

# ENGINEERING TRAINING

OPEN COURSES

APPRENTICESHIPS

SUPPORT SERVICES

ISSUE: 15/03/2024

# PETA<sup>®</sup>

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](http://www.peta.co.uk)
- [www.facebook.com/PETA.Training](https://www.facebook.com/PETA.Training)
- [www.linkedin.com/company/peta-ltd](https://www.linkedin.com/company/peta-ltd)
- [www.twitter.com/PETA\\_training](https://www.twitter.com/PETA_training)



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**Technical Skills**

**Engineering Skills**

## **18th Edition – Level 3 Award in Requirements for Electrical Installation BS7671-: July 2018**

The latest 18th Edition Wiring Regulations Course is a must for all Electrical Installers

Duration	4 day - once per week	
Fees (+ VAT)	Member	£553.00
	Non-Member	£651.00
Start Date(s)	2024	2025
	1 July	

**BOOK ONLINE »**

### WHO IS IT FOR?

This qualification is aimed at personnel involved in the electro technical sector such as electricians, designers and inspectors who need to update their knowledge to the IET, Wiring Regulations 18th Edition.

### PLEASE NOTE

Delegates must provide their own copy of the IET Wiring Regulations 18th Edition publication.

### COURSE OVERVIEW

- IET Wiring regulations 18th Edition
- Scope, objective and fundamental principles of electrical installation
- Protection and safety
- Inspection and testing
- Relationship between other statutory regulations
- Design, erection and verification of electrical installations
- Additions and alterations to existing regulations
- Question and answer sessions
- Mock question papers

## **Introduction to Basic Electrical Installation**

Ideal for anyone wanting a stepping stone into the electrical installation industry

Duration	4 day - once per week	
Fees (+ VAT)	Member	£863.00
	Non-Member	£1,016.00
Start Date(s)	2024	2025
	29 April	

### RELATED COURSES

- [Portable Appliance Testing \(PAT\)](#)

**BOOK ONLINE »**

### WHO IS IT FOR?

This course will give you a basic working knowledge of the principles of electrical engineering and will also cover safe working practices.

### COURSE OVERVIEW

- Practical application - wire an intermediate lighting circuit, a ring main circuit, a motor control circuit and wiring of junction boxes and terminals
- Electricity at Work Regulations 1989
- Electrical safety, safe system of work and permit to work
- Ohms law, relationship between voltage, current and resistance and basic electrical calculations
- AC Starters - theory of operation
- Protection devices including fuses, MCBs, RCDs and RCCBs
- Understanding simple electrical drawings and simple circuit diagrams
- Electrical systems testing - continuity, polarity, insulation resistance

## Introduction to Milling and Turning

Creating specialised skills to operate Mills and Lathe in your business

Duration 4 day - once per week

Fees (+ VAT)	Member	£1,055.00
	Non-Member	£1,242.00

Start Date(s) 2024 2025  
2 April

### RELATED COURSES

- [Qualsafe Level 3 Award in First Aid at Work \(RQF\)](#)
- [IOSH Working Safely](#)

**BOOK ONLINE »**

### WHO IS IT FOR?

Mills and lathes are highly technical and demand specialist training to promote accuracy of work. This course is extremely safety-focused and will enable staff to operate to a high quality and safety standards.

### COURSE OVERVIEW

- Machine safety and guarding
- Understanding of machine controls
- How to read and use measuring tools
- Work holding devices
- Basic cutting tool identification and setting
- Reading and interpretation of engineering drawings
- Understanding and calculation of speeds and feeds
- Clamping in of machine vices or other work holding devices
- Basic milling operations
- How to use feeds and speeds
- Best practice turning techniques
- Manufacture an aluminium finger clamp and brass plum bob

## Competence Assessment for Changing Abrasive Wheels

Reducing the risk of injury from Abrasive Wheels through tailored in company training

Duration

Fees (+ VAT)	Member	£
	Non-Member	£

Start Date(s) 2024 2025

### RELATED COURSES

- [IOSH Working Safely](#)
- [Qualsafe Level 3 Award in First Aid at Work \(RQF\)](#)

**BOOK ONLINE »**

### WHO IS IT FOR?

If you are changing or using any abrasive wheels, it is a legal requirement of Health and Safety and the PUWER Regulations 1998 that you are competent to undertake the changing of such wheels. This assessment is designed for personnel responsible for the mounting of abrasive wheels.

### PLEASE NOTE

Attendees are required to provide their own PPE

### COURSE OVERVIEW

- Identifying hazards and risks arising from the use of abrasive wheels
- Precautions to be observed
- Selecting the right abrasive wheel for the task
- Correctly inspect and mount an abrasive wheel/diamond blade
- Handling, storage and transport of abrasive wheels/diamond blades
- Safe working procedures when changing abrasive wheels (this varies depending upon type of machine)

## **PAT Testing - EAL Level 3 Award in the In-Service Inspection and Testing of Electrical Equipment (PAT)(QCF)**

Can you afford not to have a staff member fully trained in PAT testing?

Duration

Fees (+ VAT)	Member	£
		Non-Member

Start Date(s)	2024	2025
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### RELATED COURSES

- [Introduction to Basic Electrical Installation](#)

**BOOK ONLINE »**

### WHO IS IT FOR?

This qualification is aimed at those who need to carry out formal visual inspection, and inspection and testing of electrical equipment. This course is also suitable for those who wish to pursue a career in the electro technical/building service sector as well as electricians.

### PLEASE NOTE

You will gain a QCF qualification which is accredited by EAL awarding body at level three. The qualification is recognised by industry and was developed in conjunction with the NICEIC, ECA and Summit skills; the sector skills council for building service engineering.

### COURSE OVERVIEW

- Introduction to The Code of Practice (4th Edition) Inspection and Testing of Electrical Equipment
- Relationship between other statutory regulations
- Question and answer sessions
- Mock question papers
- Demonstration of how to use test equipment
- Practice using test equipment
- Applying best practice in the workplace
- Completing documentation

## **Introduction to Metal Inert Gas/ Metal Active Gas Welding (MIG/MAG)**

Developing basic welding techniques to be able to carry out temporary repairs

Duration

Fees (+ VAT)	Member	£
		Non-Member

Start Date(s)	2024	2025
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### RELATED COURSES

- [Introduction to Tungsten Inert Gas Welding \(TIG\)](#)
- [Abrasive Wheels Safety Theory Training & Competence Assessment](#)

**BOOK ONLINE »**

### WHO IS IT FOR?

This course is aimed at those who may need to carry out introductory training in the use of MIG welding equipment and is suitable for beginners who may need to carry out basic welding repairs during general maintenance activities.

### PLEASE NOTE

For this course you will need to bring appropriate PPE to include safety footwear. Fire retardant coveralls, welding helmets and gauntlets can be provided, however it would be advisable to bring your own if you have it.

### COURSE OVERVIEW

- Health & safety specific to the use of MIG/MAG welding
- Health & safety and equipment checks to be conducted prior to use
- Introduction to the MIG/MAG welding process
- PPE associated with welding
- Safe storage, moving and use of compressed gas cylinders
- Process of setting up the welding machines and their components
- Demonstration of how to use welding equipment
- Practical training and assessment using MIG/MAG welding equipment



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**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 and instrumentation fitting, instrumentation and

## 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	<b>18 Months</b>
Off-the-job-training	<b>Day Release</b>
Start date	<b>Flexible to suit</b>

### 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	<b>48 Months</b>
Off-the-job-training	<b>Day release</b>
Start date	<b>Flexible to suit</b>

## 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	<b>48 Months</b>
Off-the-job-training	<b>Day release</b>
Start date	<b>Flexible to suit</b>

### 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.





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

