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# APPRENTICESHIP GUIDE

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Business Administration | Customer Service | Leadership and Management

Engineering Operative | Engineering Fitter | Machining Technician

Mechatronics Maintenance Technician | Metal Fabricator

Draughtsperson | Maintenance Operations Engineering Technician



# CONTENTS

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Introduction	1	Engineering Design and Draughtsperson	20
What is an Apprenticeship?	2	Machining Technician	21
Entry Requirements	4	Maintenance Operations Engineering Technician	22
Benefits of an Apprenticeship	5	Our Facilities	24
Why Choose Alliance Learning?	6	Partnerships	25
Company Values	7	What Our Apprentices have to say	26
Apprenticeships We Offer	9	Parents, Guardians & Carers	27
Customer Service	10	Additional Learning Support	29
Business Administration	11	Helpful Contacts	30
Team Leader	13	How do I apply?	31
Operations Manager	14	School Engagement	32
Senior Leader	15	Commercial Training Courses	33
Engineering Operative	16	How To Find Us	34
Metal Fabricator	17	Notes	35
Engineering Fitter	18		
Mechatronics Maintenance Technician	19		



# INTRODUCTION

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Alliance Learning based in Horwich, Bolton, has been delivering Apprenticeships since 1996, so you can be assured that you are in very safe hands. We understand that deciding what to do after school can be difficult, so we have created this handy guide to help you choose the right career.

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

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

If you would like more information, advice or guidance on any of our Apprenticeships then please call a member of our recruitment team on **01204 677888** or email **[info@alliancelearning.com](mailto:info@alliancelearning.com)**.

Alternatively, visit our website for more information, including case studies, blogs and to find out when our next Apprenticeship Open Evening will be held.



**GOOD LUCK IN  
YOUR CHOSEN  
CAREER!**

# APPRENTICESHIPS WHAT ARE THEY?

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

The perception of Apprenticeships has improved, and they are now seen as a competitive option to higher education. You could pursue a variety of Degree Apprenticeships as your career progresses.

## Our Apprenticeships contain the following components:

### Knowledge, Skills and Behaviours:

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

#### Knowledge

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

#### Skills

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

#### Behaviours

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

## End Point Assessments

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

## Functional Skills

All Apprenticeships include English & maths and we will provide further development in these work-related skills. You will complete an initial and diagnostic assessment of your English & maths skills during our induction process, to inform us of areas for development.

If you have already achieved qualifications in English and maths at Level 2 (A-C) or GCSE'S (4-9), you may be exempt from completing Functional Skills as part of your Apprenticeship.

If this is the case, our maths and English tutors will continue to work with you to develop your use of English & maths in the workplace, so that you can develop these skills to a higher level.

If you haven't already achieved qualifications at Level 2 or above, you will have to complete a Functional Skills qualification alongside your Apprenticeship to enable you to complete your EPA.



# WHAT ARE THE ENTRY REQUIREMENTS TO DO AN APPRENTICESHIP?

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To ensure that an Apprenticeship is the right choice for you, you will undertake a variety of assessments including English and maths, along with a detailed discussion with our skilled Work Based Tutors. To identify your starting points, we will assess your prior knowledge, skills and behaviours that is relevant to the Apprenticeship standard and any previous qualifications you may have. Through discussions with yourself, our Specialist Tutors, and your potential employer, we will develop an individualised learning plan to identify your learning needs and how we will work together with the employer to achieve the Apprenticeship.

The only formal entry requirements to enrol onto one of our Apprenticeships are that you are aged 16+ and not in full time education. Some employers will ask for maths and English GCSE A-C or 9-4 but other employers just want an enthusiastic learner who is willing to work hard and learn.

Please note previous qualifications and knowledge will also be assessed to determine Apprenticeship eligibility.

## **How long will I be studying?**

An Apprenticeship can take between 1.5 to 4 years to complete, depending on the level and Apprenticeship undertaken.



# THE BENEFITS OF DOING AN APPRENTICESHIP

## Earn and Learn

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

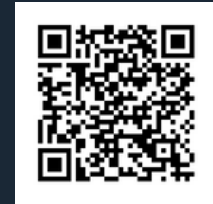
An Apprenticeship is a real job with training, so you can earn while you learn and gain recognised qualifications as you go. Apprenticeships can be started as soon as you have completed school, aged 16.

Apprentices receive at least the minimum Apprenticeship wage and must be school leaving age. To check out the current wage rates, you can visit the Government website or scan the QR code.

Nearly all Apprentices feel that they acquire or **improve their skills** as a direct result of their Apprenticeship

**Over 90%** of Apprentices currently go into work or further training

Higher Apprentices could earn **£150,000 more** on average over their lifetime compared to those with Level 3 vocational qualifications



**89% of Apprentices** are satisfied with their Apprenticeship; **97% of Apprentices** said their ability to do the job had improved, and **92% of Apprentices** said their career prospects had improved



# WHY CHOOSE ALLIANCE LEARNING

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





# COMPANY VALUES

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## A ACCOUNTABILITY

WE MAKE RESPONSIBLE DECISIONS BASED ON PROFESSIONAL STANDARDS

## L LEAD

BY EXAMPLE. WE VALUE ALL AND TREAT EVERYONE WITH DIGNITY AND RESPECT

## L LEARNING

WE PROMOTE A CULTURE OF LIFELONG LEARNING FOR OUR LEARNERS, CUSTOMERS AND STAFF

## I INTEGRITY

WE ACT WITH HONESTY AND INTEGRITY IN EVERYTHING WE DO

## A AGILITY

WE RESPOND QUICKLY WITH OPEN MINDS AND FOCUS

## N NURTURE

WE CARE FOR AND PROTECT ALL OF OUR LEARNERS, CUSTOMERS AND STAFF TO ACHIEVE POSITIVE OUTCOMES

## C CREATIVITY

WE WILL FIND NEW WAYS OF THINKING, LEARNING AND DOING

## E EMPATHY

WE LISTEN TO THE NEEDS OF OUR STAKEHOLDERS

# COMPANY VISION

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Our aspiration is to be one of the leading training providers in Greater Manchester: responding to local employer need for education and training swiftly and professionally. This will be balanced with a wider network of commercial developments to meet employer need.

Our focus is on our people and stakeholders. Delivery will be inclusive, innovative and inspiring to ensure all learners and customers reach their full potential and provide a quality return on investment for employers.

# MISSION STATEMENT

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## SUCCESS THROUGH LEARNING



# APPRENTICESHIPS WE OFFER

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## Business and Professional

- Business Administration
- Customer Service
- Team Leader
- Operations Manager
- Senior Leader

## Engineering

- Engineering Operative
- Engineering Fitter
- Machining Technician
- Mechatronics Maintenance Technician
- Metal Fabricator
- Maintenance Engineering & Operations Technician
- Engineering Design & Draughtsperson



# CUSTOMER SERVICE

## LEVEL 2 APPRENTICESHIP STANDARD

Customer Service is the correct route if you want a career in a customer-facing role, either over the phone, over the internet, or face-to-face. The Customer Service Apprenticeship is a vocational, work-based course that allows you to earn while you learn the necessary skills to carry out your duties within the workplace.

A career in customer service can also provide you with great job prospects, with many apprentices progressing into team leader/management roles in the future. If you want to gain a nationally recognised qualification at the same time as gaining valuable work experience in a Customer Service environment, this course is ideal for you.

After completion, you may wish to progress onto one of our Higher Level Apprenticeships in Management. There is also a range of Degree Apprenticeships available that you could potentially progress onto at the University of Bolton.

## WHAT THE COURSE INVOLVES:

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

## CAREER OPPORTUNITIES:

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

**DURATION:**  
17 months

# BUSINESS ADMINISTRATION

## LEVEL 3 APPRENTICESHIP STANDARD

Business Administration is one of the most crucial roles within any organisation, providing the support through day-to-day office tasks to ensure the smooth running of the company. The Business Administration Apprenticeship is a vocational, work-based course which gives you the opportunity to earn while you learn the necessary skills to carry out your duties in the workplace.

A career in business can also provide you with great job prospects, with many apprentices progressing onto team leader/management roles in the future. If you want to gain a nationally recognised qualification at the same time as gaining valuable work experience in a business environment, this course is ideal for you.

After completion, you may wish to progress onto one of our Higher Level Apprenticeship in Management. There is also a range of Degree Apprenticeships available that you could potentially progress onto at the University of Bolton.

### WHAT THE COURSE INVOLVES:

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



### CAREER OPPORTUNITIES:

ADMINISTRATOR/TEAM LEADER  
OFFICE JUNIOR/MANAGER  
MARKETING  
ACCOUNTS  
HR

**DURATION:**  
18 months

# BUSINESS ADMIN CASE STUDY

Before starting my Apprenticeship, I was working for M&R Plumbing & Heating as an Office Administrator. Previously, I was working in hospitality, which I enjoyed, but I wanted to find a career path and gain qualifications that I would have for life. I discovered Alliance Learning about 3 months after I started working for M&R. I felt by undertaking an Apprenticeship, I would better my chances to progress in my role and advance within my career aspirations.

My confidence has grown hugely since starting my Apprenticeship. I gained a Distinction in my Level 3 Business Administration Apprenticeship and I am now on target for gaining another Distinction in my Level 5 Operations Departmental Manager Apprenticeship.

Since starting my Administration Apprenticeship, I have gained lots of transferrable skills such as communication and listening. I am now able to communicate with stakeholders at all levels. I can also manage and lead a team effectively and understand that a team needs to feel valued and that sometimes conflicts can happen, and that not all conflicts are bad when managed correctly.

My Management Tutor Anne Eshborn has gone above and beyond, making me realise my potential, and has also recently nominated me for a National Award. My goal is to pass my Level 5 Operations Departmental Manager Apprenticeship with a Distinction and move on to Level 7 Strategic Management & Leadership. I have aspirations of progressing further within my career and enhancing my knowledge further within Business Management. I would love to be able to help other Apprentices advance in their careers, such as possibly becoming an Assessor.

Since starting with Alliance Learning, I have had so much support. I struggled to finish my Apprenticeship during the lockdown but my Administration Tutor Stacie kept in regular contact with me. Her guidance allowed me to get my work done and pass with a Distinction - gaining the highest Alliance Learning score so far for my end-point assessment.

**Lindsay Carr**  
**Level 3 Business Administration**  
**Employed by M & R Plumbing**



# TEAM LEADER

## LEVEL 3 APPRENTICESHIP STANDARD

This apprenticeship is aimed at anyone who currently works in a team leading, supervisory or first line manager role and is an ideal progression for people who have done a Level 2 qualification and now have additional responsibilities at work. It has been designed to allow the apprentice to gain the required leadership knowledge and develop the skills and behaviours needed to manage a team effectively.

After completion, you may wish to progress onto one of our Higher Level Apprenticeships in Management. There is also a range of Degree Apprenticeships available that you could potentially progress onto at the University of Bolton.

### WHAT THE COURSE INVOLVES:

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



### CAREER OPPORTUNITIES:

TEAM LEADER  
FRONT LINE MANAGER  
PROJECT OFFICER  
JUNIOR MANAGER  
SHIFT SUPERVISOR



**DURATION:**  
21 months

# OPERATIONS MANAGER

## LEVEL 5 APPRENTICESHIP STANDARD

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

Key responsibilities and award requirements will include creating and delivering operational plans, managing projects, leading and managing teams, managing change, financial and resource management, talent management and coaching and mentoring.

After completion, you may wish to progress onto one of our Higher Level Apprenticeships in Management. There is also a range of Degree Apprenticeships available that you could potentially progress onto at the University of Bolton.

## WHAT THE COURSE INVOLVES:

- Completing a work-based project
- Creating and delivering operational plans
- Leading and managing teams
- Managing change
- Financial and resource management
- Managing stakeholder relationships
- Using reflective practice to inform personal and professional development

## CAREER OPPORTUNITIES:

OPERATIONS MANAGER

REGIONAL MANAGER

DIVISIONAL MANAGER



**DURATION:**  
30 months



# SENIOR LEADER

## LEVEL 7 APPRENTICESHIP STANDARD

This course is designed for individuals wishing to further develop their professional management and leadership practice at the senior manager level in small, medium or large businesses and corporations.

Key responsibilities and award requirements will include shaping organisational mission, culture and values, new market strategies, business modelling, competitive strategies, including horizon scanning perspectives and the use of big data and insight to implement and manage change, financial strategies and building agile and collaborative cultures.

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

### WHAT THE COURSE INVOLVES:

- Strategic Narrative
- Leadership Theories & Styles
- Effective Communication
- Stakeholder Management
- Critical Thinking and Decision Making
- Authority, Responsibility & Accountability
- Corporate Social Responsibility
- Equality, Diversity and Inclusion
- Organisational Structure
- Organisational Culture



### CAREER OPPORTUNITIES:

FINANCE EXECUTIVE  
CHIEF EXECUTIVE  
HR EXECUTIVE  
DIRECTOR

**DURATION:**  
30 months



# ENGINEERING OPERATIVE

## LEVEL 2 APPRENTICESHIP STANDARD

Engineering Operatives are predominantly involved in engineering operations which are key to the success of the Manufacturing and Engineering sector allowing employers to grow their business while developing a work force with the relevant skills and knowledge to enhance and sustain the sector.

The role covers a wide range of common and job specific skills sets that can be transferred across the manufacturing engineering industry sectors during their careers. Dependent on the sector that they are employed in there may be subtle differences in terms of composition and application of the job role specific skills and knowledge they will require, however the core skills and knowledge will be the same regardless of the sector/area they work in.

After completion, you may wish to progress onto a Higher Level Apprenticeship such as Higher National Certificate in Engineering, Higher National Diploma in Engineering or an Engineering Degree.

### WHAT THE COURSE INVOLVES:

- Health and Safety in an Engineering Environment
- Engineering Maintenance Procedures and Techniques
- Producing hand fitting techniques
- Fluid Power Systems
- Engineering Techniques
- Engineering drawings using CAD systems



### CAREER OPPORTUNITIES:

SERVICING & MAINTENANCE ENGINEER

MECHANICAL ENGINEER

FITTER

MULTI-DISCIPLINED ENGINEER

**DURATION:**  
20 months

# METAL FABRICATOR

## LEVEL 3 APPRENTICESHIP STANDARD

The Metal Fabricator occupation is found in the advanced manufacturing engineering and engineering construction sectors. The broad purpose of the occupation is to carry out metal fabrication work using things such as rolled steel joists, columns, channels, steel plate and metal sheet etc. Work includes manufacturing bridges, oil rigs, ships, petro-chemical installations, cranes, platforms, aircraft, automotive and machinery parts, sheet metal enclosures, equipment supports, and anything that can be fabricated out of metal. Fabricators can work alone or in teams, in factories or on operational sites.

After completion, you may wish to progress onto a Higher Level Apprenticeship such as Higher National Certificate in Engineering, Higher National Diploma in Engineering or an Engineering Degree.

## WHAT THE COURSE INVOLVES:

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



## CAREER OPPORTUNITIES:

FABRICATOR

PLATER

SHEET METAL WORKER

**DURATION:**  
48 months

# ENGINEERING FITTER

## LEVEL 3 APPRENTICESHIP STANDARD

Fitters may typically have a mechanical, electrical, electronic, control systems, pipe fitting or instrumentation bias. To produce or refurbish the components fitters will interpret drawings/specifications and plan their work, for example ensuring they have the right tools, equipment and resources to complete the task to the required specification. Fitters are required to check their work against quality standards and make adjustments as required based on their knowledge. On completion of the task a fitter will hand over the product and prepare the work area for the next task by checking equipment meets the standards required to operate.

After completion, you may wish to progress onto a Higher Level Apprenticeship such as Higher National Certificate in Engineering, Higher National Diploma in Engineering or an Engineering Degree.

### WHAT THE COURSE INVOLVES:

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



### CAREER OPPORTUNITIES:

**CONTROLS AND SYSTEMS FITTER**

**ELECTRICAL FITTER**

**ELECTRONIC FITTER**

**INSTRUMENTATION FITTER**

**MECHANICAL FITTER**

**PIPE FITTER**

**DURATION:**  
48 months

# MECHATRONICS MAINTENANCE TECHNICIAN

## LEVEL 3 APPRENTICESHIP STANDARD

Mechatronics Maintenance Technicians ensure that plant and equipment perform to the required standard to facilitate production targets regarding Safety, Quality, Delivery and Cost within High Value Manufacturing environments. Typically the work would cover a broad range of activities include installation, testing, fault finding and the on-going planned maintenance of complex automated equipment. This requires the application of a complex blend of skills, knowledge and occupational behaviours across the electrical, electronic, mechanical, fluid power and control systems disciplines.

After completion, you may wish to progress onto a Higher Level Apprenticeship such as Higher National Certificate in Engineering, Higher National Diploma in Engineering or an Engineering Degree.

### WHAT THE COURSE INVOLVES:

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



### CAREER OPPORTUNITIES:

MECHANICAL TECHNICIAN

ELECTRICAL TECHNICIAN

FLUID POWER TECHNICIAN

MULTI-SKILLED ENGINEER

**DURATION:**  
48 months

# ENGINEERING DESIGN & DRAUGHTSPERSON

## LEVEL 3 APPRENTICESHIP STANDARD

Engineering design and draughtspersons produce designs and drawings for structures, piping, electrical systems, control and instrumentation systems and mechanical components used in industrial and commercial construction. Typically, employees work in a wide range of industries of national importance including power and water infrastructure, petrochemical, oil and gas, nuclear, food and drink processing.

The broad purpose of the occupation is to contribute to the preparation of design solutions and produce designs, drawings or models for structures, piping, electrical systems, control and instrumentation systems or mechanical components. They must understand technical models, drawings and specifications and be able to create their own. They will identify factors likely to affect design decisions, produce Computer Aided Design (CAD) models and engineering drawings and be able to communicate design information to internal and external parties.

After completion, you may wish to progress onto a higher-level qualification, such as a Higher National Certificate in Construction Management for England (Construction Design and Build Technician).

### WHAT THE COURSE INVOLVES:

- Computer Aided Design (CAD)
- Mechanical Principles of Engineering Systems
- Electrical and Electronic Principles in Engineering
- Properties and Applications of Engineering Materials
- Electro, Pneumatic and Hydraulic Systems and Devices
- Fabrication and Welding Principles
- Engineering Inspection and Quality Control
- Mathematics for Engineering Technicians

### CAREER OPPORTUNITIES:

**ELECTRICAL DESIGN AND DRAUGHTSPERSON**  
**CONTROL AND INSTRUMENTATION DESIGN AND DRAUGHTSPERSON**  
**MECHANICAL DESIGN AND DRAUGHTSPERSON**  
**PIPING DESIGN AND DRAUGHTSPERSON**  
**STRUCTURAL DESIGN AND DRAUGHTSPERSON**



**DURATION:**  
48 months

# MACHINING TECHNICIAN

## LEVEL 3 APPRENTICESHIP STANDARD

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 such as centre lathes, vertical and horizontal milling machines, horizontal and cylindrical grinding machines, electro discharge machines, single and multi-axis CNC machine tools centres. They will be expected to be able set up, operate and adjust/edit equipment settings as applicable to the machine tool being used. When using CNC equipment, they will be expected to be able to produce, prove and/or edit programmes. During and on completion of the machining operations they will be expected to measure and check the components being produced and make adjustments to the equipment/programme to ensure components meet the required specification.



After completion, you may wish to progress onto a Higher Level Apprenticeship such as Higher National Certificate in Engineering, Higher National Diploma in Engineering or an Engineering Degree.

### WHAT THE COURSE INVOLVES:

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

### CAREER OPPORTUNITIES:

**MECHANICAL PRODUCTION  
ENGINEER**  
**CNC OPERATOR**  
**DESIGN ENGINEER**  
**MAINTENANCE ENGINEER**  
**SERVICE ENGINEER**  
**TOOL MAKER**

**DURATION:**  
48 months

# MAINTENANCE OPERATIONS ENGINEERING TECHNICIAN

## LEVEL 3 APPRENTICESHIP STANDARD

Maintenance & Operations Engineering Technicians will work on various types of plant and equipment commonly found throughout the engineering industry sectors. The technicians can be expected to migrate through these sectors during the course of their careers.

These technicians will undertake installation, testing, servicing, removal, replacement, maintenance and repair of a range of equipment, sometimes complex, as part of planned preventative and reactive maintenance programmes. In addition to making sure the work is finished safely and satisfies stakeholder quality, time, and budget criteria, they will also be accountable for their own work and maybe that of others. They will also be in charge of maintaining the smooth operation of plant and equipment.

After completion, you may wish to progress onto a Higher Level Apprenticeship such as Higher National Certificate in Engineering, Higher National Diploma in Engineering or an Engineering Degree.

### WHAT THE COURSE INVOLVES:

- Health and Safety in the Engineering Workplace
- Communications for Engineering Technicians
- Applied science and maths for engineering
- Engineering maintenance procedures and techniques
- Principles of electrical and electronic circuits
- Principles of three-phase systems
- Engineering drawing for technicians
- Computer-Aided Design (CAD)
- Properties and applications of engineering materials

### CAREER OPPORTUNITIES:

**ELECTRICAL TECHNICIAN**  
**MECHANICAL TECHNICIAN**  
**CONTROL AND INSTRUMENTATION TECHNICIAN**  
**WIND TURBINE TECHNICIANS**  
**ELECTRICAL SYSTEM AND PROCESS CONTROL TECHNICIANS**  
**ELECTROMECHANICAL TECHNICIAN**  
**PLANT OPERATIONS TECHNICIANS**



**DURATION:**  
48 months



# ENGINEERING CASE STUDY

I chose the Apprenticeship route, after trying out two different pathways at college. I just felt the College route wasn't for me and I wanted to gain work experience - as well as a qualification at the same time - an Apprenticeship gave me the ability to do this.

I am currently employed by Pure Fabs Limited, who manufactures and supplies a complete range of ventilation ductwork and ancillaries to HVAC / BESA ductwork installers throughout the UK.

My Apprenticeship has hugely impacted me personally, as it has given me more self-belief and a huge amount of confidence both in and out of work. When I started at Pure Fabs four years ago, I was shy and lacked confidence, but the team at Pure Fabs and my Tutor at Alliance Learning, pushed me to be the best I can be. Having first-hand experience of the Apprenticeship route, I now mentor the new apprentices in the workshop to ensure they feel supported and guided within their role as I did.

My confidence outside of work has grown too, as I am not as quiet or shy anymore. I feel more able to do things like DIY, having learnt how to use hand tools during my Apprenticeship. I approach tasks with confidence and perseverance. This is all a result of my Apprenticeship with both Alliance Learning and Pure Fabs.

I recently won the Fabrication and Welding Apprentice of the year at the Alliance Learning Awards and this was one of my biggest achievements. This gave me more motivation and self-belief to push myself even further. In the future, I would like to progress at Pure Fabs into a Team Supervisor or Shop Floor Assistant.

I feel my dedication, commitment, and willingness to progress has been proven throughout my Apprenticeship. I continue to work towards the Pure Fabs company values and remain dedicated to them as an employee.

Alliance Learning is a very helpful place and gives you good guidance through your Apprenticeship.

**Nathan Hunt**  
**Level 3 Fabrication & Welding**  
**Employed by Pure Fabs Ltd**

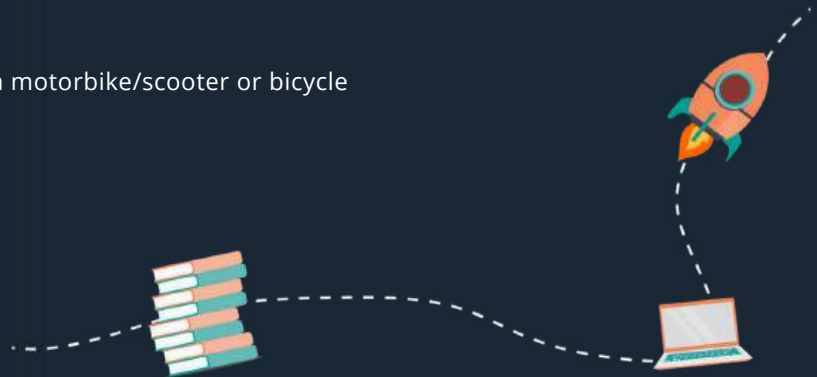


# OUR FACILITIES

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

- Fully equipped learning zones
- Fabrication and Welding, Mechanical & Electrical workshops with specialist tools and equipment
- Specialised tutors and assessors with industry experience, who will guide you through your Apprenticeship
- Student Support – dedicated members of staff are available to offer information, advice and guidance on a wide range of issues. If they can't help you, they will direct you to someone who can, whether that be another organisation or individual
- Safeguarding team
- Additional Learning Support
- Learning Experience Officers
- Free Wi-Fi
- OneFile ePortfolio
- Disabled facilities
- Toilet for All
- Free Car Parking with allocated spaces to also store a motorbike/scooter or bicycle
- Multi-faith room
- Shower room
- On-site canteen
- The Hub
- Chill Zone
- Personal Development and Enrichment Curriculum



# PARTNERSHIPS

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



# WHAT OUR APPRENTICES SAY ABOUT US?

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*"I have always wanted to undertake an Apprenticeship, because my Dad is an Engineer and I wanted to follow in his footsteps. I am very much a hands-on learner and it struck me that I can learn and have a wage at the same time with an Apprenticeship. My Dad and his Dad are both past Apprentices, so I would like to continue that legacy and follow in their footsteps."*

*I have learnt so much already in work and at Alliance Learning, which I've been able to apply into industry such as wiring and testing, which has taught me to wire in a fan motor on an air compressor. I've also expanded my knowledge on the following areas: Health & Safety, maintenance skills on machines and wiring diagrams."*

*So far, my experiences of Alliance Learning are good. I am enjoying the Apprenticeship and it has really lived up to my expectations. I would definitely recommend Alliance Learning to other people looking to undertake an Apprenticeship."*

**Matthew Yates Level 3 Mechatronics**  
Employed by AFS Limited

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

*I have now completed my Level 3 Business Administrator Apprenticeship with Alliance Learning and I have also gained my Health & Safety Certificate. In the future, I want to use the skills I have picked up during my time as an Apprentice to progress through the business to management level and hopefully run my own team."*

*I have had the best learning experience at Alliance Learning. I attended another Apprenticeship provider before Alliance Learning and there is no comparison with Alliance Learning. The staff are friendly, supportive, and just great overall with handling any situations. Ravi Lad, my Subject Specialist Tutor, has been excellent in helping me with any problems or questions I have had every step of the way!"*

**Charlotte Glover Level 3 Business Administration**  
Employed by Style Partitions



# PARENTS, GUARDIANS & CARERS

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

## WHAT CAN YOU EXPECT FROM US?

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

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

### Some of these include:

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



## **ATTENDANCE, PUNCTUALITY AND CONDUCT**

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

## **CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE**

Your young person will receive information on future career development as well as the support and advice necessary to help them obtain their qualification during their time at Alliance Learning.

## **EQUALITY, DIVERSITY AND INCLUSION**

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

## **HEALTH AND SAFETY**

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

## **SAFEGUARDING AND PREVENT**

We also have a dedicated safeguarding team who can support your young person and Alliance Learning employees. For more information, scan the QR code.



## **ON-SITE SECURITY**

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

## **BRITISH VALUES**

We proudly support British values which include:

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

# ADDITIONAL LEARNING SUPPORT

At Alliance Learning, we are committed to promoting equality, inclusivity and diversity. We ensure that all learners achieve and succeed during and beyond their time at Alliance Learning. Staff at Alliance Learning work closely with learners to make sure any barriers to learning are removed so that all learners can fulfill their potential. We have a dedicated team of individuals who provide person-centered support alongside the Tutors including the Additional Learning Support Lead and the Learner Experience Officers (LEOs).

## What support can Alliance Learning offer?

- One-to-one learning support from the Additional Learning Support Lead
- One to one Maths and English support from specialist Tutors
- Pastoral support from the LEOs
- Increased support from Tutors and Work Based Tutors
- Use of the PRRR Intervention model (Dr Dan Hughes and Louise Bomber, 2015)
- Intentional limited class size
- Tailored attendance pattern
- Additional days at Alliance Learning
- Revised or additional teaching resources
- Increased visits to the workplace by Tutors
- Exam adjustments
- Signposting to external third parties
- Access to The Hub
- Ongoing Careers Education, Information, Advice and Guidance

Additional learning support is reviewed frequently and is adapted to suit the needs of each learner. If you have any additional learning support needs, please notify us of this when completing your initial enrolment form.



# HELPFUL CONTACTS

Below is a list of useful contact numbers and websites to help you access a range of advice and support services.

## HEALTH

- **FRANK - National Alcohol & Drugs Helpline**  
0800 776 600  
[www.talktofrank.com](http://www.talktofrank.com)
- Bolton Centre Sexual Health Service  
01204 310771
- **YoungMinds - Supporting you and your Mental Health**  
[www.youngminds.co.uk](http://www.youngminds.co.uk)
- **Be Kind to Your Mind**  
[www.bekindtoyourmind.co.uk](http://www.bekindtoyourmind.co.uk)
- **Achieve Bolton - Alcohol, Drugs and Substance Misuse**  
01204 483090
- **NHS Smoking Helpline**  
0300 123 1044
- **NHS 111 - Online Medical Support**  
[www.111.nhs.uk](http://www.111.nhs.uk)
- **NSPCC (Child Protection Helpline)**  
0808 800 5000
- **Leaving Care (Social Services)**  
01204 337376
- **Childline**  
0800 1111
- **Samaritans**  
116 123
- **Kooth and Qwell**  
[www.kooth.com](http://www.kooth.com) [www.qwell.io/](http://www.qwell.io/)
- **Papyrus**  
[www.papyrus-uk.org](http://www.papyrus-uk.org) 0800 068 4141
- **fortalice (domestic abuse)**  
01204 365677  
<https://fortalice.org.uk/>

## MONEY

- **HOOT (Bolton Credit's Union)**  
01204 365024  
[www.wisewithmoney.org.uk](http://www.wisewithmoney.org.uk)
- **Money Skills Service**  
01204 332916 [www.boltonmoneyskills.org.uk](http://www.boltonmoneyskills.org.uk)

## HOUSING

- **Bolton Council Housing Advice Service**  
01204 335900  
[www.homesforbolton.gov.uk](http://www.homesforbolton.gov.uk)
- **Base (Housing)**  
07401 111 113
- **Backup North West**  
01204 520183  
[www.backup-charity.org.uk](http://www.backup-charity.org.uk)
- **Stepping Stone Projects**  
01706 353 000

## OTHER SERVICES

- **Connexions**  
0800 052 5559
- **Youth Offending Team**  
01204 331263





# HOW DO I APPLY FOR AN APPRENTICESHIP?

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You can apply for one of our Apprenticeships online by visiting our website at [www.alliancelearning.com](http://www.alliancelearning.com) or scan the QR code.

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

## WHAT HAPPENS NEXT?

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



## OUR OPEN EVENTS

We run an annual Apprenticeship Open Evening, during National Apprenticeship Week. Attending the event is a great way for you to get to know more about Alliance Learning and the Apprenticeships we offer. As well as having a tour of our facilities, there will also be several employers in attendance.

To find out more when our next Open Evening is scheduled visit: [www.alliancelearning.com](http://www.alliancelearning.com) or call and ask a member of our team on **01204 677888**.

# SCHOOL AND COMMUNITY ENGAGEMENT

We have a dedicated School & Community Engagement Advisor, who spreads the word about Apprenticeships within schools and the local community around the Greater Manchester and Lancashire areas.

Our team attends events on a weekly basis, from career fairs to option evenings. Our dedicated team are on hand to inform the wider community about the benefits of Apprenticeships.

Throughout the academic year we attend over 100 school and community events. If you see Alliance Learning at an event come over and say hi and we will be happy to answer all your questions about Apprenticeships.

Our School & Community Engagement Advisor forms part of the enrichment team and is on hand to support you whilst on your Apprenticeship journey, offering impartial advice and guidance including:

- CV writing
- Interview Techniques
- Personal Statement writing

Our School & Community Engagement Advisor can be contacted via email [info@alliancelearning.com](mailto:info@alliancelearning.com) or **phone 01204 677888**.



# COMMERCIAL TRAINING COURSES

As well as being a leading provider of Apprenticeships in the North West, we are also one of the largest training providers in the North West with over 50 years in the training industry.

Our training is usually delivered at our site in Horwich, Bolton, but we can also deliver on-site training throughout the North West and UK. All of our courses are designed to develop the skills required for employees to meet legal requirements whilst also increasing your company's productivity.

Our commercial training courses run regularly throughout the year. We work across a broad range of sectors and our courses include:

- Construction
- Engineering Skills
- First Aid
- Health & Safety
- Management
- Mental Health
- NVQs
- Forklift Truck



For a complete list of our upcoming dates and prices, please visit our website to download our Course Schedule, or call our sales team on 01204 677811.

# HOW TO FIND US

## DIRECTIONS

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

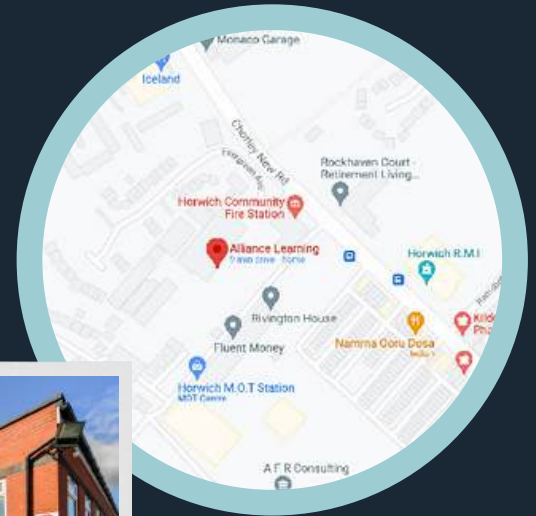
## CONTACT DETAILS

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

**Phone:** 01204 696744

**Email:** [info@alliancelearning.com](mailto:info@alliancelearning.com)

**Web:** [www.alliancelearning.com](http://www.alliancelearning.com)











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The Hurst Building  
Horwich Business Park  
Chorley New Road  
Horwich  
Bolton  
BL6 5UE

[www.alliancelearning.com](http://www.alliancelearning.com)

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01204 696 744



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