



APPRENTICESHIP GUIDE

Business Administration
Customer Service
Leadership & Management
Early Years / Childcare
Fabrication & Welding
Electrical Engineering
Engineering Maintenance
Mechanical Engineering
Engineering Technical Support
Performing Manufacturing Operations

CONTENTS «



Introduction	1
Apprenticeships - What Are They?	2-3
Why Choose Alliance Learning?	4
Apprenticeships We Offer.....	5
Business Administration	6-7
Customer Service	8
Team Leader/Supervisor	9
Operational/Departmental Manager	10
Childcare	11
Early Years Educator	12
Fabrication & Welding	13
Metal Fabricator	14
Electrical Engineering.....	15
Engineering Maintenance	16
Engineering Technician - Mechatronics Maintenance Technician	17
Engineering Technician - Maintenance & Operations	18
Mechanical Engineering.....	19
Engineering Technician – Machinist.....	20
Engineering Technical Support	21
Performing Manufacturing Operations	22
Partnerships	23
Other Training Courses	24
Our Facilities	25
How To Find Us?	26
Testimonials	27
Parents, Guardians & Carers	28-29
How do I apply?	30
Notes	31-32



Alliance Learning is one of the North West's largest independent training providers and has been delivering Apprenticeships since 1966, so you can be assured that you are in very safe hands. We understand that deciding what to do after school can be a difficult task, so we have created this handy guide to help you make the right career choice for you.

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

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

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

Alternatively visit our website to find out when our next Apprenticeship Open Evening will be held.

Good luck in your chosen career!



INTRODUCTION

Apprenticeships - What are they?

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

Attitudes to Apprenticeships have changed for the better and they are now recognised as an equal alternative to University. There are plenty of Degree Apprenticeships that you could complete further on in your career.

Most of 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 an individual needs to have and understand how to successfully carry out the duties that make up the apprentice's occupation.

Skills - This is the practical application of knowledge needed to successfully undertake the duties that make up the occupation. These are learnt through on and off-the-job training or 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, team worker, adaptable and professional.

End Point Assessment - 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 completing an Apprenticeship standard can actually perform in the occupation they have been trained in 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 - These skills will equip learners with the basic skills in English and Maths for in the workplace and everyday life. The minimum requirements for Functional Skills in Apprenticeships is English and Maths at Level 1 for intermediate (Level 2) Apprenticeships, and Level 2 for advanced (Level 3) Apprenticeships. For some programmes, completion of an ICT Functional Skills qualification may also be required.

» What are the entry requirements to do an Apprenticeship?

You will be required to sit an English and Maths initial assessment before starting the Apprenticeship programme. Some employers require specific GCSE grades. You will also need to complete a skills scan to assess your previous knowledge, skills and behaviours to ensure you are suited to an Apprenticeship programme.

» How long will I be studying?

An Apprenticeship can take between 1 to 4 years to complete, depending on the level undertaken.

» Earn and Learn

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

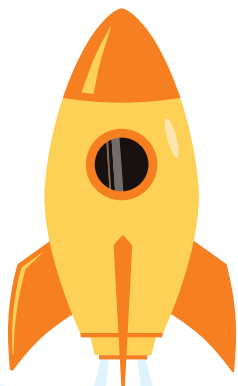
An Apprenticeship is a real job with training, so you can earn while you learn and gain recognised qualifications as you go. Apprenticeships can be started as soon as you have completed school aged 16.

Apprentices receive at least the minimum Apprenticeship wage and must be school leaving age.

To check out the current wage rates, you can visit:
www.gov.uk/national-minimum-wage-rates



» The benefits of doing an Apprenticeship



- 89% of apprentices are satisfied with their Apprenticeship; 97% of apprentices said their ability to do the job had improved, and 92% of apprentices said their career prospects had improved.
- Higher apprentices could earn £150,000 more on average over their lifetime compared to those with level 3 vocational qualifications.
- Over 90% of apprentices currently go into work or further training.
- Nearly all apprentices feel that they acquire or improve their skills as a direct result of their Apprenticeship.

(Data taken from GOV.UK – ESFA – Feb 2017)

Why choose Alliance Learning? <<

- » We have been delivering Apprenticeships since 1966.
- » We hold an Ofsted Grade 2 'Good'.
- » We have high achievement rates across all occupational areas.
- » We hold the 'Matrix' Accreditation and BS 76005 Code of Practice for Value People through Diversity and Inclusion.
- » We are committed to investing in our facilities and resources to continually enhance learning.
- » We currently have over 600 apprentices in learning every year.
- » We will work with you to help find a suitable employer in your chosen field.
- » We deal with some of the largest employers in the North West.
- » We celebrate every achievement on our social media platform.
- » We celebrate learner achievements through annual award evenings.
- » You will always receive a warm and friendly welcome from staff at Alliance Learning.
- » You will be eligible to apply for an NUS Apprentice Extra 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.



Enhance your learning and career opportunities with our growing partnership with the University of Bolton and Bolton College known as 'ConnectED'.

For more information, visit the website:
<https://www.bolton.ac.uk/connected/>



Alliance Learning Apprenticeships



Business Administration

Customer Service

Leadership & Management

Early Years/Childcare

Fabrication & Welding

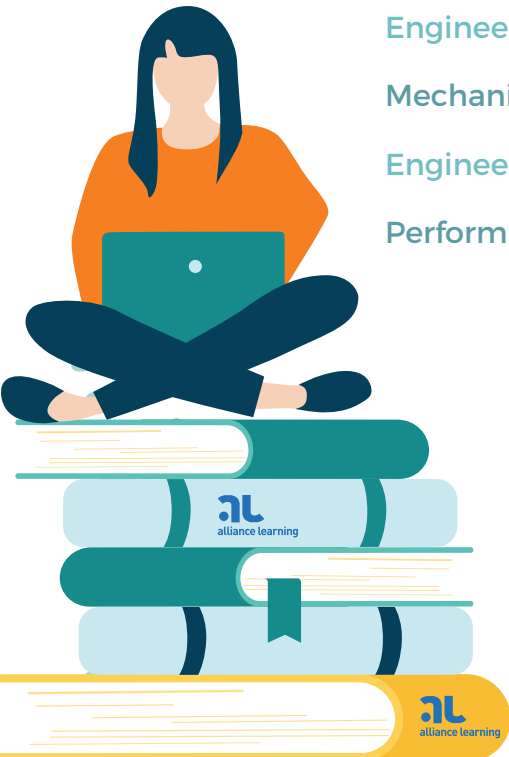
Electrical Engineering

Engineering Maintenance

Mechanical Engineering

Engineering Technical Support

Performing Manufacturing Operations



Business Administration

» Apprenticeship QUALIFICATIONS:

Business Administrator - Level 3

On completion of this Apprenticeship you may wish to progress onto one of our higher Apprenticeships such as Business and Professional Administration (Level 4)

DURATION: 18 Months



Career opportunities:

OFFICE JUNIOR / MANAGER
ADMINISTRATOR / TEAM LEADER
RECEPTIONIST
JUNIOR SECRETARY
ADMINISTRATION ASSISTANT
CLERICAL ASSISTANT
PERSONAL ASSISTANT

Now
delivering
THE BUSINESS
ADMINISTRATION
STANDARD



6

What the course involves:

- Handling a range of computer and paper-based tasks relating to the administrative aspects of business.
- Work efficiently and effectively both on your own and as a team member.
- Use a range of office equipment and undertake office duties.
- Apprentices must have sound knowledge of the company's key policies and procedures and the legislation, regulations and codes of practice relevant to the industry.
- Apprentices must have good problem-solving skills, a positive attitude, strong written and verbal communication skills and show that they are dedicated to the job and Apprenticeship.

End Point Assessment

Knowledge Test: A one hour multiple-choice test of 50 scenario-based questions.

Portfolio Based Interview: An interview with the learner about their portfolio of work.

Project Presentation: A presentation and Q&A session with the learner about their work-related project.



Business Administration

» Apprenticeship QUALIFICATIONS:

Business and Professional Administration - Level 4

DURATION: 24 Months

On progression of this Apprenticeship, learners may wish to progress onto a team leader/supervisor or operational/departmental Apprenticeship standard.



Career opportunities:

TEAM LEADER
PERSONAL ASSISTANT
SECRETARY
OFFICE MANAGER

What the course involves:

- Working effectively on your own and in a team.
- Having good communication skills and learning about communication theorists.
- Having good problem-solving skills.
- Being professional and being be organised and work to deadlines.
- Looking at CPD and its benefits.
- Using business administration systems.
- Allocating work to the team and managing work flow.



Customer Service

» Apprenticeship QUALIFICATIONS:

Customer Service Practitioner -

Level 2

On completion of this Apprenticeship you may wish to progress onto one of our higher Apprenticeships such as Business Administrator (Level 3).

DURATION: **15 Months**



Career opportunities:

CUSTOMER SERVICE ASSISTANT

CUSTOMER SERVICE REPRESENTATIVE

CUSTOMER SERVICE AGENT

RECEPTIONIST

CO-ORDINATOR

TEAM LEADER

SALES



What the course involves:

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

End Point Assessment

Knowledge Test: A one hour multiple-choice test of 50 scenario-based questions.

Portfolio Based Interview: An interview with the learner about their portfolio of work.

Project Presentation: A presentation and Q&A session with the learner about their work-related project.



Team Leader /Supervisor

» Apprenticeship QUALIFICATIONS:

Team Leader/Supervisor
Apprenticeship Standard
- Level 3

DURATION: 18 Months

On progression of this Apprenticeship, learners may wish to progress onto a level 5 Operational/Departmental Apprenticeship standard.



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 leader role.

Career opportunities:

TEAM LEADER
FRONT LINE MANAGER
PROJECT OFFICER
JUNIOR MANAGER
SHIFT SUPERVISOR



End Point Assessment

This Apprenticeship includes an end point assessment in which the apprentice can pass their Apprenticeship with a pass, merit or distinction.

The end point assessment includes;

- Apprentices showcase
- Practical observation
- Professional discussion



Operational/Departmental Manager

» Apprenticeship QUALIFICATIONS:

Operational/Departmental
Manager Apprenticeship
Standard

- **Level 5**

DURATION: **24 Months**

On progression of this Apprenticeship, learners may wish to progress onto a level 6 Chartered Management degree Apprenticeship.



Career opportunities:

OPERATIONS MANAGER
REGIONAL MANAGER
DIVISIONAL MANAGER



What the course involves:

- Completing a work-based project (this project is part of the end point assessment).
- 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.

End Point Assessment

This Apprenticeship includes an end point assessment in which the apprentice can pass their Apprenticeship with a pass, merit or distinction.

The end point assessment includes;

- Knowledge test
- Structured competency-based interview
- Assessment of portfolio of evidence
- Assessment of work-based project with presentation
- Professional discussion of CPD activity undertaken during the Apprenticeship



» Apprenticeship QUALIFICATIONS:

Diploma for Early Years Practitioner - **Level 2**

DURATION: **15 Months**

On completion of this Apprenticeship you may wish to progress onto one of our higher Apprenticeships such as Early Years Educator (Level 3).



Career opportunities:

NURSERY ASSISTANT
NURSERY NURSE
NURSERY MANAGER
PLAYGROUP ASSISTANT
PLAYGROUP LEADER
CHILDMINDER



What the course involves:

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



Early Years Educator

» Apprenticeship QUALIFICATIONS:

Early Years Educator - **Level 3**

DURATION: **18 Months**

On completion of this Apprenticeship you may wish to progress onto one of our higher Apprenticeships such as Team Leader/Supervisor (Level 3) or Early Years Childhood Studies Foundation Degree (Level 4/5).



Career opportunities:

NURSERY NURSE

NURSERY MANAGER

PLAYGROUP LEADER

CHILDMINDER



What the course involves:

Level 3 Understanding Why we do things?

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

End Point Assessment

This Apprenticeship includes an end point assessment in which the apprentice can pass their Apprenticeship with a pass or a distinction.

The end point assessment includes;

- Professional discussion underpinned by a portfolio of evidence.



Fabrication & Welding

» Apprenticeship QUALIFICATIONS:

Improving Operational Performance - Level 2

DURATION: 18 Months

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



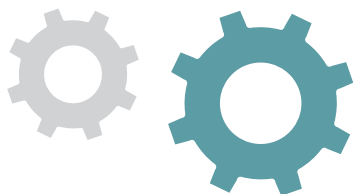
Career opportunities:

STRUCTURAL DESIGN ENGINEER

FABRICATOR

WELDER

SHEET METAL WORKER



What the course involves:

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



Metal Fabricator

» Apprenticeship QUALIFICATIONS:
Diploma in Advanced
Manufacturing Engineering
(Development Knowledge)

- Level 3

DURATION: 48 Months

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

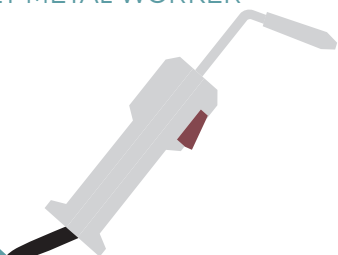
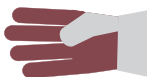


Career opportunities:

FABRICATOR

PLATER

SHEET METAL WORKER



14

What the course involves:



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. Fabricators use a large range of metals including steel, aluminium and titanium at a range of thickness's from 0.5mm up to over 20mm. The size and weight of the fabrications can range from components that can easily be picked up by hand, to massive structures that require several cranes to manipulate. In their daily work, an employee in this occupation interacts with planners, supervisors, inspectors, designers, welders, pipe fitters, fitters, machinists, riggers, steel erectors, stores personnel, painters and many others involved in manufacturing, production, maintenance and repair. An employee in this occupation will be responsible for the quality and accuracy of their own work whilst ensuring it conforms to a relevant specification such as an engineering drawing or an international standard. Fabricators are also responsible for the health, safety and environmental (HS&E) protection of themselves and others around them.



Electrical Engineering

» Apprenticeship QUALIFICATIONS: Improving Operational Performance - **Level 2** Electrical Engineering - **Level 3**

DURATION: **42 Months**

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



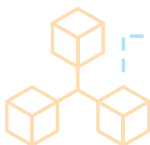
Career opportunities:

INDUSTRIAL ELECTRICIAN
ELECTRICAL MAINTENANCE
ENGINEER

ELECTRONICS ENGINEER
AEROSPACE ENGINEER

What the course involves:

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



Engineering Maintenance

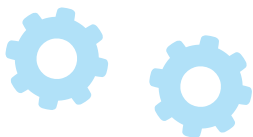
» Apprenticeship QUALIFICATIONS:

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

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

DURATION: **42 Months**

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



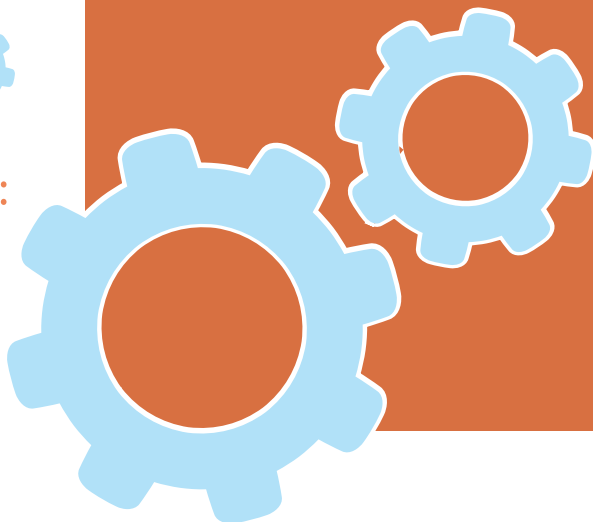
Career opportunities:

MECHANICAL TECHNICIAN
ELECTRICAL TECHNICIAN
FLUID POWER TECHNICIAN
MULTI-SKILLED ENGINEER



What the course involves:

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



ENGINEERING TECHNICIAN

- Mechatronics Maintenance Technician

» Apprenticeship QUALIFICATIONS:
Diploma in Advanced Manufacturing Engineering (Foundation Competence)

- Level 2

Award for Foundation Phase Gateway Assessment

- Level 2

Diploma in Advanced Manufacturing Engineering (Development Competence) – Mechatronics Maintenance Technician

- Level 3

Diploma or Extended Diploma in Advanced Manufacturing Engineering (Development Knowledge)

- Level 3

DURATION: 48 Months



Career opportunities:

MECHANICAL TECHNICIAN
ELECTRICAL TECHNICIAN
FLUID POWER TECHNICIAN
MULTI-SKILLED ENGINEER

What the course involves:

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.

End Point Assessment

There will be an end point assessment during the final phase of the Apprenticeship where the apprentice will need to demonstrate how they have achieved full occupational competence against, skills, knowledge and behaviours, as set out in the Apprenticeship Standard.



ENGINEERING TECHNICIAN - Maintenance & Operations Engineering Technician

» Apprenticeship QUALIFICATIONS:
EAL Diploma in Advanced
Manufacturing and Engineering
(Foundation Competence)

- Level 2

Diploma in Advanced Manufacturing
Engineering (Development
Knowledge)

- Level 3

Extended Diploma in Engineering
Maintenance (Development
Competence)

- Level 3

DURATION: 48 Months



Career opportunities:

ELECTRICAL TECHNICIAN

MECHANICAL TECHNICIAN

ELECTROMECHANICAL
TECHNICIAN

PLANT OPERATIONS TECHNICIAN

WIND TURBINE TECHNICIAN



What the course involves:

Maintenance & Operations Engineering Technicians will work on various types of plant and equipment commonly found throughout the engineering industry sectors and 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.

End Point Assessment

There will be an end point assessment during the final phase of the Apprenticeship where the apprentice will need to demonstrate how they have achieved full occupational competence against, skills, knowledge and behaviours, as set out in the Apprenticeship Standard.

Mechanical Engineering

» Apprenticeship QUALIFICATIONS:

Improving Operational Performance

- Level 2

Mechanical Engineering

- Level 3

DURATION: 42 Months

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



Career opportunities:

MECHANICAL PRODUCTION ENGINEER

CNC OPERATOR

DESIGN ENGINEER

MAINTENANCE ENGINEER

SERVICE ENGINEER

TOOL MAKER

What the course involves:

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

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



ENGINEERING TECHNICIAN - Machinist

» Apprenticeship QUALIFICATIONS:
Diploma in Advanced
Manufacturing Engineering
(Foundation Competence) - **Level 2**

Diploma in Machining
(Foundation Knowledge) - **Level 2**

Diploma in Advanced Manufacturing
Engineering (Development
Competence) - Machining - **Level 3**

Diploma in Machining (Development
Knowledge) - **Level 3**

DURATION: **48 Months**



Career opportunities:



MECHANICAL PRODUCTION
ENGINEER

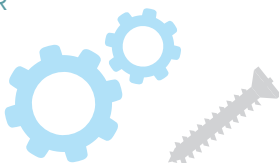
CNC OPERATOR

DESIGN ENGINEER

MAINTENANCE ENGINEER

SERVICE ENGINEER

TOOL MAKER



Course/ Occupation Overview:



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.

End Point Assessment

There will be an end point assessment during the final phase of the Apprenticeship where the apprentice will need to demonstrate how they have achieved full occupational competence against, skills, knowledge and behaviours, as set out in the Apprenticeship Standard



Engineering Technical Support

- » Apprenticeship QUALIFICATIONS:
Extended Diploma in Engineering Technical Support
- **Level 3**

DURATION: **42 Months**

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



Career opportunities:

STRUCTURAL DESIGN

CAD DESIGN

QUALITY AND INSPECTION
ENGINEERING

PROJECT CONTROL

What the course involves:

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



Performing Manufacturing Operations

» Apprenticeship QUALIFICATIONS:

Engineering Technologies

- Level 2

Industrial & Environment Awareness

- Level 2

DURATION: 18 Months

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



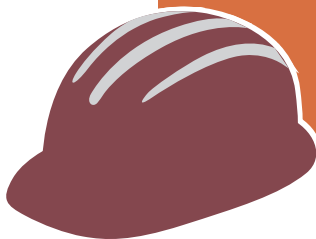
Career opportunities:

METAL WORKING

MACHINE OPERATIVES

QUALITY CONTROL

CNC OPERATOR



What the course involves:

- The course aims to give you the skills and knowledge required to operate effectively in a manufacturing environment, carrying out a wide range of activities, such as:
 - Analysing and testing products.
 - Controlling manufacturing operations.
 - Producing shaped products.
 - Making products using computer controlled equipment.

Partnerships



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



Other Training Courses

As well as being a leading provider of Apprenticeships in the North West we are also able to offer individuals and organisations a choice of other high quality training courses in a wide range of subject areas.

BUSINESS COURSES

Our business training courses run regularly throughout the year and are designed to help employees develop their skills and knowledge in a particular subject area.

We work across a broad range of sectors and our courses include:

First Aid Training
Mental Health First Aid (England)
Mental Health Wellbeing & Resilience
Health & Safety
CITB – HSA, SSSTS, SMSTS & SEATS
IOSH Training
Electrical Training – 18th Edition
& Portable Appliance Testing
Fork Lift Truck Training
Confined Space Training
IPAF & PASMA
Management Training – ILM & CMI
Steel Erecting Level 2 & 3
Engineering Skills
National Vocational Qualifications



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

Our Facilities



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

- » Received a Grade 2 from Ofsted in May 2017.
- » Fully equipped training and computer rooms with smartboards.
- » Specialist fabrication and welding training centre.
- » Specialist mechanical and electrical engineering training centres.
- » Specialised tutors and assessors with industry experienced who will guide you through your Apprenticeship.
- » Independent Learning Zone sponsored by OneFile.
- » Student Services – Dedicated members of staff are available to offer information, advice and guidance on a wide range of issues. If we can't help you we will direct you to someone who can, whether that be another organisation or individual.
- » Free Wi-Fi.
- » OneFile ePortfolio (access your portfolio anywhere in the world).
- » Access to laptops.
- » Disabled facilities.
- » Café Loco (on site café with daily specials and requests).
- » Free Car Parking with allocated spaces to also store a motorbike/scooter or bicycle.
- » Common room.
- » Multi-faith room.
- » Shower room.
- » Annual awards evenings.
- » Informed of local and national awards with submission support if needed.

plus much more!



How to find us



Directions

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

Pass the University of Bolton Stadium and at the large roundabout take the 1st exit onto A673

Chorley New Road and continue for about 1 mile.

The Horwich Loco Estate is on the left next to the Fire Station and War Memorial. Alliance Learning is the first building on the right.

Contact Details

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

Phone **01204 696 744**

Fax **01204 699 619**

info@alliancelearning.com



What do our apprentices say about us?



"I wasn't sure if the Apprenticeship route was the right path for me when I started, however Alliance Learning have showed me this was the right choice to make.

I can't thank Alliance Learning enough for giving me this opportunity as this Apprenticeship has shaped me into a more confident person and has provided me with valuable skills that I will need to succeed in the future.

An Apprenticeship is a great opportunity to earn whilst studying for a qualification and give you essential skills in to succeed in your chosen career. Alliance Learning is the perfect training provider as they have given me their full support since day one."

Jonathan Upton

(Business Administration Apprentice)

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

Shannon Hughes

(Business Administration Apprentice)

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

Karima Mohamed

(Business Administration Apprentice)

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

Nathan McCormick

(Engineering Apprentice)

"I wanted to earn a wage and work towards a qualification with no debts, which is a massive problem in today's society. In addition to that, I wanted a better quality of life and gain more life experiences, which my Apprenticeship has allowed me to do"

Michael Birhane

(Engineering Apprentice)



"It has changed my life, being given the opportunity to achieve my childcare Apprenticeship at 40 years old. It just goes to show that you are never too old to learn and achieve. I'd like to thank Alliance Learning and the tutors that I had because they supported me, even when I doubted myself, they were there to give me the strength I needed to complete my Apprenticeship."

Tina Goodram

(Childcare Apprentice)

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

Christopher Edwards

(Engineering Apprentice)

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

Marley Morris

(Engineering Apprentice)

"I'm really enjoying the hands-on tasks I've been involved in during my Apprenticeship, and working alongside engineers who have been doing the job for many years has already started to teach me valuable skills and knowledge."

Sam Wallwork

(Engineering Apprentice)

"I can honestly say Alliance Learning is excellent, from the minute you walk in through the main doors the guys on reception are pleasant, helpful and polite."

My tutor Catherine is amazing and my confidence has excelled in my childcare career with her guidance. My functional skills tutors Jamie, Mark and Kathryn are very patient with my English, IT and maths are progressing very well. Everybody on campus is full of smiles, they greet you like you would a family member. It is overall just a pleasant place to learn."

Jackie Buckley

(Childcare Apprentice)



Parents, Guardians & Carers

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

» What can you expect from us?

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

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

Some of these include:

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



» Attendance, Punctuality and Conduct

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

» Information, Advice and Guidance

Throughout your child's time at Alliance Learning they will receive the support and advice to enable them to achieve their qualification as well as guidance on future career development.

» Equality, Diversity and Inclusion

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

» Health and Safety

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

» Safeguarding and PREVENT

We also have a dedicated safeguarding team who can support your child.

» On-Site Security

CCTV is in operation across the site for the safety of your child. All staff, learners and visitors are required to wear identification badges at all times.

» British Values

We proudly support British Values which include:

- The rule of law
- Democracy
- Respect and tolerance
- Individual liberty



How do I apply for an Apprenticeship?



You can apply for one of our Apprenticeships online by visiting our website **www.alliancelearning.com**.

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

What Happens Next?

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

Our Open Events

We run Apprenticeship Open Evenings twice a year. These events are a great way for you to get to know more about Alliance Learning. We also have a number of employers in attendance at these events. To find out when our next Open Evening is scheduled visit:

www.alliancelearning.com/page/Apprenticeship-open-evening

or call and ask a member of our team on **01204 677888**.



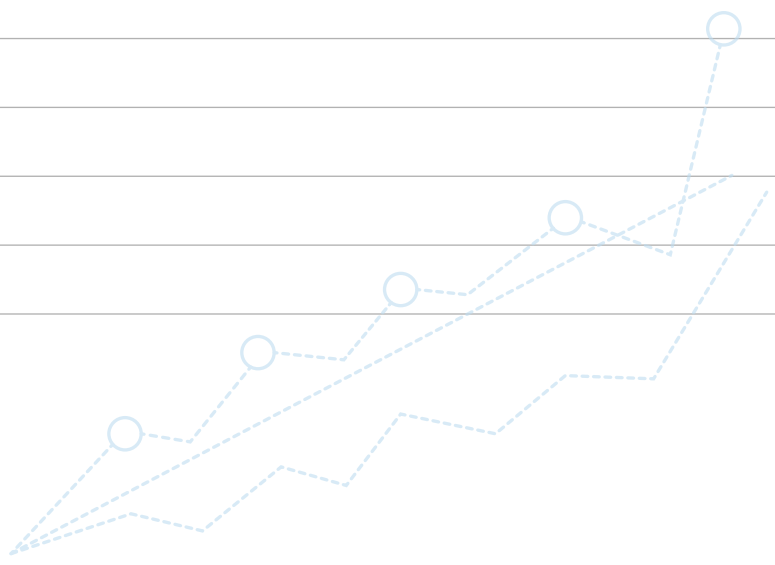
NOTES



» NOTES



Handwriting practice lines consisting of 15 horizontal grey lines.





alliance learning
promotes British values

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



Twitter: @alhorwich Facebook: Alliance Learning Instagram: Alliance_Learning
www.alliancelearning.com | info@alliancelearning.com | Tel: 01204 696 744

Alliance Learning operates an Equality, Diversity and Inclusion Policy, which includes British Values, Registered Charity No. 1095067