

APPRENTICESHIP PROGRAMMES

ENGINEERING

ICT

MANAGEMENT AND BUSINESS

ISSUE: 22/04/2024

PETA[®]

ASPIRE TO LEARN ▶ APPLY TO ADVANCE



Welcome...



PETA offers over 200 courses and apprenticeship programmes in the most sought-after professional, digital and technical skillsets – from management training to health and safety qualifications, IT skills and engineering.

Today, PETA is one of the largest and most respected training providers on the south coast and we will continue to build on this reputation, transforming careers and building the next generation of business leaders and technical experts.

Our directory reflects a wide and increasingly flexible range of training, learning and development solutions. From short courses, tailored or bespoke training, webinars through to qualification-led outcomes including apprenticeships and advisory and consultancy services, we can offer a tailored service that aligns to the needs and requirements of your business. These can be delivered at customer's locations or in our dedicated training centres which are designed to create a quality environment for learning.

On behalf of all the team at PETA, we look forward to supporting your people development experience which we hope will lead to enhanced performance and you can join us in our belief of Aspiring to Learn and Applying to Advance yourself and your business.

Fiona Stilwell

CEO



Why Partner with PETA?

OUR PURPOSE

Our purpose is to create fair opportunities for young people to advance from education to employment and help local businesses champion personal development as a means of driving commercial growth.

We invest in people and support them in their aspiration to be the very best they can be, for themselves, their careers and for the businesses they work in.

Our Vision is to build the next generation of engineers, technical experts and business leaders and create a world where people training is at the forefront of business strategy.

OUR VALUES

ASPIRE - We whole-heartedly support our customers in their aspirations to grow by developing the skills they need to get there

LEARN - We always listen, learn and question the norm to create new best practices and encourage a lifelong passion for learning

APPLY - We champion the application of learning and its impact on business prosperity and personal growth

ADVANCE - We give local businesses and people a voice in how adult education and training should advance to best meet their personal and commercial needs

AGILE LEARNING SOLUTIONS

Our learning and development solutions offer a range of agile, adaptable and impactful courses. Training is flexible, so it works in harmony with busy work across a wide range of topics and delivery options:

- Short taught courses combined with pre- and post-course eLearning modules
- eLearning solutions covering Corporate and Apprenticeship programmes
- Qualification and endorsed programmes from respected organisations
- Tailored corporate courses aligned to your specific needs, business context and goals including blended learning options
- Coaching options, facilitating insights and perspective in establishing the conditions for behavioural and skills development
- Mentoring through advisory services in Safety, HR, Training, Lean and IT initiatives

Programmes can be delivered at our Portsmouth Training Centre or at your business premises on a date and time to suit you. Many of our courses offer multiple bookings discounts, enabling you to get the best from your learning and development budget.

Our team are on hand to help you to select the right training, learning and development for your business – all part of our service and commitment to you.

ADVISORY SERVICES

Tailored support from a trained professional to help you tackle key projects or day-to-day essentials in Safety, HR, Training and Business Improvement.

MEMBERSHIP

Enjoy discounts of 15% or more, the opportunity to attend key events for free and a whole host of other benefits as part of the PETA business community.

APPRENTICESHIP AND MANAGED SERVICES

Our Apprentice recruitment and Managed Service solutions help you to get the very best from your levy and access co-investment funds where applicable.

VENUE HIRE - BOOK OUR FACILITIES

Our amazing venue at Access Point is equipped with a range of conference rooms and our renowned Conference Room, perfect for awards ceremonies and prestigious events. Members get a 20% discount on our standard room hire rates.

Keep in contact with us at:

- www.peta.co.uk
- www.facebook.com/PETA.Training
- www.linkedin.com/company/peta-ltd
- www.twitter.com/PETA_training



3

Apprenticeships

Introduction to Apprenticeships

Hiring an Apprentice

Employers often ask us ‘what is the benefit of choosing an Apprentice rather than just recruiting an experienced person?’

Benefits:

NEW GROWTH POTENTIAL INTO THE WORKPLACE

A new face is a welcome addition to any workplace and an apprentice, fresh into their first employment opportunity is often driven, willing to learn and will bring new ideas whilst giving you the opportunity to develop them to fit the skills needs of your business. An apprentices training can bring new skills to your team as they share what they have learned with others, promoting behaviors that can benefit everyone.

UPSKILL YOUR CURRENT EMPLOYEES

Taking on an apprentice doesn't mean you have to hire someone completely new to your business. If you see potential in existing staff members where the development of their skills could enhance theirs and your business performance, then tapping into the apprenticeship scheme could really benefit your employee and your business.

STAFF RETENTION

It is proven that staff development helps staff retention, as employees will invest in your business where they see a genuine investment in them. Through an apprenticeship, you are demonstrating to your employees that you are willing to put the time and effort into their training and development.

USE YOUR LEVY

If you have a payroll of £3M or more, you will already be making levy payments into a digital account. This money can be used for apprenticeship training purposes and allows you to either upskill the existing workforce or take on new employees through the apprenticeship scheme. Using your levy means you have 18 months to spend each payment (if not spent after, you lose your investment as tax).

GOVERNMENT FUNDED CO INVESTMENT

If you employ less than 50 employees, the Government will pay the full cost of training an Apprentice aged 16 - 18. For non-levy paying businesses (those with a payroll of under £3M per annum), 95% of training costs for Apprentices are Government funded via co-investment, leaving you just 5% to pay over the duration of the apprenticeship.

COST EFFECTIVE TRAINING

An apprentice's salary is typically lower due to the national starting salary being £4.30 per hour. This combined with either the levy option or co-investment initiative, (see above if applies) makes it a cost-effective option for training your workplace.

CLASS 1 EMPLOYER NATIONAL INSURANCE

If you hire an apprentice aged 25 years or under you will not have to pay class 1 employer national insurance and therefore save 13.8%.

GOVERNMENT GRANT

You will be eligible for a grant of 1000 for taking on an apprentice between 16-18. This is two £500 payments, paid at month 3 and 12 of the employees' apprenticeship.

Hiring an Apprentice

Our service to you:

WE MEET WITH YOU TO;

- Explore your business needs
- Confirm your business goals
- Determine Training needs
- Define the Job Role – to include hours, duties, pay and qualities you need
- Agree which apprenticeship standard suits your job role

WE SEND YOU A PROPOSAL THAT;

- Presents an overview of the meeting and what was discussed
- Outlines costs and what these relate to
- Outlines the programme suited to the job role and apprenticeship

WE ADVERTISE YOUR VACANCY ON;

- Government website
- Our website
- Job boards – depending on who we are working with at the time
- Facebook

WE MANAGE APPLICANTS BY COMPLETING;

- Prescreening – to include assessments, video interviewing, CV's and a PETA interview
- Eligibility checks
- Deliver advice and guidance
- Employer application forms

WE KEEP YOU INFORMED EACH STEP OF THE WAY;

- Updates on number of applicants
- Send applications for you to select individuals for interview
- Follow up on how interviews went
- Give candidates feedback
- Complete Job offers
- Co-ordinate Start dates and programme schedules



6

Apprenticeships

Business Apprenticeships

Business Administrator Level 3

Taking administration to the next level and deliver a comprehensive support service

QUALIFICATIONS

- English Functional Skills Level 2 (If required)
- Maths Functional Skills Level 2 (If required)

Duration	15 Months
Off-the-job-training	10 days
Start date	Flexible to suit

APPRENTICESHIP OVERVIEW

This apprenticeship develops the knowledge, skills, behaviours and attitudes of staff in the following areas:

- IT packages and systems
- Record and document production
- Decision making
- Interpersonal skills
- Communications
- Quality
- Planning and organisation
- Project management
- Understanding the organisation
- Value of own skills
- Stakeholders
- Relevant regulation
- Policies
- Business fundamentals
- Processes
- External environment factors
- Professionalism
- Personal qualities
- Managing performance
- Adaptability
- Responsibility

NEXT STEPS

- [Team Leader / Supervisor Level 3](#)



8

Apprenticeships

Finance Apprenticeships

Accounts or Finance Assistant Level 2

Develops core accountancy skills to maintain an efficient & accurate finance function

QUALIFICATIONS

- English Functional Skills Level 2 (If required)
- Maths Functional Skills Level 2 (If required)

Duration	13 months
Off-the-job-training	
Start date	Flexible to suit

APPRENTICESHIP OVERVIEW

This apprenticeship develops the knowledge, skills, behaviours and attitudes of staff in the following areas:

- Aware of elements of commercial law that may have an impact when working in accountancy, such as contracts, data protection or Anti Money Laundering.
- Aware of the impact of technology on business and its accounting and finance functions.
- Understand transactional processes of accounting and their use within a finance function.
- Understand what makes a business successful, through buying or selling products or supplying services to a market.
- How accounting systems/processes allows a business to keep track of financial transactions.
- Know a range of routine accounts reports, and their use within the finance function.
- Understand the basics of internal control within own organisation.
- Aware of basic accounting concepts and double entry bookkeeping.
- Understands bookkeeping controls.
- Understand the cost recording system within an organisation.
- Develop an understanding of the differences between Financial and Management Accounting.
- Understands corporate social responsibility (CSR), ethics and sustainability within organisations.
- Understands the need to keep up to date with policies, procedures, regulatory or system changes.
- The ability to reconcile data to minimise the chance of errors.
- Avoids jargon and uses the correct technical terms where appropriate.
- Demonstrates good listening and speaking skills to communicate effectively in the right manner.
- Uses relevant office and accounting software packages to input and manage data accurately.
- Able to maintain the security of accounting information using passwords and security measures.

Assistant Accountant Level 3

Carrying out routine financial activities and support for businesses and organisations

QUALIFICATIONS

- AAT Level 3 Diploma
- English Functional Skills Level 2 (If required)
- Maths Functional Skills Level 2 (If required)

Duration **18 months**

Off-the-job-training

Start date **Flexible to suit**

APPRENTICESHIP OVERVIEW

This apprenticeship develops the knowledge, skills, behaviours and attitudes of staff in the following areas:

Throughout the apprenticeship programme the learner will develop key abilities across the three competency areas of the standards, knowledge, skills and behaviours. Some of the key focus will be on, but not limited to:

- Financial Accounting and Reporting
- Understands their organisations business strategy including customer and supplier needs
- Consistently delivers high quality, 'right first time' financial and performance data
- Understands how to recognise and use different accounting approaches and can gather, analyse and report
- information about income and expenditure to support decision-making, planning and control
- Understands the systems and process of the organisation, within the responsibility of the position such as Sales, Purchase and Payroll
- Understands how to account for the purchase and disposal of non-current assets



11

Apprenticeships

Management Apprenticeships

Team Leader / Supervisor Level 3

Develop the essential skills to succeed as a first line manager

QUALIFICATIONS

- Team Leader / Supervisor Level 3 Apprenticeship
- English Functional Skills Level 2 (If required)
- Maths Functional Skills Level 2 (If required)

Duration	20 Months
Off-the-job-training	12 days
Start date	Fixed start dates

APPRENTICESHIP OVERVIEW

This apprenticeship develops the knowledge, skills, behaviours and attitudes of staff in the following areas:

- Leading People
- Managing people
- People and team management models
- HR systems and legal requirements
- Performance management techniques
- Communication
- Operational management
- Understand how organisational strategy is developed
- Implementation of operational/team plans
- Project management
- Finance and organisational governance
- Awareness of self
- Management of self
- Operational management approaches and models
- Business development tools

NEXT STEPS

- [Operations / Department Manager Level 5](#)

Operations / Department Manager Level 5

QUALIFICATIONS

- Operations / Department Manager Level 5 Apprenticeship
- English Functional Skills Level 2 (If required)
- Maths Functional Skills Level 2 (If required)

Duration	24 Months
Off-the-job-training	13 days
Start date	Fixed start dates

APPRENTICESHIP OVERVIEW

This apprenticeship develops the knowledge, skills, behaviours and attitudes of staff in the following areas:

- Operational management approaches and models
- Business development tools and approaches to continuous improvement
- Operational business planning techniques
- Management systems, processes and contingency planning
- Project management
- Finance/commercial awareness
- Identify and shape new business opportunities
- Setting KPIs and monitoring performance against plans
- Producing reports
- Different leadership styles
- Motivate and improve performance
- Organisational cultures and diversity
- Managing multiple teams and develop high performing teams
- Performance management techniques
- Building relationships
- Working collaboratively with others
- Communication

Associate Project Manager Level 4

QUALIFICATIONS

- APM Project Management Qualification
- English Functional Skills Level 2 (If required)
- Maths Functional Skills Level 2 (If required)

Duration **18 Months**

Off-the-job-training

Start date **Fixed start dates**

APPRENTICESHIP OVERVIEW

This apprenticeship develops the knowledge, skills, behaviours and attitudes of staff in the following areas:

- Project governance
- Project stakeholder management
- Project communication and leadership
- Consolidated planning
- Budgeting and cost control
- Business case and benefits management
- Project scope and schedule
- Resource management
- Project risk and issue management
- Contract management and procurement
- Project quality, context and governance
- Stakeholder and communications management
- Budgeting and cost control
- Business case
- Scope management
- Consolidated planning
- Schedule management
- Risk and issue management
- Quality and resource management
- Collaboration and teamwork
- Effective and appropriate communication
- Integrity, ethics, compliance and professionalism



14

Apprenticeships

IT and Digital Apprenticeships

Data Technician Level 3

Analyse structured and unstructured data to support business needs

QUALIFICATIONS

- Industry qualification and training covering:
 - Microsoft Excel Office Specialist (MOS)
 - Microsoft Power BI & Data Analyst (PL-300)
 - Microsoft Power Platforms (PL-900)
 - Application skills (Microsoft Word/PowerPoint/Project)
- English Functional Skills Level 2 (If required)
- Maths Functional Skills Level 2 (If required)

Duration	21 Months
Off-the-job-training	16 days
Start date	Flexible to suit employer

APPRENTICESHIP OVERVIEW

This apprenticeship develops the knowledge, skills, behaviours and attitudes of staff in the following areas:

- Source data from a collection of already identified trusted sources in a secure manner
- Collate and format data to facilitate processing and presentation for review and further advanced analysis by others
- Present data for review and analysis by others, using required medium for example tables, charts, and graphs
- Blend data by combining data from various sources and formats to explore its relevance for the business needs
- Analyse simple and complex structured and unstructured data to support business outcomes using basic statistical methods to analyse the data
- Validate results of analysis using various techniques, e.g. cross checking to identify faults in data results and to ensure data quality
- Communicate results verbally, through reports and technical documentation and tailoring the message for the audience
- Store, manage and share data securely in a compliant manner
- Collaborate with people both internally and externally at all levels with a view to creating value from data
- Practise continuous self-learning to keep up to date with technological developments to enhance relevant skills and take responsibility for own professional development

Support Technician Level 3

An effective and efficient Helpdesk

QUALIFICATIONS

- Industry qualification and training covering:
 - PETA Networking Fundamentals
 - PETA Server Fundamentals
 - PETA Security Fundamentals
 - 10 Technical Training Days
- English Functional Skills Level 2 (if required)
- Maths Functional Skills Level 2 (if required)

Duration	22 Months
Off-the-job-training	25 days
Start date	Flexible to suit employer

APPRENTICESHIP OVERVIEW

This apprenticeship develops the knowledge, skills, behaviours and attitudes of staff in the following areas:

- Provide technical support to customers both internal and external through a range of communication channels
- Establish and diagnose ICT problems/faults using the required troubleshooting methodology and tools
- Interpret technical specifications relevant to the ICT task
- Apply the appropriate security policies to ICT tasks in line with organisational requirements
- Undertake the relevant processes with the relevant tools and technologies to resolve ICT technical issues
- Communicate with all levels of stakeholders, talking them through steps to take to resolve issues or set up systems, keeping them informed of progress and managing escalation and expectations
- Apply appropriate testing methodologies to hardware or software or cabling assets
- Practice guided continuous self-learning to keep up to date with technological developments to enhance relevant skills and take responsibility for own professional development
- Document or escalate ICT tasks as appropriate to ensure a clear audit trail and progression of issues
- Install and configure relevant software and hardware as appropriate for example: mobile apps, printers, projectors, scanners, and cameras
- Address IT issues by prioritising in response to customer service level agreements
- Administer security access requirements and permissions for stakeholders escalating as necessary for example password resets
- Support the roll out of upgrades or new systems or applications

Software Developer Level 4

Building and testing high-quality code across front end, logic and database layers

QUALIFICATIONS

- Industry qualification training covering:
 - Scrum Master training (5 days – aligned to qualification, exam chargeable)
 - PETA Software Development Fundamentals (5 days)
 - PETA Software Context and Methodologies (5 days)
 - PETA Programming (5 days)
 - 10 Technical Training Days
- English Functional Skills Level 2 (if required)
- Maths Functional Skills Level 2 (if required)

Duration	24 Months
Off-the-job-training	30 days
Start date	Flexible to suit employer

APPRENTICESHIP OVERVIEW

This apprenticeship develops the knowledge, skills, behaviours and attitudes of staff in the following areas:

- Interpret development requirements to estimate time required to deliver the work product to enable accurate costs to be established
- Break activities down into logical units of work to enable sequencing
- Ensure the best possible structuring of activities to deliver a high-quality product
- Report progress accurately throughout the SDLC to ensure adequate audit trails
- Identify and report any impediments to development activities and propose practical solutions
- Convert customer requirements into technical requirements, both functional and non-functional
- Identify and select the most appropriate technical solution, considering coding best practice
- Communicate solutions to a range of stakeholders showing clear understanding of requirements
- Consider security implications of proposed design from inception and throughout the process
- Write logical and maintainable solutions to meet the design and organisational coding standards
- Create and maintain appropriate project documentation to explain the development process
- Apply recovery techniques to ensure the software solution being developed is not lost
- Implement appropriate change control so changes may be tracked, and quality risks managed
- Undertake unit testing of solutions, with appropriate coverage, to identify and resolve issues
- Support delivery of one or more software deployment phases, such as trials and final release
- Provide customer support, so they can correctly use the product, with risks mitigated
- Respond to SLAs to ensure that time and resources are allocated to deliver good customer service
- Apply suitable 'bug fix', appropriate to the severity and priority of the software development issue



18

Apprenticeships

Engineering Apprenticeships

Engineering Fitter Level 3 - Day Release

The broad purpose of the occupation is to produce complex high value, low volume components or assemblies in full or part, using machines, equipment or systems. Fitters may typically have a mechanical, electrical, electronic, control, test, repair or pipe fitting, instrumentation or

QUALIFICATIONS

- Foundation Phase
 - 6 Foundation Engineering units
- Development Phase
 - BTEC Level 3 Diploma in Advanced Manufacturing Engineering
 - Level 3 Diploma in Mechanical Manufacturing Engineering
- Maths and English
 - English Functional Skills Level 2 (If required)
 - Maths Functional Skills Level 2 (If required)
- Professional Membership
- Opportunity to register as an Engineering Technician

Duration	45 Months
Off-the-job-training	Day release
Start date	Flexible to suit

APPRENTICESHIP OVERVIEW

This apprenticeship develops the knowledge, skills, behaviours and attitudes of staff in the following areas:

Core Knowledge

- Materials used in components/assemblies their use and application considerations
- Principles of design and operation
- Manufacturing and assembly processes
- Safe use of tools and equipment
- Component/assembly specifications, what they are and how to use them
- Techniques for measuring, marking, cutting and drilling materials accurately, safely and economically and manufacturing processes
- Engineering mathematical and scientific principles, methods and techniques
- Engineering data
- Component/assembly documentation
- Quality standards for components/assembly and the application of ISO 9001
- Health & Safety at Work Act
- Environmental considerations
- Communications; verbal and written
- Planning techniques – resources, tools, equipment, people; time management
- Component/assembly quality checks
- Faults and problem-solving techniques
- Improvement techniques
- Fitters' role in wider operation
- Contribution to commercial operations

Core Skills

- Reading, interpreting and understanding the component/assembly specification, diagrams, drawings and work instructions
- Planning component/assembly task – materials, tools and equipment

- Preparing work area
- Using appropriate hand-fitting tools
- Checking tools during and after task completion; identifying and reporting defects
- Measuring and testing, checking/inspecting component/assembly
- Problem solving; analysing the issue and fixing
- Applying improvement techniques
- Communicating with colleagues/customers
- Completing documentation
- Restoring the work area on completion
- Procedural waste disposal
- Operating within limits of responsibility
- Operating in line with quality, health & safety and environmental policy and procedures

Core Behaviours

- Takes personal responsibility
- Works effectively in teams
- Effective communicator
- Committed to personal development

Engineering Operative Level 2

Gain common and specific skills across the manufacturing and engineering sector

QUALIFICATIONS

- Level 2 Diploma in Engineering Operations (Skills)
- Level 2 Certificate in Engineering Operations (Knowledge)
- English Functional Skills Level 1 (if required)
- Maths Functional Skills Level 1 (if required)

Duration	15 Months
Off-the-job-training	Day Release
Start date	Flexible to suit

APPRENTICESHIP OVERVIEW

This apprenticeship develops the knowledge, skills, behaviours and attitudes of staff in the following areas:

Knowledge

- Obtain the necessary job instructions, engineering drawings or specifications and how to interpret them
- Comply with relevant statutory, quality, environmental procedures/systems
- Understand organisational and health and safety regulations relating to engineering operations
- Commercial considerations and their role/responsibilities within the business, how this impacts and supports company targets
- Engineering operational practices, processes and procedures
- Identify potential problems within engineering operations and how they can be avoided

Skills

- Working safely at all times and comply with health and safety legislation, regulations, environmental procedures and other relevant guidelines
- Identifying and dealing with any risks, hazards, hazardous situations and problems that may occur in the engineering environment, within the limits of their responsibility
- Demonstrating effective communication skills which include oral, written and electronic

- Completing the appropriate documentation accurately, efficiently and legibly using the correct terminology, where required
- Extracting the correct data/information from documentation, specifications and work instructions in accordance with time constraints and the roles and responsibilities identified for the engineering activities
- Selecting and using appropriate tools, equipment and materials to carry out the engineering operation
- Dealing appropriately with any problems that may occur within the manufacturing environment, within the limits of responsibility
- Working efficiently and effectively at all times, maintaining workplace organisation and minimising waste

Behaviours

- Works effectively as part of a team
- Effective communication and interpersonal skills
- Focus on quality management and problem solving
- Continuous personal development

Machinist - Advanced Manufacturing Engineering Level 3

Machinists in the Advanced Manufacturing Engineering sector are predominantly involved in highly skilled, complex and precision work, machining components from specialist materials using conventional and/or CNC machine tools.

QUALIFICATIONS

- Level 2 Diploma in Machining (Foundation Knowledge)
- Level 2 Diploma in Advanced Manufacturing Engineering (Foundation Competence)
- Level 3 Diploma in Machining (Development Knowledge)
- Level 3 Diploma in Advanced Manufacturing Engineering - Machinist (Development Competence)
- English Functional Skills Level 2 (if required)
- Maths Functional Skills Level 2 (if required)

Duration	48 Months
Off-the-job-training	Day release
Start date	Flexible to suit

APPRENTICESHIP OVERVIEW

This apprenticeship develops the knowledge, skills, behaviours and attitudes of staff in the following areas:

Core Knowledge

- Understanding the importance of complying with statutory, quality, organisational and health and safety regulations
- Understanding of general engineering/manufacturing mathematical and scientific principles, methods, techniques, graphical expressions, symbols formulae and calculations used by engineering technicians
- Understanding the structure, properties and characteristics of common materials used in the sector
- Understanding the typical problems that may arise within their normal work activities/environment
- Understanding approved diagnostic methods and techniques used to help solve engineering/manufacturing problems
- Understanding the importance of only using current approved processes, procedures, documentation and the potential implications for the organisation if this is not adhered to
- Understanding and interpreting relevant engineering/manufacturing data and documentation in order to complete their job role
- Understanding the different roles and functions in the organisation and how they interact.
- Understanding why it is important for an organisation to continually review their processes and procedures

Core Skills

- Obtaining, checking and using the appropriate documentation (such as job instructions, drawings, quality control documentation)
- Working safely at all times, complying with health, safety and environmental legislation, regulations and organisational requirements
- Planning and, where applicable, obtaining all the resources required to undertake the work activity
- Undertaking the work activity using the correct processes, procedures and equipment
- Carrying out the required checks (such as quality, compliance or testing) using the correct procedures, processes and/or equipment
- Dealing promptly and effectively with engineering/manufacturing problems within the limits of their responsibility using approved diagnostic methods and techniques and report those which cannot be resolved to the appropriate personnel
- Completing any required documentation using the defined recording systems at the appropriate stages of the work activity
- Restoring the work area on completion of the activity and where applicable return any resources and consumables to the appropriate location

Core Behaviours

- Personal responsibility resilience and ethics.
- Work effectively in teams.
- Effective communication and interpersonal skills.
- Focus on quality and problem solving.
- Continuous personal development.

Maintenance and Operations Engineering Technician (Electrical, Electronic and Mechanical) Level 3 - Day Release

Maintenance and Operations Engineering Technicians maintain the safety, integrity and effective

QUALIFICATIONS

- Foundation Phase
 - 6 Foundation Engineering units
- Development Phase
 - BTEC Level 3 Diploma in Advanced Manufacturing Engineering
 - Level 3 Diploma in Engineering Maintenance
- Maths and English
 - English Functional Skills Level 2 (If required)
 - Maths Functional Skills Level 2 (If required)

Duration	45 Months
Off-the-job-training	Day release
Start date	Flexible to suit

APPRENTICESHIP OVERVIEW

This apprenticeship develops the knowledge, skills, behaviours and attitudes of staff in the following areas:

Core Knowledge

- First principles relating to the operation and maintenance of appropriate plant and equipment
- Relevant industry health and safety standards, regulations, and environmental and regulatory requirements
- Maintenance and operational practices, processes and procedures covering a range of plant and equipment
- Relevant engineering theories and principles relative

Core Skills

- Comply with industry health, safety and environmental working practices and regulations
- Locate and rectify faults on plant and equipment
- Communicate with and provide information to stakeholders in line with personal role and responsibilities
- Read, understand and interpret information and work in compliance with technical specifications and supporting documentation
- Prepare work areas to undertake work related activities and reinstate those areas after the completion of the work related activities
- Inspect and maintain appropriate plant and equipment to meet operational requirements
- Assess and test the performance and condition of plant and equipment
- Communicate, handover and confirm that the appropriate engineering process has been completed to specification

Core Behaviours

- Health and safety quality focused
- Working with others
- Interpersonal skills
- Critical reasoning
- Sustainability and ethical behaviour
- Risk awareness
- Specialist knowledge and skills
- Position, assemble, install and dismantle plant and equipment to agreed specification
- Carry out planned, unplanned and preventative maintenance procedures on plant and equipment
- Replace, repair and/or remove components and ensure its return to operational condition
- Diagnose and determine the cause of faults in plant and equipment

General Welder Level 2

Welding is a way to make high strength joints between two or more parts. General Welders are required to produce joints that satisfy basic quality standards in order to ensure that the finished products

QUALIFICATIONS

- Level 2 Diploma in Performing Engineering Operations
- English Functional Skills Level 1 (if required)
- Maths Functional Skills Level 1 (if required)

Duration	18 Months
Off-the-job-training	Day Release
Start date	Flexible to suit

APPRENTICESHIP OVERVIEW

This apprenticeship develops the knowledge, skills, behaviours and attitudes of staff in the following areas:

Core Knowledge

- Basic mechanical properties and weldability of welded materials
- Common arc welding processes, joint types and positions
- Major components of welding equipment and essential parameters
- Terminology, operation and controls for the selected arc welding processes, joint types and welding positions
- Causes of typical welding defects and how their occurrence can be reduced, for the materials and welding processes selected
- Functions of welding consumables and correct storage and handling
- Identify and select correct welding consumables for each application
- Hazards and basic health, safety and quality requirements when welding

Core Skills

- Produce good quality welds using two welding process/ material type combinations in two welding positions
- Attain a qualification in accordance with one of the following standards: ISO 9606 / ASME IX / BS4872 / AWS D1.1
- Achieve a quality of work to meet international standards for dimensional and surface inspection
- Position, prepare and check the welding equipment
- Receive, handle and maintain consumables
- Prepare, check and protect materials and work area ready for welding
- Complete/check the finished weld for inspection and report into the production control system
- Ensure health and safety is fully accounted for in the above
- Know how to interpret and work to a welding procedure specification

Core Behaviours

- A questioning attitude
- Maintaining competence with a commitment to Continuing Professional Development (CPD)
- Planning and preparation to ensure production and CPD goals are achieved
- Intervention, to challenge poor practices and channel feedback to the appropriate authorities to implement change
- Reliability and dependability to consistently deliver expectations
- Accountability

Product Design and Development Technician Level 3

Bring new concepts and developments to life as part of team

QUALIFICATIONS

- Foundation Phase
 - Level 2 Diploma in Advanced Manufacturing and Engineering
- Development Stage
 - BTEC Level 3 Diploma in Advanced Manufacturing Engineering
 - Level 3 Diploma in Advanced Engineering - Product Design Technician
- Maths and English
 - English Functional Skills Level 2 (if required)
 - Maths Functional Skills Level 2 (if required)

Duration	48 Months
Off-the-job-training	Day release
Start date	Flexible to suit

APPRENTICESHIP OVERVIEW

This apprenticeship develops the knowledge, skills, behaviours and attitudes of staff in the following areas:

Core Knowledge

- Understanding the importance of complying with statutory, quality, organisational and health and safety regulations
- Understanding of general engineering/manufacturing mathematical and scientific principles, methods, techniques, graphical expressions, symbols formulae and calculations used by engineering technicians
- Understanding the structure, properties and characteristics of common materials used in the sector
- Understanding the typical problems that may arise within their normal work activities/environment
- Understanding approved diagnostic methods and techniques used to help solve engineering/manufacturing problems
- Understanding the importance of only using current approved processes, procedures, documentation and the potential implications for the organisation if this is not adhered to
- Understanding and interpreting relevant engineering/manufacturing data and documentation in order to complete their job role
- Understanding the different roles and functions in the organisation and how they interact
- Understanding why it is important for an organisation to continually review their processes and procedures

Core Skills

- Obtaining, checking and using the appropriate documentation (such as job instructions, drawings, quality control documentation)
- Working safely at all times, complying with health, safety and environmental legislation, regulations and organisational requirements
- Planning and, where applicable, obtaining all the resources required to undertake the work activity
- Undertaking the work activity using the correct processes, procedures and equipment
- Carrying out the required checks (such as quality, compliance or testing) using the correct procedures, processes and/or equipment
- Dealing promptly and effectively with engineering/manufacturing problems within the limits of their responsibility using approved diagnostic methods and techniques and report those which cannot be resolved to the appropriate personnel
- Completing any required documentation using the defined recording systems at the appropriate stages of the work activity
- Restoring the work area on completion of the activity and where applicable return any resources and consumables to the appropriate location

Core Behaviours

- Personal responsibility, resilience and ethics
- Work effectively in teams
- Effective communication and interpersonal skills
- Focus on quality and problem solving
- Continuous personal development

Technical Support Technician Level 3

Providing technical expertise supporting the provision of services/products

QUALIFICATIONS

- Level 2 Diploma in Advanced Manufacturing Engineering (Foundation Competence)
- BTEC Level 3 Diploma in Advanced Manufacturing Engineering (Development Knowledge)
- Level 3 Diploma in Advanced Manufacturing Engineering - Technical Support (Development Competence)
- English Functional Skills Level 2 (if required)
- Maths Functional Skills Level 2 (if required)

Duration	48 Months
Off-the-job-training	Day release
Start date	Flexible to suit

APPRENTICESHIP OVERVIEW

This apprenticeship develops the knowledge, skills, behaviours and attitudes of staff in the following areas:

Core Knowledge

- Understanding the importance of complying with statutory, quality, organisational and health and safety regulations
- Understanding of general engineering/manufacturing mathematical and scientific principles, methods, techniques, graphical expressions, symbols formulae and calculations used by engineering technicians
- Understanding the structure, properties and characteristics of common materials used in the sector
- Understanding the typical problems that may arise within their normal work activities/environment
- Understanding approved diagnostic methods and techniques used to help solve engineering/ manufacturing problems
- Understanding the importance of only using current approved processes, procedures, documentation and the potential implications for the organisation if this is not adhered to
- Understanding and interpreting relevant engineering/manufacturing data and documentation in order to complete their job role
- Understanding the different roles and functions in the organisation and how they interact
- Understanding why it is important for an organisation to continually review their processes and procedures

Core Skills

- Obtaining, checking and using the appropriate documentation (such as job instructions, drawings, quality control documentation)
- Working safely at all times, complying with health, safety and environmental legislation, regulations and organisational requirements
- Planning and, where applicable, obtaining all the resources required to undertake the work activity
- Undertaking the work activity using the correct processes, procedures and equipment Carrying out the required checks (such as quality, compliance or testing) using the correct procedures, processes and/or equipment
- Dealing promptly and effectively with engineering/manufacturing problems within the limits of their responsibility using approved diagnostic methods and techniques and report those which cannot be resolved to the appropriate personnel
- Completing any required documentation using the defined recording systems at the appropriate stages of the work activity
- Restoring the work area on completion of the activity and where applicable return any resources and consumables to the appropriate location

Core Behaviours

- Personal responsibility, resilience and ethics
- Work effectively in teams
- Effective communication and interpersonal skills
- Focus on quality and problem solving
- Continuous personal development

Toolmaker and Tool and Die Maintenance Technician Level 3

Toolmakers and Tool and Die Maintenance Technicians are predominantly involved in the highly skilled, complex and specialist detailed work of manufacturing and maintaining the engineering tooling used to manufacture products and assemblies.

QUALIFICATIONS

- Level 2 Diploma in Machining
- Level 2 Diploma in Advanced Manufacturing Engineering (Foundation Competence)
- Level 3 Diploma in Advanced Manufacturing Engineering Toolmaker, Tool and Die Maintenance Technician
- BTEC Level 3 Diploma in Advanced Manufacturing Engineering
- English Functional Skills Level 2 (if required)
- Maths Functional Skills Level 2 (if required)

Duration	48 Months
Off-the-job-training	Day release
Start date	Flexible to suit

APPRENTICESHIP OVERVIEW

This apprenticeship develops the knowledge, skills, behaviours and attitudes of staff in the following areas:

Core Knowledge

- Understanding the importance of complying with statutory, quality, organisational and health and safety regulations
- Understanding of general engineering/manufacturing mathematical and scientific principles, methods, techniques, graphical expressions, symbols formulae and calculations used by engineering technicians
- Understanding the structure, properties and characteristics of common materials used in the sector
- Understanding the typical problems that may arise within their normal work activities/environment
- Understanding approved diagnostic methods and techniques used to help solve engineering/manufacturing problems
- Understanding the importance of only using current approved processes, procedures, documentation and the potential implications for the organisation if this is not adhered to
- Understanding and interpreting relevant engineering/manufacturing data and documentation in order to complete their job role
- Understanding the different roles and functions in the organisation and how they interact
- Understanding why it is important for an organisation to continually review their processes and procedures

Core Skills

- Obtaining, checking and using the appropriate documentation (such as job instructions, drawings, quality control documentation)
- Working safely at all times, complying with health, safety and environmental legislation, regulations and organisational requirements
- Planning and, where applicable, obtaining all the resources required to undertake the work activity
- Undertaking the work activity using the correct processes, procedures and equipment
- Carrying out the required checks (such as quality, compliance or testing) using the correct procedures, processes and/or equipment
- Dealing promptly and effectively with engineering/manufacturing problems within the limits of their responsibility using approved diagnostic methods and techniques and report those which cannot be resolved to the appropriate personnel
- Completing any required documentation using the defined recording systems at the appropriate stages of the work activity
- Restoring the work area on completion of the activity and where applicable return any resources and consumables to the appropriate location

Core Behaviours

- Personal responsibility, resilience and ethics.
- Work effectively in teams.
- Effective communication and interpersonal skills.
- Focus on quality and problem solving.
- Continuous personal development.



27

Essential Information

Essential Information

PETA Course Booking Terms and Conditions

Our aim is to make your training experience with us as comfortable and pleasant as possible. Call 023 9253 8700 or email enquire@peta.co.uk for help with booking your courses.

Here is some key information to guide you.

WHEN DO THE COURSES START AND FINISH?

Most courses commence at 9.15 am and coffee and registration take place from 8.45 am. Typically, courses finish at 4.30 pm. Lunch is usually between 12.30 pm and 1.30 pm. Refreshments are provided mid-morning, lunch time and mid-afternoon.

WHAT IF I AM DISABLED OR HAVE SPECIAL NEEDS?

We are committed to offering courses and facilities that respect differing needs and are accessible to all. If you do have a requirement, please contact us and we will explore with you how best to support your specific needs.

WHAT DO I NEED TO BRING WITH ME?

Your joining instructions (sent approximately two weeks prior to the course), will explain details of venue, start time, car parking facilities and information about what you need to bring with you. We do encourage individuals to consider their traveling arrangements to minimise the impact on the environment.

FEES

All fees listed in the Directory are subject to VAT and (unless otherwise stated) include refreshments, lunch (for courses of one day or more) and all training materials. When booking your course, please be sure to familiarise yourself with our terms which are detailed on the reverse of the booking forms.

HOW TO PAY

You can book and pay online at www.peta.co.uk. Members will be invoiced on commencement of a service unless otherwise agreed. Payment is required 28 days from date of the invoice.

Non-Members are required to pay at the time of booking and can pay online or by cash, cheque or credit card. However, payment must be received PRIOR to service commencement. If a purchase order is required, please quote the number on your booking form.

HOW TO MAKE A COURSE BOOKING

- Online: www.peta.co.uk
- Telephone: [023 9253 8700](tel:02392538700)
- Email: enquire@peta.co.uk

REGISTRATION FEES

Registration fees for accredited programmes are not refundable or transferable.

TRANSFERS AND CANCELLATIONS ESSENTIALS

First transfer and cancellation fees

Substitutions may be made at any time up to the start of the course. Transfers and late cancellations will, however, incur the following charges based upon the time of receipt of written notification prior to the course commencement date.

Working Days	Substitutions	Transfers	Cancellations
11-15	Free	Free	25% Fee
6-10	Free	25% Fee	50% Fee
Less than 6	Free	50% Fee	Full Fee

Delegates who fail to attend will be charged the full fee.

PETA CANCELLATION

In the event of cancellation for any reasons whatsoever or howsoever by PETA Ltd, the limit of PETA's liability shall be to use its best endeavours to give notice of such cancellation and no further.

CONTACT US

Any questions you would still like to ask PETA?

Call us on [023 9253 8700](tel:02392538700) or e-mail enquire@peta.co.uk

SUPPORT SERVICES

- Safety, health and Environment
- Training and HR
- ICT Applications Support
- Business Improvement
- Coaching Services

Book your training online at:

- www.peta.co.uk
- enquire@peta.co.uk
- **023 9253 8700**

PETA Limited is an equal opportunities provider of training and welcomes all sections of the community.

PETA Management and Training
Conference Centre
One Access Point, Northarbour Road
Portsmouth, Hampshire, UK PO6 3TE

APPRENTICESHIPS

- Apprenticeship Levy Managed Service
- Business
- Management
- IT and Digital
- Engineering

OPEN COURSES

- Management and Leadership
- Personal Development
- Business Improvement and Quality Management
- Customer Service and Sales
- HR Training
- Computer Applications, Software and Infrastructure
- Safety, Health and Environment
- Lift Truck and Mechanical Handling
- Engineering Skills

