

# MITSKILLS

GET SKILLS - GET WORK - GET IN TOUCH



— *Index*

# Table of Contents

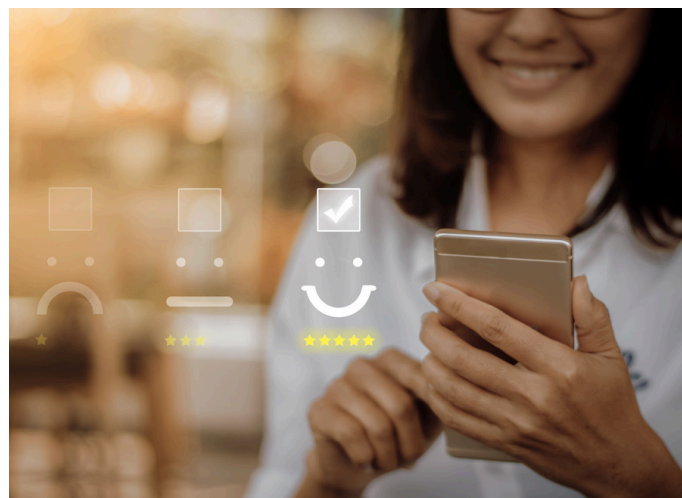
Providing High-Quality  
Training and Support To Help  
Others Achieve Their Goals

## About MIT

Who Are MITSkills  
Testimonials  
5 Stages of Apprenticeships

## Business and Management

Customer Service  
Business Administration  
Team Leader/Supervisor  
Operations Departmental Manager  
Events Assistant



# — *Index*

## Sport

Community Activator Coach  
Sporting Excellence Professional  
Sports Coach  
Personal Training and Gym Instructing

## Business Improvement and Engineering

Lean Manufacturing Operative  
Improvement Technician  
Improvement Practitioner  
Maintenance and Operations Engineering Technician  
Crop Technician

## Construction

Carpentry and Joinery  
Installation and Maintenance Electrician  
Plumbing and Domestic Heating Technician  
Gas Engineering Operative  
Groundworker  
Property Maintenance Operative  
Construction Plant Operative  
Construction Site Supervisor  
Construction Support Technician

## Healthcare

Community Health and Wellbeing Worker



# — *Index*

## Education

Learning and Skills Assessor  
Learning and Skills Teacher

## Hair and Beauty

Beauty Therapist  
Advanced Beauty Therapist  
Nail Services Technician  
Hairdressing

## Motor Vehicle

Autocare Technician  
Light Vehicle Service and Maintenance Technician  
Mechanical, Electrical and Trim Technician  
Motor Vehicle Damage Paint Technician  
Motor Vehicle Damage Panel Technician

## Creative and Design

Creative Industries Production Technician

## Public Services

Professional Security Operative  
Safeguarding Support Officer



# — *Index*

## Full-Time Sports Courses

Sport and Physical Activity  
Gym Instructing and Personal Training

## Higher Technical Qualifications

Football Coaching and Development FdA

## T-Levels

Light and Electric Vehicle Pathway  
Electrotechnical Engineering Pathway

## Professional Courses

Motor Vehicle Professional Courses  
Electrical Professional Courses



— *Intro*

# Who are MITSkills?

MITSkills is a nationally recognised training provider specialising in government-funded Pre-Apprenticeship, Apprenticeship and employability programmes. Celebrating over 26 years of delivering high-quality training, we are committed to helping learners develop the skills, confidence and qualifications needed to succeed in their chosen careers.

Originally established in Surrey, delivering Motor Vehicle apprenticeships, MITSkills quickly expanded into Electrical, Construction, and Business training. As demand for our programmes grew, we opened a West London training centre to support a wider learner base and strengthen employer partnerships. Today, MITSkills operates across the UK with training centres, employer networks and delivery locations nationwide.

We work closely with employers, local authorities, colleges, universities, charities and community organisations to identify skills gaps, support recruitment challenges and create training solutions that meet the needs of both learners and industry. Through these partnerships, we provide opportunities for individuals to gain valuable qualifications, practical experience and clear progression routes into employment or further education.

We are dedicated to providing an engaging and supportive learner experience, continually investing in our facilities, teaching environments and course delivery. Our learners leave MITSkills equipped with the practical skills, industry knowledge and professional behaviours needed to progress confidently within the workplace or continue into higher and further education.



### — *Intro*

# Who are MITSkills?

As part of our commitment to supporting industry demand, MITSkills delivers innovative government-funded and commercial training programmes designed to address national and regional skills shortages. Our courses span a wide range of sectors, including Business Administration, Construction, Education, Engineering & Manufacturing, Hair & Beauty, Motor Vehicle and Sport.

Over recent years, we have also expanded our employability and entry-to-work programmes, working alongside employers and local councils to support unemployed adults into high-quality career opportunities. Through partnerships linked to local uplift and Section 106 initiatives, MITSkills supports businesses with recruitment, interviewing and workforce development, helping to address local skills shortages and create sustainable employment pathways.

Our experienced and professional team takes pride in providing personalised support to every learner, creating an inclusive environment where individuals feel valued, motivated and empowered to achieve their goals.

MITSkills is proud to be an approved Mayor of London Skills Academy kitemark holder, a CITB Approved Training Provider, an approved AM2 endpoint assessment provider, and a Department for Education (DfE) contract holder.

With a strong reputation for quality, innovation and learner support, MITSkills continues to play a key role in developing the future workforce across London and the UK.

**MITSKILLS**

— *Intro*

# Why Choose MITSkills?



MITSkills offers a wide range of courses from apprenticeships in the Business Administration, Construction, Education, Engineering & Manufacturing, and Hair and Beauty sectors to Pre-Apprenticeship courses in Sports, Motor Vehicle, Construction, Hair and Beauty.

With many years of experience in education and the employment industry, we continually strive to support our learners with our expertise.

We are supporting entry into employment courses over the last few years, working with employers and councils to help unemployed adults move into high-quality professional opportunities.

We have delivery sites in Brentford, West Byfleet and throughout the UK. We promote and deliver employer-focused courses from entry into employment to apprenticeships onto experienced trade courses.

MITSkills work in collaboration with a range of councils and JCP's to help support local uplift initiatives through section 106 programmes. We assist businesses through the process of sourcing, interviewing and employing applicants from local areas to fill skills gaps in workforces. Through continual investment in our facilities and constant improvement of our courses, we successfully provide each learner with valuable new qualifications, practical skills and employability prospects.

Our friendly and professional team spend time to get to know each learner individually.

MITSkills is an approved Mayor of London Skills Academy kitemark holder, CITB Approved Training Provider delivering commercial and professional skills, and have DfE contracts.

We are an approved provider for CITB, holding test centre status for CSCS and AM2 endpoint assessment.



Excellence and Achievement

# Awards and Recognition

MITSkills is proud to be recognised by the Greater London Authority (GLA) for our contribution to the GLA Green Skills Policy and the Mayor of London's Net Zero ambitions. This recognition reflects our ongoing commitment to developing training programmes that support London's transition to a more sustainable and future-focused economy.

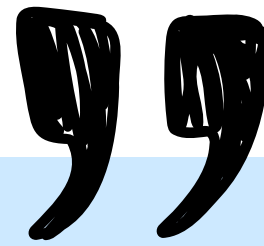
The GLA acknowledged MITSkills' role in identifying employment trends across London and helping to ensure that training provision aligns with the evolving needs of employers and industries. By working closely with businesses, communities and stakeholders, we continue to support the development of a skilled workforce capable of meeting both environmental and economic challenges.

MITSkills was also recognised at the SME News UK Enterprise Awards 2025, where we were awarded Most Supportive & Trusted Apprenticeship Provider.

In addition, Sadiq Khan, Mayor of London, renewed MITSkills' prestigious Mayor's Construction Academy quality mark, recognising the high standard and industry relevance of our construction training provision. The accreditation supports the development of skills needed to assist house building and strengthen the construction workforce across London.

In the award notification, the Mayor commented: "This is a significant achievement that recognises the high standard and industry relevance of the construction skills training that you offer to learners."

# Awards and Recognition



MITSkills has also successfully retained the Matrix quality standard for Information, Advice and Guidance (IAG). The assessment highlighted that “MITSkills is one of the few organisations actively promoting its IAG service as a standalone.”

Our commitment to learner support and inclusive education has also been recognised by Ofsted. Inspectors praised the welcoming and supportive learning environment at MITSkills, noting that learners “feel welcome at the provider and value the support they receive from staff.”

Ofsted highlighted how learners develop positive attitudes towards study, build confidence through supportive teaching, and are encouraged to be curious and ask questions. Adult learners returning to education were recognised for being well supported to balance work and study, enabling them to become part of a positive and ambitious learning community. Inspectors also commended the strong focus on wellbeing, personal development and tailored support for individual educational needs.

The report further recognised the positive impact apprentices make in the workplace, stating that they “quickly become valued employees within the organisations in which they work.” Employers spoke highly of apprentices’ contributions, while inspectors praised the professional behaviours, routines and confidence learners develop throughout their training. Ofsted also acknowledged MITSkills’ inclusive approach, highlighting how staff adapt support and guidance to help learners overcome barriers and progress towards their personal and professional goals.

Tutors are experts in the subjects they teach. They use this experience well to teach interesting and appropriately challenging sessions that enable learners to understand new concepts swiftly.

Learners feel welcome at the provider and value the support they receive from staff. Many who previously struggled at school now persist with tasks, using the different learning strategies explained by tutors.

Learners and apprentices gain self-assurance as a result of the new knowledge and skills they develop in their learning. They value the new skills they develop as they recognise the impact these will have on their future ambitions.

Staff are highly considerate of adult learners’ wellbeing and educational needs and seek out partner organisations who can provide them with support in their personal and professional lives.

Apprentices quickly become valued employees within the organisations in which they work. They develop the routines and habits they need to be successful and demonstrate professional behaviours. Employers speak highly of the impact apprentices have in the workplace.

# Testimonials



## Employers

*"We are very happy to be working with MITskills to recruit local talent into key roles within our organisation. Our partnership with MITskills has allowed us to ensure all our apprentices are given the support and opportunities needed to develop their skills and allow them to achieve their goals".*

**Chico Obhari - Car Giant**

*"Working with Motor Industry Training has been a simple and efficient alternative for our dealership. Our apprentices are enjoying the experience and we find the constant feedback and reports very helpful.*

*"The main focus is on getting our apprentices qualified and trained to a high standard, giving them the confidence they need to progress even further. We are happy with the support from Motor Industry Training throughout this journey."*

**Duane Horden - GWR Kia**

*"From my experience at Siemens Magnet Technology, I am very aware of the difference that LEAN working can make to a business and I'm confident that we will see a positive impact on both the business and our employees at Crowcon as LEAN starts to gather pace. It will help the company to respond to growth in an efficient and productive way and, at the same time, it will increase employee engagement throughout the business over the next two to three years. Who knows, we may be in a position to win some sort of industry award in the not too distant future."*

**Frazer Makay - Crowcon Detection Instruments Ltd**

## Learners

*"I recommend coming to MITskills for an apprenticeship because the staff are really nice and are always there to support if you're struggling."*

**-Liam - 19**

*"My Business Administration apprenticeship has been one of the best choices I have made. Business is one of the few subjects I have always enjoyed and an apprenticeship was the ideal way for me to learn new skills and be able to apply them to a real working environment. I am gaining valuable experience that I can carry forward with myself after completion. It has also given me a more realistic approach of what I can expect, compared to classroom-based learning at a college."*

**-Fozia - 18**

*"I like doing the work experience side of the course because I'm learning with my hands instead of reading books. I think this helps me learn better as there is more communication between everyone."*

**-Dillan - 19**

*"My time training at MITskills has really helped me grow as a person and become more confident. My assessor has always been supportive of me and helped me achieve the best possible grades. I have gained a lot of skills from training at MITskills as they have helped me throughout my training and gone above and beyond to make sure I am happy. For the duration of my apprenticeship my assessor was there for me to help me with any piece of work that I found difficult. Training with MITskills has really been the best possible training I could have asked for."*

**-Eleanor - 18**

# Five stages of the apprenticeship journey



01



## Initial Advice and Guidance

The first step to any successful apprenticeship is to identify the correct programme of learning. MITSkills will meet with the employer to discuss the business, job role and the responsibilities of an apprentice employer. From there we can discuss possible apprenticeships and, if required, begin the recruitment process. All potential apprentices will be interviewed and taken through a series of onboarding systems. These systems are designed to ensure the apprentice understands their programme and will be capable of completing the programme.

## On Programme Training

MITSkills helps the apprentice combine practical on-the-job training whilst studying towards a qualification. During their employment they will work alongside experienced staff gaining job-specific skills while earning a wage. Apprentices are entitled to paid study time (off the job training). We assess learning and progress through the collation of 360 degree feedback, mentorship and continual quality checking.



03



## Gateway to EPA

Every apprenticeship standard requires a series of gateway checks that must be completed before an apprentice can be put forward for their final assessment. MITSkills will ensure both apprentice and employer are well-informed about the end-point assessment process. MITSkills works closely with learners and employers to ensure the planned delivery matches the gateway requirements. An apprentice is only put forward when all parties agree they are ready.

## End Point Assessment

The End Point Assessment is the final test all apprentices must pass to be awarded their qualification. These are assessed externally by an agreed awarding organisation.

After the gateway criteria has been met and all parties are in agreement, MITSkills will book the End Point Assessment. Prior to sitting the End Point Assessment MITSkills will provide clear and comprehensive information about how an End Point Assessment will be conducted and all forms of assessment required for the learner to achieve.

04



05



## Certification

An apprenticeship certificate provides formal recognition that you have achieved your apprenticeship, which is a worthy recognition of your hard work. Once the assessor verifies that you have successfully completed all end-point assessments, you will be sent your certificate directly from the awarding body.



# BUSINESS AND MANAGEMENT

- Customer Service
- Business Administration
- Team Leader/Supervisor
- Operations/Departmental Manager
- Events Assistant

# CUSTOMER SERVICE

## OVERVIEW

This qualification provides you with the skills to deliver high-quality service to customers and provide direct customer support within all sectors. You may be the first point of contact or act as a referral point for dealing with orders, payments, offering advice, guidance and support, service recovery, complex technical customer requests, complaints and queries.

With Level 3 qualifications, you will gather and analyse customer information and data that influences change and improvements in service, using digital technologies to carry out the role.

**If not previously attained, the learner must also achieve Functional Skills in Maths and English at the required level to achieve the overall qualification.**

## APPRENTICESHIPS AVAILABLE

**Level 2 Customer Service Practitioner**

[More Information](#)

**Level 3 Customer Service Specialist**

[More Information](#)

## TYPICAL DURATION

Level 2- 13 months

Level 3- 15 months

## CAREER PROGRESSION

After completing the Level 2 Apprenticeship you can progress onto our Level 3 Customer Service Specialist.

After completing the Level 3 Customer Service Specialist, you could progress into a full time Customer Service position, Sales, or Marketing industries.



**BUSINESS &  
MANAGEMENT**

# BUSINESS ADMINISTRATION

## OVERVIEW

This apprenticeship will provide you with a range of business and administrative skills such as collating and reporting data, organisation business travel and accommodation, archiving information, negotiating in a business environment, managing an office facility and monitoring information systems.

The responsibilities of this role are to support and engage with different parts of the organisation and interact with internal or external customers. The role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services.

**If not previously attained, the learner must also achieve Functional Skills in Maths and English at the required level to achieve the overall qualification.**

## APPRENTICESHIPS AVAILABLE

**Level 3 Business Administrator**  
[More Information](#)

## TYPICAL DURATION

18 months

## CAREER PROGRESSION

Administrative staff are in high demand in the public, private and charity sectors. Therefore, a formal qualification demonstrates your practical administration skills and abilities, standing you in good stead when applying for administrative roles.

Alternatively, you could continue studying towards a higher education qualification in Business Administration or apply to a range of Universities to further expand your existing skillset.

With additional training, you may be able to progress into a wide range of managerial roles within a business.



**BUSINESS &  
MANAGEMENT**

# TEAM LEADER/SUPERVISOR

## OVERVIEW

A Team Leader or Supervisor is a first-line management role, with operational and project responsibilities or responsibility for managing a team to deliver a clearly defined outcome.

Working in the private, public or third sector and in all sizes of organisation, specific responsibilities will vary, but the knowledge, skills and behaviours needed will be the same whatever the role.

**If not previously attained, the learner must also achieve Functional Skills in Maths and English at the required level to achieve the overall qualification.**

## APPRENTICESHIPS AVAILABLE

**Level 3 Team Leader/supervisor**

[More Information](#)

## TYPICAL DURATION

12-18 Months

## CAREER PROGRESSION

On successful completion of a Level 3 qualification in Team Leading, you could register as an Associate Member with the Chartered Management Institute and/or the Institute of Leadership & Management, to support your professional career development.

Progression opportunities in roles such as: Project Officer, Supervisor, Foreperson, and Shift Manager.



**BUSINESS &  
MANAGEMENT**

# OPERATIONS OR DEPARTMENTAL MANAGER

## OVERVIEW

An Operations or Departmental Manager is someone who manages teams and/or projects and achieves operational or departmental goals and objectives, as part of the delivery of the organisation's strategy. They are accountable to a more senior manager or business owner. Working in the private, public or third sector and in all sizes of organisation, specific responsibilities and job titles will vary, but the knowledge, skills and behaviours needed will be the same.

The role will include creating, managing and delivering operational plans, organisational strategy, projects, leading teams, managing change, financial and resource management, talent management, coaching and mentoring.

## APPRENTICESHIPS AVAILABLE

**Level 5 Operations/Departmental Manager**

[More Information](#)

## TYPICAL DURATION

30 months

## CAREER PROGRESSION

On completion, apprentices can register as full members with the Chartered Management Institute and/or the Institute of Leadership and Management, and those with 3 years of management experience can apply for Chartered Manager Status through the CMI.

**If not previously attained, the learner must also achieve Functional Skills in Maths and English at the required level to achieve the overall qualification.**



**BUSINESS & MANAGEMENT**

# EVENTS ASSISTANT

## OVERVIEW

An Event Assistant is an entry level position, typically working within a team of people in an events company or within the events department of a larger organisation.

The role would usually provide support to a number of Event Planners or Project Managers by carrying out a diverse range of tasks necessary to plan, organise and deliver an event: for example, searching for the right location and venue for the event; working with the design team on the look and feel of the event; or organising logistics like transportation and catering.

The events organised may be for the company where the Event Assistant is working, or could be for a variety of different clients including large corporations, smaller companies and not- for-profit organisations.

## APPRENTICESHIPS AVAILABLE

**Level 3 Events Assistant**  
[More Information](#)

## TYPICAL DURATION

18 months

## CAREER PROGRESSION

With experience and a good track record, you could run events that have larger budgets and eventually move into senior management.

You could also work freelance or set up your own conference or events management business.

**If not previously attained, the learner must also achieve Functional Skills in Maths and English at the required level to achieve the overall qualification.**



**BUSINESS &  
MANAGEMENT**



# SPORTS

- Community Activator Coach
- Sporting Excellence Professional
- Sports Coach
- Personal Trainer

# COMMUNITY ACTIVATOR COACH

## OVERVIEW

The Community Activator Coach promotes, delivers and coaches fun, inclusive and engaging activities that help whole communities to change their behaviour, adopt and keep to a physically active lifestyle. Community Activator Coaches are more than activity and sports leaders.

They will be equipped with the specialist knowledge needed to effectively work with one customer group (such as inactive teenagers) but also be knowledgeable about other inactive customer groups whom they may be expected to work with on occasion. When competent they will be experienced working with a range of different communities and all kinds of customers who are likely to be defined as inactive, sedentary or not doing enough physical activity in their lives.

## APPRENTICESHIPS AVAILABLE

**Level 2 Community Activator Coach**

[More Course Information](#)

## TYPICAL DURATION

18 months

## CAREER PROGRESSION

Successful apprentices will be able to move into leadership or management roles within the sector which may be aligned with an apprenticeship at a higher level. This progression will involve leading teams of people; acting as a mentor for staff; or specialising in the delivery of sporting and physical activity programmes to certain populations or communities.

**If not previously attained, the learner must also achieve Functional Skills in Maths and English at the required level to achieve the overall qualification.**

# SPORT



# SPORTING EXCELLENCE PROFESSIONAL

## OVERVIEW

A Sporting Excellence Professional apprentice will be able to competently perform the professional sport in which they train.

This standard is currently only available for the following professions: Football; Cricket; Rugby and Equestrianism.

An apprentice will become responsible for their development and involvement in training and competitive professional sporting activities. This involves maintaining a high level of fitness to allow them to participate in training and competitions, sustaining a lifestyle designed to optimise performance, being aware of external factors that may affect individual performance both physically and psychologically, and maintaining a positive and inclusive image of their sport as part of their social responsibility.

## APPRENTICESHIPS AVAILABLE

**Level 3 Sporting Excellence Professional**

[More Course Information](#)

## TYPICAL DURATION

18 months

## CAREER PROGRESSION

Successful apprentices will be able to move into elite sports coaching, teaching or management roles within the sector which are aligned with apprenticeships at a higher level.

**If not previously attained, the learner must also achieve Functional Skills in Maths and English at the required level to achieve the overall qualification.**

# SPORT



# SPORTS COACH

## OVERVIEW

A Sports Coach will use their sports knowledge and skills to create and deliver coaching programmes.

There are three pathways available to the sport coach.

**High Performance Coaches** will develop athletes and players in high-performance settings, including those on talent or development pathways, national or international programmes, professional or podium environments.

**Community Sports Coaches** will motivate and engage people of all ages and abilities in community sports and physical activity settings.

Community sport includes local authority, charity and national governing body of sport community initiatives or clubs.

**School Sports Coaches** will collaborate with teachers to develop pupils' mastery of psychomotor skills by applying a whole child approach in their coaching. They work in all categories of school and registered childcare environments.

## APPRENTICESHIPS AVAILABLE

**Level 4 Sports Coach**

[More Course Information](#)

## TYPICAL DURATION

18 months

## CAREER PROGRESSION

Successful completers will be able to move into leadership or management roles within the sector which may be aligned with an apprenticeship at a higher level. This progression will involve leading teams of people; acting as a mentor for staff; or specialising in the delivery of sporting and physical activity programmes to certain populations or communities.

**If not previously attained, the learner must also achieve Functional Skills in Maths and English at the required level to achieve the overall qualification.**

# SPORT



# PERSONAL TRAINER

## OVERVIEW

The role of a Personal Trainer is to coach clients (on a one to one and small group basis) towards their health and fitness goals.

Through the design and provision of creative and personalised exercise programmes and instruction, nutritional advice and overall lifestyle management.

Personal Trainers will motivate clients to positively change their behaviour and improve their overall wellbeing by providing specialist, tailored advice within their scope of practice, while always being aware of when to refer clients to relevant appropriate professionals for specialist information and guidance (e.g. physiotherapist, registered dietician, medical specialist).

## APPRENTICESHIPS AVAILABLE

**Level 3 Personal Trainer**

[More Course Information](#)

## TYPICAL DURATION

15 months

## CAREER PROGRESSION

Successful completers will be able to take further instructor courses to learn new skills to offer clients, like yoga, Pilates, nutrition or aerobics.

With further training, you could also work with people recovering from illness or who have medical conditions.

**If not previously attained, the learner must also achieve Functional Skills in Maths and English at the required level to achieve the overall qualification.**

# SPORT





# BUSINESS IMPROVEMENT AND ENGINEERING

- Lean Manufacturing Operative
- Improvement Technician
- Improvement Practitioner
- Maintenance and Operations Engineering Technician
- Crop Technician

# LEAN MANUFACTURING OPERATIVE

## OVERVIEW

The Manufacturing Industry offers an exciting and varied career both in the UK and abroad providing a broad spectrum of opportunities for people to work in a technically advanced and innovative environment.

A Lean Manufacturing Operative will be expected to carry out their work safely and meet the exacting quality standards demanded in a fast-paced and efficient processing environment and develop into a multi-skilled operator through process ownership. A lean manufacturing operative can be required to carry out manufacturing activities on multiple products with different specifications consecutively e.g. automotive manufacturing - Multi-models manufacturing results in the manufacturing of different models of vehicle with different specification variants within a high volume environment.

## APPRENTICESHIPS AVAILABLE

**Level 2 Lean Manufacturing Operative**

[More Course Information](#)

## TYPICAL DURATION

12-15 months

## CAREER PROGRESSION

On completion of this apprenticeship, you can progress onto the Improvement Technician and Improvement Practitioner Apprenticeships or continue into the engineering and manufacturing industry.

**If not previously attained, the learner must also achieve Functional Skills in Maths and English at the required level to achieve the overall qualification.**

# BUSINESS IMPROVEMENT



# IMPROVEMENT TECHNICIAN

## OVERVIEW

Improvement Technicians are responsible for the delivery and coaching of improvement activity within an area of responsibility, often associated with Lean and Six Sigma methodologies.

Typically, Technicians work as a member of an operational team to resolve problems - preventing re-occurrence, engaging others in issues affecting them and to support the improvement of performance.

They can be found across all industry sectors and functions including automotive, banking, engineering, food products, IT, property, retail, telecoms etc.

## APPRENTICESHIPS AVAILABLE

**Level 3 Improvement Technician**

[More Course Information](#)

## TYPICAL DURATION

14 months

## CAREER PROGRESSION

There are a variety of job titles associated with the occupation, these include but are not limited to: Business Improvement Coordinator, Continuous Improvement Executive, Process Technician, Operational Excellence/Lean Engineer, Lean Six Sigma Yellow Belt and Quality Control Analyst.

**If not previously attained, the learner must also achieve Functional Skills in Maths and English at the required level to achieve the overall qualification.**



# BUSINESS IMPROVEMENT

# IMPROVEMENT PRACTITIONER

## OVERVIEW

Improvement practitioners use a blend of Lean and Six Sigma, project and change management principles and tools to identify and lead the delivery of change across organisational functions and processes.

Typically, practitioners lead smaller projects and/or play a key supporting role in a larger programme tackling issues that may require swift problem-solving, or reoccurring challenges that require in-depth analysis and the implementation of a range of effective and sustainable countermeasures.

Improvement Practitioners can be found across all sectors and functions including automotive, banking, engineering, food products, IT, property, retail, telecoms, Local and County Councils, NHS, Voluntary / Charity, Utilities, Pharmaceuticals, Insurance, Hospitality etc.

## APPRENTICESHIPS AVAILABLE

**Level 4 Improvement Practitioner**

[More Course Information](#)

## TYPICAL DURATION

14-18 months

## CAREER PROGRESSION

There are a variety of job titles associated with the occupation, these include, but are not limited to: Business Improvement Practitioner, Continuous Improvement Manager, Process Excellence Manager, Lean Six Sigma Green Belt and Quality Control Senior Analyst.

**If not previously attained, the learner must also achieve Functional Skills in Maths and English at the required level to achieve the overall qualification.**

# BUSINESS IMPROVEMENT



# MAINTENANCE AND OPERATIONS ENGINEERING TECHNICIAN

## OVERVIEW

Maintenance and Operations Engineering Technicians covers 7 roles: Electrical Technicians; Mechanical Technicians; Control and Instrumentation Technicians; Wind Turbine Technicians Electrical System and Process Control Technicians; Electromechanical Technicians and Plant Operations Technicians.

They will maintain the safety, integrity and effective operation of plant and equipment in one or more of the Industries that are part of or have activities that are part of the broader national infrastructure, such as electricity generating, oil and gas refining and pharmaceuticals

**If not previously attained, the learner must also achieve Functional Skills in Maths and English at the required level to achieve the overall qualification.**

## APPRENTICESHIPS AVAILABLE

**Level 3 Maintenance and Operations Engineering Technician**  
[More Course Information](#)

## TYPICAL DURATION

36 months

## CAREER PROGRESSION

With experience you could:

- Take a Lead Engineering Maintenance Technician Level 4 Higher Apprenticeship to become a senior maintenance technician.
- Do further training to qualify as an engineer in a specific field like mechanical, electrical or building services.
- Move into technical sales, maintenance team management or contract management.

# ENGINEERING



# CROP TECHNICIAN

## OVERVIEW

As a Crop Technician, you will be responsible for optimising crop/plant yields through establishment, management, harvest and post-harvest operations while maintaining and improving the surrounding environment. You will also need to keep up to date with technological advances and new innovations.

Being a Crop Technician requires self-motivation and the ability to work both independently and as a team player to complete tasks safely and efficiently. Many companies now use automation for a number of routine tasks, which will require technical skills to operate.

This standard provides the opportunity for individuals to acquire the 'knowledge', 'skills' and 'behaviours' required and follows a 'core and options' approach. This allows the flexibility to learn core subjects and then specialise in either 'soil based system' or 'containerised systems'.

## APPRENTICESHIPS AVAILABLE

**Level 3 Crop Technician**  
[More Course Information](#)

## TYPICAL DURATION

24 months

## CAREER PROGRESSION

On completion of this apprenticeship, Crop technicians will have the opportunity to progress within the industry into roles such as unit/ arable manager, production manager, and farm manager.

**If not previously attained, the learner must also achieve Functional Skills in Maths and English at the required level to achieve the overall qualification.**

# ENGINEERING





# CONSTRUCTION

- Carpentry and Joinery
- Installation and Maintenance Electrician
- Plumbing and Domestic Heating Technician
- Gas Engineering Operative
- Property Maintenance Operative
- Construction Site Supervisor
- Construction Support Technician

# CARPENTRY AND JOINERY

## OVERVIEW

The broad purpose of the occupation is working with building materials (most often wood) to create and install building components.

The level 2 apprenticeship provides you with extensive carpentry and joinery training, giving you a broad range of workshop skills and an insight into the kind of work you will be undertaking in the industry.

The level 3 apprenticeship involves carrying out advanced skilled work, primarily using timber products, either on a construction site or in a workshop, creating and installing building components. The advanced carpenter and joiner are able to undertake complex job tasks, requiring high levels of practical skills and knowledge, in addition to managing their own work and leading small teams.

## APPRENTICESHIPS AVAILABLE

**Level 2 Carpentry and Joinery**

[More Course Information](#)

**Level 3 Advanced Carpentry and Joinery**

[More Course Information](#)

## TYPICAL DURATION

Level 2 - 24 months

Level 3 - 15 months

## CAREER PROGRESSION

As well as ensuring a foundation level of competence as a Carpenter, this apprenticeship provides potential progression into Advanced Apprenticeship Standards in Carpentry and Joinery or secure employment as a site carpenter or Architectural Joiner.

**If not previously attained, the learner must also achieve Functional Skills in Maths and English at the required level to achieve the overall qualification.**

CONSTRUCTION



# INSTALLATION AND MAINTENANCE ELECTRICIAN

## OVERVIEW

This apprenticeship will train you to install, maintain and repair electrical systems in industrial, commercial and domestic environments.

You are trained to work proficiently, efficiently and economically on your own and work without immediate supervision, in both indoor and outdoor settings. You may contribute to the design of electrical systems. They are able to set out jobs from drawings and specifications and requisition the necessary installation materials.

Upon successful completion of your apprenticeship, you will be required to adhere to safe working practices without endangering yourself or others.

## APPRENTICESHIPS AVAILABLE

**Level 3 Installation Electrician and Maintenance Electrician**  
[More Course Information](#)

## TYPICAL DURATION

54 months

## CAREER PROGRESSION

You may want to look for work in the Industry, either in design or maintenance of electrical control systems, machinery and equipment, or you could progress to a higher-level apprenticeship, and earn while you learn.

**If not previously attained, the learner must also achieve Functional Skills in Maths and English at the required level to achieve the overall qualification.**

CONSTRUCTION



# PLUMBING AND DOMESTIC HEATING TECHNICIAN

## OVERVIEW

You will develop the skills and knowledge required to plan, select, install, service, commission and maintain all aspects of plumbing and domestic heating systems. Plumbing and domestic heating technicians can find themselves working inside or outside a property. Customer service skills and being tidy and respectful are important qualities as they can often find themselves working in customers' homes as well as on building sites.

This qualification covers accurate measuring, marking, cutting, bending and joining metallic and non-metallic pipework, making you competent to industry standards in plumbing and heating.

## APPRENTICESHIPS AVAILABLE

**Level 3 Plumbing and Domestic Heating Technician**

[More Course Information](#)

## TYPICAL DURATION

48 months

## CAREER PROGRESSION

This qualification can help you progress into supervisory job roles such as design and planning, and a wide range of roles within the domestic plumbing and heating sector including: heating and ventilator engineer, project development manager and Senior skilled operative

**If not previously attained, the learner must also achieve Functional Skills in Maths and English at the required level to achieve the overall qualification.**

CONSTRUCTION



# GAS ENGINEERING OPERATIVE

## OVERVIEW

Gas engineering involves the safe installation, commission, decommission and the ongoing service and repair of gas appliances in either a domestic or non-domestic setting. Appliances can include, but are not limited to, a range of work categories such as central heating boilers, unvented hot water storage, ducted air heaters, cookers, space heaters, meters, alternative fuel, boosters, testing and purging for industrial pipework.

Roles in gas engineering will include explaining how installations and appliances work, providing energy efficiency advice and ensuring customer service excellence at all times. Gas engineering operates strictly within the requirements of health and safety legislation.

## APPRENTICESHIPS AVAILABLE

**Level 3 Gas Engineering Operative**  
[More Course Information](#)

## TYPICAL DURATION

18 months

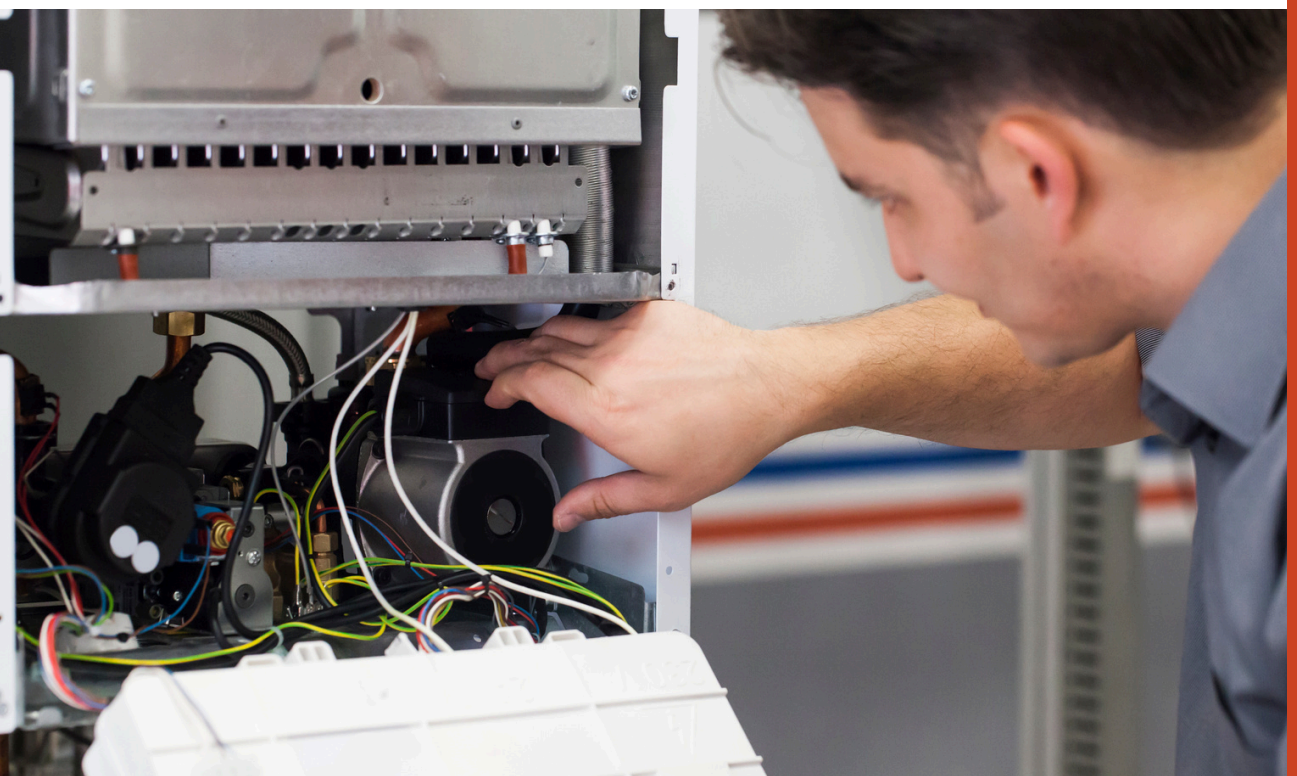
## CAREER PROGRESSION

A qualified gas engineering operative could move into supervisory and management roles, with responsibility for a team of engineers. You might also set up your own gas fitting business, if you have a lot of experience.

You could use your transferable engineering skills to switch to working on systems powered by alternative energy sources, like hydrogen.

**If not previously attained, the learner must also achieve Functional Skills in Maths and English at the required level to achieve the overall qualification.**

CONSTRUCTION



# GROUNDWORKER

## OVERVIEW

The primary role of a Groundworker apprentice is to interpreting design specifications to prepare a construction site ready for structural building works to take place.

Groundworkers are the first trade onto a construction and civil engineering site and they work closely with supervisors and engineers in interpreting design specifications to prepare the site ready for the structural building works to take place.

They continue their work throughout the construction phase, working with all on-site construction trades, such as bricklayers and plant operatives, up to and including the final completion activities of the project.

## APPRENTICESHIPS AVAILABLE

**Level 2 Groundwork**

[More Course Information](#)

## TYPICAL DURATION

18 months

## CAREER PROGRESSION

After completing your apprenticeship and with additional training you could progress into a variety of roles such as Construction Plant Operative, or progressing into a specific trade. With additional experience you could become a construction site supervisor.

**If not previously attained, the learner must also achieve Functional Skills in Maths and English at the required level to achieve the overall qualification.**

CONSTRUCTION



# PROPERTY MAINTENANCE OPERATIVE

## OVERVIEW

The primary role of a Property Maintenance Operative is to optimise property condition and quality and to ensure the building is kept in a safe working condition.

Property Maintenance Operatives need to maintain a high level of quality providing maximum satisfaction to customers, clients, guests and team.

An employee in this occupation will be responsible for performing planned maintenance and responsive repairs to properties, maintaining a high level of quality to the works they complete, providing maximum satisfaction to customers, clients, staff or residents within those properties.

## APPRENTICESHIPS AVAILABLE Level 2 Property Maintenance Operative

[More Course Information](#)

## TYPICAL DURATION

24 months

## CAREER PROGRESSION

Completing this apprenticeship programme with its transferable skills will enable progression into roles such as a Technical Specialist e.g. Electrical or Plumbing and Supervisory and Management roles e.g. Facilities Management, across a wide range of sectors.

**If not previously attained, the learner must also achieve Functional Skills in Maths and English at the required level to achieve the overall qualification.**

CONSTRUCTION



# CONSTRUCTION PLANT OPERATIVE

## OVERVIEW

The primary role of a construction plant operative is to check, prepare and operate a number of construction machines (known as plant) that is used onsite in the construction sector including on railways, demolition and utility works (water/gas/electricity supply).

This apprenticeship involves the learning on four common types of construction plant and includes a 360-degree excavator, dumper/dump truck, forklift and ride-on roller. The ability to operate a core range of plant onsite will enable apprentices to work across a number of projects and provide the basis of upgrading to more specialist plant such as graders, dozers, demolition plant.

## APPRENTICESHIPS AVAILABLE

**Level 2 Construction Plant Operative**  
[More Course Information](#)

## TYPICAL DURATION

15 months

## CAREER PROGRESSION

After completing this apprenticeship, with additional experience and training, you could progress into construction site supervision, site estimating or work in plan hire and equipment sales. You might become a supervisor or coordinator which involves choosing the right machinery for jobs and assessing new equipment.

**If not previously attained, the learner must also achieve Functional Skills in Maths and English at the required level to achieve the overall qualification.**

# CONSTRUCTION



# CONSTRUCTION SUPPORT TECHNICIAN

## OVERVIEW

This occupation is found in and throughout the construction and built environment sector, including construction contracting and associated supply chain subcontractors.

An employee in this occupation will be responsible for supporting construction contracting teams with the inputting and progression of digital project information linked to resources using industry standard and specialist software in office and site environments. They will develop key information and enhance timely interaction with professional site and technical teams from internal and external organisations, linked to projects either at development, construction or maintenance phases.

## APPRENTICESHIPS AVAILABLE

**Level 3 Construction Support Technician**

[More Course Information](#)

## TYPICAL DURATION

24 months

## CAREER PROGRESSION

Buying and procurement technician, Contracting quantity surveying technician, Contracting site technician, Estimating technician, General construction contracting operations technician, Planning technician

**If not previously attained, the learner must also achieve Functional Skills in Maths and English at the required level to achieve the overall qualification.**

CONSTRUCTION



# CONSTRUCTION SITE SUPERVISOR

## OVERVIEW

The construction site supervisor's primary responsibility will be to supervise specialist contractors and workers on construction projects.

The main duties and tasks of a Construction Site Supervisor are:

Supervision of specialist contractors; control of health and safety standards on construction projects; recording, controlling and reporting progress on a construction project; minimisation of the environmental impact of construction projects; control of the quality of works on a construction project; assisting commercial staff with monitoring of costs on a construction project.

## APPRENTICESHIPS AVAILABLE

**Level 4 Construction Site Supervisor**  
[More Course Information](#)

## TYPICAL DURATION

36 months

## CAREER PROGRESSION

Completing this apprenticeship programme with its transferable skills and with some experience will enable progression into roles such as contract management or move into general construction management.

**If not previously attained, the learner must also achieve Functional Skills in Maths and English at the required level to achieve the overall qualification.**

CONSTRUCTION





# HEALTHCARE

- Community health and wellbeing worker



# HEALTHCARE

## COMMUNITY HEALTH AND WELLBEING WORKER

### OVERVIEW

The broad purpose of the occupation is to work in partnership with individuals and their communities to identify and address health and wellbeing needs, improve health, prevent ill-health and reduce inequalities. To do this, Community Health and Wellbeing Workers need to:

- address the causes of poor health and wellbeing in the broadest sense (causes of the causes).
- work with individuals, groups and communities to identify what matters to them.
- understand the local and accessible services and resources available.
- identify gaps in available services and resources.
- build relationships with local organisations and groups.

### APPRENTICESHIPS AVAILABLE

**Level 3 Community Health and Wellbeing Worker**

[More course information](#)

### TYPICAL DURATION

12 Months

### CAREER PROGRESSION

With additional training successful completers will be able to move into leadership, management or consultancy roles within the sector which may be aligned with an apprenticeship at a higher level.

This progression will involve leading teams of people; acting as a mentor for staff; or specialising in the delivery of health programmes to certain populations or communities.

**If not previously attained, the learner must also achieve Functional Skills in Maths and English at the required level to achieve the overall qualification.**



# EDUCATION

- Learning and Skills Assessor
- Learning and Skills Teacher

# LEARNING AND SKILLS ASSESSOR

## OVERVIEW

The role of the learning and skills assessor can be found in all sectors where learning, training and development is required.

The broad purpose of this occupation is to assess candidates against agreed standards of competence using a range of assessment methods. The learning and skills assessor will plan, conduct assessment activities and record and report on assessment decisions to the learner and other relevant stakeholders.

In their daily work the learning and skills assessor will interact with learners, quality assurance practitioners, teaching and delivery professionals and other relevant stakeholders where necessary.

## APPRENTICESHIPS AVAILABLE

**Level 3 Learning and Skills Assessor**  
[More Course Information](#)

## TYPICAL DURATION

12 months

## CAREER PROGRESSION

With experience a qualified learning and skills assessor could become a senior training officer or training manager.

You could also move into further education teaching, or work as a freelance trainer or consultant.

**If not previously attained, the learner must also achieve Functional Skills in Maths and English at the required level to achieve the overall qualification.**

# EDUCATION TRAINING



# LEARNING AND SKILLS TEACHER

## OVERVIEW

LSTs will work within colleges (whether general or specialist), independent training providers (ITPs), Adult Community Learning (ACL) providers and offender learning. A small number may work as trainers in large organisations.

LSTs are responsible for ensuring learners achieve the best possible knowledge, skills and behaviour. LSTs will plan and deliver teaching that is current, comprehensive and challenging. They will interact with other Teachers and FES professionals and learners of different ages, abilities, backgrounds and ambitions. They may also interact with employers and stakeholders.

## APPRENTICESHIPS AVAILABLE

**Level 5 Learning and Skills Teacher**  
[More Course Information](#)

## TYPICAL DURATION

18 months

## CAREER PROGRESSION

With the employer's approval, the LST could progress onto curriculum/ training leadership roles following an adequate period of experience teaching at this level, within the sector.

**If not previously attained, the learner must also achieve Functional Skills in Maths and English at the required level to achieve the overall qualification.**

# EDUCATION TRAINING





## HAIR AND BEAUTY

- Beauty Therapist
- Adv Beauty Therapist
- Nail Services Technician
- Hairdressing



# HAIR & BEAUTY

## BEAUTY THERAPIST

### OVERVIEW

A Beauty therapist works in one of the largest, trusted, professional and continually expanding industries within the Hair and Beauty Sector.

The work environment can be varied in size, style and ambiance, from a cruise ship, through to small bespoke salons or luxury high end beauty salons and spas.

A Beauty Therapist works independently or as part of a team supported by a manager when completing treatments as a key part of a beauty business. They demonstrate a willingness to learn, have an enquiring and curious mind and are enthusiastic to learn about their chosen career.

### APPRENTICESHIPS AVAILABLE

**Level 2 Beauty Therapist**

[More course information](#)

### TYPICAL DURATION

15 Months

### CAREER PROGRESSION

On completion of the course you can progress onto the Advanced Beauty Therapist Apprenticeship.

With further experience and further training you could supervise other beauty consultants or move into retail management.

You could work as a beauty brand sales representative or start your own beauty business.

**If not previously attained, the learner must also achieve Functional Skills in Maths and English at the required level to achieve the overall qualification.**



# HAIR & BEAUTY

## ADV BEAUTY THERAPIST

### OVERVIEW

This Beauty apprenticeship is ideal for you if you are starting out in the beauty sector or if you want to get a professional qualification.

You will gain a range of skills in providing make-up services, skincare treatments, spa waxing, manicure and pedicure services. The qualification will provide you with the essential knowledge and skills for one-on-one beauty treatments as well as knowledge of products.

The broad purpose of Level 3 is to provide, design and implement bespoke treatment plans. These advanced treatments range from advanced manual therapies such as advanced massage techniques, and technical therapies such as face and body electrical treatments, to meeting and managing client needs and expectations.

### APPRENTICESHIPS AVAILABLE

**Level 3 Advanced Beauty Therapist**

[More course information](#)

### TYPICAL DURATION

18 Months

### CAREER PROGRESSION

On completion of the course and with experience you could progress to salon manager.

You could become self-employed and get your own salon, work from home or travel to clients.

You could also move into fashion, theatre or media make-up.

**If not previously attained, the learner must also achieve Functional Skills in Maths and English at the required level to achieve the overall qualification.**



# HAIR & BEAUTY

## NAIL SERVICES TECHNICIAN

### OVERVIEW

A Nail Services Technician offers a range of services for customers'/clients' nails. They complete all duties and treatments within the scope of the occupation.

They demonstrate a willingness to learn, have an inquiring and curious mind and are enthusiastic to learn about their chosen career. In addition, they exhibit a good work ethic applied to learning, drive and commitment to learn and maintain continual professional development.

They complete nail services on a one-to-one basis with individual customers/clients within commercial timings. The occupation is fast-paced and customer focused providing a range of bespoke nail services, advice and product recommendations whilst meeting legal, industry and organisational requirements and codes of practice.

### APPRENTICESHIPS AVAILABLE

**Level 2 Nail Services**

[More course information](#)

### TYPICAL DURATION

12 Months

### CAREER PROGRESSION

After completing this apprenticeship programme and with experience, you could manage a salon or start your own business.

You could work with photographers, fashion designers or TV companies, preparing nails for photo shoots or fashion shows.

You could take further training to learn other beauty techniques or to teach nail art. You could move into product sales, selling nail equipment and materials to salons and nail bars.

**If not previously attained, the learner must also achieve Functional Skills in Maths and English at the required level to achieve the overall qualification.**



# HAIR & BEAUTY

## HAIRDRESSING

### OVERVIEW

There's a growing demand for trained professionals in the Beauty and Hairdressing Industry. The hairdressing apprenticeships provide the knowledge and skills for hairdressing services for all hair types. It covers shampooing, cutting, drying, styling, colouring and perming hair for clients.

In their daily work, an employee in this occupation interacts with a wide and diverse range of clients, the salon team, other associated hair and beauty professionals. They should also be able to promote themselves, their organisation, products and services using a variety of channels.

An employee in this occupation will be responsible for demonstrating industry standards of professionalism, values, behaviours, communication skills, team work, retail and selling skills for clients. Completing a range of hairdressing services to create a variety of looks.

### APPRENTICESHIPS AVAILABLE

**Level 2 Hair Professionals  
(Barbering/Hairdressing)**

[More course information](#)

### TYPICAL DURATION

24 Months

### CAREER PROGRESSION

After completing your apprenticeship you may have the option to progress to a higher level-apprenticeship within many areas of the hair and beauty sector.

With experience you could become a senior stylist or salon manager. With further qualifications, you could also move into training or assessing student hairdressers.

You could become self-employed or open your own salon.

You may be able to use your skills as a hair professional in the theatre, film or television industry.

**If not previously attained, the learner must also achieve Functional Skills in Maths and English at the required level to achieve the overall qualification.**



# MOTOR VEHICLE

- Autocare Technician
- Light Vehicle Service and Maintenance Technician
- Mechanical, Electrical and Trim Technician
- Motor Vehicle Paint Technician
- Motor Vehicle Panel Technician

# AUTCARE TECHNICIAN

## OVERVIEW

An Autocare Technician carries out a range of services and repairs to cars, car derived vans and light goods vehicles, working in an autocare or "Fast-Fit" Centre, which may be part of a national chain or operated by a regional/local independent group/owner.

An Autocare Technician requires a unique combination of technical, retail and customer service skills. They will use a range of tools, measuring and diagnostic equipment to identify and repair simple system faults.

They must be able to work as part of a team but also operate independently, understand how their centre operates from a commercial perspective and how their actions contribute to business results, whilst maintaining a high standard of workmanship.

## APPRENTICESHIPS AVAILABLE

**Level 2 Autocare Technician**

[More Course Information](#)

## TYPICAL DURATION

30 months

## CAREER PROGRESSION

On completion of this course you may then progress onto the Level 3 qualification.

Alternatively, with experience, you could move into workshop supervision and management jobs, or related areas, like breakdown and recovery, service centre advice or general vehicle mechanics.

**If not previously attained, the learner must also achieve Functional Skills in Maths and English at the required level to achieve the overall qualification.**

# MOTOR VEHICLE



# LIGHT VEHICLE SERVICE AND MAINTENANCE TECHNICIAN

## OVERVIEW

A motor vehicle service and maintenance technician services and repairs light vehicles such as cars and vans and works either in dealerships which focus on a particular manufacturer, or in an independent garage which deals with many different makes of vehicles.

The technician will work on all the systems found within the vehicle. The day-to-day work ranges from replacing simple parts through to solving complex faults with the use of diagnostic methods and equipment. The tasks faced are constantly changing, driven by the introduction of ever more complex technologies and diagnostic techniques.

## APPRENTICESHIPS AVAILABLE

**Level 3 Light Vehicle Service and Maintenance Technician**  
[More Course Information](#)

## TYPICAL DURATION

36 months

## CAREER PROGRESSION

On completion of this course you may then progress onto become a senior technician, workshop supervisor, garage manager or MOT tester become a motor vehicle breakdown engineer, or specialise in an area such as motorsport engineering.

**If not previously attained, the learner must also achieve Functional Skills in Maths and English at the required level to achieve the overall qualification.**

# MOTOR VEHICLE



# MECHANICAL ELECTRICAL AND TRIM (MET) TECHNICIAN

## OVERVIEW

With this apprenticeship you will gain the knowledge and skills to identify damaged mechanical and electrical components on a damaged car or light commercial vehicles and refit these components before and after body repair has been carried out.

The technician will be able to carry out vehicle diagnostics utilising diagnostic hardware/software to interrogate any faults found within the vehicle management system (on board computer), interpret technical information to ensure integrity of repair. A competent MET Technician is accountable for ensuring that the vehicle components and trim of a repaired collision damaged vehicle meets at minimum the manufacturer safety and performance standard prior to the damage sustained.

## APPRENTICESHIPS AVAILABLE

**Level 3 Mechanical Electrical and Trim (MET) Technician**  
[More Course Information](#)

## TYPICAL DURATION

36 months

## CAREER PROGRESSION

This qualification can help you find work in roles such as Bodyshop Mechanic, MET Technician, Bodyshop Technician, Body fitter and more. You may want to work in small or large independent garages, car dealerships that specialise in vehicle body fitting, vehicle body pair or paint spraying.

**If not previously attained, the learner must also achieve Functional Skills in Maths and English at the required level to achieve the overall qualification.**

# MOTOR VEHICLE



# MOTOR VEHICLE DAMAGE PAINT TECHNICIAN

## OVERVIEW

A Vehicle Damage Paint Technician works in the vehicle body repair sector of the motor industry. The role is to prepare, spray and finish vehicles that have been involved in collisions and other incidents in an efficient manner.

The vehicles can include Cars/Light Commercial Vehicles. This includes ensuring correct colour match and final finish to the company and customer's exacting standards.

This is usually within a collision repair workshop or smart repair workshops/mobile repair micro business and working alongside another fully qualified Paint Technician.

**APPRENTICESHIPS AVAILABLE**  
**Level 3 Vehicle Damage Paint Technician**  
[More Course Information](#)

**TYPICAL DURATION**  
36 months

## CAREER PROGRESSION

Once you have completed your apprenticeship you could get an IMI accreditation and move into senior paint technician roles; become a shift supervisor, quality control inspector or workshop manager; set up your own paint spraying business; specialise in customising cars.

**If not previously attained, the learner must also achieve Functional Skills in Maths and English at the required level to achieve the overall qualification.**

# MOTOR VEHICLE



# MOTOR VEHICLE DAMAGE PANEL TECHNICIAN

## OVERVIEW

A Vehicle Damage Panel Technician works within the Collision Repair workshop, demonstrating expert working knowledge in relation to the removal, repair and replacement of vehicle body panels to vehicle manufacturer specification.

A technician is able to work independently and as part of a team following a defined process, using their skills to correctly identify the different body panel types and have the ability to use the correct repair tools to carry out the work to the highest possible standard.

The equipment they use can include using jigs, resistance welding equipment, riveting and bonding tools, as well as new equipment such as reinforced plastic carbon fibre diagnostic ultrasound tools.

## APPRENTICESHIPS AVAILABLE

**Level 3 Vehicle Damage Panel Technician**

[More Course Information](#)

## TYPICAL DURATION

36 months

## CAREER PROGRESSION

After completing your apprenticeship, with experience, you could become a lead fitter or technician, or move into supervisory and body-shop management positions in larger firms. You could also work as a vehicle damage assessor for a repair workshop or an insurance firm. You could also set up your own business and move into mobile repair.

**If not previously attained, the learner must also achieve Functional Skills in Maths and English at the required level to achieve the overall qualification.**

# MOTOR VEHICLE





# CREATIVE DESIGN

- Creative Venue Technician



# CREATIVE DESIGN

## CREATIVE INDUSTRIES PRODUCTION TECHNICIAN

### OVERVIEW

The broad purpose of the occupation is to prepare, build, set up, and operate functioning systems for creative productions; including screen, theatre, live performance and events.

These systems can include sound, lighting, power or video. Technicians read, interpret and give appropriate technical information to colleagues and clients. They use a variety of tools to assemble, install and maintain technical and production systems.

This ranges from screen production studios, outside locations, entertainment venues and theatres, through to organisations that provide technical solutions for the setup of live, recorded and streamed events.

Production technicians work in three main roles; as creative venue technicians, live event technicians or screen lighting technicians.

### APPRENTICESHIPS AVAILABLE

**Level 3 Creative Industries Production Technician**

[More course information](#)

### TYPICAL DURATION

24 Months

### CAREER PROGRESSION

Even if you choose to continue as a multi-skilled technician, you can progress to being a team leader, responsible for project management, training other people, and the quality of delivery.

Eventually you could reach the position of producer and have overall control of how a show is put together.

**If not previously attained, the learner must also achieve Functional Skills in Maths and English at the required level to achieve the overall qualification.**



# PUBLIC SERVICES

- Professional Security Operative

# PROFESSIONAL SECURITY OPERATIVE

## OVERVIEW

The broad purpose of the occupation is to be an organisation's first line of defence against activities that threaten the security of the UK and continuity of its organisations' core businesses.

Professional security operatives protect people, assets, property and premises via a layered security approach.

This includes the need to enforce legal requirements, policies, procedures (including Standard Operating Procedures and Emergency Operating Procedures) and rules to provide a safe and secure environment.

## APPRENTICESHIPS AVAILABLE

**Level 2 Professional Security Operative**

[More Course Information](#)

## TYPICAL DURATION

12 months

## CAREER PROGRESSION

With experience, you could become a supervisor, senior or chief security officer.

You could take further qualifications, through an advanced Security First Line Manager apprenticeship to go into security management.

**If not previously attained, the learner must also achieve Functional Skills in Maths and English at the required level to achieve the overall qualification.**

# PUBLIC SERVICES



# SAFEGUARDING SUPPORT OFFICER

## OVERVIEW

The broad purpose of the occupation is to support an organisation in protecting children, young people and adults who may be at risk of harm, abuse, neglect, exploitation or radicalisation.

Safeguarding Support Officers play a vital role in helping organisations meet their safeguarding responsibilities and create safe environments for those they support.

Their responsibilities can include maintaining safeguarding records, supporting investigations, monitoring safeguarding cases, promoting safeguarding awareness, assisting with policy implementation and contributing to a culture of safeguarding throughout the organisation.

## APPRENTICESHIPS AVAILABLE

**Level 3 Safeguarding Support Officer**  
[More Course Information](#)

## TYPICAL DURATION

18 months

## CAREER PROGRESSION

Upon completion, apprentices may progress into more senior safeguarding roles or specialist positions within safeguarding and welfare services.

The apprenticeship can also provide a pathway into wider careers within public services, education, healthcare, social care, housing and community support, as well as further professional development and higher-level qualifications in safeguarding, leadership or related disciplines.

**If not previously attained, the learner must also achieve Functional Skills in Maths and English at the required level to achieve the overall qualification.**

# PUBLIC SERVICES





# FULL-TIME SPORTS COURSES

- Sport and Physical Activity
- Gym Instructing and Personal Training

# SPORT AND PHYSICAL ACTIVITY

## OVERVIEW

The Level 3 Sport and Physical Activity qualification is a nested qualification, meaning that the amount of units completed decides the level of qualification you achieve.

We have divided this programme into four pathways.

Pathway 1 - NCFE Certificate (360)

Pathway 2 - NCFE Diploma (540)

Pathway 3 - NCFE Diploma (720)

Pathway 4 - NCFE Ext Diploma (1080)

## Entry Requirements

You will need:

- To be 16 by the 31st August,
- A UK passport, EU settled status and valid, leave to remain endorsed on your residents card for the duration of the course.
- To be motivated to work
- To be committed and willing to learn

**If not previously attained, the learner must also achieve Functional Skills / GCSEs in Maths and English at the required level.**

## Education Routes:

Learners who achieve this qualification could progress to a variety of different educational programmes.

## Study Programme:

Gym Instructing and Personal Trainer

## Apprenticeship programmes:

Level 3 Sports Professional

Level 4 Elite Sports Coach

## University:

Many of our learners progress to university using the qualifications achieved while on this programme. For an up to date list of UCAS points available visit the [UCAS site](#).

## Scholarship:

You may want to consider scholarships in the USA, New Zealand or in other countries. Undertaking a football scholarship gives you the opportunity to experience life in other countries while playing your specialised sport and working towards a degree.



**FULL-TIME  
COURSES**

# GYM INSTRUCTING AND PERSONAL TRAINING

## OVERVIEW

The Level 3 Diploma in Gym Instructing and Personal Training trains learners to a professionally competent level, enabling them to prescribe, plan and deliver safe but effective exercise programmes, and to develop their skills and knowledge to allow the learner to pursue a career in personal training.

## Entry Requirements

Some experience in gym-based exercises, including free weights, is highly recommended. The course requires physical exertion and individual participation is essential; therefore, a degree of physical fitness is necessary.

**If not previously attained, the learner must also achieve Functional Skills / GCSEs in Maths and English at the required level.**

## Education Routes:

Learners who achieve this qualification could progress to:

- Level 2 Awards for Instructing Core Group Exercise.
- Level 3 Sport and Physical Activity
- Level 3 Diploma in Exercise Referral
- Level 3 Diploma in Increasing Participation in Sport and Active Leisure in Community Settings
- Level 3 Diploma in Sport
- Level 3 Diploma in Sports Massage Therapy
- Apprenticeship in Leisure Team Member
- Apprenticeship in Personal Training.

## Career opportunities

Learners who achieve this qualification could progress into employment or self-employment as a Gym Instructor or Personal Trainer.



**FULL-TIME COURSES**



# HIGHER TECHNICAL QUALIFICATIONS (HTQ)

- Football Coaching and Development FdA

# FOOTBALL COACHING AND DEVELOPMENT

## OVERVIEW

The FdA Football Coaching and Development degree has been designed in partnership with employers from the sports industry via our Professional Advisory Group. The course delivers a blend of theory and practice so that students are equipped with extensive knowledge and skills and are therefore highly employable on completion of the course.

Learn how sport can be used to inspire young people, develop communities and fulfil the potential of all individuals, from grassroots, all the way up to working with elite athletes. You'll explore talent development, elite sport, sport coaching, international sport, education, sports policy and disability sport, and writing sport plans for governing bodies.

## QUALIFICATIONS AVAILABLE

**Football Coaching and Development  
FdA**

[More Course Information](#)

## TYPICAL DURATION

24 months

## CAREER PROGRESSION

The successful completion of the programme will give the graduate the skills necessary to work within and beyond sports sectors and to continue to study at Level 6 to achieve a BA Honours Degree in Sport Development and Coaching.





## T-LEVELS

- Light and Electric Vehicle Pathway
- Electrotechnical Engineering Pathway



# T-LEVELS

## LIGHT AND ELECTRIC VEHICLE PATHWAY

### OVERVIEW

Level 3 T-Level qualification in Light and Electric Vehicle for post GCSE learners as an alternative to A levels, other post-16 courses or an apprenticeship.

This course has been designed with leading businesses and employers to give you the knowledge and skills you need to begin a career as a Light and Electric Vehicle Technician.

As a T-Level student you will spend 80% of your time in the classroom and 20% on a 45-day placement with an employer to give you the skills and knowledge companies look for.

Like A levels, there are no tuition fees to study a T Level if you start before you are 19.

### TYPICAL DURATION

24 Months

[More Information](#)

### CAREER PROGRESSION

You will have the industry knowledge and experience to progress into roles such as: Light Vehicle Maintenance Technician and Electric Vehicle Technician.

You can also use this T Level to progress to a related higher-level apprenticeship or course of study at a higher level, including a university degree.

**To join this programme you must have achieved 5 GCSE's at grade 9-4 (to include English and Maths at grade 4 or above).**

**If you do not meet these requirements please contact our support team to discuss alternative routes.**





# T-LEVELS

## ELECTROTECHNICAL ENGINEERING PATHWAY

### OVERVIEW

Level 3 T-Level qualification in Electrotechnical Engineering for post GCSE learners as an alternative to A levels, other post-16 courses or an apprenticeship.

This course has been designed with leading businesses and employers to give you the knowledge and skills you need to begin a career as an electrotechnical engineer.

As a T-Level student you will spend 80% of your time in the classroom and 20% on a 45-day placement with an employer to give you the skills and knowledge companies look for.

Like A levels, there are no tuition fees to study a T Level if you start before you are 19.

### TYPICAL DURATION

24 Months

[More Information](#)

### CAREER PROGRESSION

Career options might include a career in construction, specifically in areas such as electric installation and maintenance.

You can also use this T Level to progress to a related higher-level apprenticeship or course of study at a higher level, including a university degree.

**To join this programme you must have achieved 5 GCSE's at grade 9-4 (to include English and Maths at grade 4 or above).**

**If you do not meet these requirements please contact our support team to discuss alternative routes.**





# PROFESSIONAL COURSES

## MOTOR VEHICLE

- MOT Classes 4 and 7
- MOT Test Centre Manager
- Vehicle Technician Accredited Assessment (VTAA)
- Award in Electric Hybrid Vehicles
- Automotive Refrigerant Handling (F-Gas)

# MOT CLASSES 4 AND 7

## WHO IS THIS COURSE FOR?

This qualification has been developed for candidates who wish to become MOT Testers for light vehicles.

## COURSE AIMS

The candidate will obtain and develop practical skills and knowledge that is required for MOT Testing.

Candidates will be required to demonstrate skills and knowledge throughout the course.

## HOW WILL IT BE ASSESSED?

Assessment will be through an online multiple-choice exam conducted at the end of the course and Practical direct observation of a simulated MOT test (with use of an assistant)

## QUALIFICATION

Level 2 Award in MOT Testing  
(Classes 4 and 7)

[Make a booking](#)

## DURATION

5 Days

## COURSE COST

£1,200

## ENTRY REQUIREMENTS

Before you join this course you must be able to provide evidence for the below:

- A current DBS certificate
- A clean driving licence
- A Level 3 motor vehicle certificate
- 4 years' experience working full-time as a mechanic

# PROFESSIONAL COURSES



# MOT TEST CENTRE MANAGER

## WHO IS THIS COURSE FOR?

This qualification is primarily developed for candidates who wish to manage an MOT Vehicle Test Station (VTS), or those who will have direct responsibility for MOT operations at the VTS in the future.

## COURSE AIMS

- Develop the legislative and compliance knowledge required to manage an MOT Test Centre.
- Encourage improvements in customer service.
- Aid developing and supervising staff.
- Develop understanding of the centre quality systems and audits.

## HOW WILL IT BE ASSESSED?

Assessment will be through an online multiple-choice exam conducted at the end of the course.

## QUALIFICATION

**Level 3 Award in MOT Test Centre Management**

[Make a booking](#)

## DURATION

**2.5 Days**

## COURSE COST

**£660**

## ENTRY REQUIREMENTS

Before you join this course you must be able to provide evidence for the below:

- You must have a current DBS certificate.

# PROFESSIONAL COURSES

VT20W

## MOT Test Certificate Tystysgrif Brawf MOT

This certificate has been issued according to the conditions and notes on the back of this certificate.  
Rhoddwyd y dystysgrif hon yn unol â'r amodau a'r nodiadau ar gefn y dystysgrif hon.

**Note: If you have doubts as to whether this certificate is valid, please contact the DVSA on 0300 505 0600.**  
Sylwch: os oes gennych amheuaeth ynghylch dilysrwydd y dystysgrif hon, defnyddwch y nodyn 3 drosodd i'w gofyn.

MOT test number / Rhif prawf MOT

Make / Gwneuthuriad

Registration mark / Marc cofrestru

Model

Odometer reading / Darlleniad odo  
Test class / Dosbarth y prawf



# VEHICLE TECHNICIAN ACCREDITED ASSESSMENT (VTAA)

## WHO IS THIS COURSE FOR?

This accreditation is aimed at experienced mechanics that have not already achieved a Level 3 motor vehicle qualification. This is a lifetime accreditation that recognises the knowledge and skills of the individual technician.

Usually, this accreditation will be completed as a requirement to progress on to the MOT Testers course.

## COURSE AIMS

- Knowledge and practical skills assessments consist of steering suspension, wheels and tyres.
- Braking systems.
- Vehicle electrics, introduction to air conditioning and hybrid.
- Vehicle emissions.

## QUALIFICATION

Level 3 Vehicle Technician Accreditation

[Make a booking](#)

## DURATION

2 Days

## COURSE COST

£500

## ENTRY REQUIREMENTS

Before you join this course you must be able to provide evidence for the below:

- You must have a current DBS certificate.
- A clean driving license
- 4 years' experience working full-time as a mechanic.

# PROFESSIONAL COURSES



# AWARD IN ELECTRIC AND HYBRID VEHICLES

## WHO IS THIS COURSE FOR?

A blended learning Level 2/3 EV / Hybrid course that consists of knowledge and practical learning and assessments. This course is designed for people who may encounter electric/hybrid vehicles within a routine maintenance situation.

## COURSE AIMS

It contains two mandatory units EV2.2 and EV3. Covering all of the skills and knowledge from IMI Level 2/3 Award in Electric/Hybrid Vehicles Routine Maintenance Activities.

## HOW WILL IT BE ASSESSED?

It will be assessed via a multiple-choice online assessment, and a practical assessment. The knowledge and practical assessments will be completed on the 3rd day of training.

## QUALIFICATION

**Level 3 Award in Electric/Hybrid Vehicle System Repair and Replacement**

[Make a booking.](#)

## DURATION

**3 Days**

## COURSE COST

**£565**

## ENTRY REQUIREMENTS

Before you join this course you must be able to provide evidence for the below:

- Appropriate vehicle maintenance and repair knowledge and skills at Level 2.
- Will already have appropriate vehicle maintenance, repair knowledge and skills at Level 3.

# PROFESSIONAL COURSES



# AUTOMOTIVE REFRIGERANT HANDLING (F-GAS)

## WHO IS THIS COURSE FOR?

This Defra-approved qualification offers a single unit solution that provides experienced automotive Mobile Air Conditioning technicians with evidence that they meet the minimum F-gas requirement.

## COURSE AIMS

The Award is made up of 1 unit that covers topics that are derived from the European Union F gas regulations.

## HOW WILL IT BE ASSESSED?

It will be assessed via a multiple-choice online assessment, and a practical assessment completed in our workshop.

## QUALIFICATION

**Level 3 Award in Automotive Refrigerant Handling**

[Make a booking.](#)

## DURATION

**1 Day**

## COURSE COST

**£270**

## ENTRY REQUIREMENTS

There are no entry requirements for this course.

# PROFESSIONAL COURSES

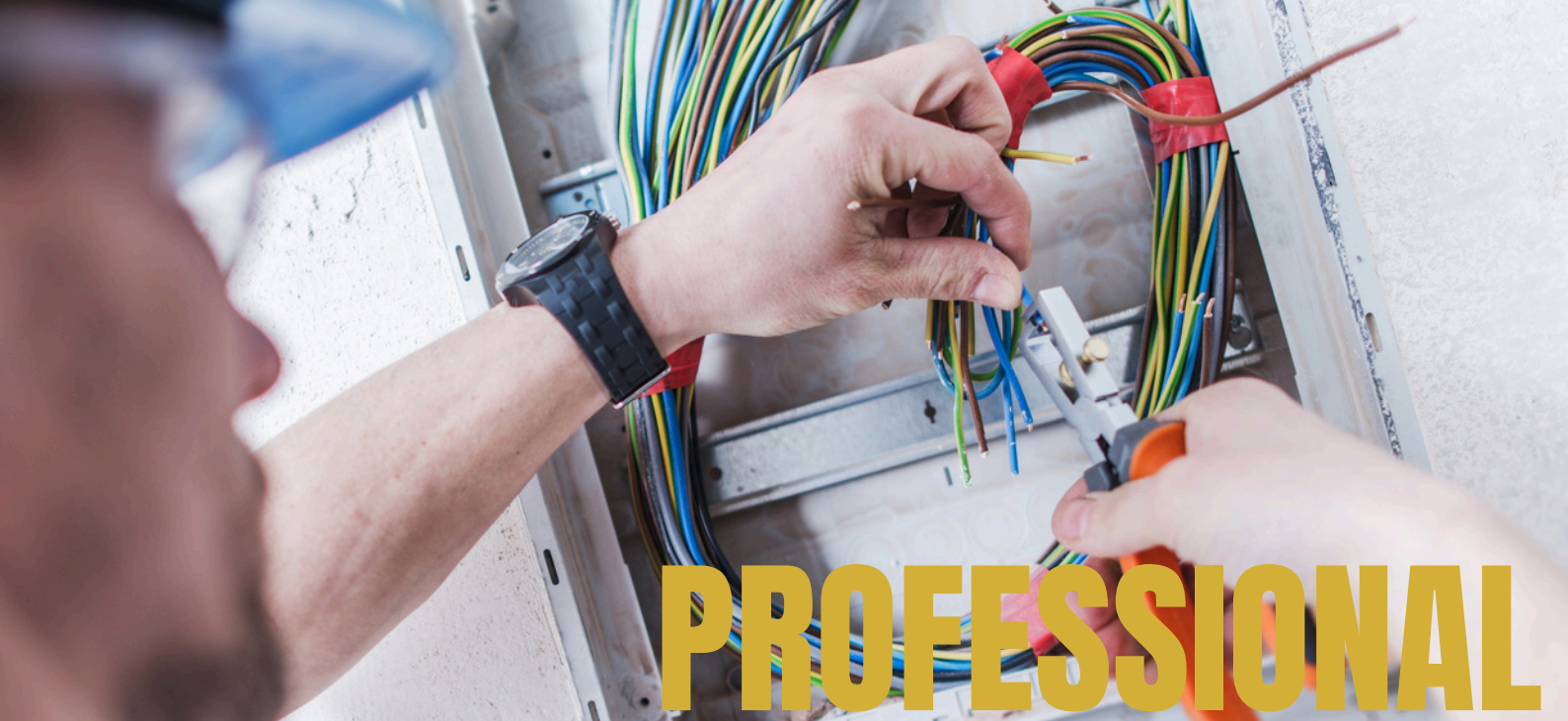




# PROFESSIONAL COURSES

## ELECTRICAL

- 18th Edition
- Verification, Inspection and Testing
- Experienced Worker Assessment (EWA)
- Installation of EV Charging Points
- Inspection and Testing (PAT)
- AM2/S/E



# PROFESSIONAL COURSES

## 18TH EDITION

### WHO IS THE COURSE FOR?

Personnel involved in the electrotechnical sector such as electricians, designers and inspectors who wish to update their knowledge to the IET Wiring Regulations 18th Edition.

### COURSE AIMS

This award gives the learner an understanding of the application of the IET Wiring Regulations 18th Edition (and amendment).

It provides a facility for individuals working in the electrotechnical sector to develop and/or enhance their knowledge of the Requirements for Electrical Installation.

### HOW WILL IT BE ASSESSED?

The qualification is achieved when the unit assessment (online examination) has been successfully completed. The open book online exam has 60 questions with a duration of 2 hours.

### QUALIFICATION

Level 3 Award in the Requirements for Electrical Installations BS 7671:2018  
[More course information](#)

### DURATION

3 Days

### COST

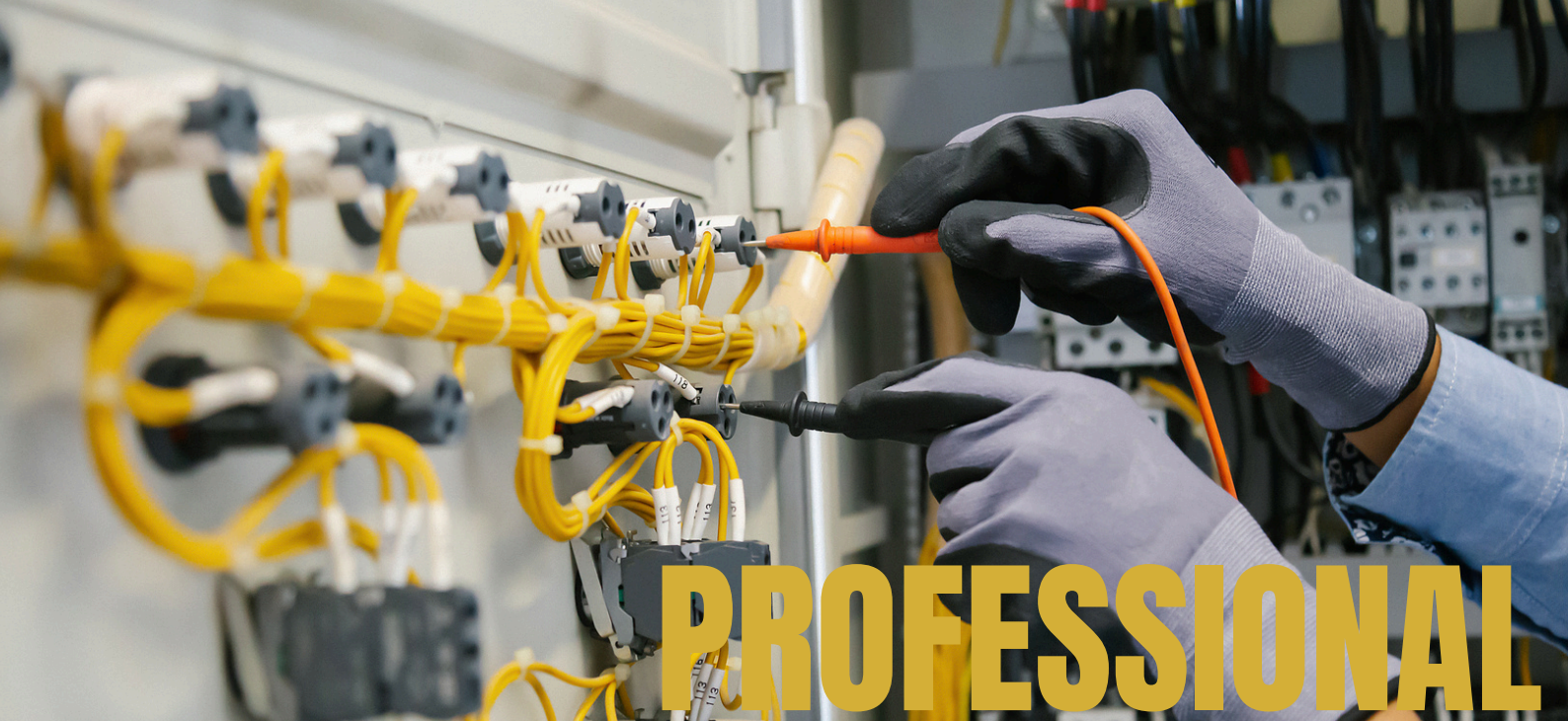
£450

### ENTRY REQUIREMENTS

There are no formal entry requirements for this qualification; however, we must ensure that the learner has the potential to achieve the qualification.

Learners must have the minimum levels of literacy and numeracy to complete the learning outcomes and assessments.

The minimum age for learners on this qualification is 16.



# PROFESSIONAL COURSES

## VERIFICATION, INSPECTION AND TESTING

### WHO IS THE COURSE FOR?

Those who wish to further their career in the electrotechnical sector. Electricians who wish to carry out inspection, testing and commissioning; and periodic inspection, testing and condition reporting.

### COURSE AIMS

This qualification covers the specialist knowledge and skills you need, including appropriate legislation, inspection and testing techniques, completing and issuing certificates or reports and understanding and verification of results and measurements.

### HOW WILL IT BE ASSESSED?

Assessment will be through a multiple-choice on-line test which is open book (IET Guidance note 3), and 2 Centre Assessed practical tasks.

### QUALIFICATION

**Level 3 Award in Electrical Installation Inspection, Testing, Certification and Reporting**

[More course information](#)

### DURATION

**8 Days**

### COST

**£1500**

### ENTRY REQUIREMENTS

There are no formal entry requirements for this qualification.

However, we would expect the learner to have sufficient electrical knowledge and understanding of the current edition of IET BS 7671 prior to taking this course.

Learners must have the minimum levels of literacy and numeracy to complete the learning outcomes and assessments.



# PROFESSIONAL COURSES

## EXPERIENCED WORKER ASSESSMENT (EWA)

### WHO IS THE COURSE FOR?

This qualification is designed solely for those who have been working in the electrotechnical industry as a practising electrician for a minimum of 5 years and wish to work toward an ECS Installation Electrician Gold Card.

### COURSE AIMS

The qualification is made up of performance units which in summary cover: the application of health, safety and environmental considerations, organising the work environment, application of design and installation practices, termination and connection of conductors, inspection and testing, fault diagnosis and rectification.

### HOW WILL IT BE ASSESSED?

The learner will be assessed on their portfolio of work based evidence. They will also have to achieve two on-screen exams.

### QUALIFICATION

**Level 3 Award Electrotechnical Experienced Worker Qualification**  
[More course information](#)

### DURATION

**6 -18 Months**

### COST

**£1800**

### ENTRY REQUIREMENTS

- This qualification is not suitable for new entrants to the electrotechnical industry, apprentices, or those who have completed an electrotechnical technical qualification with less than last five years relevant industry experience.
- Learners **MUST** possess the knowledge and understanding comparable to the Level 3 Electrotechnical apprenticeship qualification which can be evidenced by relevant electrotechnical qualifications.



# PROFESSIONAL COURSES

## INSTALLATION OF EV CHARGING POINTS

### WHO IS THE COURSE FOR?

Electricians (and designers) who wish to gain an understanding of the requirements for electric vehicle charging equipment installations.

### COURSE AIMS

This qualification covers the skills and knowledge required to carry out the in-service inspection and testing of electrical equipment. This Award has one unit which covers: statutory and non-statutory requirements, electrical units, equipment construction; inspection and testing theory, practical inspection and testing of equipment and completion of documentation.

### HOW WILL IT BE ASSESSED?

You will be assessed against this qualification by one 25 question on-screen multiple choice exam of 50 minutes duration.

### QUALIFICATION

**Level 3 Award in the Requirements for the Installation of Electric Vehicle Charging Points**

[More course information](#)

### DURATION

1 Day

### COST

£160

### ENTRY REQUIREMENTS

Learners must be conversant with the relevant wiring regulations, and initial verification and commissioning. This can be demonstrated by the learner holding relevant qualifications in BS 7671, and inspection and testing.

Learners must have the minimum levels of literacy and numeracy to complete the learning outcomes and assessments.

Learners must be at least 18 years old.



# PROFESSIONAL COURSES

## INSPECTION AND TESTING (PAT)

### WHO IS THE COURSE FOR?

Those who wish to carry out formal visual inspections, and tests of electrical equipment.

Electricians who wish to enhance their knowledge and skills.

Those who wish to pursue a career in the electrotechnical/building services sector.

### COURSE AIMS

This award gives the learner an understanding of the theory and practice of the in-service inspection and testing of electrical equipment; commonly referred to as PAT testing (Portable Appliance Testing).

### HOW WILL IT BE ASSESSED?

An on-screen exam and a practical assessment. The qualification is not graded and the learner may only achieve a pass.

### QUALIFICATION

**Level 3 Award In the In-Service Inspection and Testing Of Electrical Equipment**

[More course information](#)

### DURATION

**2 Days**

### COST

**£295**

### ENTRY REQUIREMENTS

There are no formal entry requirements for this qualification.

However, learners must have the potential to achieve all aspects of the qualification.

Learners should be able to demonstrate that they have the minimum levels of literacy and numeracy required for the completion of the learning outcomes and the assessments.

Learners must be at least 16 years old.



# PROFESSIONAL COURSES

## AM<sub>2</sub>/S/E

### WHO IS THE COURSE FOR?

**AM2** - The AM2 should be taken by electrotechnical apprentices who are training against the Apprenticeship Framework.

**AM2S** - The AM2S should be taken by electrotechnical apprentices who are training against the Apprenticeship Standard.

**AM2E** - The AM2E is for experienced workers who are completing the Experienced Worker Assessment (EWA).

### HOW IS IT ASSESSED

The AM2 assessment is comprised of 6 categories.

- A1 Safe Isolation and Risk Assessment
- A2-6 Composite Installation
- B Inspection and Testing of the Completed Composite Installation
- C Safe Isolation of Circuit
- D Fault Diagnosis, Location and Rectification
- E Assessment of Applied Knowledge

### QUALIFICATION

**NET Assessment of Occupational Competence Certificate**

[More course information](#)

### DURATION

**2 1/2 Days**

### COST

**£865**

### ENTRY REQUIREMENTS

As the assessment of competence for the electrical industry, candidates are not permitted to sit the AM2 without evidence that they have the required foundation of experience, knowledge and performance qualifications.

In all cases, please check with ECS before booking if you will be applying for a gold card in [Installation](#) or [Maintenance](#).

# MITSKILLS

## Apprenticeships

### End Point Assessment Centres



0300 303 2225



hello@mitskills.com



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

Unit 12 - 13 Camphill Industrial Estate  
West Byfleet  
Surrey  
KT14 6EW

Unit 7 Gate Centre  
Syon Lane  
Brentford  
London  
TW8 9DD

Suite 16  
Manvers House  
Pioneer Close  
Wath upon Dearne  
Rotherham  
S63 7JZ

