



**NOTTINGHAM
COLLEGE**

Be

FUTURE READY

**with our Guide
to Employer Services**

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Welcome

Nottingham College is the largest provider of apprenticeships and workforce training in the greater Nottingham area. Nationally we work with more than 2500 employers and recruit well over 1000 apprentices every year.

We offer a comprehensive range of employer services including apprentice recruitment and training, bespoke workforce training programmes, professionally accredited qualifications and a range of short and online courses to support continuous professional development in the workplace.

Whether you are a large employer looking for advice on how to spend your levy to achieve maximum benefit, or a micro business looking to take on and train your first employee, we can help. Our team of friendly business advisors and training experts are on hand to support you and help you and your business or organisation grow and succeed.

Get in touch

Contact our Employer Services team today to find out how we can help you grow and develop. Call us on 0115 945 7260 or email business@nottinghamcollege.ac.uk.



Choosing Nottingham College

Nottingham College has a long and successful track record in recruiting and training apprentices across a whole range of sectors in Nottingham, the wider region and nationally too.

We have a dedicated Employer Services team providing expert recruitment services, ensuring that you have access to the best quality candidates available.

The College brings together a workforce of experienced teachers, trainers and assessors specialising in a whole range of industries and disciplines, ensuring that your apprentice and wider workforce can access the very best, up to date training available.



We have built a good relationship with the College and they have a full understanding of the type of candidate who will embrace our ethos and work hard to become successful within our company. Employing apprentices via the College has proven to be fruitful and effective and they always go the extra mile for the company and the apprentice.”

Jigsaw 24



Our Services

We work tirelessly to support employers, and our Account Managers and Apprenticeship Managers provide a dedicated service to all employers we work with.

Our services include:

- Dedicated recruitment support to find, prepare and select candidates for roles within your organisation.
- A team of apprenticeship experts, here to guide you through the vast range of training options available to you.
- Expert business advisors on hand to guide you through details about the Apprenticeship Levy, funding options and other government incentives designed to encourage apprenticeship take up.
- Access to a range of accredited and bespoke training and workforce development opportunities, delivered in person and online to your employees.
- Free training needs and organisational needs assessments to help you understand what you need and how we can help.
- Access to a range of funded training and development programmes providing free training to businesses meeting specific criteria.

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Why hire an apprentice?

All apprenticeship jobs are advertised on the National Apprenticeship Service website. All apprenticeships offered by Nottingham College are also on this site, as well as Nottingham College's own website.

You can hire someone new, or upskill an existing employee. They are an extremely cost effective training option and as an employer, you can get funding from the government to help pay for apprenticeship training, as well as a number of additional local incentives too.

Hiring an apprentice is a productive and effective way to grow talent and develop a motivated, skilled and qualified workforce.

86% of employers said apprenticeships helped them develop skills relevant to their organisation.

78% of employers said apprenticeships helped them improve productivity.

74% of employers said apprenticeships helped them improve the quality of their product or service.

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Other benefits of working with apprentices include:

- You can adapt their training according to the needs of your business.
- Existing employers are motivated to learn new skills.
- You can expand and upskill your workforce.

Nottingham College offers an extensive selection of apprenticeship options covering a whole range of industries and professions, from laboratory technicians to estate agents.

See pages 24-81 for our full list of options.



From August 2020, Apprenticeship Standards were introduced to ensure that apprenticeship training could more effectively meet the needs and expectations of employers. Standards have been written by employers and include the specific knowledge, skills and behaviours needed to be qualified for employment in a specific occupation. An Apprenticeship Standard has an end-point assessment which varies by apprenticeship. The end-point assessment is assessed by an independent end point assessment organisation. We can explain more about this when we meet with you.

What's new with apprenticeships?

Introducing Apprenticeship Standards

Following the apprenticeship reforms apprenticeship frameworks were retired and apprenticeship standards became mandatory from Aug 2020, in order to better meet the needs of employers by ensuring that training is more occupation-focused, as opposed to qualification-focused, which had been a criticism of the former Apprenticeship Frameworks.

The new end-point assessment (EPA) is one of the biggest changes in the new apprenticeship reforms. Instead of being assessed continually throughout their course, all apprentices now have to complete an end-point assessment to complete their qualification.

Apprentices following an Apprenticeship Framework were regularly assessed throughout their training, as they were required to obtain a number of qualifications during the apprenticeship.

Once they'd completed a unit, it was ticked off and they didn't necessarily need to demonstrate the skill again. With a Standard, an apprentice's skills, knowledge and behaviours are assessed at the end of their apprenticeship, ensuring that they are now equipped to perform successfully in their chosen occupation.

Apprenticeship Funding

Funding available to organisations taking on an apprentice changes regularly. For up to date information about employer funding and apprenticeship grants you can visit our website: <https://www.nottinghamcollege.ac.uk/employers/apprenticeships/grants-and-incentives>

The Government currently offer an incentive to employers taking on an apprentice aged 16-18 or those under 25 with an Education, Health and Care Plan. In August 2020 the Government announced an additional set of incentives to encourage the employment of apprentices in response to the Covid-19 pandemic. These additional incentives are currently on track to cease in January 2021.

If you are an employer based in Nottingham, there are additional incentives available through Nottingham City Council and through projects funded by the European Social Fund to those businesses that meet specific criteria. Again, please check the college's website for more information.

Apprenticeship wages

The national minimum wage for apprentices aged 16-18 as well as adult apprentices is reviewed regularly. The current national minimum wage for an apprentice aged 16-18 as well as those aged 19+ in their first year is £4.15 an hour. All other apprentices should be paid at least the national minimum.



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Bespoke training solutions

Here at Nottingham College we work with you to help you design workforce training solutions to meet your needs. Our service includes a comprehensive training needs analysis of your organisation so that together we can design bespoke programmes that are tailored to your sector. These programmes could comprise free training that the College can source through its partnership projects.

Funded options include training in:

- Mental Health Awareness
- Team Leading
- Equality and Diversity
- Customer Service
- Digital Skills
- IT Skills
- Business Administration

These courses are all accredited so every participant will gain a recognised qualification, for free!

Full cost training options include:

- Accountancy
- Gas Training and Assessments
- Hair and Beauty Therapy
- Catering Accreditation
- Health and Safety Accredited Training
- Teacher Training and Early Years Development

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Promoting high level skills

The College can also provide a range of options offered through its involvement in the High-Level Skills Programme through D2N2 and funded through the European Social Fund (ESF).

Please note, this project is time limited and expires in December 2020.

Most small and medium organisations in Derby, Derbyshire, Nottingham and Nottinghamshire are eligible for support.

The GRADS for D2N2 project, which is part of the High Level Skills programme provides small and medium-sized enterprises (SMEs) with a complete package of free and subsidised support to help you benefit from graduate talent in the region.

The Priority Skills strand of the ESF programme offers short, sharp, bespoke courses designed around the needs of your business. The project will specifically support employees who may face additional barriers to high-level skills, including:

- Women
- Employees aged 50+
- Employees with disabilities
- Black, Asian and Minority Ethnic (BAME) staff



European Union

European
Social Fund





Retrain or upskill with one of our new online courses available now.

Online and distance learning from the home or workplace is available to adults aged 19 and over through Nottingham College.

A comprehensive range of tutor led, accredited and CPD courses are now available to book, enrol and pay for via our website
www.nottinghamcollege.ac.uk/learnonline

We have a range of paid for courses designed to offer retraining and upskilling opportunities, but we also have an additional range of funded courses too - subject to you meeting eligibility criteria which is available on our website.

We've introduced a range of courses to suit all levels of professional competence.

NEW
Online
courses for
2020



Accredited qualifications now available online in:

- Customer Service
- Business Administration
- Teaching
- IT and Digital
- Health, Safety and Wellbeing
- Equality and Diversity

Professional accredited training in:

- Leadership and Management
- Data Protection
- First Aid
- Safeguarding
- Wellbeing
- Accountancy and Book-keeping and much more ...

Health care specialist training



Explore our bespoke online training packages for those in or entering the health and social care sector, including:

- Dementia care
- End of life care
- Handling medicine
- Childhood illness and mental health
- Working with people with learning disabilities
- Nutrition

Our health care sector accredited courses are designed for those working within the sector and looking to upskill or diversify. Equally, our courses offer an excellent pathway into a sector that offers rewarding lifelong career opportunities

FIND OUT MORE: www.nottinghamcollege.ac.uk/learnonline

Working in partnership

Our Employer Services team at Nottingham College are committed to working in partnership with employers to ensure your needs are understood and met. We do this in a number of ways:

1. Industry Advisory Boards

Industry Advisory Boards provide businesses with the opportunity to contribute their experience and expertise to the design and creation of the college's core curriculum. This input is vital in ensuring that we continue to move with the times and develop our offer to meet the skills needs of employers, both now and in the future.

If you would like further information or to register your attendance at any of the Industry Advisory Boards, please contact IAB@nottinghamcollege.ac.uk or 0115 884 2242

2. Employment Engagement

Our dedicated Employer Engagement team work to ensure all our employers are kept informed and updated with key news and information, not just from the College, but about the City, our region, new products and services, and our economy in general. We have a regular employer newsletter that we issue to update you on the latest skills and training news, we have a team of account managers who will keep you updated with new products and services that you can access and we issue regular surveys to capture information about you and your ongoing needs. We are committed to working in partnership with you throughout your journey with us.

3. Creating new opportunities

We work closely with D2N2 and our Local Authorities to bring you new initiatives and schemes that can benefit you. Our High Level Skills programme, our Construction Skills Hub, our funded course programme and our work placements programme all exist because of the work we do in partnership with various agencies and organisations locally and nationally.

4. Rebooting our economy

The global COVID-19 pandemic has had a significant impact on many businesses we work with. We are constantly looking at what new products and services we can offer to support businesses to make their business Covid safe, adapt their business' operating model or move their business online. If you need help in adapting your business, or require training for you or your colleagues to make the necessary changes, please do get in touch.



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Work experience and placements

As an employer there are many ways you can access training and development for your current or potentially future workforce.

At Nottingham College we believe that a formal qualification can only get you so far. We know, because you've told us, that you want to see a range of other skills in your new employees, particularly those who are coming out of college or university.

Confidence, initiative, drive, resilience, communication skills, team work and many others are top of the list when it comes to skills and attributes you look for, and that's why Nottingham College invests time and energy in sourcing work experience and placements for our students.

Work placements can help young people become aware of careers they have not previously considered, enable them to develop relevant occupational skills and help instill the attitudes and behaviours expected at work.

For industries that struggle to attract new talent, work placements are a great way of introducing young people to the jobs and careers on offer in your sector, and in some cases, placements can lead onto apprenticeships and full time employment once the student has secured their qualifications.

We are looking for businesses from across the city and region to take on students for work experience or extended placements. We can offer anything from a one day taster through to a formal three month placement. We'd love to hear from you if you are able to accommodate one or more of our students.

work.placements@nottinghamcollege.ac.uk • 0115 838 0972



EMTEC – world class engineering and automotive training

Our EMTEC centre based in Ruddington is our hidden gem! It houses our specialist automotive training facilities which are state of the art by anyone's standard.

EMTEC is a name that is synonymous with high quality automotive training and education with global vehicle manufacturers in the UK and international markets.

Our EMTEC centre provides apprenticeship training for:

- Aston Martin
- Ferrari
- Gemini Accident Repair
- Hyundai
- KIA
- SsangYong
- Telsa

It is also the dedicated training centre for our Motorhome and Caravan Apprenticeship, our ATA (Automotive Technician Accreditation) programmes and our Auto Trail Apprenticeship.

We operate internationally too, running training programmes for automotive technicians in China and the USA.



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**Introducing
our NEW
Apprenticeship
Standards**

Accident Repair Technician (Multi-Skill)

Level 3 Standard

Mending damaged vehicles using a range of metalworking and finishing techniques.

A Motor Vehicle Accident Repair Technician repairs all elements of a vehicle after it has sustained some type of damage.

Depending on the type of damage sustained, a technician is expected to undertake complex and detailed repair or replacement of major structural elements of a vehicle.

Typically, an Accident Repair Technician works in a modern, highly technical workshop environment, working on a broad range of vehicles, from cars and vans to light commercial vehicles.

Technicians are competent in all aspects of vehicle accident repair, including Mechanical, Electrical & Trim (MET); Panel Repair & Replacement and Preparation and Paint.

Additionally, an Accident Repair Technician is able to work with detailed and complex technical repair specifications and instructions, and, at times, obtain these instructions from a range of sources.

An Accident Repair Technician has the ability to work in a focused, analytical and methodical fashion, completing repairs on time, with a right-first-time, customer focused approach.

The Accident Repair Technician from day one embraces the need to put complete customer satisfaction, as well as commercial awareness, at the centre of everything they do. The ability to excel whilst working within a team is a key output for any Accident Repair Technician.

Programme duration
3 years.

Entry requirements
Grades 9–4 (A*–C), including English Language and maths – one of English Language or maths must be grade 9–4 (A*–C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the automotive industry will spend some time training at our Ruddington campus.



Accountant (Assistant)

Level 3 Standard

Carrying out routine financial activities and support for businesses and organisations of all types and sizes.

An Assistant Accountant provides support to internal and external customers and will work predominantly either as an Assistant Accountant within a practice or alternatively within the finance function of an organisation.

Part of the role will involve assisting in day-to-day financial activities such as data entry, to month-end management accounts and/or year-end financial statements.

In addition, the Assistant Accountant may find themselves involved in regulatory financial requirements such as the completion of VAT returns or assisting in the preparation of tax computations.

Potential jobs include:

- Assistant Accountant
- Trainee Accounting Technician
- Accounts Clerk
- Cashier
- Finance Assistant
- Purchase Ledger Clerk
- Sales Ledger Clerk

Programme duration

18-24 months.

Entry requirements

5 GCSEs, including Maths (9-4 or C and above) and English, although some employers will accept other relevant qualifications and experience, including a relevant Level 2 qualification.

Apprentices without English or Maths at Level 2 must achieve this prior to taking the end point assessment.

Apprentices working in the finance industry will spend some time training at our City Hub campus.

Progression

As well as ensuring full competency as an Assistant Accountant, this standard provides the foundation for progression into a number of career paths in the Accounting sector including Audit Trainee, Corporate Recovery Analyst, Credit Controller or Tax Accountant.



Accounting (Professional)

Level 4 Standard

Working as an Accountant or Bookkeeper for an accounting practice, business, organisation or HMRC.

A Professional Accounting/Tax Technician will have responsibility for creating, and/or verifying and reviewing accurate and timely financial information within an organisation or on behalf of another organisation.

In the role you will meet relevant strict ethical, professional and legal standards, and you will demonstrate your knowledge of the business systems and processes, as well as standard accounting and tax practices.

This role may exist in an accounting practice, a professional services company, HMRC or the accounting function of a business or other organisation.

Examples of roles as a Professional Accounting/Tax Technician include, but are not limited to:

- Assistant Auditor
- Assistant Management Accountant
- Assistant Financial Accountant
- Accounts Payable and Expenses Supervisor
- Commercial Analyst
- Payroll Manager
- Senior Bookkeeper
- Senior Financial Office
- Tax Investigations Officer
- Personal Or Business Tax Assistant

This occupation covers two areas of specialism; accounting and tax. A successful apprentice will have met the core requirements common to both areas and one of the two technical knowledge option requirements.

Programme duration
18-24 months.

Entry requirements
Candidates will have Level 2 Maths and English (equivalent to GCSE grade C or above 9-4), ideally as part of 5 GCSE A-C grades or other comparable qualifications.

Apprentices without English or Maths at Level 2 must achieve this prior to the completion of the apprenticeship.

Apprentices working in the finance industry will spend some time training at our City Hub campus.

Link to professional registration and progression
The Professional Accounting/Tax Technician standard allows student registration with a number of UK professional bodies in this sector. If a candidate seeks to become a member of a professional body there may be other requirements specific to the relevant Professional Body, which may be taken as part of, or alongside, the apprenticeship at the employer's and candidate's discretion.

This apprenticeship may lead to credits that can go towards the Professional Accountant/Tax apprenticeship or Chartered Accountancy/Taxation qualifications provided by the relevant professional bodies. Completion of the Professional Accounting/Tax Technician apprenticeship may also result in credits being awarded towards relevant undergraduate degree programmes.

Auto-care Technician

Level 2 Standard

Carrying out a range of services and repairs to cars, car derived vans and light goods vehicles.

An Auto-care Technician carries out a range of services and repairs to cars, car derived vans and light goods vehicles, working in an Auto-care or "Fast-Fit" Centre; which may be part of a national chain or operated by a regional/local independent group/owner.

An Auto-care Technician requires a unique combination of technical, retail and customer service skills. They will use a range of tools, measuring and diagnostic equipment to identify and repair simple system faults.

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

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

Programme duration
Typically it is expected that it will take 30 months for the apprentice to attain the required level of competence in the workplace, although it may be sooner if an individual already has significant prior training and practical experience.

Entry requirements
Grades 9-3 (A*-D), including English Language and maths - one of English Language or maths must be grade 9-3 (A*-D).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the automotive industry will spend some time training at our Ruddington campus.

Qualification and Professional Membership
On completion of this Standard an Auto-care Technician will be eligible to apply for IMI membership as a Registered Young Professional, or if they wish as an Associate Member. You would also gain entry onto the IMI Professional Register.

Bricklayer

Level 2 Standard

Laying bricks, blocks and other types of building components in mortar to construct and repair walls, foundations, partitions, arches and other structures.

The construction sector is the driving force behind the UK economy, employing three million people and contributing 6.4% of GDP.

Not only that, the construction industry is central to delivering the homes, schools, hospitals, energy and transport infrastructure our society demands. A career in the construction industry is like no other.

Bricklaying is a core function within the construction sector, particularly the house building sector. The Government has a target to build significantly more new homes over the coming years and therefore the demand for bricklayers has never been higher.

Bricklayers lay bricks, blocks and other types of building components in mortar to construct and repair walls, foundations, partitions, arches and other structures e.g. chimney stacks.

They might also refurbish brickwork and masonry on restoration projects. The range of sites and projects that bricklayers will work on include large commercial developments, new builds in housing, alterations, extensions and restorations.

A bricklayer may work one-on-one or on larger jobs where their bricklaying group (gang) may work on a particular section of a building alongside other bricklaying gangs as well as other trades.

Programme duration

Typical completion time is likely to be 24-30 months. This may reduce if an apprentice has gained previous relevant knowledge and skills.

Entry requirements

Grades 9–3 (A*–D), including English Language and maths - one of English Language or maths must be grade 9–3 (A*–D).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the construction industry will spend some time training at our Basford campus.

Link to Professional Registration

On completion of this apprenticeship, the apprentice will have satisfied the requirements to obtain a Construction Skills Certification Scheme (CSCS) card at the appropriate level

Business Administration

Level 3 Standard

Supporting and engaging with different parts of the organisation and interacting with internal or external customers.

Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. This includes the public, private and charitable sectors.

The role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services. Business administrators develop key skills and behaviours to support progression towards management responsibilities.

This role supports and engages with different parts of an organisation and interacts with internal or external customers. With a focus on adding value, a business administrator contributes to the efficiency of an organisation, through support of functional areas, working across teams and resolving issues as requested.

The flexibility and responsiveness required allows the apprentice to develop a wide range of skills.

The business administrator is expected to perform efficiently and with integrity – showing a positive attitude.

The role involves demonstrating strong communication skills (both written and verbal) and adopting a proactive approach to developing skills.

The business administrator is also expected to show initiative, managing priorities and own time, problem-solving skills, decision-making and the potential for people management responsibilities through mentoring or coaching others.

Programme duration

18 - 24 months.

Entry requirements

Grades 9–4 (A*–C), including English Language and maths - one of English Language or maths must be grade 9–4 (A*–C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in business admin and customer support roles will spend some time training at our City Hub campus.

Career progression

The administration role may be a gateway to further career opportunities, such as management or senior support roles.

Care Worker (Adult)

Level 2 Standard

Providing frontline care for vulnerable adults within their own homes, day care centres, residential and nursing homes and other healthcare settings.

Adult Care Workers are the frontline staff who help adults with care and support needs to achieve their personal goals, and live as independently and safely as possible, enabling them to have control and choice in their lives.

Career roles might include:

- Care Assistant
- Care Worker
- Support Worker
- Personal Assistant
- Relief Team Worker
- Support Worker
- Key Worker
- Home Care Support Worker
- Substance Misuse Worker
- Learning Disability Support Worker
- Mental Health Support Worker
- Mental Health Outreach Worker
- Re-Enablement Worker

To work in care is to make a positive difference to someone’s life when they are faced with physical, practical, social, emotional or intellectual challenges. Adult Care Workers need to have the right values and behaviours developing competences and skills to provide high quality compassionate care and support.

They are the frontline staff who help adults with care and support needs, enabling them to have control and choice in their lives which is at the heart of person centred care.

Adult Care Workers may work in residential or nursing homes, domiciliary care, day centres, a person’s own home or in some clinical healthcare settings.

Personal Assistants do the same job as an Adult Care Worker and work directly for one individual usually, within their own home. Supporting and enabling people to live a more independent and fulfilling life is a rewarding and worthwhile job that provides excellent career opportunities.

Programme duration
15-18 months.

Entry requirements
Grades 9–3 (A*–D), including English Language and maths - one of English Language or maths must be grade 9–3 (A*–D).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Care Worker (Adult)

Level 3 Standard

Leading frontline care for vulnerable adults within their own homes, day care centres, residential and nursing homes and other healthcare settings.

As a Lead Adult Care Worker you will make a positive difference to someone’s life when they are faced with physical, practical, social, emotional or intellectual challenges. You will be expected to exercise judgement and take appropriate action to support individuals to maintain their independence, dignity and control.

By providing leadership, guidance and direction at the frontline of care delivery, you will be instrumental in improving the health and wellbeing of those receiving care and support. Lead Adult Care Workers will in some circumstances have delegated responsibility for the standard of care provided and may supervise the work of other care workers.

This exercising of autonomy and accountability means leading and supporting others to comply with expected standards and behaviours. Adult Care Workers have responsibility for providing supervision, frontline leadership, guidance and direction for others, or working autonomously, exercising judgement and accountability.

Typical roles include:

- Care Officer
- Care Supervisor
- Senior Care Worker
- Supervising Care Worker
- Senior Support Worker
- Relief Team Leader
- Social Work Assistant
- Social Services Officer
- Outreach Development Worker
- Community Support Worker
- Community Outreach Worker
- Community Development Worker
- Family Support Worker
- Personal Assistant

These could all specialise in a variety of areas such as learning disability, mental health, drug and alcohol misuse, homecare, dementia and end-of-life care.

Lead Adult Care Workers may work in residential or nursing homes, domiciliary care, day centres or some clinical healthcare settings. This apprenticeship also covers the role of Lead Personal Assistant who can work at this senior level but may only work directly for one individual who needs support, usually within their own home.

Programme duration
Typically 18 months.

Entry requirements
Grades 9–4 (A*–C), including English Language and maths - one of English Language or maths must be grade 9–4 (A*–C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Carpentry & Joinery-Site Carpentry

Level 2 Standard

Using timber products to create and install building components.

The occupation involves carrying out skilled work, primarily using timber products, either on a construction site, or in a workshop, creating and installing building components.

This is a core and options apprenticeship, with two pathways:

Pathway 1: A Site Carpenter will normally work on a building site, or in domestic and commercial premises, preparing and fixing building components, from the initial erection of a new building, through to the installation of all necessary fixtures and fittings, as well as a range of repair and maintenance activities.

Pathway 2: An Architectural Joiner will normally be employed in a workshop producing timber based building components and other architectural products, such as doors, windows, units and staircases, which are then transported to construction sites to be installed by site carpenters.

Job roles include:

- Site Carpenter
- Architectural Joiner

Programme duration
18-24 months.

Entry requirements
Grades 9–3 (A*–D), including English Language and maths - one of English Language or maths must be grade 9–3 (A*–D).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the construction industry will spend some time training at our Basford campus.

Progression and Professional Recognition
On completion of this Standard, some apprentices may progress onto the Advanced Apprenticeship Standard in Carpentry and Joinery, or secure employment as a Site Carpenter or Architectural Joiner.

The achievement of this standard will meet the requirements of the Construction Skills Certification Scheme (CSCS) ‘Skilled Worker’ standard, which is widely accepted in the sector as a ‘licence to operate’ in a skilled construction trade.

Carpentry & Joinery-Site

Level 3 Standard

Using timber products to create and install building components - responsible for managing their own and other people’s work.

The occupation involves carrying out advanced skilled work, primarily using timber products, either on a construction site, or in a workshop, creating and installing building components. The Advanced Carpenter and Joiner is able to undertake complex job tasks, requiring high levels of practical skills and knowledge, in addition to managing their own work and leading small teams.

The main differences between a Level 2 Site Carpenter/Architectural Joiner, and a Level 3 Advanced Site Carpenter/Architectural Joiner are that the Advanced Carpenter/Joiner has responsibility for managing their own and other people’s work, as well as being required to complete complex and non-standard work. Examples of complex tasks include curved products, irregular joints and bespoke work.

This is a core and options apprenticeship, with two pathways:

Pathway 1: An Advanced Site Carpenter will normally work on a building site, or in domestic and commercial premises, preparing and installing complex and often bespoke building components: e.g. high-quality doors, shaped linings, staircases with turns, complex wall and floor units, erecting bespoke structural carpentry (inclined roofs and joists) and erecting complex roof structures (e.g. inclined roofs with hips, valleys and dormers).

Pathway 2: An Advanced Architectural Joiner will normally be employed in a workshop, producing complex building components by setting out, marking out and manufacturing bespoke architectural products (e.g. doors, windows, staircases with turns and panelling/cladding).

Job roles include:

- Advanced Site Carpenter
- Advanced Architectural Joiner

Programme duration
15-18 months.

Entry requirements
Grades 9–4 (A*–C), including English Language and maths - one of English Language or maths must be grade 9–4 (A*–C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the construction industry will spend some time training at our Basford campus.

Progression and Professional Recognition
On completion of this Standard, apprentices will progress to a wide range of employment opportunities, or move onto full or part-time further education.

The achievement of this standard will meet the requirement of the Construction Skills Certification Scheme (CSCS) ‘Advanced Skilled Worker’ standard, which is widely recognised as a ‘licence to operate’ in a skilled construction trade.

Chef (Commis)

Level 2 Standard

Preparing food and carrying out basic cooking tasks in every section of a kitchen under the supervision of a senior chef.

A commis chef is the most common starting position in many kitchens and in principle the most junior culinary role.

A commis chef prepares food and carries out basic cooking tasks under the supervision of a more senior chef. The primary objective of the commis chef is to learn and understand how to carry out the basic functions in every section of the kitchen.

Therefore they will have the opportunity to experience, consider and value each section with a view to choosing an area where they feel most inspired.

The learning journey of any chef will vary considerably from one individual to the next; however it is necessary to understand and have experience in the basics that this role provides in order to progress to any future senior chef role.

Progression from this apprenticeship is expected to be into a chef de partie or Senior Production Chef role.

Chef (Production)

Level 2 Standard

Working as part of a team in time-bound and often challenging kitchen environments.

Production chefs work as part of a team in time-bound and often challenging kitchen environments, including: schools, hospitals, the Armed Forces, care homes and high street casual dining or pub kitchens.

They report to the Senior Production chef or appropriate line manager. Production chefs are likely to work with centrally developed standardised recipes and menus, producing food often in high volumes. They apply highly methodical organisational skills, energy, accuracy, attention to detail and are mindful of the importance of sustainability and protecting the environment.

Production chefs maintain excellent standards of personal, food and kitchen hygiene in producing food that complies with menu specifications and recipes and comes in on budget.

Chefs will often adapt dishes to meet special dietary, religious and allergenic requirements, often using specialist kitchen equipment that they will be fully trained to use.

They will have excellent communication skills, communicating regularly with internal and external customers and other colleagues.

Programme duration
15-18 months.

Entry requirements
Grades 9-3 (A*-D), including English Language and maths - one of English Language or maths must be grade 9-3 (A*-D).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the catering industry will spend some time training at our City Hub campus.

Chef (Production)

Level 3 Standard

Managing a team to produce standardised dishes and menus within a kitchen environment.

Senior Production chefs may lead a brigade team or may support the head chef in larger establishments. They report activities to the Head chef or appropriate line manager. They supervise production chef teams in a variety of kitchen environments, for example; schools, hospitals, the Armed Forces, care homes and high street casual dining or pub kitchens.

Job roles include Head Chef, second chef, Kitchen Manager/Supervisor, cook. Senior Production chefs have accountability for the day-to-day running of the kitchen service, producing, monitoring and maintaining consistent food standards, legislative requirements and quality across all areas and during all stages of production and supply.

Senior Production chefs supervise and contribute to the production of centrally developed standardised recipes and menus and produce dishes to meet specific dietary requirements.

They will complete, monitor and maintain food safety management systems (which include delivery, storage, cooking and service) and work equipment and identify training needs and assist in the recruitment of kitchen personnel.

Senior Production chefs are often required to maintain the catering operating budget using nominated suppliers and seek out ways to support cost reduction, improve performance, revenue, profit margins and customers' experience. They will manage and lead teams through regular briefings and meetings.

Programme duration
18-24 months.

Entry requirements
Grades 9–4 (A*–C), including English Language and maths - Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the catering industry will spend some time training at our City Hub campus.

Coaching

Level 5 Standard

Work with a wide range of individuals and teams across organisations, to empower and engage with them to enhance their professional performance.

This role is found in all sectors and organisations including: the health sector, finance sector, engineering and manufacturing, business and professional services, education sector, retail sector, leisure sector, technology sector and construction.

There has been a growing demand for the professionalisation of coaching to include one-to-one coaching, team coaching, leadership coaching and for coaching skills to be embedded within culture and governance infrastructures to support future ways of working.

Coaches work with a wide range of individuals and teams to empower and engage with them to enhance their professional performance. Coaching is a way of leading in a non-directive manner, helping people to learn through deep listening and reflective, open questions rather than instructing, giving advice or making suggestions.

Coaching is a way of treating people, a way of thinking and a way of being which is seen as vital to supporting individuals. Effective coaching is future focussed, releases potential and enables transition, transformation and change for business improvement. Understanding self, commitment to self-development, building the relationship, enabling insight and learning, outcome and action orientation, use of models and techniques and evaluation are key overarching areas which feature within this occupational area.

Typical job titles include:

- Business Coach
- Career Coach
- Leadership Coach
- Wellbeing Coach
- Performance Coach

Programme duration
14 months.

Entry requirements
Grades 9–4 (A*–C), including English Language and maths - Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment

Our Coaching apprentices will spend some time training at our Ruddington campus.

Professional Recognition
This standard has professional recognition. Bodies include:

- The European Mentoring and Coaching Council
- The Association for Coaching
- The International Coach Federation

Construction Design & Build Technician

Level 4 Standard

Assisting with essential building tasks such as building plans and designs, budget management, assessing building project progression and monitoring the quality of supplies.

The occupation covered by this standard is Construction Design and Build Technician and typical job titles can include: Assistant Design Co-ordinator or Design and Build Co-ordinator.

In the case of SME construction companies the roles are likely to include Design Co-ordinator or Design Manager.

They are associated with the co-ordination of design information on construction projects and are based on construction sites with occasional time

in offices.

The main duties and tasks of a Construction Design and Build Technician are:

- Identification of client requirements in construction projects.
- Identification of health and safety risks in the design of projects.
- Checking of compliance with regulations on a construction project.
- The minimisation of the environmental impact of construction projects.
- Assisting architects with the development of detailed design on a construction project.
- Co-ordinate design information on a construction project.
- Monitoring of quality on a construction project.
- Assisting commercial staff with the monitoring of costs on a construction project.

Programme duration

36 months.

Entry requirements

At least 5 GCSEs at Grades A*-C including Maths (Grade B), English and Science or their equivalent.

Apprentices without level 2 English and Maths will need to have achieved this prior to taking the end point assessment.

Apprentices working in the construction industry will spend some time training at our Basford campus.

Qualifications

The following qualification will be gained:

- A Level 4 qualification in Construction and Built Environment that meets the knowledge requirements of the standard and is approved by the industry's recognised professional bodies meeting the educational requirements for Technician status or the equivalent level of membership.
- English and Maths; apprentices without level 2 English and Maths will need to achieve this level prior to taking the end-point assessment.

Link to professional registration

This apprenticeship will include the knowledge, skills and behaviours typically required to achieve Technician status or the equivalent with the industry's recognised professional bodies. The final assessment process for this apprenticeship will typically be representative of the review process required for professional registration.

Construction Site Engineering Technician

Level 4 Standard

Looking after the technical, organising and supervising side of construction projects.

The occupation covered by this standard is Construction Site Engineering Technician and typical job titles can include: Assistant Site Engineer, Assistant Engineer, Civil Engineering Technician or Construction Site Technician.

In the case of SME construction companies the roles are likely to include Site Engineer, Civil Engineer or Project Engineer. They are associated with the dimensional control and application of engineering solutions on construction projects and are based on construction sites with occasional time in offices.

The main duties and tasks of a Construction Site Engineering Technician are:

- Dimensional control of construction projects.
- Assisting design teams with civil engineering solutions on construction projects.
- Supervision of specialist contractors.
- Contributing to the control of health and safety on construction projects.
- Recording, control and reporting of progress on a construction project.
- Contribute to the minimisation of the environmental impact of construction projects.
- Control the quality of works on a construction project.

Programme duration

36 months.

Entry requirements

At least 5 GCSEs at Grades A*-C including Maths (Grade B), English and Science or their equivalent.

Apprentices without level 2 English and Maths will need to have achieved this prior to taking the end point assessment.

Apprentices working in the construction industry will spend some time training at our Basford campus.

Qualifications

The following qualification will be gained:

- A Level 4 qualification in Construction and Built Environment that meets the knowledge requirements of the standard and is approved by the Institution of Civil Engineers as meeting the educational requirements for EngTech MICE.

Link to professional registration

This apprenticeship will include the knowledge, skills and behaviours required to achieve Technician status with the Institution of Civil Engineers (EngTech MICE). The Technician Professional Review process for EngTech MICE is included in the end-point assessment process for this apprenticeship and will lead to the designatory letters EngTech MICE and the status of Engineering Technician.

Customer Service Practitioner

Level 2 Standard

Providing customer service products and services for businesses and other organisations including face-to-face, telephone, digital and written contact and communications.

The role of a customer service practitioner is to deliver high quality products and services to the customers. Core responsibilities include providing a high-quality service to customers within the workplace setting, digitally, or by going out into the customer’s own locality.

These may be one-off or routine contacts and include dealing with orders, payments, offering advice, guidance and support, meet-and-greets, sales, fixing problems, after care, service recovery or gaining insight through measuring customer satisfaction.

A Customer Service practitioner may be the first point of contact for a business and the role can be employed within any sector or organisation type. The actions of a Customer Service practitioner will influence how a customer experiences a business’ products and services and ultimately how satisfied they are with that experience.

Apprentices in this role will demonstrate excellent customer service skills and behaviours as well as product and/or service knowledge. A practitioner will provide services in line with the organisation’s customer service standards and strategy and within appropriate regulatory requirements.

Programme duration
12-15 months.

Entry requirements
Grades 9–3 (A*–D), including English Language and maths - one of English Language or maths must be grade 9–3 (A*–D).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the automotive industry will spend some time training at our Ruddington campus.

Link to professional registration
Completion of this apprenticeship will lead to eligibility to join the Institute of Customer Service as an Individual member at Professional level.

Customer Service Specialist

Level 3 Standard

A professional for direct customer support within all sectors and organisation types.

The principal role of a customer service specialist is to be a ‘professional’ for direct customer support within all sectors and organisation types.

They are an advocate of customer service and act as a referral point for dealing with more complex or technical customer requests, complaints, and queries.

They are often an escalation point for complicated or ongoing customer problems. As an expert in an organisation’s products and/or services, they share knowledge with their wider team and colleagues and with the rest of the organisation.

They gather and analyse data and customer information that influences change and improvements in service. Utilising both organisational and generic IT systems to carry out the role, they will be comfortable with a range of digital technologies. This could be in many types of environment including contact centres, retail, webchat, service industry or any customer service point.

Programme duration
A minimum of 18 months to complete depending on experience.

Entry requirements
Grades 9–4 (A*–C), including English Language and maths - one of English Language or maths must be grade 9–4 (A*–C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the automotive industry will spend some time training at our Ruddington campus.

Link to professional registration
On completion of this apprenticeship you can join the Institute of Customer Service as an individual member at professional level. Should you choose to progress into a customer service career, you may be eligible for further professional membership including at management level.

Dental Nursing

Level 3 Standard

Assisting other dental health professionals, providing chair-side support and a high level of patient care.

The Dental Nurse role complements the role of other dental professionals. One of the primary roles is to provide chair-side support to dental professionals and deliver a high level of patient care.

They will support dental professionals in the administration of anaesthetic, X-rays, fillings, cosmetic procedures, orthodontics, tooth extraction as well as more routine procedures such as check-ups, hygiene consultations and children’s dental reviews.

Dental Nurses may work in a variety of clinical environments and the apprenticeship reflects all aspects of clinical responsibilities and duties of a dental nurse’s role.

This qualification will provide apprentices with the relevant qualification they need to apply to the General Dental Council (GDC) for professional registration as a Dental Nurse.

Programme duration
24 months (minimum 18 months).

Entry requirements
Grades 9–4 (A*–C), including English Language and maths - one of English Language or maths must be grade 9–4 (A*–C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Our laboratory-based apprentices will spend some time training at our City Hub campus.

Digital Marketer

Level 3 Standard

Using online and social media platforms to design, build and implement campaigns and drive customer sales.

The primary role of a Digital Marketer is to define, design, build and implement digital campaigns across a variety of online and social media platforms; to drive customer acquisition, customer engagement and customer retention.

A Digital Marketer apprentice will typically be working as part of a team, in which they will have responsibility for some of the straightforward elements of the overall marketing plan or campaign.

The Marketer will work to marketing briefs and instructions. They will normally report to a Marketing Manager.

Typical job roles include:

- Digital Marketing Assistant
- Digital Marketing Executive
- Digital Marketing Co-Ordinator
- Campaign Executive
- Social Media Executive
- Content Co-Ordinator
- Email Marketing Assistant
- Seo Executive
- Analytics Executive
- Digital Marketing Technologist

Programme duration
18 - 24 months.

Entry requirements
Grades 9–4 (A*–C), including English Language and maths - one of English Language or maths must be grade 9–4 (A*–C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Our Digital Marketers will spend some time training at our City Hub campus.

Professional Recognition
Completion of the apprenticeship would allow access to join as an Affiliate (Professional) member of the CIM (Chartered Institute of Marketing) and/or Associate membership of BCS.

This apprenticeship is also recognised for entry onto the Register of IT Technicians and those completing their apprenticeships are eligible to apply for registration.

Early Years Educator

Level 3 Standard

Highly trained professionals who play a key role in ensuring that young children learn and develop well and are kept healthy and safe.

Early Years Educators, and other job roles such as a Nursery Nurse and Childminders, are highly trained professionals who play a key role in ensuring that young children learn and develop well and are kept healthy and safe.

They work in a range of settings including full day care, children’s centres, pre schools, reception classes and as childminders.

They may either be working on their own or supervising others to deliver the Early Years Foundation Stage (EYFS) requirements set by Government for the learning, development and care of children from birth to 5 years old.

An Early Years Educator:

- plans and supervises child initiated and adult led activities which are based around the needs and interests of each individual child.
- supports children to develop numeracy and language skills through games and play.
- has key person responsibility to help ensure each child feels safe and secure.
- observes each child and shapes their learning experience to reflect their observations.
- meets the care needs of the individual child such as feeding, changing nappies and administration of medicine.
- works in partnership with other colleagues, parents and/or carers or other professionals to meet the individual needs of each child.

With additional experience, an Early Years Educator can become the manager of an early years setting.

Programme duration

18 months.

Entry requirements

Grades 9–3 (A*–D, including English Language and maths - one of English Language or maths must be grade 9–4 (A*–C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Electro Technical

Level 3 Standard

Install, maintain and repair electrical systems in industrial, commercial and domestic environments.

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

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

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

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

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

Programme duration

48 months.

Entry requirements

Grades 9–4 (A*–C), including English Language and maths - Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the engineering sector will spend some time training at our Highfields campus.

Engineering (Civil) Technician

Level 3 Standard

Providing technical support to engineers and other construction professionals.

A Civil Engineering Technician provides technical support to engineers and other construction professionals in the design, development, construction, commissioning, decommissioning, operation or maintenance of the built environment and infrastructure.

Technicians will be required to have a broad skills base to work in areas which include sustainable construction, structural integrity, geotechnics, materials, tunnelling, marine and coastal engineering, water, waste management, flood management, transportation and power.

- A Technician's work involves:
- Design – assisting in the development of technical solutions by producing design models, calculations, reports and drawings, surveying a site, using appropriate analysis and relevant codes.
 - Analysis – using appropriate software systems and other data gathering tools and tests to solve technical problems.
 - Project delivery – contributing to planning, managing work schedules, budgets and deadlines, and ensuring outputs comply with client and industry specifications, standards and guidance.
 - Site engineering - operating quality systems and Health, Safety and Risk Management procedures and checking specified technical aspects of site activities.

Programme duration
36 months.

Entry requirements
At least 5 GCSEs at Grades A*-C including Maths (Grade B), English and Science or their equivalent.

Apprentices without level 2 English and Maths will need to have achieved this prior to taking the end point assessment.

Apprentices working in the engineering sector will spend some time training at our Highfields campus.

Professional Registration
On completion of the apprenticeship, the apprentice will have satisfied the requirements for registration as an Engineering Technician by the relevant professional engineering institution in accordance with the requirements of the Engineering Council as the registration body.

Engineering (Digital) Technician

Level 3 Standard

Completing complex tasks using digital engineering techniques such as virtualisation and simulation of design, construction and management of assets.

The role is to produce detailed solutions to achieve the optimum performance of built environment projects via digital models and presentations using software, sketches and electronic visualisations.

The apprentices will typically support Digital Engineers or other functional specialists in completing complex tasks using digital engineering techniques, specifically:

- virtualisation and simulation of design, construction and management of assets.
- digital measurement of design, production and management of assets.
- communication of complex engineering principles to stakeholders digitally.
- integration of construction data and information throughout the whole life cycle of the asset.
- adherence to the standards and regulation of digital information.

Programme duration
36 months.

Entry requirements
At least 5 GCSEs at Grades A*-C including Maths (Grade B), English and Science or their equivalent.

Apprentices without level 2 English and Maths will need to have achieved this prior to taking the end point assessment.

Apprentices working in the engineering sector will spend some time training at our Highfields campus.

Progression and Professional Registration/Membership
Progression from the Level 3 Apprenticeship could lead to Construction Design Manager, Construction Quantity Surveyor, Construction Site Manager, and Civil Engineering Site Manager.

This standard has been designed to deliver sufficient competence, underpinning knowledge and understanding in the identified job role to allow apprentices to meet the requirements of the Construction Skills Certification Scheme (CSCS) or other industry affiliated schemes.

Engineering Operative

Level 2 Standard

Carrying out a range of engineering operations.

Engineering Operatives are predominantly involved in engineering operations which are key to the success of the Manufacturing and Engineering sector, allowing employers to grow their business while developing a workforce with the relevant skills and knowledge to enhance and sustain the sector.

The role covers a wide range of common and job-specific skills sets that can be transferred across the manufacturing engineering industry sectors during the course of their careers. Dependent on the sector that they are employed in, there may be subtle differences in terms of composition and application of the job role -specific skills and knowledge they will require, however the core skills and knowledge will be the same regardless of the sector or area they work in.

Engineering Operatives will have clear reporting lines with anything outside their role and responsibility. They will work individually or as part of a team to carry out a range of engineering operations which could include ensuring machines and equipment used are maintained and serviceable; dealing with breakdowns; restoring components and systems to serviceable condition by repair and replacement; operating a variety of machines (CNC or Conventional); assembling and repairing machine and press tools, dies, jigs, fixtures and other tools; fabrication/installation of a wide variety of other sheet fabrications and

equipment; fabrication and assembly of metal parts joining techniques; preparing materials and equipment for engineering processes, providing technical support including communications software, test tools, performance, capacity planning, and e-commerce technology as required.

Engineering Operatives must comply with statutory regulations and organisation safety requirements including any environmental compliance procedures and systems; identify hazards and hazardous situations; prepare the work area and equipment; obtain and follow the appropriate job documentation and work instructions; extract the necessary data and information from specifications and related documentation; carry out the engineering activities in line with their job role; carry out quality checks as required; working with minimum supervision either individually or as part of a team and will be responsible for their own actions and for the quality and accuracy and timely delivery of the work they undertake.

Examples of the occupational roles from across the engineering and manufacturing sector that would be covered within this standard are: servicing and maintenance operative; machine setter/operative; mechanical engineering operative; fabricator; engineering fitter; multi-disciplined engineering operative; materials, processing and finishing operative, technical support operative, founding/casting operative.

Different Pathways

- Fabrication & Welding
- Maintenance Operative
- Machining

Programme duration

15 - 18 months.

Entry requirements

Grades 9-3 (A*-D), including English Language and maths - one of English Language or maths must be grade 9-3 (A*-D).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the engineering sector will spend some time training at our Highfields campus.



Engineering Technician

Level 3 Standard

Designing, building, servicing and repairing a range of engineering products and services.

Engineering Technicians in the Aerospace, Aviation, Automotive, Maritime Defence and wider Advanced Manufacturing and Engineering Sector are predominantly involved in highly skilled, complex work and must, as a minimum be able to:

- Apply safe systems of working
- Make a technical contribution to either the design, development, quality assurance, manufacture, installation, commissioning, decommissioning, operation or maintenance of products, equipment, systems, processes or services
- Apply proven techniques and procedures to solve engineering/ manufacturing problems
- Demonstrate effective interpersonal skills in communicating both technical and non-technical information
- Have a commitment to continued professional development

Engineering Technicians take responsibility for the quality and accuracy of the work they undertake within the limits of their personal authority. They also need to be able to demonstrate a core set of behaviours in order to be competent in their job role, and complement wider business strategy and development. This will enable them to support their long-term career development.

Engineered and manufactured products and systems that Engineering Technicians work on could involve mechanical, electrical, electronic, electromechanical and fluid power components/systems.

Potential jobs include:

- Engineering Technician
- Aerospace Technician
- Aviation Engineer
- Maritime Engineering
- Machinist
- Mechatronics Engineer
- Toolmaker

Programme duration
15 - 18 months.

Entry requirements
Grades 9–4 (A*–C), including English Language and maths - one of English Language or maths must be grade 9–4 (A*–C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the engineering sector will spend some time training at our Highfields campus.

Estate Agent (Junior)

Level 2 Standard

Working in different areas of an Estate Agency completing tasks such as arranging viewings and accompanying colleagues on site visits to various properties.

This is a customer-facing role with responsibility for providing the administrative support needed to secure successful property sales. Junior Estate Agents may work in different areas of estate agency, i.e. sales, auctioneering and commercial property. In all cases, they will be required to understand and comply with contractual, statutory and legal restrictions, and client confidentiality. They will be working under supervision within the wider organisation.

The work is varied and typical roles will include: data registration, producing window adverts, arranging and booking viewings, accompanying colleagues on site visits to various properties, selling additional services, collecting keys, carrying out basic property research, including marketing procedures through portals, websites and various databases.

Additionally, the Junior Estate Agent would prepare property floor plans and assist with the provision of sales particulars. This would include how to take and produce photographs for individual properties. As part of the sales process, apprentices would need to know how to conduct viewings and receive a formal offer made from a purchaser and the policies and procedures involved.

The Junior Estate Agent will be able to acquire the fundamental skills for the commercial and residential property sales industry. This in turn will give them the capability for further career progression on completion of the apprenticeship. This career progression can be either with their existing employer or within the industry in general. It will also enhance their ability to undertake further qualifications.

Programme duration
12 - 15 months.

Entry requirements
Grades 9–3 (A*–D), including English Language and maths - one of English Language or maths must be grade 9–3 (A*–D).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Our Junior Estate Agent apprentices will spend some time training at our City Hub campus.

Professional Body and Progression
Apprentices who successfully complete this apprenticeship may be eligible to apply for student membership of the following:
NAEA Property mark (now incorporating the professional bodies formerly known as National Association of Estate Agents, Institute of Commercial and Business Agents and National Association of Valuers and Auctioneers).

Finance Assistant

Level 2 Standard

Maintaining an efficient and accurate finance function within a business.

An Accounts/Finance Assistant is an integral part of the team responsible for maintaining an efficient and accurate finance function within a business.

The Accounts/Finance Assistant is responsible for assisting a team of accountants with junior accounting duties. These can vary massively depending on the team structure and size of business.

An Accounts/Finance Assistant's work could include basic bookkeeping activities, working with sales and purchase ledgers, running calculations to ensure that records and payments are correct, recording of cash and data entry. Accounts/Finance Assistants can work in almost any sector.

Potential employers include corporate businesses, sole traders, partnerships, public sector and not-for-profit organisations and education providers.

Accounts/Finance Assistants may work in-house for an organisation or they might work for accountancy firm, bookkeeping practice, shared service provider, be self-employed or work on behalf of several different clients

Potential jobs include:

- Accounts Assistant Administrator
- Accounts Clerk
- Finance Assistant Administrator
- Cost Accountant Assistant
- Assistant Bookkeeper
- Junior Cashier
- Junior Credit Control Clerk
- Data Input Clerk
- Accounts Receivable Clerk
- General Administrator
- Bank Reconciliation Clerk
- Cash Poster

Programme duration

12-15 months.

Entry requirements

Grades 9-3 (A*-D), including English Language and maths - one of English Language or maths must be grade 9-3 (A*-D).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the finance industry will spend some time training at our City Hub campus.



Hair Professional

Level 2 Standard

Working as a barber or hairdresser to provide hair cutting, styling and grooming services for men and women.

There are two distinctly different job roles within this occupational profile: Hairdresser and Barber.

Hairdressers will be able to shampoo and condition hair, cut hair using a range of techniques, style and finish hair to create a variety of looks and colour and lighten hair.

Barbers will be able to shampoo and condition hair, cut hair using barbering techniques, style and finish hair, cut facial hair into shape and provide shaving services.

Hairdressers and Barbers must be able to work with all hair types.

They also need to be able to carry out consultations with clients, demonstrate the professionalism, values, behaviours, communication skills and safe working practices associated with their role and be able to work without supervision to a high level of precision, with exceptional client care skills.

Achievement of the standard makes you eligible for State Registration with the Hair Council.

Programme duration
24 months.

Entry requirements
Grades 9–3 (A*–D), including English Language and maths - one of English Language or maths must be grade 9–3 (A*–D).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Our Hair apprentices will spend some time training at our Adams campus.

Healthcare Support Worker

Level 2 Standard

Providing high-quality and compassionate health and social care for a wide range of people.

Healthcare support workers (HCSWs) work as part of a team providing high quality and compassionate care to individuals. They will carry out well defined routine clinical duties like monitoring an individual's conditions (by checking things like blood pressure, temperature or weight), checking on their overall progress, comfort and wellbeing.

Depending on the employment setting, they may also help those in their care to eat, drink, wash, dress or go to the toilet. They will prepare individuals for healthcare activities carried out by other members of the healthcare team, looking after them before, during and/ or after those activities in line with their care plan. They will also carry out non-clinical duties and, depending on the setting, this could include things like keeping records, making beds, tidying up your work area, returning or cleaning the equipment used during a clinical activity.

Healthcare apprentices will be able to address straightforward problems in their day to day work, reporting concerns and changes to the appropriate person in a timely manner. HCSWs work in a range of healthcare settings and their team may include workers from both health and social care. They will report to a registered healthcare practitioner who will directly or indirectly supervise work.

Responsibilities and duties of the role:

HCSWs will be able to work effectively as part of a team. They will work within agreed ways of working, following the relevant standards, policies and protocols used in your workplace including the Code of Conduct for Healthcare Support Workers and Adult Social Care Workers in England. Apprentices will be supported to achieve the Care Certificate which forms part of their induction and covers the fundamental skills needed to provide quality care.

Programme duration
15–18 months.

Entry requirements
Grades 9–3 (A*–D), including English Language and maths - one of English Language or maths must be grade 9–3 (A*–D).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Healthcare Support Worker (Senior)

Level 3 Standard

Providing high-quality and compassionate specialist health and social care for a range of people.

Senior Healthcare Support Workers help registered practitioners deliver healthcare services to people.

As an experienced support worker, they will carry out a range of clinical and non-clinical healthcare or therapeutic tasks, under the direct or indirect supervision of a registered healthcare practitioner. They will provide high quality, compassionate healthcare, following standards, policies and protocols and always acting within the limits of their competence.

They could work in a range of services e.g. hospital, community, health or daycare unit, birth centre or midwifery led unit, someone’s home, operating theatre, nursing or care home, assessment centre, hospice, school, prison, GP surgery, charity or voluntary organisation; working in partnership with individuals, families, carers and other service providers.

Duties are delegated in line with care plans. Not all duties are routine and they will need to use their knowledge, experience and understanding to make decisions.

The role requires some experience in healthcare so they are able to demonstrate best practice and act as a role model. Apprentices in this role may supervise or guide less experienced staff in the team. They will follow the Code of Conduct for Healthcare Support Workers and Adult Social Care Workers.

Roles include:

- adult nursing support
- maternity support
- theatre support
- mental health support
- children and young people support
- Allied Health Profession - therapy support

Next steps

Apprentices may be able to work towards an Assistant Practitioner or Nursing Associate post, or providing they meet the entry requirements, apply to university to become a registered healthcare practitioner.

Programme duration

Typically 18-24 months.

Entry requirements

Grades 9–4 (A*–C), including English Language and maths - one of English Language or maths must be grade 9–4 (A*–C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Level 3 Diploma in Healthcare Support prior to taking the end-point assessment.

Industry specific requirement

The apprentice must complete an induction which meets the 15 standards as set out in the Care Certificate.

Infrastructure Technician

Level 3 Standard

Set people up on Information Technology (IT) systems, provide support and solve problems to help organisations run smoothly.

An Infrastructure Technician provides IT support to internal and external customers, helping them to be productive when using technology to do their own jobs, by using tools to problem solve and troubleshoot non-routine problems.

The Infrastructure Technician sets people up on systems and provides support when they need it, rectifying issues to maintain the organisation’s productivity.

Employers could be in any sector and would tend to be employers with office-based teams who require an in-house IT support service.

Apprentices can also be employed by an IT supplier that provides technical support as part of its aftersales care.

Roles may include:

- Help Desk Technician
- First or Second Line Support
- IT Infrastructure Technician
- Network Support

Programme duration

12-15 months.

Entry requirements

Grades 9–4 (A*–C), including English Language and maths - Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the engineering sector will spend some time training at our Highfields campus.

Professional Recognition

This apprenticeship is recognised for entry onto the register of IT technicians confirming SFIA Level 3 professional competence.

Laboratory & Science Technician

Level 3 Standard

Providing routine and one-off testing and technical support in a scientific laboratory environment.

This role is vital to a whole range of laboratory settings including: chemical, primary and secondary pharmaceutical, biotechnology, formulated products, nuclear companies, analytical science services, dental laboratories and educational establishments.

In this role technicians will work at the forefront of technology to carry out both routine and one-off laboratory testing (and manufacturing where relevant) and perform a variety of technical support functions. Routinely, this role interacts with the Laboratory Manager and lab-based colleagues, internal departments such as manufacturing, procurement and quality, internal customers such as medical staff, teaching staff and students, external suppliers and customers such as service engineers, delivery drivers, regulatory bodies and inspection teams e.g. HSE.

Laboratory Technicians are expected to work both individually and as part of a team, working with minimum supervision, taking responsibility for the quality and accuracy of their own work. In any context, working safely and ethically is paramount and many companies operate under highly regulated conditions.

It is not a requirement for apprentices to achieve additional qualifications (other than the usual English and maths requirements for an apprenticeship at this level) or professional recognition. However, this apprenticeship standard has been carefully designed with some of the requirements of certain relevant professional bodies in mind.

Apprentices and employers should speak to the professional bodies relevant to the industry or sector within which they are working to ascertain the additional requirements that must be met for professional recognition. Recognition by those organisations will be dependent on the acquisition of learning as defined by them.

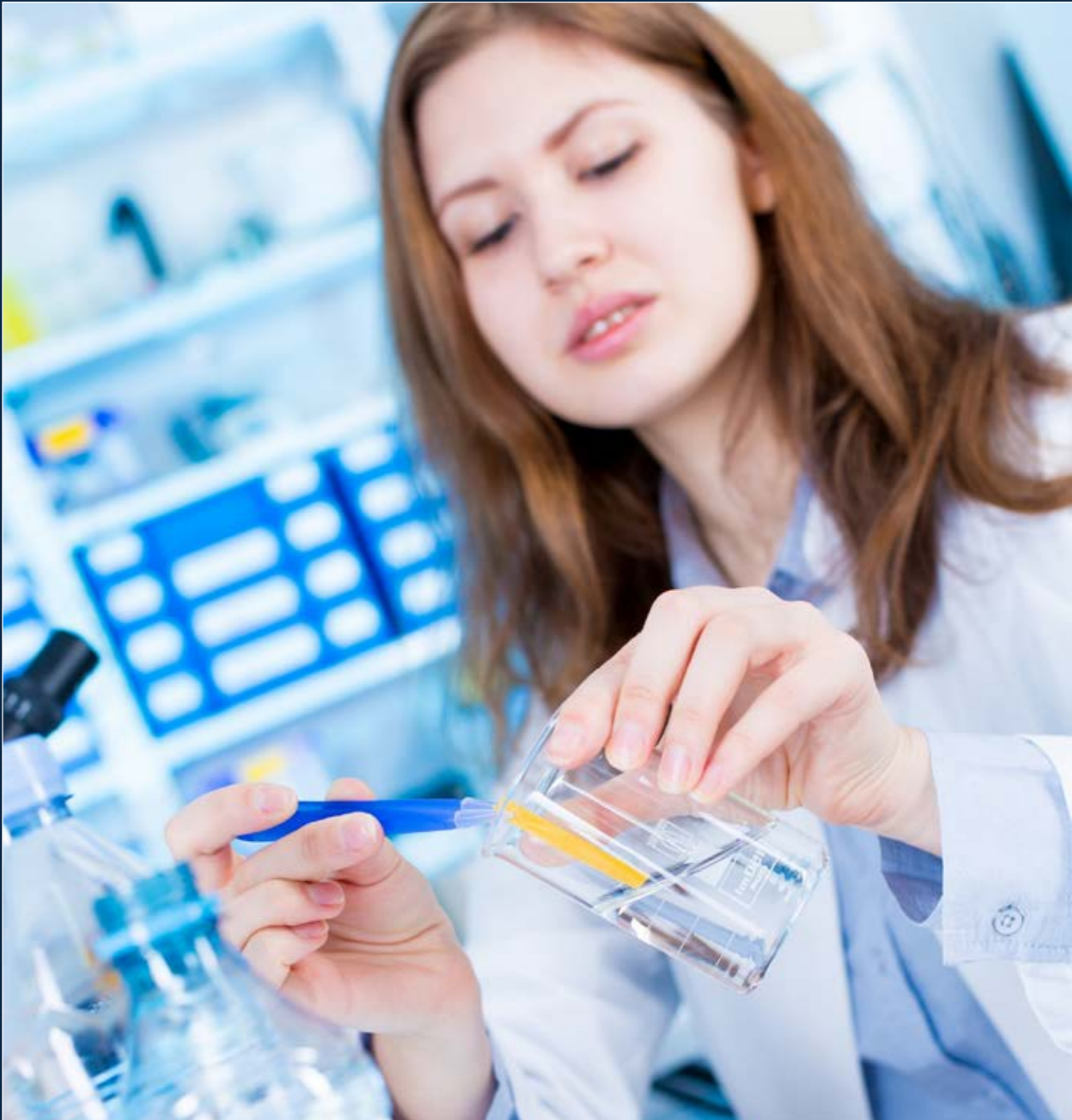
Programme duration
24 months.

Entry requirements
Grades 9–3 (A*–C), including English Language and maths – one of English Language or maths must be grade 9–4 (A*–C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Our laboratory-based apprentices will spend some time training at our City Hub campus.



Learning Mentor

Level 3 Standard

Supporting learners of all ages, and all levels, to develop within a new work role.

Mentoring is the foundation of education, vocational training and apprenticeships, yet this apprenticeship standard is the first formal recognition of this role.

Nowadays, mentoring takes place in all parts of the Education and Training Sector (ETS) and staff-development contexts. Learning Mentors support learners of all ages, and all levels, to develop within a new work role.

These learners may be apprentices, trainees or new recruits (ranging from young entrants, to new CEOs) in the workplace, or in any vocational learning environment.

Mentors will have sector-specific experience and qualifications, as determined by their employer or professional body, which they use to guide and advise those who are less experienced and new to a work role.

The Mentor is therefore a ‘dual professional’, having both up-to-date knowledge and skills in a specialist vocational or subject area, together with the generic skills necessary to support learners (as potentially a first step towards a secondary role as an education and training professional).

Learning Mentors therefore support the development of learners’ knowledge, skills and behaviours, particularly in applying theoretical learning in practical work environments (and usually on a one-to-one, or small group basis).

They also closely collaborate with colleagues, other ETS professionals, employers and/or human resource colleagues to meet learners’ needs and achieve their potential.

Programme duration
15 months.

Entry requirements
Grades 9–3 (A*–C), including English Language and maths - one of English Language or maths must be grade 9–4 (A*–C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Our Mentor apprentices will spend some time training at our Ruddington campus.

Progression
The Learning Mentor could progress further within their vocation specialism and/or into roles involving the assessment and coaching of vocational learners. They may also be eligible to progress onto a full teaching role within an education and training organisation.

Leisure Team Member

Level 2 Standard

Support, enhance and deliver the day to day operations and services of a leisure/fitness facility.

The role of the leisure team member is to support, enhance and deliver the day-to-day operations and services of a leisure / fitness facility.

Working as part of a team, it is the responsibility of the leisure team member to undertake a range of operational duties such as assisting with the opening and closing of the facility, undertaking routine maintenance of equipment and maintaining the cleanliness and safety of the environment.

Alongside these operational functions they ensure programmed activities and services are available for customers. They act as a Lifeguard, Swimming Teacher, Gym Instructor and Group Activity Leader. At all times they offer excellent customer service as the first point of contact for customers, responsible for answering queries and dealing with straightforward complaints. They maintain accurate records and promote activities.

Working with a diverse range of customers, from young children to the elderly, they will develop a good understanding of individual and group needs, including an understanding of how to maintain a safe and inclusive working environment in keeping with health and safety, safeguarding and equalities legislation.

The role requires empathy, professionalism and an ability to work flexibly. The leisure team member reports to the Duty Manager and will typically cover a seven-day week on a rota basis, resulting in shifts that may include weekends, early mornings, evenings and public holidays. Alongside their operational duties there are five key areas of work all leisure team members will cover: leisure and fitness operations, lifeguard duties, swimming teaching duties, gym instruction and leading group activities.

Programme duration
18 months.

Entry requirements
Grades 9–3 (A*–D), including English Language and maths - one of English Language or maths must be grade 9–3 (A*–D).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Our Coaching apprentices will spend some time training at our Basford campus.

Qualifications
A IQL Level 2 Award in Pool Lifeguarding.

- One of the following:
- A Swim England Level 2 in Teaching Swimming or A STA level 2 Certificate in Teaching Swimming.
 - A Level 2 Certificate in Fitness or Gym Instruction awarded by; 1st4sport qualifications, Active IQ, Innovate Awarding, NCFE, VCTC or YMCA Awards.
 - A Level 3 certificate in First Aid (to be taken either as a stand-alone qualification or as a separate part of the IQL Level 2 Award in Pool Lifeguarding).

Mechatronics Maintenance Technician

Level 3 Standard

Working to make sure that both plant and equipment perform to the required standard.

Mechatronics Maintenance Technicians ensure that both 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 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.

Programme duration
45 months.

Entry requirements
Grades 9–4 (A*–C), including English Language and maths - Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the engineering sector will spend some time training at our Highfields campus.

Motor Vehicle Service & Maintenance Technician (Light Vehicle)

Level 3 Standard

Servicing and repairing light vehicles such as cars and vans, working on all the systems found in the vehicle.

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

The Automotive Retail Industry provides employment for over half a million employees who work for approximately 70,000 employers. In a large dealership the Technician will typically report to the Workshop Controller, who in turn reports to the Aftersales Manager and liaises with the Service Reception. In smaller garages the Technician will report directly to the owner or Garage Manager.

The Technician must be able to work independently but also operate as an effective team member and have good customer handling skills. They will understand how their workshop and the dealership/garage functions from a commercial perspective and identify ways in which they can work more efficiently.

Technicians working in large dealerships work with other departments such as Sales or Parts, whereas apprentices in smaller independent garages may be called upon to carry out some of the function of the other departments themselves, such as managing their own delivery of parts.

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

Programme duration
3 years.

Entry requirements
Grades 9–4 (A*–C), including English Language and maths - one of English Language or maths must be grade 9–4 (A*–C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

For those with an Education, Health and Care Plan or a legacy statement the English and maths minimum requirement is Entry Level 3 and British Sign Language qualification are an alternative to English qualifications for whom this is their primary language.

Apprentices working in the automotive industry will spend some time training at our Ruddington campus.

Qualification
Before the Standard is met, all apprentices must hold a certificate that meets the EU’s 2014 F-gas regulation.

This Standard has been designed to be recognised by relevant Professional Engineering Institutions and successful apprentices can apply for the appropriate level of professional registration (EngTech).

Operations Management

Level 5 Standard

Managing teams and projects in line with a private, public or voluntary organisation’s operational or departmental strategy.

An operations/departmental manager manages teams and/or projects, and achieving operational or departmental goals and objectives, as part of the delivery of the organisations strategy.

They are accountable to a more senior manager or business owner. Working in the private, public or third sector and in all sizes of organisation, specific responsibilities and job titles will vary, but the knowledge, skills and behaviours needed will be the same.

Key responsibilities may include creating and delivering operational plans, managing projects, leading and managing teams, managing change, financial and resource management, talent management and coaching and mentoring.

Roles may include:

- Operations Manager
- Regional Manager
- Divisional Manager
- Department Manager
- Specialist Managers

Programme duration
30-36 months.

Entry requirements
Grades 9–4 (A*–C), including English Language and maths - Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in business admin and customer support roles will spend some time training at our City Hub campus.

Progression
On completion, apprentices can register as full members with the Chartered Management Institute and/or the Institute of Leadership & Management, and those with 3 years’ of management experience can apply for Chartered Manager status through the CMI.

Painter & Decorator

Level 2 Standard

Working in domestic and commercial properties and undertaking the decoration and protection of buildings.

Painters and Decorators operate in domestic and commercial properties and undertake the decoration and protection of buildings.

Properties include: houses, schools, offices, hospitals factories and construction sites. Working internally or externally they work individually and/or as part of a team applying water-borne and/or solvent-borne paint coatings and wallcoverings.

They have good knowledge of paint coatings and wallcoverings and understand and comply with statutory, safety and environmental requirements. They are responsible for their own work achieving a high quality finish at the appropriate pace.

They are good problem solvers and communicators and are able to interact effectively with colleagues, clients and associated trades.

Programme duration
36 months.

Entry requirements
Grades 9–3 (A*–D), including English Language and maths - one of English Language or maths must be grade 9–3 (A*–D).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the construction industry will spend some time training at our Basford campus.

Personal Trainer

Level 3 Standard

Coaching clients (on a one-to-one and small group basis) towards their health and fitness goals.

The role of a Personal Trainer is to coach clients (on a one-to-one and small group basis) towards their health and fitness goals.

Through the design and provision of creative and personalised exercise programmes, nutritional advice and overall lifestyle management, Personal Trainers will motivate clients to positively change their behaviour and improve their overall wellbeing by providing specialist, tailored advice within their scope of practice, while always being aware of when to refer clients to relevant appropriate professionals for specialist information and guidance (e.g. physiotherapist, registered dietician, medical specialist).

A comprehensive understanding of business, finance, sales and marketing is also essential to enable the Personal Trainer to build and retain a stable client base. Personal Trainers are typically employed by a fitness or leisure centre or, once qualified, can be self-employed and should expect to work hours that may include evenings, weekends and public holidays.

This occupation exists within a sector that plays an important role in improving the health of the nation, creating opportunities that get more people, more active, more often. Apprentices will be passionate about mind and body care and will be able to inspire and motivate clients from diverse backgrounds, and with varying personal goals and aspirations.

Programme duration
15-18 months.

Entry requirements
Grades 9-4 (A*-C), including English Language and maths - one of English Language or maths must be grade 9-4 (A*-C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

It is recommended applicants will hold a Fitness Instructing (Level 2) qualification.

Our Personal Trainer apprentices will spend some time training at our Basford campus.

Progression
Successful completion of this apprenticeship will enable further experience and training in the fitness industry to support the role into fitness management or as a specialist instructor.

On successful completion of this apprenticeship the Personal Trainer will be eligible to apply to become an Affiliate of the Chartered Institute for the Management of Sport and Physical Activity (CIMSPA) and a Member of the Register of Exercise Professionals (REPS).

Pharmacy Services Assistant

Level 2 Standard

Supporting the delivery of pharmacy services.

A Pharmacy Services Assistant (PSA) works under the supervision of a Pharmacist, Pharmacy Technician, or other accountable healthcare professional.

In this role a PSA will provide a variety of pharmacy and medicinal services to patients, the public and other professional healthcare teams. A PSA will be involved in supporting the supply, preparation and assembly of medicines and products; issuing them to patients and other healthcare professionals and assisting in providing advice to patients to help them to make effective use of their medications.

Apprentices will be responsible for ordering and receiving medicines, as well as their safe storage, disposal and return. They will have a good grasp of what makes healthy lifestyle choices and about relevant screening services. Apprentices will work to standard operating procedures (SOPs), a set of step-by-step instructions compiled by the employer to help staff carry out routine operations. SOPs aim to achieve efficiency, quality output and uniformity of performance, while reducing miscommunication and failure to comply with pharmacy regulations.

Programme duration
12-15 months.

Entry requirements
Grades 9-3 (A*-D), including English Language and maths - one of English Language or maths must be grade 9-3 (A*-D).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Our laboratory-based apprentices will spend some time training at our City Hub campus.

Pharmacy Technician

Level 3 Standard

Managing the supply of medicines and devices in a pharmacy and assisting pharmacists with advisory services

Pharmacy Technicians are registered professionals working within the regulatory standards for pharmacy, as set by the General Pharmaceutical Council (GPhC) Pharmacy Order 2010.

They work in a wide range of settings, including (but not exclusively): registered pharmacies, community services, justice (the Prison Service), GP Practices, dispensing doctors' practices, care homes and clinical commissioning groups, hospitals, mental health providers, defence (HM Armed Services) and within the private pharmaceutical sector.

They manage the supply of medicines and devices in a pharmacy and assist pharmacists with advisory services. The actual work setting will determine the specific areas of activity that they will carry out, but typically the role will include the following:

- supplying medicines and devices to patients, whether on prescription or over the counter
- assemble medicines for prescriptions including prepacking, assembling and labelling medicines
- provide information to patients and other healthcare professionals
- manage areas of medicinal supply such as dispensaries, supervising other staff where necessary
- answering customer questions face to face or by phone and escalating problems or queries to the pharmacist

Apprentices are expected to work both individually and as part of a multidisciplinary team and perform duties with minimum supervision, with a high degree of autonomy and accepting responsibility for the quality and accuracy of the work. Pharmacy Technicians are expected to communicate effectively with healthcare professionals, patients and the public, whilst respecting and maintaining confidentiality and privacy at all times.

Programme duration
24 months.

Entry requirements
Grades 9–3 (A*–C), including English Language and maths – one of English Language or maths must be grade 9–4 (A*–C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Our laboratory-based apprentices will spend some time training at our City Hub campus.

Plasterer

Level 2 Standard

Preparing walls and ceilings for decoration and finishing.

This occupation is found in both the new build and refurbishment construction sector which is the driving force behind the UK economy, employing three million people and contributing 6.4% of Gross Domestic Product (GDP).

Not only that, the construction industry is central to delivering the homes, schools, hospitals, energy and transport infrastructure our society demands. A career in the construction industry is like no other.

Plastering is a core function within the construction sector, particularly the house building sector and refurbishment sectors. The Government has a target to build significantly more new homes over the coming years and therefore the demand for plasterers has never been higher.

The broad purpose of this occupation is to apply layers of plaster onto walls, floors and ceilings. Plastering serves a protective function, in that it makes buildings more robust and also an aesthetic function.

Plasterers will often complete dry lining projects during their career. Although a person may specialise solely in dry lining, a plasterer must have the knowledge of dry lining in addition to their knowledge and skills to plaster.

Programme duration
36 months.

Entry requirements
Grades 9–3 (A*–D), including English Language and maths - one of English Language or maths must be grade 9–3 (A*–D).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the construction industry will spend some time training at our Basford campus.

Plumbing & Domestic Heating Technician

Level 3 Standard

Planning, selecting, installing, servicing, commissioning and maintaining all aspects of plumbing and heating systems.

Plumbing and Domestic Heating Technicians plan, select, install, service, commission and maintain all aspects of plumbing and heating systems.

Plumbing and domestic heating technicians can find themselves working inside or outside a property. Customer service skills and being tidy and respectful are important qualities as they can often find themselves working in customers’ homes as well as on building sites.

As a competent Plumbing and Heating Technician, the installation of plumbing and heating systems includes accurate measuring, marking, cutting, bending and jointing metallic and non-metallic pipework.

Appliances and equipment can include gas, oil and solid fuel boilers as well as pumps, heat emitters, bathroom furniture or controls as part of a cold water, hot water, and central heating or above ground drainage and rainwater systems.

Plumbing and Domestic Heating Technicians are at the forefront of installing new and exciting environmental technologies like heat pumps, solar thermal systems, biomass boilers and water recycling systems.

It is important for a plumbing and heating technician to be able to work independently or as a team and use their knowledge and skills to ensure that both the system and appliances are appropriately selected and correctly installed, often without any supervision, and done so in a safe, efficient and economical manner to minimise waste.

Programme duration
36 months.

Entry requirements
Grades 9–4 (A*–C), including English Language and maths - one of English Language or maths must be grade 9–4 (A*–C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the construction industry will spend some time training at our Basford campus.

Link to Professional Registration
By the end of this apprenticeship the candidate will have satisfied the requirements for registration as EngTech by the Engineering Council through The Chartered Institute of Plumbing and Heating Engineering (CIPHE) and or The Chartered Institute of Building Services Engineers (CIBSE).

On completion of the health and safety assessment, as determined, by the assessment plan the candidate will have satisfied the requirements to obtain a Construction Skills Certification Scheme (CSCS) card through the Joint Industry Board for Plumbing and Mechanical Engineering Services (JIB-PMES) at the appropriate grade.

Product Design and Development Technician

Level 3 Standard

Designing, building, servicing and repairing a range of engineering products and services.

Product Design & Development Technicians primarily work on all stages of product creation and modification.

They support activities ranging from early concept feasibility, design and development stages right through to final preparation for launch and customers. This includes working in concept studios, rapid prototyping, assembly, testing, validating and analysing performance.

Typically they work closely with engineers in bringing new concepts to life, or supporting redesigns of existing products.

Programme duration
36 months.

Entry requirements
Grades 9–4 (A*–C), including English Language and maths - Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the engineering sector will spend some time training at our Highfields campus.

Project Manager (Associate)

Level 4 Standard

Managing project work and teams for businesses and other organisations.

Projects can be defined and delivered within different contexts, across diverse industry sectors. They can be large or small.

Every project needs to be managed to ensure its success. A Project Manager knows what needs to be achieved, how it will be achieved, how long it will take and how much it will cost, and works with the project team to achieve the required outcomes.

Associate project managers need good planning, organisation, leadership, management and communication skills. An associate project manager utilises resources with suitable skills, qualifications, experience and knowledge to work in a motivated and integrated team, with clearly defined reporting lines, roles, responsibilities and authorities.

Dependent upon the size of the organisation and the complexity of the project, typical job roles include:

- Assistant Project Manager
- Junior Project Manager
- Project Team Leader

Some organisations use ‘Project Manager’ as a generic job title.

Programme duration
24 months.

Entry requirements
Grades 9–4 (A*–C), including English Language and maths - Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment

Our Project Manager apprentices will spend some time training at our City Hub campus.

Qualifications
Apprentices are required to achieve a suitable level of knowledge as part of their development, such that they achieve an IPMA Level D qualification or APM Project Management qualification, prior to their apprenticeship completion.

Link to professional registration
Apprentices may become student members of the Association for Project Management (APM) as the first step of professional membership. Apprentices will be eligible for progression to associate membership upon successful completion of the apprenticeship. Full membership can be attained through further experience and professional development.

Refrigeration Air Conditioning & Heat Pump Engineering Technician

Level 3 Standard

Planning, preparing and safely carrying out work in process, product and space cooling.

The Refrigeration Air Conditioning and Heat Pump (RACHP) Engineering Technician is a specialist occupation involved in planning, preparing and safely carrying out work activities in process, product and space cooling. Knowledge must be transferrable between any of the core activities of refrigeration, air conditioning or heat pumping.

The work is carried out in a variety of applications essential for key UK business activities such as food production, product distribution, retail storage and display, transport and office climate control, manufacturing processes (eg petrochemical, pharmaceutical), IT/Datacentres and medical/healthcare services temperature and environmental control.

Key activities are: the design, installation, routine maintenance, reactive service, commissioning and de-commissioning of Refrigeration, Air Conditioning and Heat Pump systems.

Technicians require a thorough competency in their understanding of the engineering principles of thermodynamics and the vapour compression cycle in order to perform operations. A fully competent technician works without immediate supervision, and liaises effectively with other trades and with end users.

Programme duration
36 months.

Entry requirements
Grades 9–4 (A*–C), including English Language and maths - one of English Language or maths must be grade 9–4 (A*–C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the construction industry will spend some time training at our Basford campus.

Link to Professional Registration
This standard is designed to meet the professional standards of the Engineering Council for registration as an Engineering Technician (EngTech) in partnership with the Institute of Refrigeration and CIBSE.

Teaching Assistant

Level 3 Standard

Supporting the class teacher to enhance pupils' learning.

Teaching Assistants work in Primary, Special and Secondary education settings across all age ranges encompassing special educational needs and emotional vulnerabilities.

The primary role of the Teaching Assistant is to support the class teacher to enhance pupils' learning, either in groups or individually, ensuring pupils understand the work set, know their learning objectives and stay on task in order to make progress.

Promoting self-belief, social inclusion and a high level of self-esteem play an integral part to wellbeing: ensuring pupils thrive in a positive, nurturing and safe environment. It is an active role supporting the learner to access the curriculum.

They will act as a positive role model, with honesty and integrity, take part in team meetings and contribute to planning and class activities. Promoting Fundamental British Values through spiritual, moral, social and cultural development and positive behaviours are crucial in contributing to improved pupil progress and development.

Programme duration
18-24 months.

Entry requirements
Grades 9-3 (A*-C), including English Language and maths - one of English Language or maths must be grade 9-4 (A*-C).

Functional Skills Level 1 can be used as equivalent to GCSE grade 3 (D) and Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Our Teaching Assistant apprentices will spend some time training at our Ruddington campus.

Progression
As well as ensuring full competency as a Teaching Assistant, this standard provides a foundation for potential progression into a number of career paths including Higher Level Teaching Assistant, Assistant Teacher and Teacher.



Team Leading

Level 3 Standard

Managing teams and projects to meet a private, public or voluntary organisation’s goals.

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.

In this role an apprentice will provide direction, instructions and guidance to ensure the achievement of set goals. Working in the private, public or third sector and in all sizes of organisation; specific responsibilities will vary, but the knowledge, skills and behaviours needed will be the same, whatever the role.

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

Typical job roles include:

- Supervisor
- Team Leader
- Project Officer
- Shift Supervisor
- Foreperson
- Shift Manager

Programme duration
15 - 18 months.

Entry requirements
Grades 9–4 (A*–C), including English Language and maths - Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 1 English and maths will need to achieve this level prior to taking the end-point assessment.

Our Team Leading apprentices will spend some time training at our Ruddington campus.

Progression
On completion, apprentices may choose to register as Associate members with the Chartered Management Institute and/or the Institute of Leadership & Management, to support their professional career development and progression.



Toolmaker and Tool and Die Maintenance Technician

Level 3 Standard

Manufacturing and maintaining the engineering tooling used to produce components/products/assemblies.

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, whether it be for travel (cars, planes, boats and rail), energy, defence, food, clothing, packaging and health including medical equipment, devices and implants such as joint replacements.

This requires the application of a broad range of activities including the interpretation of engineering drawings and technical instructions and the use of hand, machine, and automated computer controlled machine tools and measuring equipment.

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.

Programme duration
42 months.

Entry requirements
Grades 9–4 (A*–C), including English Language and maths - Functional Skills Level 2 can be used as equivalent to GCSE grade 4 (C) or above.

Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

Apprentices working in the engineering sector will spend some time training at our Highfields campus.



Study options at Nottingham College

Nottingham College offers a full and comprehensive range of courses for adults looking to re-train, upskill, gain an accredited professional qualification or just learn a new skill or hobby.

Degrees and professional qualifications

We offer full and part-time degrees in a range of subject areas. Whether you are looking for a HND or HNC, foundation degree or top-up degree, we can offer part-time study options through our University Centre at the College.

Our fees are competitive and our facilities include our brand new City Hub campus. Class sizes are kept small, meaning our student satisfaction scores are consistently high.

Part-time study

The College offers a range of part-time study options to support adults looking to up-skill. Part-time GCSEs are hugely popular with those in work but looking to move up in their career.

Our professional qualifications in catering, hair and beauty, construction, automotive and engineering are also key to supporting those looking to develop their skills.

Learn a new hobby

The College offers a range of additional courses designed to support adults to learn something new, meet new people and enjoy time out of work. Our range of hobby courses include everything from Conversational Spanish, Digital Photography, Ceramics, Cake Decorating, Garment Making and more.

All courses and information are available to view and apply for on our website.



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