledge as they progress through their apprenticeship culminating in a formal assessment at the end of the programme where the learner can showcase their work and demonstrate their knowledge.

The apprentice can be either a new recruit or an existing employee of an organisation and most of their learning takes place 'on-the-job' i.e., within the workplace.

An important part of apprenticeships is that learning must take place 'off-the-job' at our Total People training centre where the apprentice will complete a structured syllabus of learning supported by our teaching team, they also can mix with other apprentices and learn about the wider industry and in turn further contribute to your business.



HOW CAN APPRENTICESHIPS BENEFIT YOUR BUSINESS?

Apprenticeships can bring many benefits to your business:

-  Simple and cost effective to set up - supported end-to-end by Total People
-  Return on investment - your staff become more experienced and competent as they are training towards a recognised apprenticeship standard
-  Increased employee engagement – employees are more motivated, loyal and have clear direction for their personal and professional development
-  Employee retention – many progression routes allow staff to realise their career goals
-  Business growth – attract fresh talent and grow your workforce by recruiting apprentices.

WHAT ARE THE RESPONSIBILITIES FOR AN EMPLOYER?

Your responsibility as an employer is to support your apprentice throughout their apprenticeship. You'll need to ensure you have allocated a mentor, which could be their Line Manager. The mentor would be their key support person who will motivate the apprentice, ensure they are engaged and help to drive progression.

This will ensure all learning and assessments are completed by the practical planned end date. Once the learning is completed you will support the apprentice during their gateway period through to End Point Assessment (EPA). You are required to fulfil key responsibilities below:

Key responsibilities:

- Be aware of and understand the knowledge, skills and behaviours within the apprenticeship standard and any mandatory qualifications
- Take part in bi-monthly progress reflections
- Ensure that apprentices can complete their planned Off the Job activities
- To give the apprentice opportunity to evidence progress and active learning monthly
- Allow the apprentice time to attend English and maths training which is additional to the Off the Job hours. A variety of delivery models are available depending on the apprentices starting point, e.g., 2 weekly blocks or weekly sessions
- Use one file to track your apprentice's progress.

Off the job training

Off the job training is a critical and important element within the apprenticeship.

For Technical Trades Apprenticeships learners must attend sessions either through day release or block release at the Total People Training Centre in Crewe.

Apprentices must complete the minimum requirement for the off the job training. The requirement is to complete a minimum of 6 hours per week or the equivalent over the practical learning duration (20% of capped 30 working hours).

Off the job training must deliver new skills and knowledge that are directly relevant to the apprenticeship standard and can include:

- Teaching of theory via blended delivery methods
- Practical training
- Work shadowing
- Supported learning and time spent writing assessments.

WHAT FUNDING IS AVAILABLE TO SUPPORT TAKING ON AN APPRENTICE?

There are various ways to fund an apprenticeship, the good news is Total People are the experts when it comes to supporting employers to access the best funding option for businesses, see below the options available:

Levy Paying Business:

If your business pays the apprentice levy then the cost of apprentice training is taken from this fund up to the funding band maximum for the standard that your apprentice is doing. We can advise you on this.

Non-Levy:

If you employ fewer than 50 employees, the government will pay 100% of the apprenticeship training costs up to the funding band maximum for apprentices aged:

- 16 to 18
- 19 to 24 with an education, health and care plan provided by their local authority, or if they have been in the care of their local authority.

Co-investment:

Your organisation will pay just 5% towards the cost of training and assessing an apprentice and the government will pay the remaining 95% of the apprenticeship training costs up to the funding band maximum if you:

- Employ more than 50 employees
- Are recruiting learners aged 19+.

Any employer who has a co-investment plan will have an agreed payment schedule with the training provider.

Levy Gifting:

Levy gifting funds can be accessed to cover the full apprenticeship training costs. The Total People Levy Gifting service could mean that your organisation does not need to find additional investment costs.

Incentives:

16 – 18 incentive: An incentive payment of £1,000 is available to employers who hire an apprentice:

- Aged 16 to 18 years old
- Under 25 with an education, health, and care plan or if they have been in the care of their local authority

Wage rates and working hours regulations:

The employing organisation is responsible for paying their apprentice for their normal working hours and any training they do as part of the apprenticeship.

Apprentices of any age must be paid no less than the Apprentice National Minimum Wage rate, for the first 12 months of being on a programme. After this they must increase to the National Minimum Wage for their age.

Apprentices must have a contract of employment with the employing organisation.

Please note: All Government funding and incentive eligibility criteria must be met.



STEP BY STEP ROADMAP TO RECRUIT AN APPRENTICE

Start

Every journey will be different but here's an overview of the steps that will be taken:

Step 1

Contact Total People to identify your apprentice business needs by discussion with our Business Development team.

Step 2

Confirm the apprentice eligibility and standard that will most suit your business.

Step 3

With support from the Total People Customer Service Team create an Apprenticeship Service Account for your organisation. This is an online platform created by the Education and Skills Funding Agency (ESFA) to reserve and administer funding. To create this account, you will need access to an email address and your organisation PAYE reference number.

Step 4

Total People will support you to:

- Recruit your apprentice by adding your vacancy to our website and linking to the central government website
- Promoting your vacancy via our social media channels
- Upskill your current employees.

Step 5

Induction and onboarding your apprentice.

Step 6

Your apprentice will start on their learning journey.

Finish

WHAT ENGINEERING APPRENTICESHIPS ARE OFFERED BY TOTAL PEOPLE?

The following pages show details of the apprenticeship standards offered across the Engineering sector. To find out more, please contact our customer service team for further details.

1. Engineering Operative
2. Engineering Technician
3. Maintenance and Operations Engineering Technician



ENGINEERING OPERATIVE

LEVEL 2 | 18 MONTHS (15 MONTHS PRACTICAL PERIOD - 3 MONTHS EPA GATEWAY)

Programme Summary

This programme will equip learners with a robust set of skills, knowledge and behaviours that will allow them to work successfully as an Engineering Operative within the Manufacturing and Engineering sector.

The programme of study will cover;

- Interpreting engineering drawings and specifications, relevant compliance procedures/systems
- Health and safety regulations, engineering operational practices, processes and procedures, identifying and dealing risks, hazards and problems that may occur.

The programme of study is delivered through a mix of face-to-face learning, remote reviews, online assessments, self-study, practical skills training and one to one coaching facilitated by Total People at the Total People training centre in Crewe (off-the-job).

Qualifications Achieved

- Level 2 Diploma in Engineering Operations (skills)
- Level 2 Certificate or Diploma in Engineering (knowledge).

Who is suitable?

Aimed at those who are interested in a career within engineering operations within the Manufacturing and Engineering sector.

Entry Requirements

Individual employers will set the selection criteria for their apprenticeships

Candidates will be required to achieve Level 1 in English and maths and may have to take the test for Level 2 prior to taking the end-point assessment (EPA).

For those with an Education, Health and Care Plan or Legacy Statement, the minimum entry requirements for English and maths is Entry Level 3. British Sign Language qualifications are an alternative to English qualifications for whom this is their primary language.

Topics and Units

- How to obtain the necessary job instructions, engineering drawings and specifications and how to interpret them
- Relevant compliance procedures and systems, and health and safety regulations relating to engineering operations

- Engineering operational practices, processes and procedures roles and responsibilities within the organisation
- Potential problems that can occur within the engineering operations and how they can be avoided
- Select and use appropriate tools, equipment and materials to carry out the engineering operation
- Work efficiently and effectively whilst always maintaining workplace organisation and minimising waste. Choose a specialist job role option from maintenance, mechanical manufacturing, electrical and electronic engineering, fabrication, materials, processing or finishing or technical support
- Plan the materials, processing or finishing operation before they start
- Prepare equipment, tooling, materials, and complete set up activities before carrying out the materials, processing or finishing operation
- Carry out the material, processing or finishing operation in line with specific safe working practices and specification requirements.

End Point Assessment (EPA)

Assessment activities will include:

- Practical Skills Observation
- Professional Discussion supported by a portfolio of evidence.





ENGINEERING TECHNICIAN

LEVEL 3 | 42 MONTHS (39 MONTHS PRACTICAL
PERIOD - 3 MONTHS EPA GATEWAY)

Programme Summary

Engineering Technicians are predominantly involved in highly skilled, complex work in the advanced manufacturing and engineering sector designing, building, servicing and repairing a range of engineering products and services.

During this programme, apprentices will contribute to either the design, development, quality assurance, manufacture, installation, commissioning, decommissioning, operation or maintenance of products, equipment, systems, processes or services depending on their employer placement and pathway they choose.

All apprentices will learn core manufacturing and engineering skills, knowledge and behaviours, they will then get to specialise in one of the following areas:

- Machinist – Advanced Manufacturing Engineering
- Mechatronics Maintenance Technician
- Product Design and Development Technician
- Toolmaker and Tool and Die Maintenance Technician
- Technical Support Technician.

Qualifications Achieved

- EAL Level 2 in Advanced Manufacturing Engineering (Foundation Competence)
- EAL Level 3 Diploma in Advanced Manufacturing and Engineering (Competence)*
- BTEC Diploma in Advanced Manufacturing Engineering (Knowledge).*

* The actual competence and knowledge qualification will depend on the specialist pathway selected.

Who is suitable?

Anyone looking for practical, work-based training and qualifications wanting a career in the manufacturing and engineering sector. You will get a comprehensive insight into how the sector operates, with hands-on experience in both generic and specialised engineering skills, opening the doors for progression within the engineering sector.

This programme is recognised by relevant professional engineering institutions for the appropriate level of professional registration.

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 4 or above, including English, maths and science.

Topics and Units

- Complying with statutory, quality, organisational and health and safety regulations
- General engineering/manufacturing mathematical and scientific principles, methods, techniques, graphical expressions, symbols formulae and calculations used by engineering technicians
- Diagnostic methods and techniques used to help solve engineering/manufacturing problems
- Understanding and interpreting relevant engineering/manufacturing data and documentation
- Dealing with engineering/manufacturing problems using approved diagnostic methods and techniques
- Understanding the structure, properties and characteristics of common materials used in the sector.

End Point Assessment (EPA)

Assessment activities will include:

- Employer-led Occupational Competence Validation Interview (VIVA)
- Professional Engineering Competence Assessment (PECA)
- Final employer endorsement.

MAINTENANCE AND OPERATIONS ENGINEERING TECHNICIAN

LEVEL 3 | 36 MONTHS (33 MONTHS PRACTICAL PERIOD - 3 MONTHS EPA GATEWAY)

Programme Summary

This qualification develops the fundamental technical skills and the underpinning knowledge and understanding required to become competent in the job role. Apprentices can expect practical training delivered by Total People instructors at Total People's training centre in Crewe as well as on site with an employer.

Areas of study include maintenance and operational practices, processes and procedures covering a range of plant and equipment. The apprentice will also cover relevant industry health and safety standards, regulations and environmental requirements.

Upon completion of this programme learners will be able to maintain the safety, integrity and effective operation of plant and equipment. Dependent upon the sector that the apprentice is employed in, there may be subtle differences in terms of the composition and application of the plant and equipment. However, they will learn the fundamental principles of operation which will include installation, testing, servicing, removal, replacement, maintenance and repair of equipment.

Qualifications Achieved

- Level 3 Maintenance and Operations Engineering Technician can be obtained.

The Apprentice must achieve level 2 English and Mathematics prior to taking the end point assessment for the apprenticeship if they haven't achieved them on entry.

Who is suitable?

Anyone looking for a role as a Maintenance and Operations Engineer, i.e., shop floor maintenance engineers, partly experienced or beginners.

Entry Requirements

Typically, 4 GCSEs at grade C/6 or higher including Mathematics, English and Science, or equivalent and/or relevant experience.

Topics and Units

- Principles relating to the operation and maintenance of appropriate plant and equipment
- Inspection, maintenance, assessment and testing of plant and equipment
- Locating and rectifying faults on plant and equipment
- Relevant industry health and safety standards, regulations, and environmental and regulatory requirements
- Reading, understanding and interpreting information technical specifications and supporting documentation
- Maintenance and operational practices, processes and procedures covering a range of plant and equipment
- Relevant engineering theories and principles relative to their occupation
- Apprentices will specialise in one the following roles: Electrical Technician, Mechanical Technician, Control and Instrumentation Technician, Electrical System and Process Control Technician, Electromechanical Technician or Plant Operations Technician.

End Point Assessment (EPA)

Assessment activities will include:

- Multiple choice knowledge test
- Practical Skills Observation
- Technical Interview supported by a portfolio of evidence.



QUOTES FROM OUR PARTNERS



"Total People have added real value to our business through the apprentice scheme. It's very difficult to train staff within a busy, growing business. By retraining and recruiting through apprenticeships, it allows our existing team to focus on the daily challenges faced by the business."

Chariot

"We have had employees study through Total People since 2006 and have been really pleased with the level of support provided and the comprehensive learning programme."

Skelair



NEXT STEPS

Now that you know more about what is involved in an apprenticeship, it is time to take the next steps. All that is needed to start the process is to speak to your contact at Total People, or contact our Customer Service Team, see contact details overleaf.

If you are taking on a new apprentice consider what task you will want them to carry out and the type of person that will be a good fit for your business.

Looking to upskill your existing team? Make sure you have contact details for your potential learner and their Line Manager and an idea of the apprenticeship you wish them to undertake.

CONTACT DETAILS

For more information contact our Qualifications Advisors on:



03333 222 666



enquiries@totalpeople.co.uk



totalpeople.co.uk/engineering

or follow us on our socials:



/totalpeople



@totalpeople



Total People

Total People is part of LTE group.

LTE group is committed to equality of opportunity, non-discriminatory practices and supporting individual students.

This information is also available in a range of formats, such as large print, on request.

