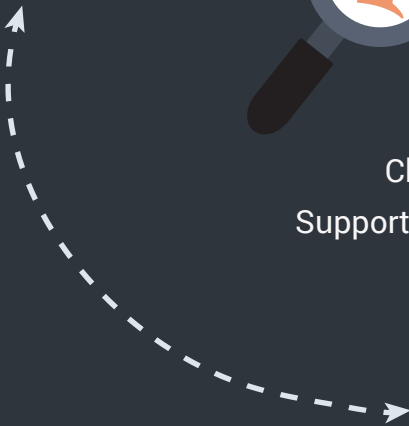




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alliance learning



# APPRENTICESHIP GUIDE



Business Administration  
Customer Service  
Leadership & Management  
Children & Young People's Workforce  
Supporting Teaching & Learning in Schools  
Fabrication & Welding  
Electrical Engineering  
Engineering Maintenance  
Mechanical Engineering  
Engineering Technical Support  
Performing Manufacturing Operations

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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 for you.

This guide contains information on the different types of Apprenticeships 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](mailto: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.

### WHAT IS INVOLVED IN AN APPRENTICESHIP?

During your Apprenticeship you will receive training at work and, depending on the Apprenticeship area that you undertake, you may also attend our training centre based in Horwich, Bolton on a day or block release basis.

There are different levels of an Apprenticeship depending on the occupational area you choose. These range from: **Level 2 - Level 3 - Level 4 - Level 5**

### SOME APPRENTICESHIPS HAVE UP TO FIVE PARTS TO THEM:

#### 1. NVQ or Diploma - Level 2 3 4 5

The NVQ or Diploma is assessed in the workplace by carrying out observations, discussions and producing evidence to prove you are working to a high level within your job role.

#### 2. Technical Certificate - Level 2 3 4

The Technical Certificate will provide learners with the underpinning knowledge and understanding to successfully demonstrate competence within a range of common work roles.

#### 3. Functional Skills in English, Maths and ICT

These skills equip you with the basic skills required in everyday life, education and in the workplace.

#### 4. Employment Rights and Responsibilities (ERR)

You are required to know and understand vital legislation such as:

Health and Safety

Data Protection

Discrimination

Responsibilities and Rights

Key Policies and Procedures

#### 5. Personal, Learning and Thinking Skills (PLTS)

There are 6 PLTS which describe the qualities and skills needed for success in learning and life: **Independent Enquirers | Creative Thinkers | Reflective Learners | Team Workers Self-Managers | Effective Participators**

### 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. Some employers require specific GCSE grades.

### HOW LONG WILL I BE STUDYING?

An Apprenticeship can take between 1 to 4 years to complete, depending on the level 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](http://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 – Feb 2017)



## 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, IIP Gold Standard and BS 76005 Code of Practice for Value People through Diversity and Inclusion.
- ✓ We are committed to investing in our facilities and resources to continually enhance learning.
- ✓ We currently have over 600 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 platform.
- ✓ 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 an NUS Apprentice Extra Card 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.

## ALLIANCE LEARNING APPRENTICESHIPS

BUSINESS ADMINISTRATION

CUSTOMER SERVICE

LEADERSHIP & MANAGEMENT

CHILDREN & YOUNG PEOPLE'S WORKFORCE

SUPPORTING TEACHING & LEARNING IN SCHOOLS

FABRICATION & WELDING

ELECTRICAL ENGINEERING

ENGINEERING MAINTENANCE

MECHANICAL ENGINEERING

ENGINEERING TECHNICAL SUPPORT

PERFORMING MANUFACTURING OPERATIONS



## BUSINESS ADMINISTRATION

Apprenticeship qualifications:

Business Administrator - **Level 3**

Business & Professional Administration - **Level 4**

On completion of this Apprenticeship you may wish to progress onto one of our higher Apprenticeships such as Team Leader/Supervisor (Level 3) or Operations/Departmental Manager (Level 5).

### CAREER OPPORTUNITIES:

OFFICE JUNIOR / MANAGER

ADMINISTRATOR / TEAM LEADER

RECEPTIONIST

JUNIOR SECRETARY

ADMINISTRATION ASSISTANT

CLERICAL ASSISTANT

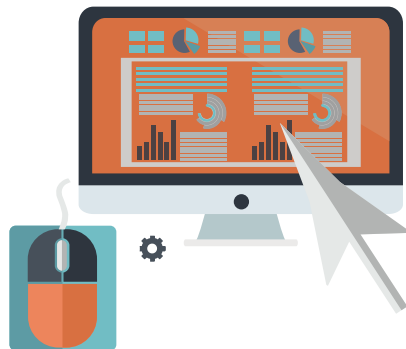
PERSONAL ASSISTANT

**NOW  
DELIVERING  
THE BUSINESS  
ADMINISTRATION  
STANDARD**



### What the course involves...

- Handling a range of computer and paper-based tasks relating to the administrative aspects of business.
- Work efficiently and effectively both on your own and as a team member.
- Use a range of office equipment and undertake office duties.
- Apprentices must have 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 show that they are dedicated to the job and Apprenticeship.



## CUSTOMER SERVICE

Apprenticeship qualifications:

Customer Service Practitioner - **Level 2**

On completion of this Apprenticeship you may wish to progress onto one of our higher Apprenticeships such as Business Administration, Team Leader/Supervisor (Level 3) or Operations/Departmental Manager (Level 5).

### CAREER OPPORTUNITIES:

CUSTOMER SERVICE ASSISTANT

CUSTOMER SERVICE REPRESENTATIVE

CUSTOMER SERVICE AGENT

RECEPTIONIST

CO-ORDINATOR

TEAM LEADER

SALES

**NOW  
DELIVERING  
THE CUSTOMER  
SERVICE  
PRACTITIONER  
STANDARD**



### 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.
- General administration 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, strong written and verbal communication skills and show that they are dedicated to the job and Apprenticeship.
- Apprentices must demonstrate exceptional customer service skills in order to ensure that their customer has a positive experience.

## CHILDREN & YOUNG PEOPLE'S WORKFORCE

Apprenticeship qualifications:

Children & Young People's Workforce - **Level 2**

Diploma in Children's Learning & Development (Early Years Educator) - **Level 3**

Early Years Childhood Studies Foundation Degree (FdA) – **Level 4/5**

On completion of this Apprenticeship you may wish to progress onto one of our higher Apprenticeships such as Team Leader/Supervisor (Level 3) or Operations/Departmental Manager (Level 5).

### CAREER OPPORTUNITIES:

NURSERY ASSISTANT

NURSERY NURSE

NURSERY MANAGER

PLAYGROUP ASSISTANT

PLAYGROUP LEADER

CHILDMINDER



### What the course involves...

- Planning and supervising activities such as reading, arts, crafts, music, cooking and also physical activities both indoor and outdoor.
- Observing and monitoring children and ensuring they are safe.
- Working closely with parents and reporting any concerns.
- Keeping records and giving information to parents on their child's development against the EYFS curriculum.
- Monitoring development and planning for groups and individuals to move forward in their development.
- Apprentices must have sound knowledge of their company's key policies and procedures, legislation, regulations and codes of practice relevant to their industry.

## SUPPORTING TEACHING & LEARNING IN SCHOOLS

Apprenticeship qualifications:

Certificate in Supporting Teaching & Learning in Schools – **Level 2**

Diploma in Specialist Support for Teaching & Learning in Schools – **Level 3**

On completion of this Apprenticeship you may wish to progress onto one of our higher Apprenticeships such as Team Leader/Supervisor (Level 3) or Operations/Departmental Manager (Level 5).

### CAREER OPPORTUNITIES:

TEACHER

HIGHER LEVEL TEACHING ASSISTANT

LEARNING MENTOR

BEHAVIOUR SUPPORT ASSISTANT

SPECIAL NEEDS SUPPORT ASSISTANT



### What the course involves...

- Listening to and helping children read.
- Helping children who need extra support to complete tasks.
- Helping teachers to complete written records.
- Supporting teachers to manage children's behaviour.
- Supervising and helping with activities such as group outings and sports events.
- Carrying out administrative tasks.
- Being observed working with children on a regular basis.
- Attending training sessions covering areas such as Literacy and Numeracy, Safeguarding, Equality & Diversity and Child Development.
- Apprentices must have sound knowledge of their company's key policies and procedures, legislation, regulations and codes of practice relevant to their industry.

## FABRICATION & WELDING

Apprenticeship qualifications:

Improving Operational Performance - **Level 2**

Fabrication & Welding - **Level 3**

On completion of this Apprenticeship you may wish to progress onto one of our higher Apprenticeships such as Team Leader/Supervisor (Level 3) or Operations/Departmental Manager (Level 5).

### CAREER OPPORTUNITIES:

STRUCTURAL DESIGN ENGINEER

FABRICATOR

WELDER

SHEET METAL WORKER



### What the course involves...

- Working safely and efficiently in a fabrication and welding environment.
- Producing various fabricated test pieces using engineering drawings.
- Fabrications including thick and thin plate techniques. Including marking out, cutting by shear, forming and folding.
- Production of various welding joints using a range of welding processes – MIG, MAG, TIG and MMA.
- Oxy-fuel cutting and plasma arc cutting on a range of sections and thickness of materials.

## ELECTRICAL ENGINEERING

Apprenticeship qualifications:

Improving Operational Performance - **Level 2**

Electrical Engineering - **Level 3**

On completion of this Apprenticeship you may wish to progress onto one of our higher Apprenticeships such as Team Leader/Supervisor (Level 3) or Operations/Departmental Manager (Level 5).

### CAREER OPPORTUNITIES:

INDUSTRIAL ELECTRICIAN

ELECTRICAL MAINTENANCE ENGINEER



### What the course involves...

- Working and implementing health and safety procedures for isolation and testing using appropriate equipment.
- Working from electrical drawings to produce domestic single phase circuits and industrial three phase circuits.
- Working from electrical drawings to produce electronic circuits and components.
- Working on electrical circuits to identify and repair faults.
- Installing plant and equipment.

## ENGINEERING MAINTENANCE

Apprenticeship qualifications:

NVQ Extended Diploma Engineering Maintenance - **Level 3**

EAL Diploma Level Maintenance Engineering Technology - **Level 3**

On completion of this Apprenticeship you may wish to progress onto one of our higher Apprenticeships such as Team Leader/Supervisor (Level 3) or Operations/Departmental Manager (Level 5).

### CAREER OPPORTUNITIES:

MECHANICAL TECHNICIAN

ELECTRICAL TECHNICIAN

FLUID POWER TECHNICIAN

MULTI-SKILLED ENGINEER

### What the course involves...

The Engineering Maintenance Advanced Apprenticeship covers a broad range of engineering sub-sectors such as Electronics, Mechanical and Electrical Engineering. It is designed to provide the skills, knowledge and competence requirements through specific sub-sector pathways to operate at craft or technician level within these areas.



## MECHANICAL ENGINEERING

Apprenticeship qualifications:

Improving Operational Performance - **Level 2**

Mechanical Engineering - **Level 3**

On completion of this Apprenticeship you may wish to progress onto one of our higher Apprenticeships such as Team Leader/Supervisor (Level 3) or Operations/Departmental Manager (Level 5).

### CAREER OPPORTUNITIES:

MECHANICAL PRODUCTION ENGINEER

CNC OPERATOR

DESIGN ENGINEER

MAINTENANCE ENGINEER

SERVICE ENGINEER

TOOL MAKER

**NOW  
DELIVERING  
THE ADVANCED  
MACHINIST  
STANDARD**

### What the course involves...

The focus of this qualification is to give you the skills required to work effectively in a manufacturing environment, carrying out a wide range of activities, such as:

- Working and implementing health and safety procedures to produce components from engineering drawings.
- Producing engineering drawings using conventional and computer aided design (CAD) techniques.
- Use computer aided manufacture and design – CAD, CAM and CNC.
- Measuring and marking out techniques.
- Selection and use of various hand tools for the production of hand fitting components.
- Use of conventional machinery such as lathes, drills and milling machines.
- Working on pneumatic / hydraulic circuits, components and assemblies.
- Repair and maintenance of mechanical assemblies.



## ENGINEERING TECHNICAL SUPPORT

Apprenticeship qualifications

Extended Diploma in Engineering Technical Support - **Level 3**

On completion of this Apprenticeship you may wish to progress onto one of our higher Apprenticeships such as Team Leader/Supervisor (Level 3) or Operations/Departmental Manager (Level 5).

### CAREER OPPORTUNITIES:

STRUCTURAL DESIGN

CAD DESIGN

QUALITY AND INSPECTION ENGINEERING

PROJECT CONTROL



### What the course involves...



- Working efficiently and effectively in an engineering environment.
- Using and interpreting engineering data and documentation.
- Producing engineering drawings / models using 3D computer aided techniques.

## PERFORMING MANUFACTURING OPERATIONS

Apprenticeship qualifications:

Engineering Technologies - **Level 2**

Industrial & Environment Awareness - **Level 2**

On completion of this Apprenticeship you may wish to progress onto one of our higher Apprenticeships such as Team Leader/Supervisor (Level 3) or Operations/Departmental Manager (Level 5).

### CAREER OPPORTUNITIES:

METAL WORKING

MACHINE OPERATIVES

QUALITY CONTROL

CNC OPERATOR

### What the course involves...



The course aims to give you the skills and knowledge required to operate effectively in a manufacturing environment, carrying out a wide range of activities, such as:

- Analysing and testing products.
- Controlling manufacturing operations.
- Producing shaped products.
- Making products using computer controlled equipment.



## PARTNERSHIPS

Here are just some of the many organisations we work in partnership with to deliver Apprenticeships.



## 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:

- First Aid Training
- Mental Health First Aid (England)
- Mental Health Wellbeing & Resilience
- Health & Safety
- CITB – C-Skills, SSSTS & SMSTS
- IOSH Training
- Electrical Training
- Fork Lift Truck Training
- IPAF & PASMA
- Management Training (LM & CMI)
- ECITB Steel Erecting Level 2 & 3
- EAL Diploma Ductwork
- Engineering Skills
- National Vocational Qualifications

For a complete list of our upcoming dates and prices, please visit our website to download our Course Schedule – [www.alliancelearning.com](http://www.alliancelearning.com) or alternatively you can book a course online.



## OUR FACILITIES

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

- ✓ Recently received a Grade 2 from Ofsted in June 2017.
- ✓ Fully equipped training and computer rooms with smartboards.
- ✓ Specialist fabrication and welding training centre.
- ✓ Specialist mechanical and electrical engineering training centres.
- ✓ Specialised tutors and assessors with industry experienced who will guide you through your apprenticeship.
- ✓ Independent Learning Zone sponsored by OneFile.
- ✓ 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.
- ✓ Free Wi-Fi
- ✓ OneFile ePortfolio (access your portfolio anywhere in the world!).
- ✓ Access to laptops
- ✓ Disabled facilities
- ✓ Café Loco (on site café with daily specials and requests)
- ✓ Free Car Parking with allocated spaces to also store a motorbike/scooter or bicycle
- ✓ Common room
- ✓ Multi-faith room
- ✓ Shower room
- ✓ Annual awards evenings
- ✓ Informed of local and national awards with submission support if needed
- ✓ Plus much more.



## HOW TO FIND US

### DIRECTIONS

Exit the M61 at Junction 6 and travel down the A6027 towards Bolton North / Horwich.

Pass the Macron 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  
The Hurst Building  
Horwich Loco Estate  
Chorley New Road  
Horwich  
Bolton BL6 5UE

Phone **01204 696 744**  
Fax **01204 699 619**  
[info@alliancelearning.com](mailto:info@alliancelearning.com)



## WHAT DO OUR APPRENTICES SAY ABOUT US?

*"I can honestly say I am super impressed with Alliance Learning as a training provider. With OneFile I have a clear, concise understanding of where I am up to with my work and how much I have left to achieve. Jackie Woodhams has been great! In just over 2 months I have completed 47% of the work required to a high standard."*

Shannon Hughes  
(Business Administration Apprentice)

*"Elaine is efficient and helpful. Best LDO I could ask for. There is never anything I am disappointed with and she is always helpful. I would definitely recommend an Apprenticeship at Alliance Learning."*

Cameron Maunder  
(Business Administration Apprentice)

*"I really like the experience and help I receive. Never had this in the past and Roy has helped me with queries on the same day which really is very good."*

Karima Mohmed  
(Business Administration Apprentice)

*"I have recommended my friend, who will now be starting an Apprenticeship with Alliance Learning."*

Nathan McCormick  
(Engineering Apprentice)

*"The staff here are very helpful, they're always willing to lend a hand and give me advice."*

Louis Hodgkinson  
(Engineering Apprentice)

*"My course at Alliance Learning is going very well, I am enjoying it. My tutors and class mates are very helpful and hopefully I will be able to progress onto a higher course."*

Callum Forster  
(Engineering Apprentice)

*"I am very pleased with the education I am receiving at Alliance Learning. My tutor is very good at helping me to understand the different subjects I am learning and I feel like I am getting a better understanding of Engineering every day."*

Christopher Edwards  
(Engineering Apprentice)

*"Alliance Learning has made me become a better engineer. Whilst being here I have learnt many new skills on the fitting section, the turning section and the milling section. All of this was under the guidance of excellent tutors. Especially Dave Hilton."*

Marley Morris  
(Engineering Apprentice)

*"Very good, very enjoyable. The place is clean, the tutor help is very good and they're always willing to help me and my peers."*

Alex Hogg  
(Engineering Apprentice)

*"All of my family work in engineering. Doing a welding and fabrication apprenticeship means I can do something practical."*

Leona Budworth  
(Craft Apprentice)

*"I can honestly say Alliance Learning is excellent, from the minute you walk in through the main doors the guys on reception are pleasant, helpful and polite. My tutor Catherine is amazing and my confidence has excelled in my childcare career with her guidance. My functional skills tutors Jamie, Mark and Kathryn are very patient with my English, IT and maths are progressing very well. Everybody on campus is full of smiles, they greet you like you would a family member. It is overall just a pleasant place to learn."*

Jackie Buckley  
(Childcare Apprentice)



## 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 Common Inspection Framework' set by Ofsted. Some of these include:

- Engagement with you as parent/carers 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 you 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 wear identification badges at all times.

### 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 apply for one of our Apprenticeships online by visiting our website [www.alliancelearning.com](http://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 short Maths and English assessment. These are just a series of questions to help us understand what level you are working at.

### OUR OPEN EVENTS

We run Apprenticeship Open Evenings twice a year. These events are a great way for you to get to know more about Alliance Learning. We also have a number of employers in attendance at these events. To find out when our next Open Evening is scheduled visit [www.alliancelearning.com/page/apprenticeship-open-evening](http://www.alliancelearning.com/page/apprenticeship-open-evening) or call and ask a member of our team on **01204 677888**.

## NOTES

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**alliance learning**  
promotes British values

Alliance Learning  
The Hurst Building  
Horwich Loco Estate, Chorley New Road  
Horwich, Bolton BL6 5UE



Twitter: @alhorwich Facebook: Alliance Learning Instagram: Alliance\_Learning  
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