APPRENTICESHIP PROGRAMMES

ENGINEERING

ICT

MANAGEMENT AND BUSINESS

ISSUE: 01/09/2026

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

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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

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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	**12 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

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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

QUALIFICATIONS

Duration

Off-the-job-training

Start date

APPRENTICESHIP OVERVIEW

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

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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	**Online Self-Paced Modular Training**
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

ICT Support Technician - Level 3

The ICT Support Technician Level 3 apprenticeship builds practical IT support skills. Gain hands-on experience supporting systems, hardware, software and users. Ideal for starting a career in IT support.

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

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Apprenticeships

Engineering Apprenticeships

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

Engineering Fitter Level 3 - Day Release

Engineering Fitters perform a vital role in producing complex high-value, low-volume components or assemblies.

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

Machining Technician – Level 3

Machining technicians produce complex and precision machined products that are typically used in machinery.

QUALIFICATIONS

Throughout your course you will cover a range of different units that will help to develop your knowledge of engineering theory and give you the chance to gain practical hands-on experience in our workshop.

These will include general machining techniques, advanced milling & turning techniques, advanced manufacturing (CNC), additive manufacturing processes and engineering design.

In addition, you will achieve the following qualifications:

• Level 3 City & Guilds Diploma in Machining

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:

Knowledge

• Awareness of health and safety, hazardous waste and environment and sustainability regulations
• Understanding engineering representations and mathematical and scientific principles
• Understanding planning techniques
• Understanding engineering materials and their structure
• Awareness of engineering standards and regulations
• Understanding tooling and work-holding devices: purpose and operation of devices for complex machining tasks.
• Understanding engineering machining processes tools and equipment
• Understanding machining operations and techniques to produce complex components.
• Understanding quality assurance: principles, practices and record keeping.
• Understanding fault finding, diagnostic methods and techniques for identifying engineering and manufacturing problems.
• Understanding the use and application of measurement, calibration and testing equipment.
• Communication techniques: verbal. Machining industry terminology.
• Understanding documentation - electronic and paper.
• Understanding housekeeping and maintenance practices and techniques
• Understanding how organisations vary regarding their work, culture, values and production processes
• Understanding inspection processes and procedures; documentation and escalation.
• Understanding technological development and innovation in the machining sector
• Understanding continuous improvement principles and practices
• Understanding equality, diversity and inclusion requirements in the workplace.
• Understanding stock and services considerations.

Skills

• Complying with statutory health and safety, and sustainability regulations and procedures.
• Preparing, setting up, operating and adjustment conventional or CNC machines.
• Applying risk assessment and hazard identification processes
• Monitoring, obtaining and checking stock and supplies, and completing stock returns.
• Recording information
• Reading and interpreting information used to produce machined components.
• Applying engineering, mathematical and scientific principles.
• Planning and organising own work and resources.
• Following and applying inspection, quality assurance procedures and processes.
• Selecting machining process and selecting and setting up tooling and work holding devices.
• Setting and adjusting machine operating parameters.
• Applying machining operations and techniques to produce complex components with features.
• Measuring and checking components.
• Selecting and checking condition of tools and equipment
• Identifying and actioning issues in the manufacturing process.
• Applying fault-finding and diagnostic testing procedures
• Maintaining the work area and return any resources and consumables.
• Following machine shut down, safe isolation, handover, start up procedures.
• Applying continuous improvement techniques.
• Applying ethical and team working principles.

Behaviours

• Prioritise health and safety
• Work effectively with others
• Committed to continued professional development (CPD)
• Support an equal, diverse and inclusive culture

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

Engineering Maintenance Technician (Mechanical) - Level 3

The Engineering Maintenance Technician (Mechanical) apprenticeship is designed to give you the technical skills and real world experience needed to maintain and repair mechanical plant, equipment, and systems.

QUALIFICATIONS

Foundation Phase

- Completion of **6 Foundation Engineering Units**

Development Phase

- **BTEC Level 3 Diploma in Advanced Manufacturing Engineering**

Maths & English (if required)

- Functional Skills Level 2 in English
- Functional Skills Level 2 in Maths

Duration	**46 Months**
Off-the-job-training	**Day release**
Start date	**Our next programme intakes are: September 2026**

APPRENTICESHIP OVERVIEW

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

Core Duties You'll Learn to Perform

- Follow and promote workplace **health, safety and environmental standards** (e.g., risk assessments, emergency procedures).
- Communicate with stakeholders, including planning and coordinating maintenance tasks.
- Prepare for engineering maintenance by organising resources, parts, and consumables.
- Review and accept job requirements such as safe systems of work and permits.
- Ensure all work meets regulatory and company quality standards.
- Complete post-job tasks such as sign-off and handing equipment back to operations.
- Accurately record maintenance activities, including reports and stock records.
- Support continuous improvement activities to increase safety, reliability and efficiency.

Specialist Mechanical Duties

You will develop the ability to:

- Carry out **planned, preventative and reactive mechanical maintenance**.
- Diagnose and resolve faults on mechanical equipment and systems.
- Remove, replace, and install mechanical plant and components.
- Inspect, test and examine mechanical equipment.
- Manufacture or assemble mechanical components such as bespoke gaskets.
- Maintain tools and equipment to ensure performance and availability.

Engineering Maintenance Technician (Electrical) - Level 3

The Engineering Maintenance Technician (Electrical) apprenticeship is designed to give you the technical skills and real world experience needed to maintain and repair mechanical plant, equipment, and systems.

QUALIFICATIONS

Foundation Phase

- Completion of **6 Foundation Engineering Units**

Development Phase

- **BTEC Level 3 Diploma in Advanced Manufacturing Engineering**

Maths & English (if required)

- Functional Skills Level 2 in English
- Functional Skills Level 2 in Maths

Duration	**46 Months**
Off-the-job-training	**Day release**
Start date	**Our next programme intakes are: September 2026**

APPRENTICESHIP OVERVIEW

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

Core Duties You'll Learn to Perform

- Follow and promote workplace **health, safety and environmental standards** (e.g., risk assessments, emergency procedures).
- Communicate with stakeholders, including planning and coordinating maintenance tasks.
- Prepare for engineering maintenance by organising resources, parts, and consumables.
- Review and accept job requirements such as safe systems of work and permits.
- Ensure all work meets regulatory and company quality standards.
- Complete post-job tasks such as sign-off and handing equipment back to operations.
- Accurately record maintenance activities, including reports and stock records.
- Support continuous improvement activities to increase safety, reliability and efficiency.

Specialist Electrical Duties

You will develop the ability to:

- Carry out **planned, preventative and reactive electrical maintenance**.
- Diagnose and resolve faults on electrical equipment and systems.
- Remove, replace, and install electrical plant and components.
- Inspect, test and examine electrical equipment.
- Ensure availability and performance of electrical maintenance tools and equipment.

Process Leader - Level 4

The Level 4 Process Leader apprenticeship develops confident, capable leaders who can oversee production operations, drive performance, and support continuous improvement within modern manufacturing environments.

QUALIFICATIONS

Embedded qualifications

- HNC in Manufacturing Operations
- Level 4 CMI Certificate in Leadership and Management

Maths & English (if required)

- Functional Skills Level 2 in English
- Functional Skills Level 2 in Maths

Duration	**29 Months**
Off-the-job-training	**Day release**
Start date	**Enquire for start dates**

APPRENTICESHIP OVERVIEW

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

The Level 4 Process Leader apprenticeship develops confident, capable leaders who can oversee production operations, drive performance, and support continuous improvement within modern manufacturing environments. Combining technical expertise with leadership and management training, this programme builds the skills needed to manage people, processes, resources, quality and safety while working towards core production KPIs. Apprentices also complete an HNC in Manufacturing Operations, strengthening their understanding of engineering principles and operational excellence.

Core Duties

You will develop the ability to:

- Work autonomously as part of a wider production team to undertake and direct production activities, plant operations, maintenance and performance against KPIs, and provide technical or specialist input and direction to your own team and to others.
- Manage resources effectively to ensure the efficient running of the department in line with organisational procedures and budgets.
- Use KPIs as the basis of the continuous improvement cycle for quality, cost and volume, applying lean, operational excellence and production improvement techniques.
- Undertake and manage quality resolutions as well as volume-related problem resolution.
- Manage health, safety and environmental responsibilities within your area, ensuring staff compliance with all requirements and driving improvements.
- Use project management tools to plan, organise and manage resources, monitor progress, and identify risks and mitigation actions.
- Develop, build and motivate team members while managing performance and industrial relations to achieve production, quality and cost targets.
- Provide clear direction and leadership to your own team and others, giving open and honest feedback.
- Build and maintain strong relationships across different disciplines to ensure functions such as HR, purchasing, planning and finance remain focused on core production KPIs.
- Lead the communication of corporate vision and strategy to your team, using data and information to create compelling presentations and drive management decisions.

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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 30 days from date of the invoice.

Non-Members are required to pay at the time of booking and can pay online, by credit card or by bank transfer. 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
- 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 or e-mail enquire@peta.co.uk

PETA
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SUPPORT SERVICES

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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

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- Business
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- IT and Digital
- Engineering

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- Safety, Health and Environment
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- Engineering Skills