

appriis

#PERFECTLYENGINEERED

ABOUT APPRIS



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, specialising in the delivery of Engineering and Manufacture apprenticeships. With over 150 member companies and 400+ apprentices in learning across West Yorkshire, Appris is the provider of choice for the engineering industry. Our WorldSkills winning apprentices are an international testimony to the quality of our provision.

COMPANY VISION

To be the training provider of choice for the regions engineering manufacturing industry, where our aim to achieve outstanding teaching and learning supports individuals and employers ever changing needs.

MISSION STATEMENT

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

COMPANY VALUES

To develop, support and empower staff, learners and businesses to achieve their full potential. To enhance skills and knowledge of ourselves and others. To learn through our experiences, relationships, feedback and professional development. To innovate with new ideas through sustainable solutions. To value the contribution of all. To pursue excellence at all levels. To respond to the ever changing needs of customers, qualification, technology and business.

EMPLOYER ENGAGEMENT

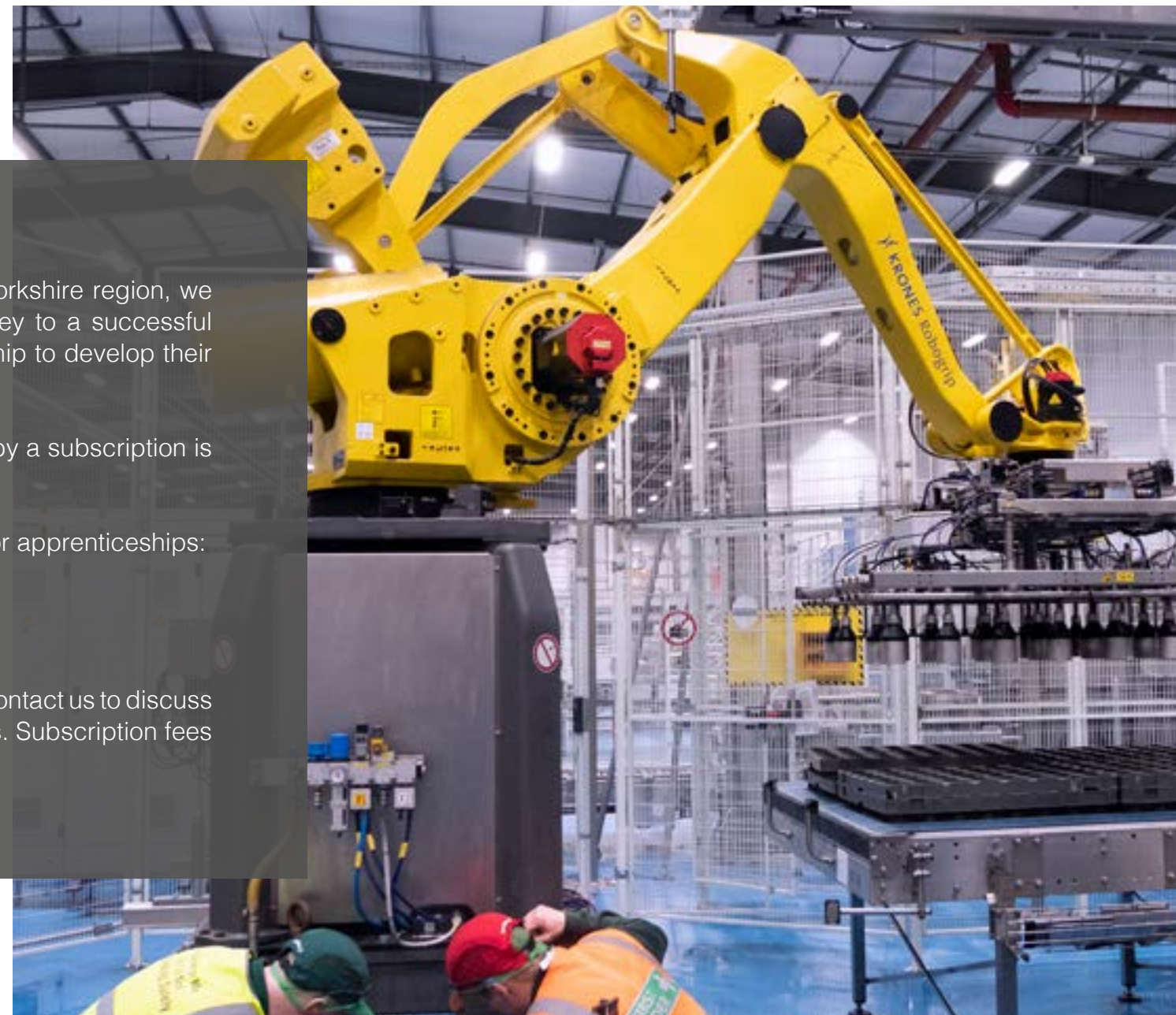
Working with over 150 engineering & manufacturing employers and 40+ schools in the West Yorkshire region, we believe the time and effort put in to align the employers expectation with the candidates is key to a successful outcome. Alternatively, you may already have the staff and are looking for the right apprenticeship to develop their knowledge and skills.

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

The Appris team will help you identify the correct apprenticeship standard that meets the job role. Contact us to discuss how you can access a large talent pool of over 300 screened, tested and interviewed candidates. Subscription fees are waived for employers who self-recruit or who already employ the potential apprentice.



“With the support of the team at Appris, delivering a comprehensive and meaningful training programme has been much easier than we anticipated.”

They are always on hand to help with mentoring and student support as well as guiding us on the best way to help the apprentice fulfil the requirements of the qualification with real world on the job training.”

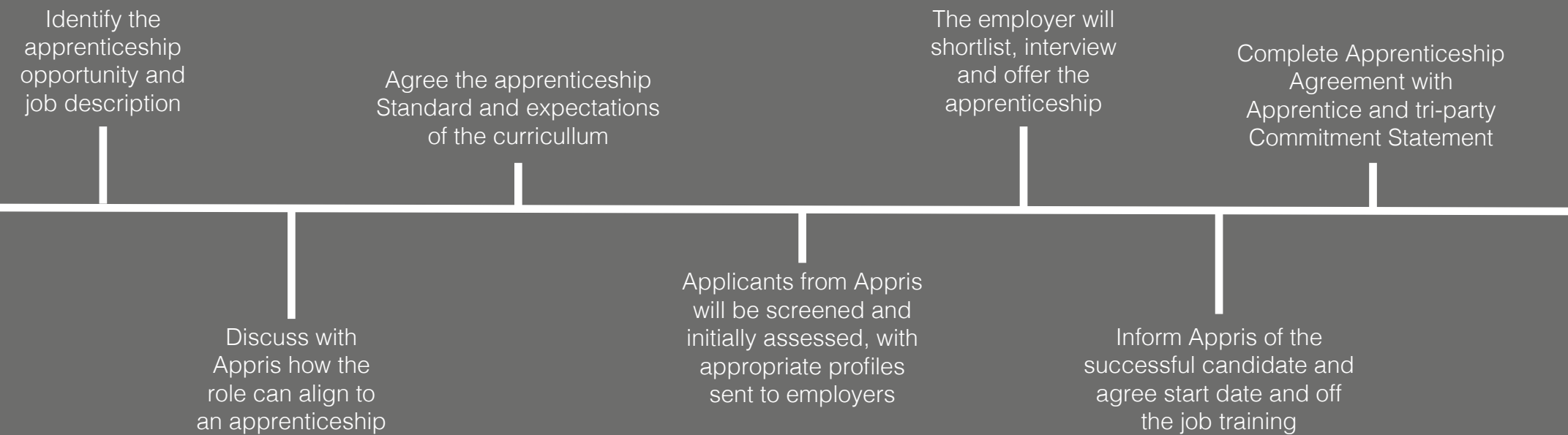
Richard Eaglen
Managing Director, Leeds Welding

EMPLOYER JOURNEY

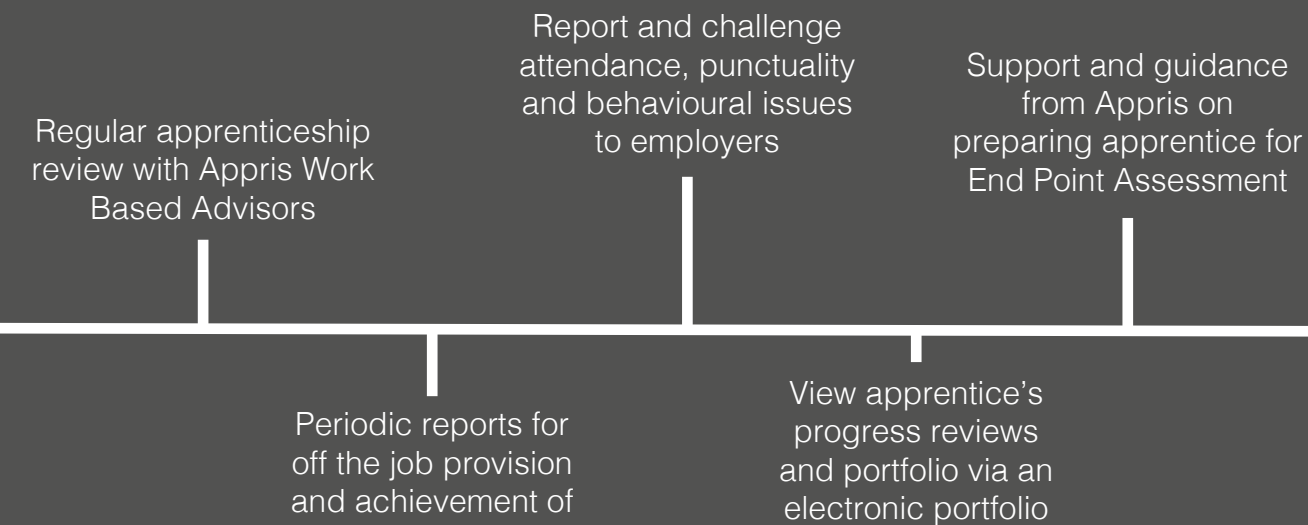
As an employer led training provider, we believe we do things just a little bit different from our competitors. That's why Appris is West Yorkshire's largest provider of Engineering and Manufacturing Apprenticeships.



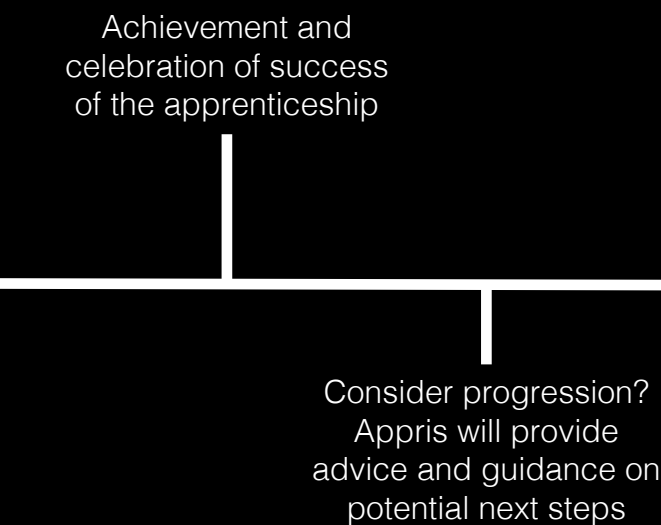
The **on boarding** process is a critical element of the apprenticeship. Setting the scene with regards to expectations, the learning plan and support from both employer and Appris are key to a successful outcome for the apprentice.



While the apprentice is **in learning**, good communication and feedback on the apprentice's progress will help you understand how best to support the apprentice further in the workplace.



Off boarding of the apprenticeship isn't the end, it is the start of their career, what next?



LEARNER ONBOARDING

5 Steps to gaining your apprenticeship

#1

Deciding which apprenticeship is right for you is a daunting task.

Often young people are influenced by their parents, friends or school teachers. However, you need understand the commitment required and make the right choice to start your new career.

For instance, a level 3 apprenticeship in engineering can be up to 4 years.

#2

Take time to browse our range of apprenticeships that we offer. Each will give you a general overview of apprenticeship expectations and, more importantly, what you will learn.

Register at **www.appris.ac.uk**

By completing the short application form, we will send you a login to complete online tests.

#3

All applicants must be initially assessed first. Once registered, you'll complete a series of quizzes in Maths, English and engineering problem solving.

Tip: All tests can take up to 2 hours to complete. Make sure you take a break at the end of each test. We have seen applicants scores dropping on later tests that have affected them getting the apprenticeship they wanted.

#4

Once all tests are completed, you will be invited to Appris for a 1-to-1 interview to discuss your test results and hear about you. We can look at opportunities available and provide advice & guidance on preparing for interviews with employers. Based on the outcomes of the interview, your profile report will be circulated to potential employers that meet with mutual expectations for a successful apprenticeship.

#5

Take time to read our information on preparing for an apprenticeship. This will help you at interview stage of the process with the employer.

Once you have been offered an apprenticeship, we will liaise with the employer and inform you of your start date and off the job training requirements.

PREPARING FOR YOUR APPRENTICESHIP INTERVIEW

2 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.

Think about what sorts of questions you may get asked at interview, 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?

Make sure you get there on time, normally 10-15 minutes prior to the interview start. It is good practice to have a dummy run if you are not familiar with where your interview will be held. If for any reason you are delayed, 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 suitably impress them. Formal clothing is considered suitable and respectful, and may even boost your confidence. Casual clothes are not acceptable interview wear.

1 The Basics

Interviews can be a difficult and stressful situation for most of us, especially if you have little or no experience of having one. Appris has many years' experience of apprenticeship interviews and we are here to help you through the process.

3 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. 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, prior to your interview, ask if there is a job description for the role you're applying for, this will help you to focus on what types of questions the interviewer might ask you.

4 Prepare, Prepare, Prepare

5 The Interview

You will no doubt be nervous, but you have to demonstrate the opposite. 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.

You won't be the only one having an interview for the job, so make it count. If you get the opportunity, tell them why they should employ you and your interest and passion to be a skilled engineer. Emphasise your abilities, describe what you are good at, and demonstrate that you work well in a team. It is okay to take a list of questions into the interview, to discuss at the end.

If your questions have been covered during the interview, don't ask them again 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. This is your opportunity to find out more about the employer and sell yourself further.

6 Next Steps

You may want to send a thank you email to your interviewer for their time and courtesy. You can 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 may 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.



ENGINEERING DESIGN AND DRAUGHTSPERSON

Level 3



What's Involved In This Apprenticeship?

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 & gas, nuclear and food & drink processing.

Jobholders are based at office locations within project design teams and occasionally work at on-site locations. They are required to understand on-site hazards and health and safety requirements.



MORE INFO

TECHNICAL SUPPORT TECHNICIAN

Level 3



What's Involved In This Apprenticeship?

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, test analysis tools, measurement, off line programming, process control, performance and continuous improvement solutions.

They will also be involved in 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.

They will be proactive in finding solutions to problems and identifying areas for improving the business.



MORE INFO

TOOLMAKER AND TOOL AND DIE MAINTENANCE TECHNICIAN

Level 3



What's Involved In This Apprenticeship?

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.

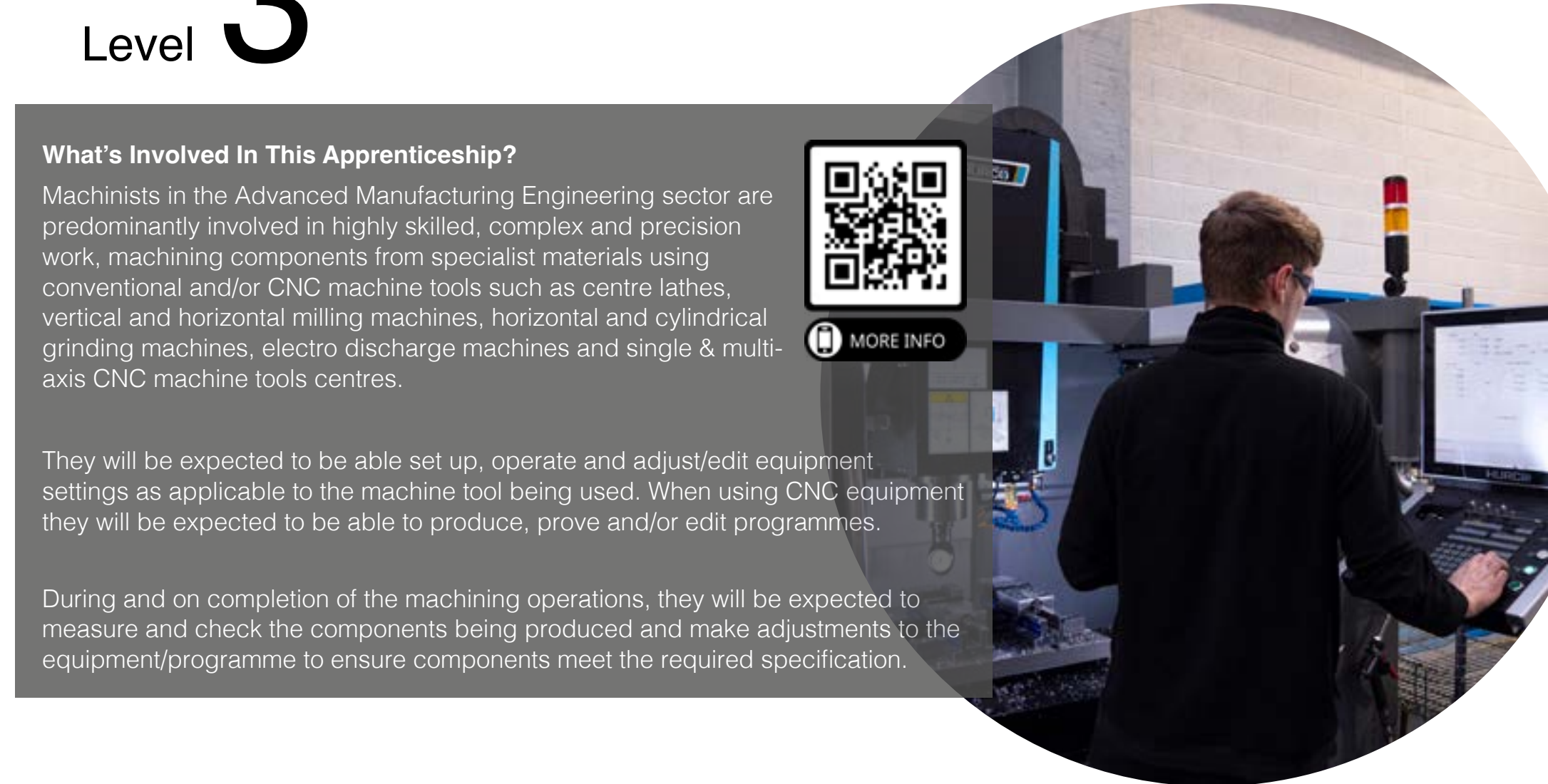
These products, assemblies and systems affect all of our daily lives, across multiple sectors such as energy, defence, food, clothing, packaging and health (including medical equipment, devices and implants such as joint replacements).

They will be proactive in finding solutions to problems and identifying ways to improve the business.



MACHINIST: CONVENTIONAL OR CNC

Level 3



What's Involved In This Apprenticeship?

Machinists in the Advanced Manufacturing Engineering sector 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 and single & 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. When using CNC equipment they will be expected to be able to produce, prove and/or edit programmes.

During and on completion of the machining operations, they will be expected to measure and check the components being produced and make adjustments to the equipment/programme to ensure components meet the required specification.



GENERAL WELDER

Level 2



What's Involved In This Apprenticeship?

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.

Welding is used extensively and in almost every sector of industry. There is a high demand for skilled General Welders in areas such as: automotive, marine, transport, general fabrication, construction and many more.

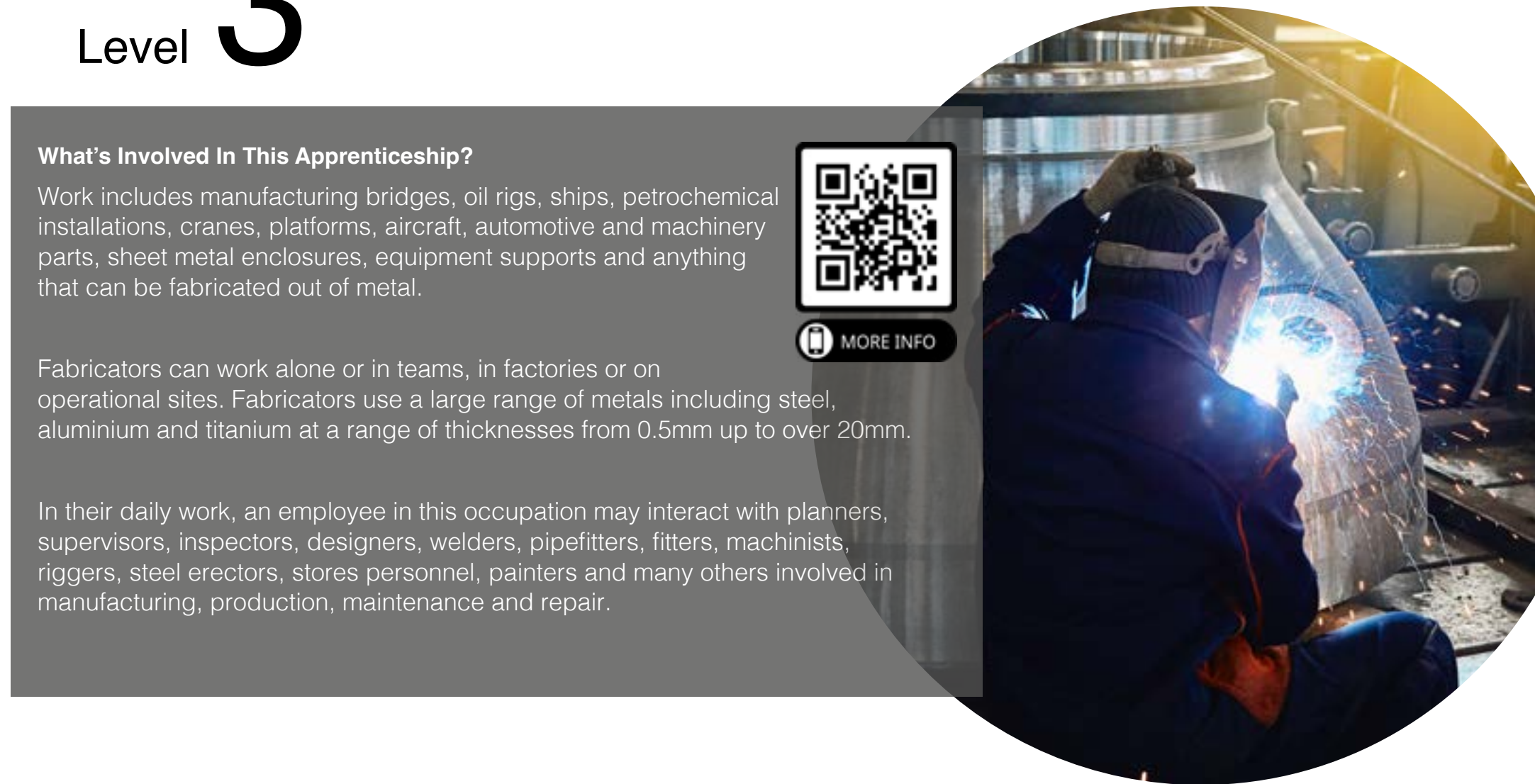
Welding is a safety critical occupation and every welder takes responsibility for the quality and accuracy of their work. General Welders are required to produce joints that satisfy basic quality standards in order to ensure that the finished products function correctly, contributing to the safety of all and the global quality of life.



MORE INFO

METAL FABRICATOR

Level 3



What's Involved In This Apprenticeship?

Work includes manufacturing bridges, oil rigs, ships, petrochemical 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.

In their daily work, an employee in this occupation may interact 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.



MORE INFO

ENGINEERING FITTER

Level 3



What's Involved In This Apprenticeship?

Fitters may typically have a mechanical, electrical, electronic, control systems, pipe fitting or instrumentation bias. To produce or re-furbish the components, fitters will interpret drawings/ specifications and plan their work, for example ensuring they have the right tools, equipment and resources to complete the task to the required specification.

Fitters are required to check their work against quality standards and make adjustments as required based on their knowledge. They may be based in a workshop or clients premises - this may include hazardous environments.

In their daily work, an employee in this occupation typically interacts with line managers/supervisors. They may interact with personnel in other functions for example installation and maintenance engineers, health & safety and quality assurance personnel, as well as internal or external customers.



METROLOGY TECHNICIAN

Level 3



What's Involved In This Apprenticeship?

Metrology Technicians will understand core measurement principles and practices, and whose role is to interpret and apply these whilst carrying out measurement activities in whichever industry they work.

They are also able to identify measurement needs and plan and perform measurement tasks using tools, equipment, instrumentation and software programs. Metrology is vital to improve the quality and throughput of goods and utilities, which in turn is essential to increasing productivity and customer satisfaction.

The successful apprentice will become a valuable measurement specialist within their organisation, significantly contributing to the future of the Metrology industry and the UK economy.



MAINTENANCE AND OPERATIONS ENGINEERING TECHNICIAN

Level 3



What's Involved In This Apprenticeship?

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 maintenance operations will be the same, regardless of the engineering sector.

To support the business and operational requirements of modern integrated engineered production plant and services, Electrical, Mechanical, Control and Instrumentation, Process Control and Electromechanical Technicians will need to apply a range of conventional skills and knowledge to undertake engineering activities. Such as, diagnostics, repair, installation and adopting preventative maintenance techniques to create efficient manufacturing and servicing workplaces.



MORE INFO

MECHATRONICS MAINTENANCE TECHNICIAN

Level 3



What's Involved In This Apprenticeship?

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 and/or high volume manufacturing environments.

Typically, the work would cover a broad range of activities including, 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.



MORE INFO

SCIENCE INDUSTRY MAINTENANCE TECHNICIAN

Level 3



What's Involved In This Apprenticeship?

As well as core engineering skills, maintenance technicians need to understand and follow working practices that are specific to the safety critical science industry. They may work in varied conditions including using specialist safety equipment, shift work and on sites running 365 day operations.

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.



MORE INFO

ENGINEERING MANUFACTURING TECHNICIAN

Level 4



What's Involved In This Apprenticeship?

Engineering Manufacturing Technicians can be office based, manufacturing/plant based or more commonly a combination of both, working with engineering and/or manufacturing teams at an operational level such as with production team leaders and/or management level working with specialist quality or design engineers. As well as liaising with internal colleagues, they may also be responsible for working directly with customers and/or suppliers or with representatives from appropriate regulatory bodies.

An employee in this occupation will be responsible for the quality, safety and delivery of the manufactured product or service, ensuring it is delivered to the customer on time at the agreed cost. They have the autonomy to use judgement when undertaking the occupational duties and applying their technical knowledge, skills and behaviours in a wide range of contexts and environments.



MORE INFO

SECURED YOUR APPRENTICESHIP... NOW WHAT?

The average duration of a level 3 apprenticeship in engineering and manufacturing is 48 months. This includes 45 months of practical training and 3 months for End Point Assessment (EPA). However, this may reduce based on prior experience or qualifications.



Induction

As a new apprentice, which is often a young person's first job, a detailed induction by your employer and Appris is key to ensuring your safety in the workplace.

You will be provided with PPE by your employer and given specific instructions for using machinery in a safe manner.

Getting to know everyone and making a good first impression is a positive start to your apprenticeship.

On the Job Training

Developing your skills can take time. Your employer will be with you throughout the apprenticeship.

Employers may have a formal mentor or 'buddy' to help support you in the workplace. However, in all cases, you will be working with the line manager.

Never be afraid to ask lots of questions. Retaining as much information as possible will help you at the End Point Assessment stage and later in your career.

Off The Job Training

Working with employers, Appris has designed a curriculum that will stretch and challenge you to become the best engineer possible.

Depending on the apprenticeship, a mix of practical skills development in our dedicated workshops and classroom based/theory classes will support you to implement your new skills and knowledge into practice in the workplace.

Regular Reviews

As well as receiving support from your employer and Tutors, you will be appointed a dedicated Work Based Learning Training Advisor.

Your Advisor will meet with you on a regular basis to provide advice & guidance, support and, most importantly, measure your learning and development against the Apprenticeship Standard you are working towards.

EPA Prep & Gateway

In agreement with your employer, and after an agreed period of time that was set at the beginning of your apprenticeship, you will be able to demonstrate the knowledge, skills and behaviours expected of a skilled person in your role.

The 'Gateway' is the point when all learning has been completed, as per your Learning Agreement, and you are ready for the End Point Assessment.

End Point Assessment

The EPA, is an impartial organisation that will conduct the end 'tests'.

Depending on the apprenticeship, tests will vary, allowing you to demonstrate the knowledge, skills and behaviours you have gained. For example, observing you in the workplace, a project paper, professional discussion or online multiple choice test.

Appris will help support and prepare you throughout the EPA process.

OFF BOARDING AND PROGRESSION

Progressing onto an apprenticeship at a higher level

Depending on the work environment, it may be possible to progress from intermediate to advanced or from advanced to higher apprenticeships. You should discuss this option with your employer and Training Advisor.

Continued Professional Development

Through discussions with your employer, you may look at enrolling on specific courses that relate to your role. Engineering apprentices may look at the BTEC HNC programme that Appris offers.

Higher Education

The apprenticeship you have completed may give you enough UCAS points to enrol for a foundation degree or full degree course.

Alternatively, move up a level in apprenticeships. Engineering apprentices that have completed a Level 3 Apprenticeship may consider the Engineering Manufacturing Technician Level 4 Apprenticeship or attend the commercial HNC course.

BTEC Level 4 Higher National Certificate in Engineering (HNC)

Overview

The BTEC Level 4 HNC Qualification in Engineering is a higher level programme aimed at developing a greater understanding and technical capability of engineering processes. This can form part of an apprenticeship or be a standalone course.

The qualification is structured to cover three specific pathways, Mechanical Engineering, Electrical and Electronic Engineering and Operations Engineering.

Entry requirements

Ideally you will have completed a Level 3 qualification in engineering or equivalent.

Assessment

All units are internally assessed. Each unit within the qualification has specified pass assessment and grading criteria. In addition to this, there are generic merit and distinction grading descriptors that describe performance over and above a pass grade. These allow grades of pass, merit or distinction to be awarded for all units.

Useful information

The BTEC Level 4 Higher National Certificate provides a nationally recognised qualification offering career progression and professional development for those already in employment, and opportunities to progress into higher education.

PAST APPRENTICES

On successful completion of our apprenticeship programmes, the vast majority of the engineering and manufacturing apprentices are retained by their existing employer.

Whether you decide remain in your current role or look to progress further... Your future is in your hands.



“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.”

Aman Athwal
Mechanical Engineering
Apprentice



“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.”

Molly Stevenson Midgley
Electrical/Electronic
Apprentice

HOW TO FIND US



Address

BTAL House, Laisterdyke, Bradford, West
Yorkshire, BD4 8AT

Parking

Parking is available on-site. However,
spaces are limited and allocated on a
first come first serve basis. Additional on
street parking can be found on New Lane
(outside Chamber's offices)

Social Media Links



Search @ApprisLtd

Directions

From the M606

On M606 follow signs 'Ring Road East -
City Centre'. Continue on Ring Road A6177
Rooley Lane to Dudley Hill roundabout
(ensure you are in centre lane) then
straight on to Sticker Lane. Appris is
approximately one mile on your right.

From Bradford

Follow A647 (Leeds Road) to the junction
with the A6177 (Laisterdyke). Turn right at
the traffic lights, Appris is 150m on the left.

From Leeds

Approach Bradford on the A647 (Leeds
Road). At the junction with the A6177
(Laisterdyke), filter left and Appris is 150m
on the left.