



APPRENTICESHIP GUIDE

Business Administration

Customer Service

Leadership and Management

Engineering Fitter

Machinist Advanced Manufacturing

Maintenance & Operations Technician

Mechatronics Maintenance Technician

Metal Fabricator



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INTRODUCTION

Alliance Learning is one of the North West's largest independent training providers and has been delivering Apprenticeships since 1966, so you can be assured that you are in very safe hands. We understand that deciding what to do after school can be a difficult task, so we have created this handy guide to help you make the right career choice.

This guide contains information on the different types of Apprenticeships that we offer. With our help you can kick-start your future career and have the opportunity to excel in your chosen occupation.

An Apprenticeship not only enables you to gain a qualification, but also allows you to earn a wage at the same time. For many of our past apprentices, their training and qualifications have enabled them to complete degrees, progress into more senior roles, and in some cases, start their own businesses.

If you would like more information, advice or guidance on any of our Apprenticeships then please call a member of our recruitment team on **01204 677888** or email **info@alliancelearning.com**. Alternatively, visit our website to find out when our next Apprenticeship Open Evening will be held.



***GOOD LUCK IN YOUR
CHOSEN CAREER!***



APPRENTICESHIPS

WHAT ARE THEY?

Apprenticeships give you the opportunity to work for a real employer, earn a salary, gain qualifications, and obtain valuable skills and experience for the workplace and beyond.

Attitudes to Apprenticeships have changed for the better and they are now recognised as an equal alternative to University. There are plenty of Degree Apprenticeships that you could complete further on in your career.

Our Apprenticeships contain the following components:

Knowledge, Skills and Behaviours:

Over the course of your Apprenticeship, you will develop knowledge, skills and behaviours. These will be gained through a combination of off-the-job training and practical experience in your workplace. This is a key component of the Apprenticeship and you will need to demonstrate that you have all the required knowledge, skills and behaviours to qualify in your chosen Apprenticeship occupation.

Knowledge

This is the information, technical detail and 'know-how' that an individual needs to have and understand to successfully carry out the duties that make up the apprentice's occupation.

Skills

This is the practical application of knowledge needed to successfully undertake the duties that make up the occupation. These are learnt through on and off-the-job training and experience.

Behaviours

Behaviours are mind-sets, attitudes or approaches required for competence, generally across the entire occupation. Whilst these can be innate or instinctive, they can also be learnt, so they are effectively a subset of skills. Examples of some behaviours include teamwork, adaptability, and professionalism.

End Point Assessments

All apprentices must take an independent assessment at the end of their training to confirm that they have achieved occupational competence. Rigorous, robust and independent end-point assessment (EPA) is essential to give employers confidence that apprentices can actually perform in the occupation in which they have been trained and can demonstrate the duties, and knowledge, skills and behaviours (KSBs) set out in the occupational standard. The EPA can take a wide range of forms – it can include assessment methods such as an observation in the workplace, practical and written tests and interviews. It must include a minimum of two distinct assessment methods.

Functional Skills

These will equip learners with the basic skills in English and Maths for the workplace and everyday life. The minimum requirements for Functional Skills in Apprenticeships is English and Maths at Level 1 for intermediate (Level 2) Apprenticeships, and Level 2 for advanced (Level 3) Apprenticeships.

WHAT ARE THE ENTRY REQUIREMENTS TO DO AN APPRENTICESHIP?

You will be required to sit an English and Maths initial assessment before starting the Apprenticeship programme. Most employers require specific GCSE grades. You will also need to complete a skills scan to assess your previous knowledge, skills and behaviours to ensure you are suited to an Apprenticeship programme, as well as a CognAssist assessment which can help identify any additional learning support you may require.

How long will I be studying?

An Apprenticeship can take between 1 to 4 years to complete, depending on the level and Apprenticeship undertaken.

Earn and Learn

If you want to get ahead in your chosen career, you will need to gain high quality skills, but you don't need to sit in a classroom every day to get them.

An Apprenticeship is a real job with training, so you can earn while you learn and gain recognised qualifications as you go. Apprenticeships can be started as soon as you have completed school, aged 16.

Apprentices receive at least the minimum apprenticeship wage and must be school leaving age.

To check out the current wage rates, you can visit www.gov.uk/national-minimum-wage-rates

The benefits of doing an Apprenticeship

- 89% of apprentices are satisfied with their Apprenticeship; 97% of apprentices said their ability to do the job had improved, and 92% of apprentices said their career prospects had improved.
- Higher apprentices could earn £150,000 more on average over their lifetime compared to those with level 3 vocational qualifications.
- Over 90% of apprentices currently go into work or further training.
- Nearly all apprentices feel that they acquire or improve their skills as a direct result of their Apprenticeship.

Data taken from GOV.UK – ESFA



WHY CHOOSE **alliance learning**

- We have been delivering Apprenticeships since 1966.
- We hold an Ofsted Grade 2 'Good'.
- We have high achievement rates across all occupational areas.
- We hold the 'Matrix' Accreditation and BS 76005 Code of Practice for Valuing People through Diversity and Inclusion.
- We are committed to investing in our facilities and resources to continually enhance learning.
- We currently have approximately 350 apprentices in learning every year.
- We will work with you to help find a suitable employer in your chosen field.
- We deal with some of the largest employers in the North West.
- We celebrate every achievement on our social media platforms.
- We celebrate learner achievements through annual award evenings.
- You will always receive a warm and friendly welcome from staff at Alliance Learning.
- You will be eligible to apply for the NUS Apprentice Extra Card and Our Pass bus pass whilst training with us.
- Our staff have worked in the occupational areas we deliver for many years and are experts in their field. They are passionate about what they do and work hard to provide an enjoyable learning experience for all.
- We are part of the University of Bolton Group, which means you could potentially continue your studies up to degree level.



APPRENTICESHIPS WE OFFER



- Business Administrator
- Customer Service Practitioner
- Customer Service Specialist
- Team Leader/Supervisor
- Operations/Departmental Manager
 - Senior Leader
 - Engineering Fitter
 - Engineering Technician - Machinist
- Maintenance & Operations Engineering Technician
- Mechatronics Maintenance Technician
 - Metal Fabricator





BUSINESS ADMINISTRATION

APPRENTICESHIP QUALIFICATIONS:

Level 3

This Apprenticeship is aimed at anyone who is new to the role or has some experience of business admin. They will need to have good communication and IT skills and be able to prioritise and manage their own work tasks. They will be expected to manage a small work-based project, understand internal policies and procedures, coaching other team members, use different IT packages and information systems.

On completion of this Apprenticeship, you may wish to progress onto one of our Higher Apprenticeships in Management. We also work in partnership with the University of Bolton, which means there is also a range of Degree Apprenticeships available to potentially progress onto (subject to eligibility / employer approval), please ask the team at Alliance Learning for more information.

CAREER OPPORTUNITIES:

ADMINISTRATOR/TEAM LEADER

OFFICE JUNIOR/MANAGER

MARKETING

ACCOUNTS

HR



What the course involves:

- Handling a range of computer and paper-based tasks relating to the administrative aspects of business.
- Working efficiently and effectively both on your own and in a team.
- Using a range of office equipment and undertaking office duties.
- Completing a work-based project.
- Working with stakeholders.
- Apprentices must have a sound knowledge of the company's key policies and procedures, and the legislation, regulations and codes of practice relevant to the industry.
- Apprentices must have good problem-solving skills, a positive attitude, strong written and verbal communication skills and be organised and work to high standards and deadlines.

DURATION:
20 Months

CUSTOMER SERVICE

APPRENTICESHIP QUALIFICATIONS:

Level 2

This Apprenticeship is aimed at anyone who deals with customers face to face and in writing. They will need to have excellent communication and IT skills, with

customers and work colleagues. They will need to have knowledge of their organisations products and services and be able to deal with customer conflict and challenge as well as being able to use different information systems.

On completion of this Apprenticeship, you may wish to progress onto one of our Higher Apprenticeships in Management. We also work in partnership with the University of Bolton, which means there is also a range of Degree Apprenticeships available to potentially progress onto (subject to eligibility / employer approval), please ask the team at Alliance Learning for more information.

DURATION:
17 Months

What the course involves:

- Dealing with all aspects of customer service over the phone, in writing and face to face, ensuring that everyone experiences high quality customer service.
- Resolving customer problems/complaints.
- General administrative duties.
- Apprentices must have sound knowledge of their company's key policies and procedures, legislation, regulations and codes of practice relevant to their industry.
- Apprentices must have a good, "right first time" attitude, good written and verbal communication.
- Apprentices must demonstrate exceptional customer service skills to ensure that their customer has a positive experience.

CAREER OPPORTUNITIES:

OFFICE JUNIOR/MANAGER
CUSTOMER SERVICE ASSISTANT
CUSTOMER SERVICE REPRESENTATIVE
RECEPTIONIST
SALES

CUSTOMER SERVICE SPECIALIST

APPRENTICESHIP QUALIFICATIONS:

Level 3

This Apprenticeship is the correct route if you want a career in a customer facing role, either over the phone, over the internet or face-face. The main purpose of a Customer Service Specialist is to be professional for direct customer support within all sectors and organisation types.

On completion of this Apprenticeship, you will lead to eligibility to join the Institute of Customer Service as an Individual member at Professional level. Should you choose to progress on a customer service career path, you may be eligible for further professional membership including management. We also work in partnership with the University of Bolton, which means there is also a range of Degree Apprenticeships available to potentially progress onto (subject to eligibility/ employer approval), please ask the team at Alliance Learning for more information.

CAREER OPPORTUNITIES:

CUSTOMER SERVICE TEAM LEADER

CUSTOMER SERVICE MANAGER

SALES MANAGER

What the course involves:

- Understand what continuous improvement means in a service environment and how your recommendations for change impact your organisation
- Understand your organisation's current business strategy in relation to customers and make recommendations for its future
- Understand a range of leadership styles and apply them successfully in a customer service environment
- Understand how to analyse, use and present a range of information to provide customer insight
- Learning how to resolve complex issues by being able to choose from and successfully apply a wide range of approaches
- Identifying where highs and lows of the customer journey produce a range of emotions in the customer
- Manage challenging and complicated situations within your level of authority and make recommendations to enable and deliver change to service or strategy
- How to exercise proactivity and creativity when identifying solutions to customer and organisational issue and to make realistic promises to customers.
- Support colleague development.

DURATION:
18 Months



TEAM LEADER / SUPERVISOR

APPRENTICESHIP QUALIFICATIONS:

Level 3

This Apprenticeship is aimed at anyone who currently works in a team leading, supervisory or first line manager role and is an ideal progression for people who have done a Level 2 qualification and now have additional responsibilities at work.

On completion of this Apprenticeship, you may wish to progress onto one of our Higher Apprenticeships in Management.

We also work in partnership with the University of Bolton, which means there is also a range of Degree Apprenticeships available to potentially progress onto (subject to eligibility / employer approval), please ask the team at Alliance Learning for more information.

DURATION:
21 Months

What the course involves:



- Learning about budgets and finances.
- Managing your own personal and professional development.
- Learning about managing and leading a team to include learning about management theorists.
- Learning about stakeholders and building effective relationships with them.
- Learning about projects.
- Managing a team to achieve results.
- Managing daily activities in a team.

CAREER OPPORTUNITIES:

TEAM LEADER

FRONT LINE MANAGER

PROJECT OFFICER

JUNIOR MANAGER

SHIFT SUPERVISOR



OPERATIONS / DEPARTMENTAL MANAGER

APPRENTICESHIP QUALIFICATIONS:

Level 5

This Apprenticeship is aimed at anyone who is relatively new to a departmental management role or who is considering progression to this level of management in the near future. They should have experience in leading a team, perhaps at supervisory or team leader level. They will be expected to be in a position to lead and manage a team, build relationships with internal and external stakeholders, support and manage change and understand basic organisational and management systems in place.

On completion of this Apprenticeship, you may wish to progress onto one of our Higher Apprenticeships in Management. We also work in partnership with the University of Bolton, which means there is also a range of Degree Apprenticeships available to potentially progress onto (subject to eligibility / employer approval), please ask the team at Alliance Learning for more information.

DURATION:
28 Months

What the course involves:

- Completing a work-based project (this project is part of the end point assessment).
- Creating and delivering operational plans.
- Leading and managing teams.
- Managing change.
- Financial and resource management.
- Managing stakeholder relationships.
- Using reflective practice to inform personal and professional development.

CAREER OPPORTUNITIES:

OPERATIONS MANAGER

REGIONAL MANAGER

DIVISIONAL MANAGER



SENIOR LEADER LEVEL 7 APPRENTICESHIP STANDARD (WORK BASED ROUTE)

APPRENTICESHIP QUALIFICATIONS:

CMI Level 7 Diploma in Strategic Management and Practice.

On completion of this apprenticeship, you may wish to progress onto the top up master's degree in management.

We work in partnership with the with The University of Bolton, which means there are a range of degree apprenticeships available to potentially progress onto.

Please ask the team at Alliance Learning for more information.

What the course involves:

- Strategic Planning .
- Coaching and Mentoring for Success.
- Talent Management and Succession Planning.
- Mental Health and Wellbeing .
- Building confidence and Honest Conversations.
- Change Management.

CAREER OPPORTUNITIES:

FINANCE EXECUTIVE

CHIEF EXECUTIVE

HR EXECUTIVE

DIRECTOR



DURATION:
28 Months

METAL FABRICATOR

LEVEL 3 APPRENTICESHIP STANDARD

APPRENTICESHIP QUALIFICATIONS:

Level 3 Diploma in Advanced Manufacturing Engineering (Development Knowledge)

On completion you may wish to progress onto a Higher Apprenticeship such as HNC- Higher National Certificate In Engineering, HND- Higher National Diploma In Engineering or an Engineering Degree.

We also work in partnership with the University of Bolton, which means there is also a range of Degree Apprenticeships available to potentially progress onto (subject to eligibility / employer approval), please ask the team at Alliance Learning for more information.

CAREER OPPORTUNITIES:

FABRICATOR

PLATER

SHEET METAL WORKER

What the course involves:

- MIG, TIG and MMA welding.
- Advanced Maths for Engineers.
- Health and safety in an Engineering Environment.
- Producing Metal Fabrications.
- Pattern Development.
- Welding Principles.
- Producing Plate Fabrications.
- Fabrication and Welding Principles.



DURATION:
48 Months

ENGINEERING FITTER

APPRENTICESHIP QUALIFICATIONS:

Engineering Fitter Competence units

EAL Level 3 Diploma in Advanced Manufacturing (Development Knowledge).

On completion you may wish to progress onto a Higher Apprenticeship such as HNC- Higher National Certificate In Engineering, HND- Higher National Diploma In Engineering or an Engineering Degree. We also work in partnership with the University of Bolton, which means there is also a range of Degree Apprenticeships available to potentially progress onto (subject to eligibility / employer approval), please ask the team at Alliance Learning for more information.

What the course involves:

- Advanced Maths for Engineers.
- CAD Design.
- Engineering Projects.
- Engineering Maintenance Procedures and Techniques.
- Electrical and Electronic Principles in Engineering.
- Health and Safety in an Engineering Environment.
- Properties and Applications of Engineering Materials.

CAREER OPPORTUNITIES:

CONTROLS AND SYSTEMS FITTER

ELECTRICAL FITTER

ELECTRONIC FITTER

INSTRUMENTATION FITTER

MECHANICAL FITTER

PIPE FITTER

DURATION:
48 Months

ENGINEERING TECHNICIAN

MECHATRONICS MAINTENANCE TECHNICIAN (LEVEL 3 APPRENTICESHIP STANDARD)

APPRENTICESHIP QUALIFICATIONS:

Level 2 Diploma in Advanced Manufacturing Engineering (Foundation Competence)

Level 2 Award for Foundation Phase Gateway Assessment

Level 3 Diploma in Advanced Manufacturing Engineering (Development Competence)
– Mechatronics Maintenance Technician

Level 3 Diploma or Extended Diploma in Advanced Manufacturing Engineering (Development Knowledge)

On completion you may wish to progress onto a Higher Apprenticeship such as HNC- Higher National Certificate In Engineering, HND- Higher National Diploma In Engineering or an Engineering Degree. We also work in partnership with the University of Bolton, which means there is also a range of Degree Apprenticeships available to potentially progress onto (subject to eligibility / employer approval), please ask the team at Alliance Learning for more information.

DURATION:
48 Months



CAREER OPPORTUNITIES:

MECHANICAL TECHNICIAN

ELECTRICAL TECHNICIAN

FLUID POWER TECHNICIAN

MULTI-SKILLED ENGINEER

What the course involves:

- Advanced Maths for Engineers.
- Maintaining Electrical equipment and systems.
- Assembling Fluid Power.
- Maintaining Electrical Equipment.
- Electrical and Electronic Principles in Engineering.
- Fluid Power Systems.
- Properties and Applications of Engineering Materials.
- Maintenance of mechanical systems.
- Health and safety in an Engineering Environment.

MAINTENANCE AND OPERATIONS ENGINEERING TECHNICIAN (LEVEL 3 APPRENTICESHIP STANDARD)

APPRENTICESHIP QUALIFICATIONS:

EAL in Advanced Manufacturing and Engineering Competence (Foundation Competence).

EAL Level 3 NVQ Diploma in Engineering Maintenance.

On completion you may wish to progress onto a Higher Apprenticeship such as HNC- Higher National Certificate In Engineering, HND- Higher National Diploma In Engineering or an Engineering Degree. We also work in partnership with the University of Bolton, which means there is also a range of Degree Apprenticeships available to potentially progress onto (subject to eligibility / employer approval), please ask the team at Alliance Learning for more information.

CAREER OPPORTUNITIES:

ELECTRICAL TECHNICIAN

MECHANICAL TECHNICIAN

ELECTRO-MECHANICAL

TECHNICIAN

PLANT OPERATIONS TECHNICIAN



What the course involves:

- Carrying out Fault Diagnosis on Electrical Equipment.
- Health and Safety in an Engineering Environment.
- Repairing Electronic Equipment.
- Testing Electronic Equipment and Circuits.
- Handing Over and Confirming Completion of Maintenance Activities.

DURATION:
48 Months

ENGINEERING TECHNICIAN MACHINIST

(LEVEL 3 APPRENTICESHIP STANDARD)

APPRENTICESHIP QUALIFICATIONS:

Level 2 Diploma in Advanced Manufacturing Engineering (Foundation Competence)

Level 2 Diploma in Machining (Foundation Knowledge)

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

Level 3 Diploma in Machining (Development Knowledge)

On completion you may wish to progress onto a Higher Apprenticeship such as HNC- Higher National Certificate In Engineering, HND- Higher National Diploma In Engineering or an Engineering Degree. We also work in partnership with the University of Bolton, which means there is also a range of Degree Apprenticeships available to potentially progress onto (subject to eligibility / employer approval), please ask the team at Alliance Learning for more information.



DURATION:
48 Months

CAREER OPPORTUNITIES:

MECHANICAL PRODUCTION

ENGINEER

CNC OPERATOR

DESIGN ENGINEER

MAINTENANCE ENGINEER

SERVICE ENGINEER

TOOL MAKER

What the course

involves:

- Health and Safety in an Engineering Environment.
- Preparing Lathes and turning operations.
- Producing hand fitting techniques.
- Preparing and proving CNC Machine Tool programs.
- Preparing and using milling machines.
- Engineering drawings using CAD systems.

OTHER TRAINING COURSES

As well as being a leading provider of Apprenticeships in the North West, we are also able to offer individuals and organisations a choice of other high-quality training courses in a wide range of subject areas.



BUSINESS COURSES

Our business training courses run regularly throughout the year and are designed to help employees develop their skills and knowledge in a particular subject area.

We work across a broad range of sectors and our courses include:

- Construction
- Engineering Skills
- First Aid
- Health & Safety
- Management
- Mental Health
- NVQs
- Specialised Plant



For a complete list of our upcoming dates and prices, please visit our website to download our Course Schedule – www.alliancelearning.com



OUR FACILITIES

We continue to invest in our facilities each year to ensure we can provide the highest quality environment for all our learners.

- Grade 2 from Ofsted in June 2017.
- Fully equipped training and computer rooms .
- Specialist fabrication and welding training centre.
- Specialist mechanical and electrical engineering training centres.
- Specialised tutors and assessors with industry experience, who will guide you through your apprenticeship.
- Student Services – dedicated members of staff are available to offer information, advice and guidance on a wide range of issues. If we can't help you we will direct you to someone who can, whether that be another organisation or individual.
- Safeguarding team.
- Free Wi-Fi.
- OneFile ePortfolio.
- Access to laptops.
- Disabled facilities.
- Free Car Parking with allocated spaces to also store a motorbike/scooter or bicycle.
- Common room.
- Multi-faith room.
- Shower room.
- Annual awards evenings.
- Plus much more.



Clean air
pioneers
since 1858



Boothindustries

RUSSELL & RUSSELL
SOLICITORS SINCE 1887



PARTNERSHIPS

Here are just some of the many organisations
Alliance Learning Apprentices work in partnership
with.



HOW TO FIND US

DIRECTIONS

- Exit the M61 at Junction 6 and travel down the A6027 towards Bolton North / Horwich.
- Pass the University of Bolton Stadium and at the large roundabout take the 1st exit onto A673 Chorley New Road and continue for about 1 mile.
- The Horwich Loco Estate is on the left next to the Fire Station and War Memorial.
- Alliance Learning is the first building on the right.

CONTACT DETAILS

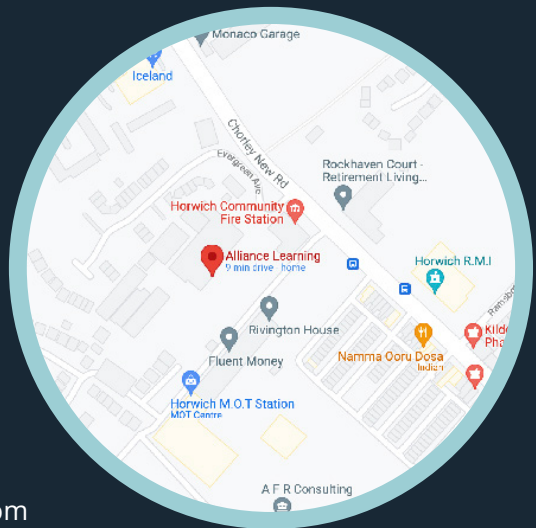
Alliance Learning
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Horwich Business Park
Chorley New Road
Horwich
Bolton BL6 5UE

Phone: 01204 696744

Fax: 01204 699 619

Email: info@alliancelearning.com

Web: www.alliancelearning.com



WHAT DO OUR APPRENTICES SAY ABOUT US?

"Throughout my time at Alliance Learning, I was able to learn a variety of new skills from making graphs on excel to welding. All of the tutors who taught me throughout my time at Alliance Learning were really nice and helpful. Personally, my favourite section at Alliance Learning was the electrical wiring part. This is because I learnt a lot from the tutors, they were really fun to be taught by which made the lessons even more enjoyable. I use all skills learnt at Alliance Learning a lot of the time in my work and everyday life. I have used the excel techniques on projects given to me in work. I have also used the electrical wiring skills I learned when completing my Level 3 BTEC and HNC in electrical and electronics. Overall, my time at Alliance Learning was really useful and I'm certain that I will be using the many skills I learned and improved there for a long time within my future career."

Katie Rainger Level 3 Engineering Manufacture: Electrical and Electronic Engineering at MDBA

"I chose to do an Apprenticeship because I was ready for a complete change in my career and I liked the idea of learning on the job. I personally learn more when it's a hands-on experience rather than just being in a classroom-based environment."

The apprenticeship has benefitted me in many ways, especially with my confidence and belief within myself to be able to change my career in my mid-thirties. It's nice to know that you can follow what you want to do rather than what you feel you must do as a career."

I have really enjoyed my time at Alliance Learning so far, all the staff are very helpful and friendly and make you feel very welcome, if you ever need any help, they're all very supportive."

Lorna Hay (Level 3 Electrical/ Maintenance Engineering Apprentice at Hill Biscuits)

"Before my Apprenticeship I went to University, however I decided to apply for an Apprenticeship because I knew I could further my skills and gain qualifications that would advance me in my chosen career path."

I have now completed my Level 3 Business Administrator Apprenticeship with Alliance Learning and I have also gained my Health & Safety Certificate. I have had the best learning experience at Alliance Learning. I attended another Apprenticeship provider before Alliance Learning and there is no comparison with Alliance. The staff are friendly, supportive, and just great overall with handling any situations."

Charlotte Glover (Level 3 Business Administration Apprentice at Style Partitions)

Before applying to Alliance Learning, I completed a BTEC at college. I always knew I didn't want to go to university as I was interested in applying for an apprenticeship to kick-start my career."

Since becoming an apprentice, I have received a Level 2 Diploma in Engineering and I'm currently studying towards my Level 3 qualification. Alliance Learning is a great training provider for Apprenticeships. The staff and tutors are very helpful in supporting you to achieve your goals. The apprenticeship has benefitted me personally by helping me gain confidence in a working environment and it has also allowed me to have independence and freedom."

Natalie Shaw (Level 3 Material Control Apprentice at William Hare)

"Before applying to Alliance Learning I felt lost and unsure of what to do with my career. I attended two different colleges before this but struggled academically to sit in a classroom to learn and felt I was running out of options. Signing up to Alliance Learning, I was able to get extra support with my CV and secure interviews through their recruitment team."

I think an Apprenticeship gives young people a better opportunity to progress into the real working world and it really does open up doors for a long-term career. It is one thing to learn something, but it's completely different being able to use what you have learnt in reality. An Apprenticeship can provide opportunities that a classroom can't. Not only did I learn, but I also got paid for learning which was a bonus."

Alliance Learning are an amazing training provider that have continued to provide me with excellent opportunities to progress within my chosen career. Without them, I probably wouldn't be where I am now."

Caitlin Marie Mason (Level 5 Childhood Studies Apprentice at Gaskells Private Day Nursery)

PARENTS, GUARDIANS & CARERS

If you are a parent, guardian or carer of an Apprentice at Alliance Learning we have put together some information that we hope you will find useful.

WHAT CAN YOU EXPECT FROM US?

Alliance Learning has been training Apprentices for over 50 years. With all our years of experience and knowledge you can trust us to provide a safe, friendly and caring environment that promotes quality learning.

Here at Alliance Learning we are committed to ensuring all learners are provided with effective learning in order to meet 'The Education Inspection Framework' set by Ofsted.

Some of these include:

- Engagement with you as parents/carers/guardians to help you understand how your child is learning and progressing.
- Our delivery staff have high expectations and are committed to helping your child to achieve, by delivering 'outstanding' teaching, learning and assessment to meet your child's individual needs.
- Safeguarding all learners and ensuring they are aware of how to keep safe.



ATTENDANCE, PUNCTUALITY AND CONDUCT

We expect excellent attendance and punctuality from all our learners, so that they can reach their full potential. Your support in this area is fully appreciated.

INFORMATION, ADVICE AND GUIDANCE

Throughout your child's time at Alliance Learning they will receive the support and advice to enable them to achieve their qualification as well as guidance on future career development.

EQUALITY, DIVERSITY AND INCLUSION

We will not discriminate on the grounds of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex and sexual orientation. We are committed to ensuring all staff and learners follow this procedure.

HEALTH AND SAFETY

Your child's safety is paramount. Alliance Learning has an on-site dedicated health and safety officer ensuring all policies and procedures are in place and followed in line with all relevant regulations and legislation.

SAFEGUARDING AND PREVENT

We also have a dedicated safeguarding team who can support your child.

ON-SITE SECURITY

CCTV is in operation across the site for the safety of your child. All staff, learners and visitors are required to always wear identification badges.

BRITISH VALUES

We proudly support British values which include:

- The Rule of Law
- Democracy
- Respect and Tolerance
- Individual Liberty

HOW DO I APPLY FOR AN APPRENTICESHIP?

You can now apply for one of our Apprenticeships online by visiting our website at www.alliancelearning.com.

Alternatively, you can speak to a member of our team and request a paper-based application form. If you would like support with our application form, please call a member of the team on **01204 677888**.

WHAT HAPPENS NEXT?

On receipt of your application, you will be invited to one of our Information, Advice and Guidance sessions. These sessions are designed to tell you more about the Apprenticeship process, provide advice on writing or improving your CV, prepare you for interviews and inform you about the Apprenticeship opportunities that are available. During the session, you will also complete a Maths and English assessment. These are just a series of questions to help us understand what level you are working at. You will also complete a CognAssist assessment which can help identify any additional learning needs you may require.

OUR OPEN EVENTS

We run an annual Apprenticeship Open Evening. This is a great way for you to get to know more about Alliance Learning. We also have several employers in attendance at the event. To find out more when our next Open Evening is scheduled visit:

www.alliancelearning.com/page/Apprenticeship-open-evening or call and ask a member of our team on **01204 677888**

NOTES

This image shows a full page of blank handwriting practice paper. It features a series of evenly spaced, horizontal orange lines running across the entire width of the page. The background is a solid light gray color. There are no margins, text, or other markings present.

NOTES

[illegible]

NOTES

This image shows a full page of blank handwriting practice paper. It features a series of evenly spaced, horizontal orange lines running across the entire width of the page. The background is a solid light gray color. There are no margins, text, or other markings present.

NOTES

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

NOTES

[illegible]

NOTES

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



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