

## GET SKILLS - GET WORK - GET IN TOUCH



**CLICK to view Courses by Category**

# WHO WE ARE

MITSkills is a unique and successful training provider with reach to all corners of the country, and we have operated successfully in London and the South East for the last 20 years.

We are an award-winning national training provider, specialising in work-based learning; Pre-Apprenticeships, Apprenticeships, Traineeships and Study Programmes.

We work with employers, colleges, universities, charities and councils to provide learners and the unemployed with the skills they need, no matter the trade.

We operate as a hub, which means we are a one-stop-shop for the training needs of learners and employers.

We work with a large number of partners locally and nationally and aim to provide the best apprenticeship experience possible.

We provide new cutting-edge training programmes through our private educational courses and also in collaboration with our large network of partners, ensuring the highest quality education and service.

We aim to continually invest in improving our facilities for learners, providing an enjoyable journey through MITSkills and have learners leave equipped with employability skills, qualifications and practical knowledge that will help them progress through employment or higher/further education.

We continually ensure the highest standards of education, as confirmed by OFSTED and by our employers both nationally and regionally.

We deliver skills from Entry Level to Level 7 and are OFSTED rated "Good"

# WHY US?

MITSkills offers a wide range of courses: Business Administration, Business Improvement Techniques, Construction (including Plumbing, Carpentry and Electrical), Motor Vehicle, Engineering, Manufacturing, Warehousing & Logistics, Railway Track Safety, Leisure and Sports, Information and Communication Technology, Customer Service, Management, Teaching Assistant and more.

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

We have supported entry onto construction courses over the last 3 years, working with employers to help unemployed adults get into high-quality construction opportunities.

We have construction delivery sites in Brentford and West Byfleet. We promote and deliver employer-focused courses from entry into construction skills, Traineeships and Apprenticeships.

Working in collaboration with a range of councils, JCP centres and employers, we developed and delivered a highly successful entry to construction model based on skills required for employment in the London Construction market.

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 Construction Academy (MCA) kitemark holder, CITB Approved Training Provider delivering commercial and professional skills, and have ESFA and ESF contracts.

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

As a lead provider, we have the experience and capacity to successfully deliver directly and via third-party to employers, which is achieved by using our quality hub and spoke delivery.

## AWARDS & RECOGNITION

We achieved the 'Training Provider of the Year 2015' in a joint award from a major TV and media company and one of UK's biggest construction companies.

In 2018, Sadiq Khan, Mayor of London, awarded MITSkills with a prestigious quality mark relating the Mayor's Construction Academy to assist house building and enhance stand-alone skills within the construction industry.

Within 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."***

A UK government body responsible for the quality of education and training for adults and young people named MITSkills as one of the top training providers for apprenticeship training in the country.

At the launch of his annual report, the Chief Inspector said, ***"I am delighted to be able to name MITSkills as one of this year's outstanding providers for apprentice training. They have demonstrated an extraordinary commitment to achieving the very highest standards within the industry."***

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

# OFSTED FEEDBACK

**“A very large majority of trainees are successful in gaining apprenticeships, employment or places on further education courses on completion of their programmes”**

**(Ofsted March 2017)**

**“Tutors give trainees and learners on study programmes good information and advice on the career opportunities or further learning that are available to them”**

**(Ofsted March 2017)**

**“Leaders and managers [of MITSkills] support their own and partners’ staff very successfully to develop their practice through the provision of extensive mandatory and optional staff development activities”**

**(Ofsted March 2017)**

**“Employers say that apprentices improve their vocational skills and knowledge and that they are able to give many apprentices increased responsibilities at work”**

**(Ofsted March 2017)**

**“Study programme learners and trainees benefit from good quality work placements and good information, advice and guidance”**

**(Ofsted March 2017)**

# LEARNERS' FEEDBACK

"The MITSkills course has helped me to think outside the box and meet new people."

- Miksha - 18

"I felt really settled-in after only a couple of days at MITSkills. I'm really looking forward to starting my course."

- Jody - 21

"I'm currently doing a construction traineeship. I've learnt new things like how to take out a plug socket. I believe this will help my future as I will leave MITSkills with good qualifications and an apprenticeship that could lead to a future job."

- Baker - 16

"I've always enjoyed working in a hands-on environment and doing practical work. I feel like I'm progressing everyday with MITSkills."

- Charlie Kibble - 20

"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

"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

"I like doing the work experience side of the traineeship 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 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 found the practical work during my traineeship very helpful as it was a hands-on experience that I haven't done before. I had a lot of fun learning new skills that I will be able to use in the future."

- Mohammed - 18

# 5 STAGES OF THE APPRENTICESHIP JOURNEY

## ➔ ON PROGRAMME TRAINING

As an Apprentice, MITSkills helps you combine practical training in a job with study.

With an employer, you learn in the workplace and work alongside experienced staff gaining job-specific skills while earning a wage and other entitlements.

You will get time for any study related to your qualification (usually one day a week). We assess your learning progress through the collation of 360-degree feedback, mentorship and continual quality checking.

## ➔ MOCK ASSESSMENTS

Apprentices are provided with mock assessment materials and guidance as early as possible to encourage preparation and planning toward a successful end point assessment.

## ➔ GATEWAY TO THE EPA

We ensure you are well-informed about the end-point assessment process.

MITSkills works closely with learners, employers and other training providers to ensure the delivery matches the assessment plan and that an apprentice is put forward only when they are ready for the assessment.

MITSkills is also an End-Point Assessment Centre.

## ➔ END POINT ASSESSEMENT

We help you understand your role in the EPA process.

We give you clear and comprehensive information about how an EPA assessor guides an apprentice through all forms of assessment required for their apprenticeship, and we help to assure consistent quality of delivery of EPAs in partnership with the awarding body.

## ➔ CERTIFICATION

An apprenticeship certificate provides formal recognition that you have achieved your apprenticeship, which is a worthy recognition of your hard work.

Processing an apprentice's certificate depends on the type of apprenticeship.

Once the assessor verifies that you have successfully completed all end-point assessments, the EPAO will request a certificate on your behalf.

We will ensure you receive your certificate from the issuing authority.

# WHAT IS OFF-THE-JOB TRAINING?

IT IS **OFF-THE-JOB** IF THE ACTIVITY IS:

- **directly relevant to the apprenticeship standard or framework**

Apprenticeship providers have a range of delivery styles to suit employer and apprentice needs. Employers must work with them to decide when and where off-the-job training should take place and who is best placed to deliver it.

A commitment statement must be in place from the beginning of the apprenticeship, setting out the training content an apprentice will receive and which elements count towards the off-the-job training.

The apprentice's evidence pack needs to demonstrate what training has been delivered against the commitment statement.

- **teaching new knowledge, skills and behaviours**

Apprenticeships are about upskilling an individual. Off-the-job training can be delivered in a flexible way. This can be at the apprentice's usual place of work, or at an external location.

- **learning taking place within the apprentice's normal paid working hours (excluding overtime)**

An apprenticeship is a work-based programme so all off-the-job training must take place within the apprentice's normal working hours.

## END POINT ASSESSMENT

The end-point assessment is designed to enable apprentices to demonstrate that they are fully conversant in the skills, knowledge and behaviours expected of individuals at the apprenticeship level.

It is designed to provide assessors with a holistic view of the apprentice and to allow them to assess to what extent the apprentice meets or exceeds the apprenticeship standard.



# ACCOUNTANCY

## OVERVIEW

This apprenticeship will provide accountants with the technical knowledge and skills to be an excellent daily support function for the finance team, including helping internal and external customers.

Professional Accounting/Taxation Technician will have responsibility for creating, verifying and reviewing, accurate and timely financial information within the organisation they are employed or on behalf of another organisation.

*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 Assistant Accountant

[More course information](#)

### Level 4 Professional Accounting/Taxation Technician

[More course information](#)

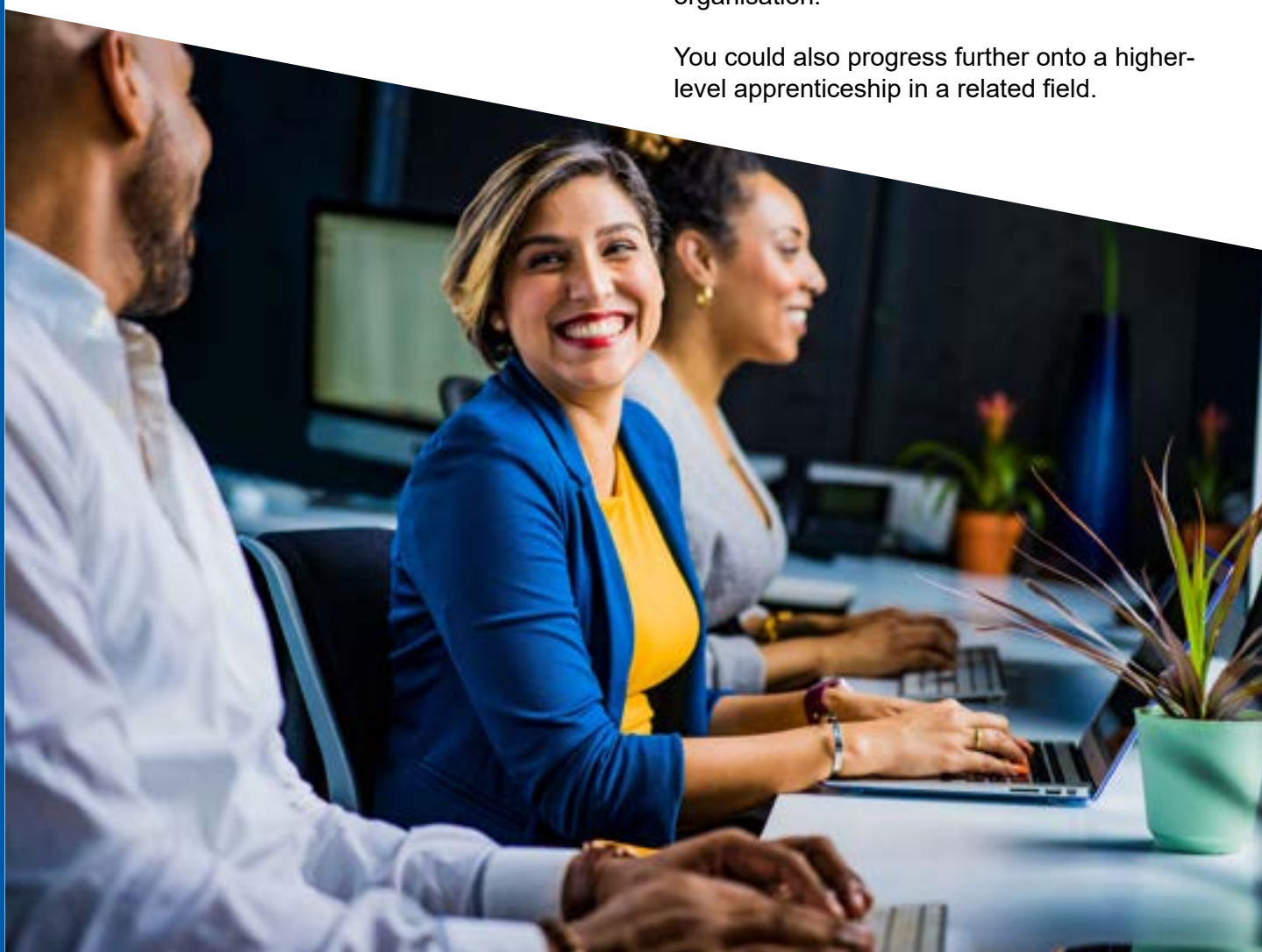
## TYPICAL DURATION

18 months

## CAREER PROGRESSION

This role may exist in an accounting practice, a professional services company, HMRC or the accounting function of a business or other organisation.

You could also progress further onto a higher-level apprenticeship in a related field.





# BUSINESS ADMINISTRATION

## OVERVIEW

This qualification has been designed for those in a variety of job roles and provides you as an apprentice with the range of business and administrative skills such as collating and reporting data, organising business travel and accommodation, archiving information, negotiating in a business environment, managing an office facility and monitoring information systems.

The higher-level qualifications have been designed for those already working in administrative roles, including office managers, human resources managers, and supervisors or for anyone who is looking to develop their skills in preparation for enhanced career prospects.

Level 5 Advanced Apprenticeship provides a range of knowledge and skills relating to international business, entrepreneurship, management and leadership, finance, marketing, business law, sales force management and research methods for managers.

***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 course information](#)

### **Level 4 Higher Apprenticeship in Business and Professional Administration**

[More course information](#)

### **Level 5 Higher Apprenticeship in Management and Leadership**

[More course information](#)

## TYPICAL DURATION

Level 3 - 18 months

Level 4 & 5 - 13 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.

**Contact us for bespoke courses, designed and developed to meet your specific needs.**

# 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 course information](#)

### Level 3 Customer Service Specialist

[More course 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 the Customer Service, Sales, and Marketing industries.



# BUSINESS IMPROVEMENT TECHNIQUES

## OVERVIEW

This qualification is designed to support employers by promoting a culture of effective team-working while developing continuous improvement skills across the workforce.

This qualification provides you with the skills to get involved in business improvement within a team.

You will acquire experience in safety and team working and learning techniques and systems to meet the needs of businesses and organisations.

Businesses improvement techniques benefit workplaces in private and public companies across all sectors, including areas such as commerce and healthcare alongside traditional industry employers.

Lean Manufacturers will be required to prepare, control, contribute to and complete manufacturing operations, and follow manufacturing processes and standard operating procedures (SOPs) whilst adhering to specific safe working policies & procedures.

***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 Improving Operational Performance (Business Improvement Techniques)**

[More course information](#)

### **Level 3 Improvement Technician**

[More course information](#)

### **Level 4 Quality Practitioner**

[More course information](#)

## TYPICAL DURATION

Level 2 Improving Operational Performance  
- 13 months

Level 3 Operations and Quality Improvement  
- 18 months

## CAREER PROGRESSION

Business Improvement Techniques can help you find work in roles such as:

Administration Operatives, Quality Control Operatives, Supervisor/Team Leader, Business Improvement Co-ordinator, Business Analyst, Quality Section Leader, Six Sigma Specialist and Production Team Leader.

**MITSkills private courses are tailored to suit your needs and specific requirements.**

# RETAILER

## OVERVIEW

This qualification is designed for you if you are passionate about retail, working around people and delivering excellent customer service.

You will gain skills in helping customers purchase products or services from retail organisations such as department stores, garden centres, small boutiques, market stalls, high street chains, supermarkets, online and mail order businesses.

The Retail apprenticeship covers a range of skills used across this vast 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.*

## APPRENTICESHIPS AVAILABLE

### Level 2 Retailer

[More course information](#)

## TYPICAL DURATION

13 months

## CAREER PROGRESSION

This apprenticeship provides an ideal stepping stone into specialist, team leading, supervisory or first-line management roles within retail and higher-level training and apprenticeships.





# Travel Consultant

## OVERVIEW

You have a highly responsible role as they provide outstanding customer service, delivering a range of often complex travel arrangements, accommodation bookings and ancillary services which help to ensure your travellers benefit from journeys. You will know the business vision, objectives and brand standards in order to provide the best customer service experience.

Employers agree that their essential knowledge, skills and behaviours developed through this standard are transferable across the 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.***

## APPRENTICESHIPS AVAILABLE

### Level 3 Travel Consultant

[More course information](#)

## TYPICAL DURATION

13 months

## CAREER PROGRESSION

Successfully achieving the travel consultant apprenticeship standard will be well placed to help you progress within the industry into leadership or specialist travel roles and/or onto a higher level of training or apprenticeship in management.



# ASSOCIATE PROJECT MANAGER

## OVERVIEW

This qualification will provide you with excellent planning, organisation, leadership, management and communications skills.

An associate project manager knows what needs to be achieved, how it will be achieved, how long it will take and how much it will cost, and works with the project team to achieve the required outcomes.

An associate project manager utilises resources with suitable skills, qualifications, experience and knowledge to work together in a motivated and integrated team, with clearly defined reporting lines, roles, responsibilities and authorities.

Projects can be defined and delivered within different contexts, across diverse industry sectors, and every project needs to be managed to ensure its success.

***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 4 Associate Project Manager

[More course information](#)

## TYPICAL DURATION

24 months

## CAREER PROGRESSION

Dependent upon the size of the organisations and the complexity of projects, associate project managers' job titles will vary, but typically they can include: assistant project manager, junior project manager, project team leader.

Some organisations use 'project manager' as a generic job title.

Upon commencement, apprentices may become student members of the Association for Project Management (APM) as the first step of professional membership.

Apprentices will be eligible for progression to associate membership upon successful completion of the apprenticeship. Full membership can be attained through further experience and professional development.

**Contact us for bespoke courses, designed and developed to meet your specific needs.**



# TEAM LEADER/SUPERVISOR

## OVERVIEW

This apprenticeship is for Level 3 managers, team leaders or supervisors with operational responsibilities or with a first-line management role in private or public sector organisations.

The apprenticeship will provide you with the skills for managing a team, which includes supporting and developing team members, managing projects, resources, and delivering operational plans for achieving set goals.

***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 course information](#)

## TYPICAL DURATION

13 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.



# OPERATIONS/DEPARTMENTAL MANAGER

## OVERVIEW

This qualification provides you with the skills to manage teams and projects in all sizes of organisations in the private or public sectors, making you accountable to senior managers and business owners.

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

*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 5 Operations/Departmental Manager

[More course information](#)

## TYPICAL DURATION

30 months

## CAREER PROGRESSION

Roles may include: Operations Manager, Regional Manager, Divisional Manager, Department Manager and specialist managers.

# EVENT ASSISTANT

## OVERVIEW

This apprenticeship is an entry-level position and provides you with the knowledge and skills to work within a team of people in an events company supporting Event Planners or Project Managers with a diverse range of tasks to plan, organise and deliver an event.

Your role includes searching for the right location and venue for the event and working with the events team on the look and feel of the event or organise logistics like transportation and catering.

*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 Event Assistant

[More course information](#)

## TYPICAL DURATION

18 months

## CAREER PROGRESSION

You could progress into an events coordinator or management role working for a variety of different clients including large corporations, smaller companies, and non-profit organisations.

# IMPROVEMENT TECHNICIAN

## OVERVIEW

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

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

*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 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 Co-ordinator, Continuous Improvement Executive, Process Technician, Operational Excellence/Lean Engineer, Lean Six Sigma Yellow Belt and Quality Control Analyst.



# 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 re-occurring challenges that require in-depth analysis and the implementation of a range of effective and sustainable countermeasures.

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 4 Improvement Practitioner

[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 Practitioner, Continuous Improvement Manager, Process Excellence Manager, Lean Six Sigma Green Belt and Quality Control Senior Analyst.





# EMPLOYABILITY

## OVERVIEW

This qualification is designed to break down barriers to engagement with work. It is not designed to lead to a specific job role, but will support learners to develop the generic, transferrable work skills valued by employers. Learners achieving this qualification will be in a better position to successfully gain employment across a range of sectors.

## CAREER PROGRESSION

The qualification can support progression to further vocational learning, including NVQs and other vocational qualifications at Level 2 in a range of sectors. These qualifications enable learners to focus on specific vocational areas of interest before choosing a vocational course or training programme, such as an apprenticeship.

We deliver work experience programmes designed to help young people interested in taking the first steps into their future career before an apprenticeship.



# OTHER EMPLOYABILITY COURSES

## COURSES AVAILABLE

### **Level 1 Award in Developing Skills for Employment**

[More course information](#)

### **Level 1 Certificate in Developing Skills for Employment**

[More course information](#)

### **Level 2 Award in Developing Skills for Employment**

[More course information](#)

### **Level 2 Certificate in Developing Skills for Employment**

[More course information](#)

### **Level 1 Diploma in Skills for Employment, Training and Personal Development**

[More course information](#)

### **Level 1 Certificate in Skills for Employment, Training and Personal Development**

[More course information](#)

### **Level 1 Award in Skills for Employment, Training and Personal Development**

[More course information](#)

### **Level 1 Award in Employee Rights and Responsibilities**

[More course information](#)

### **Level 2 Certificate in Employability**

[More course information](#)

### **Level 1 Certificate in Employability**

[More course information](#)

### **Level 1 Award in Employability**

[More course information](#)

### **Level 2 Award in Employability**

[More course information](#)





# CARPENTRY AND JOINERY

## OVERVIEW

This apprenticeship provides you with extensive Carpentry and Joinery training giving you extensive workshop skills and insight into the kind of work you will be undertaking in the industry.

A Site Carpenter will usually work on a building site, or in domestic and commercial premises, preparing and fixing building components, from the initial erection of a new building, through to the installation of all necessary fixtures and fittings, as well as a range of repair and maintenance activities.

***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 Carpentry and Joinery

[More course information](#)

### Level 3 Advanced Carpentry and Joinery

[More course information](#)

## TYPICAL DURATION

24 months

## CAREER PROGRESSION

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



# RELATED APPRENTICESHIP PATHWAYS

## CARPENTRY PATHWAYS AVAILABLE

### **Level 1 Diploma in Construction Crafts (Carpentry and Joinery)**

[More course information](#)

### **Level 1 Certificate in Exploring a Career in Construction (Carpentry and Joinery)**

[More course information](#)

### **Level 2 NVQ Diploma in Wood Occupations (Construction) - Site Carpentry**

[More course information](#)

### **Level 3 NVQ Diploma in Wood Occupations (Construction) - Site Carpentry**

[More course information](#)



# 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.

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.

***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 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 ventilation engineer
- Project development manager
- Senior skilled operative.





# INSTALLATION/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.

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

***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 Installation Electrician/ Maintenance Electrician**

[More course information](#)

## TYPICAL DURATION

42 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 on to a higher-level apprenticeship, and earn while you learn.



# PAINTER AND DECORATOR

## OVERVIEW

This apprenticeship provides you with an academic qualification in construction operation while gaining professional experience.

You cover essential topics from basic hand skills, specialist trade occupation, site supervisory to management skills, to achieve your qualification and show your competence.

Upon successful completion, you will have the qualifications to prove that you are skilled and can do the job.

***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 Painter and Decorator

[More course information](#)

## TYPICAL DURATION

36 months

## CAREER PROGRESSION

This qualification can lead to a job as a Painter and Decorator, working for a house building company, a property development company or as part of a small business, repairing and refurbishing buildings.

It could also lead to a higher-level apprenticeship in Construction.



# CONSTRUCTION MULTI - SKILLS

## OVERVIEW

There is an increasing demand for people skilled in a range of construction trades, known as multi-skills.

This apprenticeship is a work-based learning qualification that enables you to work in the construction industry.

As a construction multi-skills learner, you will carry out general repairs and maintenance to brickwork, paint, plaster, woodwork and other elements of existing buildings. You will perform tasks associated with a wide variety of different trades, rather than specialising in just one area.

If you have just left school and you are thinking about a career in the construction industry but are not sure which trade to go for, this qualification will introduce you to the basics of all constructional fields and confirm your competence in each of the chosen subjects.

This qualification will provide you with the knowledge of being a multi-skilled tradesperson.

Areas covered are:

Plumbing  
Bricklaying  
Plastering  
Tiling  
Carpentry  
Painting & Decorating

***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 Construction Multi-Skills

[More course information](#)

## TYPICAL DURATION

18 months

## CAREER PROGRESSION

If you decide to specialise in a specific trade area, you could progress on to a higher-level apprenticeship and continue your training or begin working in the construction industry.

MITSkills private courses are tailored to suit your needs and specific requirements.



# TROWEL OCCUPATIONS (BRICKLAYING)

## OVERVIEW

The training covers areas such as supervising others, managing resources, working on a construction site, setting out structures and carrying out complicated building work, which helps you learn, develop and practice your bricklaying skills.

It is ideal if you want to develop your skills further and move into a position with more responsibility.

*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 Diploma in Bricklaying (Construction)

[More course information](#)

### Level 2 Construction Building (England), Trowel Occupations (Bricklaying)

[More course information](#)

### Level 3 Construction Building (England), Trowel Occupations (Bricklaying)

[More course information](#)

## TYPICAL DURATION

Level 2 - 18 months

Level 3 - 30 months

## CAREER PROGRESSION

You can continue to advance your career within the industry to increase your technical skills, and you can also go into full-time employment with this qualification.



# Construction Site Supervision

## OVERVIEW

This are ideal if you've worked in the construction industry and have lots of experience. The training covers areas such as supervising others, managing resources and much more. This qualification enables you to demonstrate and recognise your skills, knowledge and understanding and to demonstrate your competence in a real workplace environment so you can work Site Supervision within the construction 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.***

## APPRENTICESHIPS AVAILABLE

### **Level 4 NVQ Diploma in Construction Site Supervision - Residential Development**

[More course information](#)

### **Level 4 NVQ Diploma in Construction Site Supervision - Building and Civil Engineering**

[More course information](#)

### **Level 3 NVQ Diploma in Construction Contracting Operations - Site Technical Support**

[More course information](#)

## CAREER PROGRESSION

On completion of this qualification you will have obtained the skills, knowledge and understanding and demonstrated competence to progress on to a higher level qualification in the same or similar occupational area or enable entry into supervisory and management positions within the workplace.





# ENGINEERING OPERATIVE

## OVERVIEW

This apprenticeship provides an essential grounding in engineering operations for becoming an Engineering Operative, being taught relevant skills to enhance and sustain operations in any given specific engineering sub-sector.

Engineering operatives must comply with statutory regulations and organisation safety requirements, including any environmental compliance procedures and systems.

***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 Standard in Engineering Operations

[More course information](#)

## TYPICAL DURATION

13 months

## CAREER PROGRESSION

Job roles include Engineering fitter, Mechanical engineering operative, Multi-disciplined engineering operative, and Technical Support operative.



# LEAN MANUFACTURING OPERATIVE

## OVERVIEW

It is designed for learners to effectively develop and demonstrate the skills and knowledge required in a technically advanced and innovative environment.

This qualification is appropriate for employees in the manufacturing sector working to underpin knowledge and develop transferable skills required to operate at a skilled level across a broad range of areas.

*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 Performing Manufacturing Operations

[More course information](#)

### Level 2 Performing Manufacturing Operations

[More course information](#)

### Level 2 Performing Manufacturing Operations

[More course information](#)

## TYPICAL DURATION

13 months

## CAREER PROGRESSION

Job roles include Manufacturing Logistics Operative, Manufacturing Production Operative,



# 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.

They will ensure prevention of major damage that could result in extensive costs and minimise reactive intervention.

*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 Property Maintenance Operative

[More course information](#)

## TYPICAL DURATION

13 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.





# FACILITIES MANAGEMENT SUPERVISOR

## OVERVIEW

Effective Facilities Management, combining resources and activities, is vital to the success of any organisation. At a corporate level, it contributes to the delivery of strategic and operational objectives. On a day-to-day level, effective Facilities Management provides a safe and efficient working environment, which is essential to the performance of any business – whatever its size and scope.

Within this fast growing professional discipline, facilities managers have extensive responsibilities for providing, maintaining and developing myriad 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 Facilities Management Supervisor

[More course information](#)

## TYPICAL DURATION

18 months

## CAREER PROGRESSION

Completing this apprenticeship programme will enable progression into a wide range of senior roles within the Facilities Management area roles such as a Facilities Manager, Premises Manager, Energy Services Manager or Contract Manager.





# WAREHOUSING AND STORAGE

## OVERVIEW

This apprenticeship deals with the movement and storage of goods, an essential part of logistics operations, which gives you a valuable understanding of warehousing and logistics.

It gives you skills in operating specialist machinery for dealing with inbound and outbound deliveries, assembling orders and dispatching goods, keeping goods at right temperatures, keeping stock at required levels.

You gain spatial awareness so that you can quickly and efficiently load goods of different shapes and sizes.

*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 Warehousing and Storage

[More course information](#)

## TYPICAL DURATION

13 months

## CAREER PROGRESSION

This qualification could help you get a job as a warehouse operative, forklift driver, warehouse manager or team leader.

You can progress onto a Level 3 qualification and further training.



# LOGISTICS OPERATIONS

## OVERVIEW

This apprenticeship supports learners involved with distributive operations such as dealing with the handling and storing of goods within a commercial, industrial or removers' warehouse, or freight facility, movement of goods, customer service and stock control.

This qualification covers the storage and movement of goods and the essential elements of logistics and operations required for any form of logistics from managing a supply chain to transporting goods and passengers to worldwide destinations.

***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 Logistics Operations

[More course information](#)

## TYPICAL DURATION

13 months

## CAREER PROGRESSION

This qualification can help you progress into first-line management within logistics operations and in roles such as:

- Warehouse Manager
- Logistics Operative/Manager
- Distribution Manager
- Team Leader/Section Supervisor



# BEAUTY THERAPY

## OVERVIEW

The 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, skin care treatments, spa, waxing, manicure and pedicure services.

The qualification will provide you with the essential knowledge and skills for one-to-one beauty treatments as well as knowledge of products.

*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 Professionals (Beauty Therapy)

[More course information](#)

### Level 2 Beauty Therapist

[More course information](#)

### Level 3 Apprenticeship in Beauty Therapy Massage

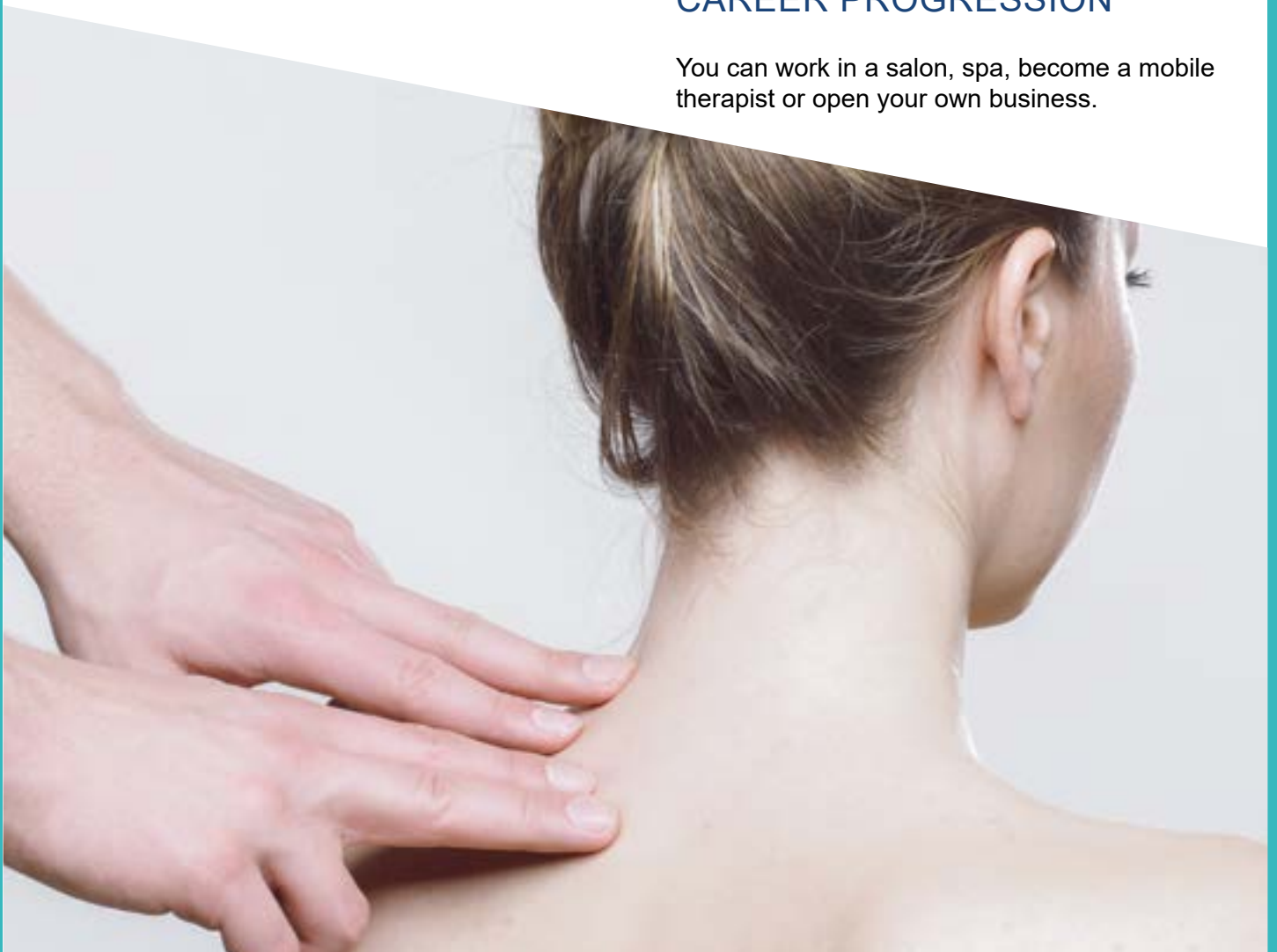
[More course information](#)

## TYPICAL DURATION

Level 2 Professionals - 13 months  
Level 2 Beauty Therapist - 15 months  
Level 3 Beauty Therapy - 13 months

## CAREER PROGRESSION

You can work in a salon, spa, become a mobile therapist or open your own business.





# 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.

The higher-level apprenticeships give you the technical skills for creatively styling and dressing any length of hair. You will learn how to shave and shape facial hair as well as facial massage.

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

[More course information](#)

### **Level 3 Apprenticeship in Barbering/ Hairdressing**

[More course information](#)

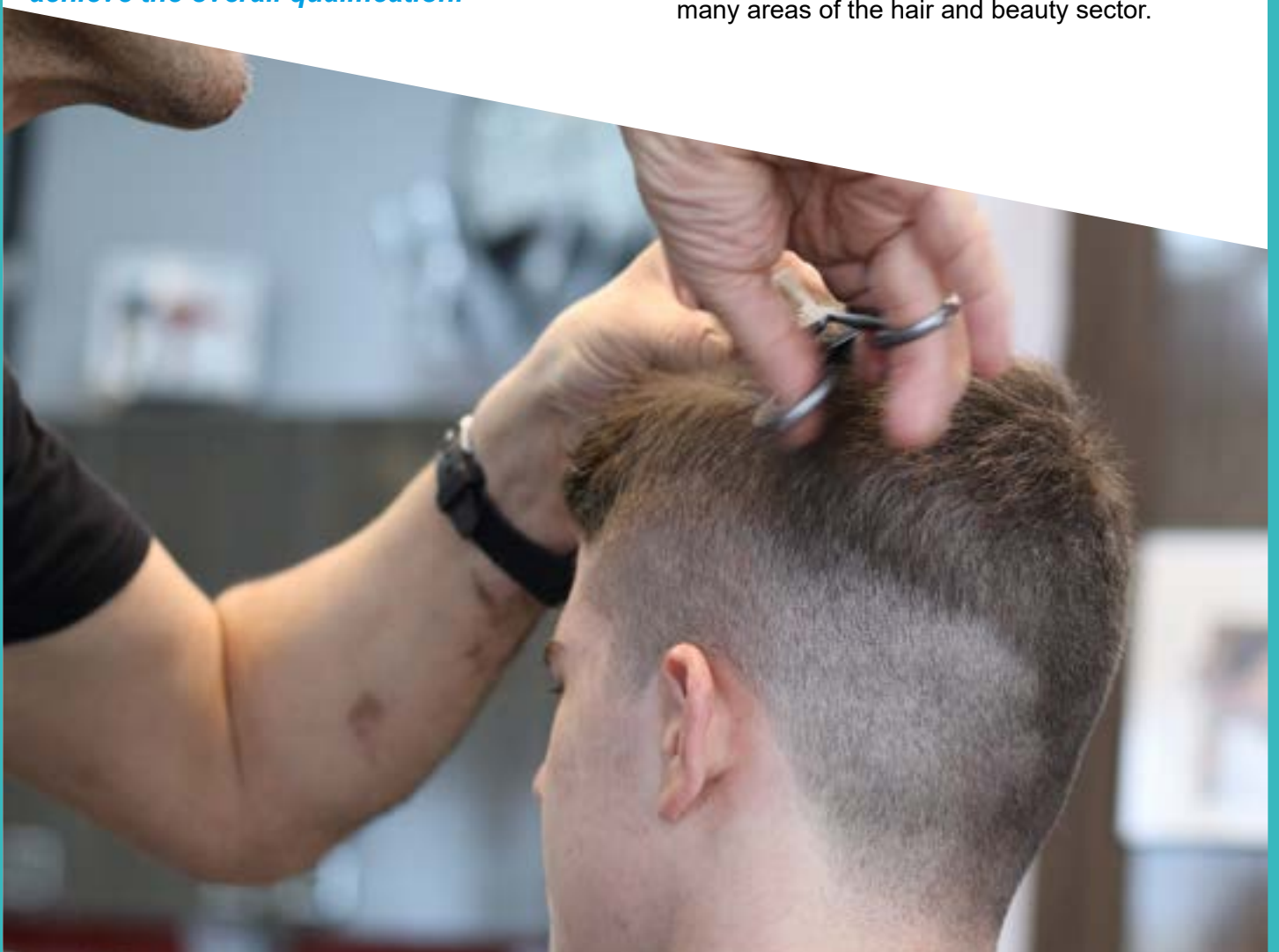
## TYPICAL DURATION

Level 2 - 24 months

Level 3 - 18 months

## CAREER PROGRESSION

Progress to a higher-level apprenticeship within many areas of the hair and beauty sector.





# SPORTS DEVELOPMENT

## OVERVIEW

With this qualification, you get the opportunity to pursue a career in the leisure industry as a sports development officer.

The work is varied and may include the development of performance sport, community sport and physical activity, and participation for specific groups or communities.

Sports development involves organising programmes and training to encourage people of all ages and abilities to increase their activity and develop a healthier lifestyle.

***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 Advanced Level Apprenticeship in Sports Development**

[More course information](#)

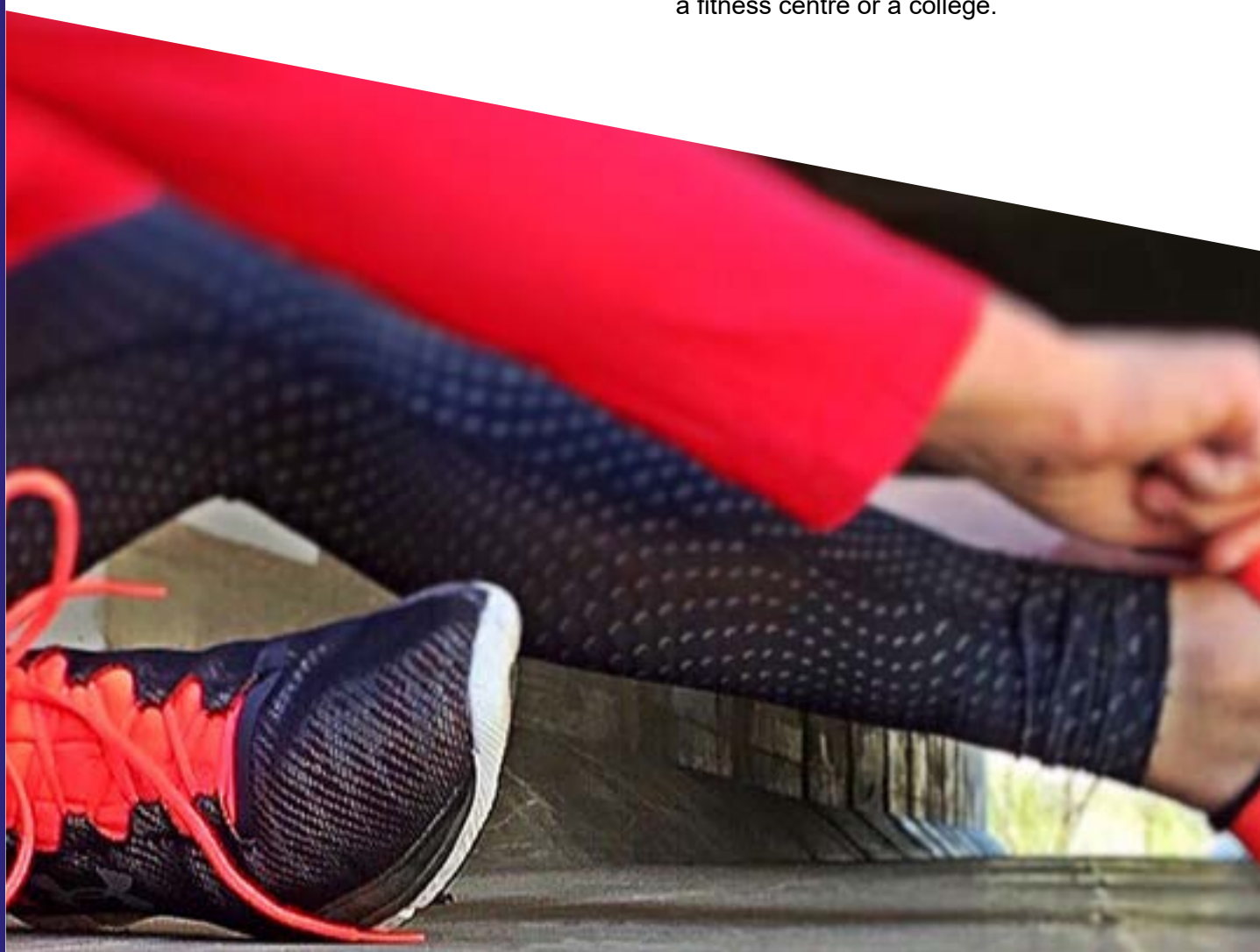
## TYPICAL DURATION

13 months

## CAREER PROGRESSION

You may want to work in a sport/leisure centre as a duty officer, shift supervisor or assistant manager.

You could progress to becoming a sports development manager or a regional manager at a fitness centre or a college.



# PHYSICAL EDUCATION AND SCHOOL SPORT

## OVERVIEW

The qualification provides you with the knowledge and skills to effectively plan, conduct and evaluate the delivery of physical education and sports programmes in a school or other sporting environments.

The apprenticeship will develop learners who aspire to work in other sporting roles, such as coaching for young people, teaching and activity leadership.

*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 Advanced Apprenticeship in Supporting Teaching and Learning in Physical Education and School Sport**

[More course information](#)

## TYPICAL DURATION

13 months

## CAREER PROGRESSION

This qualification will provide further opportunities to work in roles such as:  
Sports Coach, Volunteer or Leader.

# LEISURE OPERATIONS AND LEISURE MANAGEMENT

## OVERVIEW

This apprenticeship provides you with the knowledge and skills to work within the active leisure industry and operate in roles such as Leisure Attendant, Recreation Assistant, Lifeguard, Receptionist or Duty Manager.

You will gain the competency required to work as a leader, manager or work in sales and customer service, and develop client-facing skills needed for a successful career in the leisure 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.*

## APPRENTICESHIPS AVAILABLE

**Level 2 Leisure Operations**

**Level 3 Leisure Management**

[More course information](#)

## TYPICAL DURATION

13 months

## CAREER PROGRESSION

You could progress to a higher-level apprenticeship in a related field.

# HEAVY VEHICLE TECHNICIAN

## OVERVIEW

This apprenticeship will provide you with the knowledge and skills to inspect and repair a range of heavy vehicles and trailers.

The nature of the work involves using diagnostic techniques to replace simple parts and solve complex faults in all aspects of vehicle systems.

On completing the apprenticeship, you will gain expert skills in handling complex technology and diagnostics methods and equipment, to carry out day-to-day tasks, and develop strong problem-solving skills.

***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 Heavy Vehicle Service and Maintenance Technician**

[More course information](#)

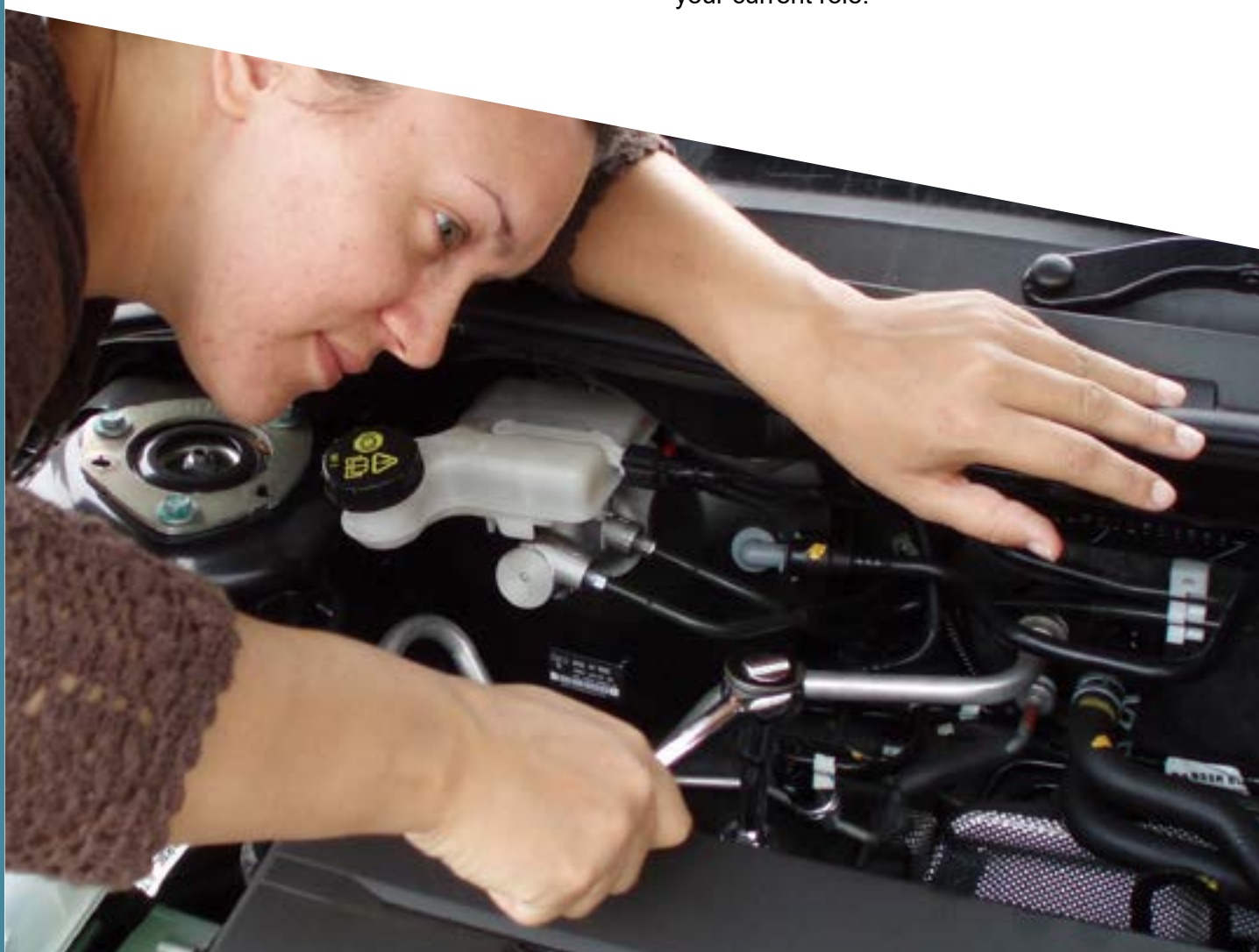
## TYPICAL DURATION

36 months

## CAREER PROGRESSION

You can find yourself working in dealerships that focus on a specific manufacturer, independent garages and franchise and large fleet operators.

On completion, you will have the opportunity to progress to Master Technician or to develop in your current role.





# LIGHT VEHICLE TECHNICIAN

## OVERVIEW

This apprenticeship qualification will provide you with the knowledge and skills to service and repair light motor vehicles, such as cars and vans.

On completing the apprenticeship, you will gain expert skills in handling complex technology and diagnostics methods and equipment, to carry out day-to-day tasks, and develop strong problem-solving skills.

*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 Autocare Technician

[More course information](#)

### Level 3 Motor Vehicle Service and Maintenance Technician (Light Vehicle)

[More course information](#)

## TYPICAL DURATION

Level 2 - 30 months

Level 3 - 36 months, and will need to complete F-Gas Refrigerant Handling

## CAREER PROGRESSION

You can work in a dealership, specific manufacturer or independent garages dealing with different makes of vehicles.





# 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.

You may work as part of a team within a collision repair workshop and gain expert knowledge in the removal, repair and replacement of engine, gearbox, suspension, mechanical and electrical systems.

***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 Vehicle Damage 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 repair or paint spraying.



# MOTOR VEHICLE PAINT

## OVERVIEW

This apprenticeship is for you if you are interested in working within the motor vehicle industry, painting vehicles or you wish to gain qualifications to enhance your current job role.

You will learn how to efficiently prepare, spray and finish vehicles that are involved in collisions and other incidents and how to ensure correct vehicle colour matching and finishing to exact standards.

*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 Motor Vehicle Damage Paint Technician

[More course information](#)

## TYPICAL DURATION

36 months

## CAREER PROGRESSION

You could work as a vehicle damage assessor for a repair workshop or an insurance firm, become a lead technician or set up your own business.

# MOTOR VEHICLE BODY

## OVERVIEW

This apprenticeship provides essential knowledge and skills for technicians working on vehicles in body shops.

This apprenticeship will cover aligning panels, straightening chassis and conducting general body repair works before a vehicle goes into the paint shop, helping you develop good attention to detail and accurate measuring when working on a chassis.

*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 Motor Vehicle Damage Panel Technician

[More course information](#)

## TYPICAL DURATION

36 months

## CAREER PROGRESSION

This qualification could also lead to a higher-level apprenticeship or you may work within the body shop of a garage.

# TRADE SPECIFIC COURSES



## ELECTRICAL VEHICLE HYBRID 2

### OVERVIEW

We designed the Hybrid and Electric vehicle training course for technicians who are required to diagnose, remove, refit and repair Hybrid and Electrical Vehicle components.

The training follows the National Occupational Standard at Level 2, and successful completion (via formal assessment) leads to a nationally-recognised Level 2 qualification.

### HOW WILL I BE ASSESSED?

Assessment will be by one practical task. On successful completion of the task; you will take a one-hour multiple-choice exam.

### HOW LONG IS THE COURSE?

The course is one day attendance.

### WHAT DO I GAIN IF SUCCESSFUL?

**Level 2 Award in Hybrid Electric Vehicle  
Operation and Maintenance**

### COST

£250.00 + VAT per candidate



# AIR CONDITIONING REFRIGERANT HANDLING (F-GAS) COURSE

## OVERVIEW

This course is for all Technicians who wish to gain a Refrigerant Handling Certificate to satisfy the latest DEFRA standards.

This qualification is designed to help you meet the increasing demands on safety, environment and legal requirements regarding energy efficiency and working with F-Gas.

## HOW WILL I BE ASSESSED?

You will need overalls, steel toe-cap boots, a pen and pencil.

Assessment is by completing one practical task and on successful completion of that task, taking a one-hour multiple-choice examination.

## HOW LONG IS THE COURSE?

One day course.

## WHAT DO I GAIN IF SUCCESSFUL?

**The Institute of the Motor Industry  
Certificate AC1r - Refrigerant Handling  
Certificate**

## COST

£250.00 + VAT per candidate



**f-gas**  
register



## AWARD IN MOT TEST CENTRE MANAGER - LEVEL 3

### OVERVIEW

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

There are no pre-requisites for this qualification.

### HOW WILL I BE ASSESSED?

Assessment will be online, multiple-choice examination, conducted at the end of the course.

### HOW LONG IS THE COURSE?

The course is three days long.

### WHAT DO I GAIN IF SUCCESSFUL?

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

### COST

£899.00 excl. VAT (per candidate)

# LEVEL 3 VEHICLE TECHNICIAN ACCREDITATION ASSESSMENT (VTAA)

## OVERVIEW

This assessment is for skilled mechanics with a lot of experience, but without the qualification to confirm it.

## HOW WILL I BE ASSESSED?

Practical assessments in our workshop and an online assessment in our IT suite.

## HOW LONG?

The course is two days long.

## WHAT DO I GAIN IF SUCCESSFUL?

Passing this assessment provides you with a Level 3 Motor Vehicle Qualification. This qualification will allow you to progress onto the MOT tester course.

## COST

£999.00 excl VAT (per candidate)

There are pre-requisites for this qualification.

## Pre-requisites

- 4 or more years' proven experience



# LEVEL 2 AWARD IN MOT TESTING (CLASSES 4 AND 7)

## OVERVIEW

If you want to enhance your career by qualifying as an MOT Tester and become a nominated tester (NT), this qualification is for you.

You need to meet the eligibility criteria set by the DVSA and pass a recognised Level 3 pre-entry qualification.

After qualifying, you need to complete the MOT Annual Training and pass an annual assessment every year to maintain your testing status.

## HOW WILL I BE ASSESSED?

To gain your license, you need to pass a multiple-choice exam and a practical observation of you completing an MOT inspection in our motor vehicle workshop.

You also need to pass the Award in MOT Testing and a VT8 demo MOT test observed by the DVSA.

## HOW LONG IS THE COURSE?

The course is for 4 days covering the practical and theory sides of conducting an MOT on classes 4 and 7 vehicles.

## WHAT DO I GAIN IF SUCCESSFUL?

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

## COST

£999.00 excl. VAT (per candidate)

## ELIGIBILITY CRITERIA

**To take an MOT testing course you must:**

- Have a current and full UK driving licence for the vehicle classes you want to test
- Have a Level 3 Motor Vehicle qualification
- Be a skilled mechanic with at least 4 years' full-time employment servicing and repairing the types of vehicles you're going to test
- Have no unspent convictions for criminal offences connected with MOT testing or the motor trade, or involving acts of violence or intimidation
- Be 'of good repute' - the Driver and Vehicle Standards Agency will decide this to make sure you're suitable to be an MOT tester

**Contact us for bespoke courses, designed and developed to meet your specific needs.**



# CSCS CARD CONSTRUCTION SKILLS CERTIFICATION SCHEME

## OVERVIEW

If you want to work in construction, you will need a CSCS card. When you find out the type of CSCS card you need, this course gives you an excellent opportunity to show your certified work-related skills.

You are legally required to ensure you have the valid CSCS card.

**You must hold a Level 1 Health and Safety in a Construction Environment Course.**

## HOW WILL I BE ASSESSED?

Assessment will be online, multiple-choice examination, conducted at the end of the course.

## HOW LONG IS THE COURSE?

The duration of the course depends on your ability and specific requirements. It could potentially take up to 2-3 days.

Contact us if you need to get through the training soon and get on site quickly.

## WHAT DO I GAIN IF SUCCESSFUL?

**A Health and Safety qualification and CSCS Card, as most main contractors would require workers on their site to hold them.**

## COST

£35.00 per candidate (For Online Test)





# HEALTH AND SAFETY IN A CONSTRUCTION ENVIRONMENT - LEVEL 1

## OVERVIEW

Level 1 provides you with a qualification if you want to work in the UK construction industry.

It meets requirements for achieving a formal knowledge-based qualification to apply for the CSCS Green Card.

Successful completion and the CITB Health, Safety and Environment test will enable you to access construction sites in the UK as a non-skilled worker.

## HOW WILL I BE ASSESSED?

This qualification was developed in conjunction with CITB and CSCS UK Ltd.

Classroom and practical delivery with workbook (40 Guided Learning Hours).

## HOW LONG IS THE COURSE?

40 Guided Learning Hours (Workbook and classroom delivery).

## WHAT DO I GAIN IF SUCCESSFUL?

**Level 1 Award in Health and Safety in a Construction Environment**

## COST

£200.00 + VAT per candidate



# PRIVATE COURSES

Working In Partnership With Employers



# PASMA - MOBILE ACCESS TOWER FOR USERS

## OVERVIEW

Tower scaffolds come in different shapes and sizes, and a first choice for a variety of trades, so safety must be a priority.

This training provides you with the necessary information and procedures to safely erect Mobile Access Towers.

It requires that you understand the manufacturer's instruction manual and that you consult and read safety notices thoroughly if you are engaged in the use, assembly, dismantling, alteration and inspection of towers.

**On successful completion, you will get a PASMA photocard and certificate, valid for five years.**

Prefabricated Access Supplier and Manufacturers Association (PASMA) promotes the safe use of mobile access tower scaffolding in the UK.

## DURATION

1 day, lasting a minimum of 6 hours.

# WORKING AT HEIGHTS

## OVERVIEW

If you plan, carry out or supervise work at heights activity, this training provides the knowledge and skills in the required regulations, appropriate work equipment selected and used, and risk assessment for such work.

This course is designed to provide the competency for anyone involved in any work at heights activity.

You will gain the competency needed for working at heights.

**MITSkills private courses are tailored to suit your needs and specific requirements.**



# BASIC PAINTING & DECORATING TECHNIQUES

## OVERVIEW

Whether you are a beginner or an experienced painter or decorator, this training will give you the confidence to start in the painting and decorating industry.

This practical course provides an overview of painting and decorating techniques working on a variety of tasks.

You will learn how to prepare areas before painting, using water or oil-based products, using brushes and rollers and basic dry lining techniques.

You will gain the knowledge and skills needed to improve the aesthetic of a building and protect it from water damage, rust, corrosion, insects and mould.

The course also includes:

- Preparing wood and metal surfaces
- Painting previously finished woodwork
- Varnishing & staining various surfaces and more.

# INTRODUCTION TO BUILDING INFORMATION MODELLING (BIM) LEVEL 2

## OVERVIEW

This qualification raises the awareness of working within the construction industry and in companies responding to the BIM agenda, and usually delivered alongside other construction-related courses.

You will gain knowledge and fundamental concepts associated with BIM and develop an understanding of the drivers leading to BIM

implementation, the barriers to success and the benefits gained.

This course will help you enter the industry with sought-after knowledge on the use of building information models, and how to plan and implement BIM or it will extend your current role within an organisation with BIM construction strategy.

**MITSkills private courses are tailored to suit your needs and specific requirements.**

# BASIC ELECTRICAL TRAINING

## PRACTICAL & THEORY

### OVERVIEW

This course will give you basic electrical knowledge if you are new to the electrical industry.

You will gain a practical introduction to industrial electrical principles as applied to modern industrial, commercial and institutional electric power systems.

The course will give you the theoretical knowledge and practical skills that you can build on for further studies and job roles.

You will have the opportunity to work with electrical components like Resistors, Inductors, Capacitors and gain understanding in Safety Methods and Basic Laws of Electricity.

Other areas covered are Single Phase AC Series/Parallel Circuits and Phase System Power, Energy and Power Factor.

## BASIC PLUMBING TECHNIQUES

### OVERVIEW

This course provides an overview of skills needed in plumbing.

You will gain basic plumbing techniques for jobs around the house or if you want to start a new career as a Plumber.

You will learn practical issues that can arise within domestic hot or cold water systems, central heating systems, above-ground drainage, and associated studies relating to the trade.

The course will give you the confidence to tackle pipework fabrication, electrical systems within the plumbing industry and safety regulations and best practices.

Contact us for bespoke courses, designed and developed to meet your specific needs.

# DRY LINING

## OVERVIEW

This course will give you the working knowledge and practical skills you need to work as a dry lining operative in this area of the construction industry.

You will learn how to install removable wall partitions, suspended ceilings and raised flooring. You will also learn how to divide large areas into rooms using plasterboard panels.

You will gain a range of skills If you wish to add new dry lining abilities to your skillset for your next renovation project or job role on a construction site.

Other areas covered in the course are health and safety, protective equipment, tools of the trade, safe and correct use of tools and more.

Upon successful completion, you could work on commercial developments such as shops, offices, schools and hospitals.

# USE OF POWER TOOLS

## OVERVIEW

This course provides you with the knowledge and skills to understand the safety aspects required to use or supervise others during the use of hand tools, commercially or privately.

You will learn how to identify different power tools, safely use and correctly maintain them.

You will also learn the current legislation and awareness of the dangers and hazards arising from the use of Electrical, Pneumatic and Hydraulic power tools.

As well as gaining specific information on safety checks, other areas covered are:

- Health and Safety at Work Act
  - Provision and Use of Work Equipment Regulations 1998
  - Personal Protective Equipment
- And more.

**MITSkills private courses are tailored to suit your needs and specific requirements.**

# MANUAL HANDLING

## OVERVIEW

This course provides you with the relevant information to understand more about the risks associated with manual handling.

You will be trained to be competent in safe carrying and lifting techniques, which is a legal requirement for employers.

You will learn how to adhere to general health, safety and welfare in the workplace, how to conform to productive working practices in the workplace and how to move, handle and store resources in the workplace.

You will gain the knowledge and skills to work competently in repair and refurbishment on a construction site.

# CONSTRUCTION MATERIALS - MEASURING & MATERIAL TYPES

## OVERVIEW

You will learn how to identify the relevant building materials used on construction sites and maintenance of buildings.

You will also learn the properties of a wide range of engineering materials and their classification.

The training covers areas such as abbreviations used on drawings, use of various building materials such as wood, cement, metals, bricks and typical defects that may be present in them for use in the construction industry.

Upon course completion, you will gain excellent insight into material appearances, properties and applications.

Contact us for bespoke courses, designed and developed to meet your specific needs.



# PRE AM2/AM2S - PRACTICE COURSE

## OVERVIEW

This course is for ETT apprentices who are now eligible to undertake the AM2/AM2S Test.

The test has been completely revised with many of the practical components being removed or reduced in favour of more technical elements including domestic heating, solar energy and a significant increase in Inspection and Testing requirements.

The AM2/AM2S test must be taken by all candidates who are near completion of the C&G 2356 Electrotechnical Technology or NVQ Level 3 qualification either on an apprenticeship or other training programme.

This test is also available to those wishing to accredit their practical experience.

Areas covered include:

- Assessment Facilities
- Safe Isolation of Single-Phase and Three-Phase Supplies
- Circuit Diagram Theory Earthing and Bonding
- Full Inspection and Testing Procedure
- Fault Finding Skills Theory and Practical

## COST

Based on Candidate's experience, self-assessment and checklist, the costs are stated below:

£120 + VAT (1/2 day)

£200 + VAT (1 day)

£350 + VAT (2 days)

# AM2/AM2S - PART P AND TESTING

## THE AM2/AM2S TEST COMPRISES FOUR SECTIONS A – D

## OVERVIEW

This is also the End Point Assessment (EPA) for electricians. We allow you to sit this as a sole qualification, after you have completed the PRE AM2/AM2S course or on completion of your Electrician course.

- A1 Safe Isolation and Risk Assessment (45mins)
- A Composite Installation (8.5 hours)
- B Inspection and Testing of the completed composite installation (3.5 hours)
- C1 Fault Diagnosis and Correction (30mins)
- C2 Fault Diagnosis, Location and Rectification (2 hours)
- D Online multiple-choice examination (1 hour)

The online exam contains 30 questions across a range of topics.

You must achieve a minimum pass mark of 70% (21 questions must be answered correctly).

## COST

£710.00 + VAT per candidate

## PRICING FOR RE-TAKES

A £385 + VAT

A1 £120 + VAT

B £180 + VAT

C1 £120 + VAT

C1 and C2 £180 + VAT

D £120 + VAT

£50 + VAT (Resit Fee) + applicable sections

# LEVEL 3 - ELECTROTECHNICAL SERVICES

## EXPERIENCED WORKER ASSESSMENT ROUTE

### OVERVIEW

Gain NVQ Level 3 Diploma in Electrotechnical Services qualification.

When you complete this qualification, you will be eligible to apply for the ESC card from the JIB in the occupation that you have qualified.

If you are an experienced operative in the electrotechnical industry as a practising electrician for a minimum of 5 years and wish to have your competencies recognised by the JIB and hold an ECS card, this qualification is for you.

With 5 years or more of relevant industry experience, and the ability to demonstrate your existing technical knowledge, the 'experienced worker assessment route' could help develop your career.

This qualification is not suitable for new entrants to the electrotechnical industry, apprentices or other operatives who require any training.

This qualification requires occupational evidence from the workplace.

## 18TH EDITION COURSE

### OVERVIEW

The 18th Edition course is aimed at practicing electricians, electrical contractors and those who require a good working knowledge of BS 7671.

This 3-day classroom-based electrical training course is to ensure that you are conversant in and gain familiarity with the layout, content and application of the BS 7671: 2018 18th Edition Regulations.

A basic understanding of electrical principles is recommended in order to be successful on this course.

This course introduces wiring regulations and covers their application through explanation and worked examples.

We will ensure that you are fully prepared for the 18th Edition test which is a 2-hour multiple-choice, online examination.

The exam is 'open book', meaning that you will be able to look up wiring regs and refer to the 18th Edition book during the exam process.

# EMERGENCY FIRST AID AT WORK

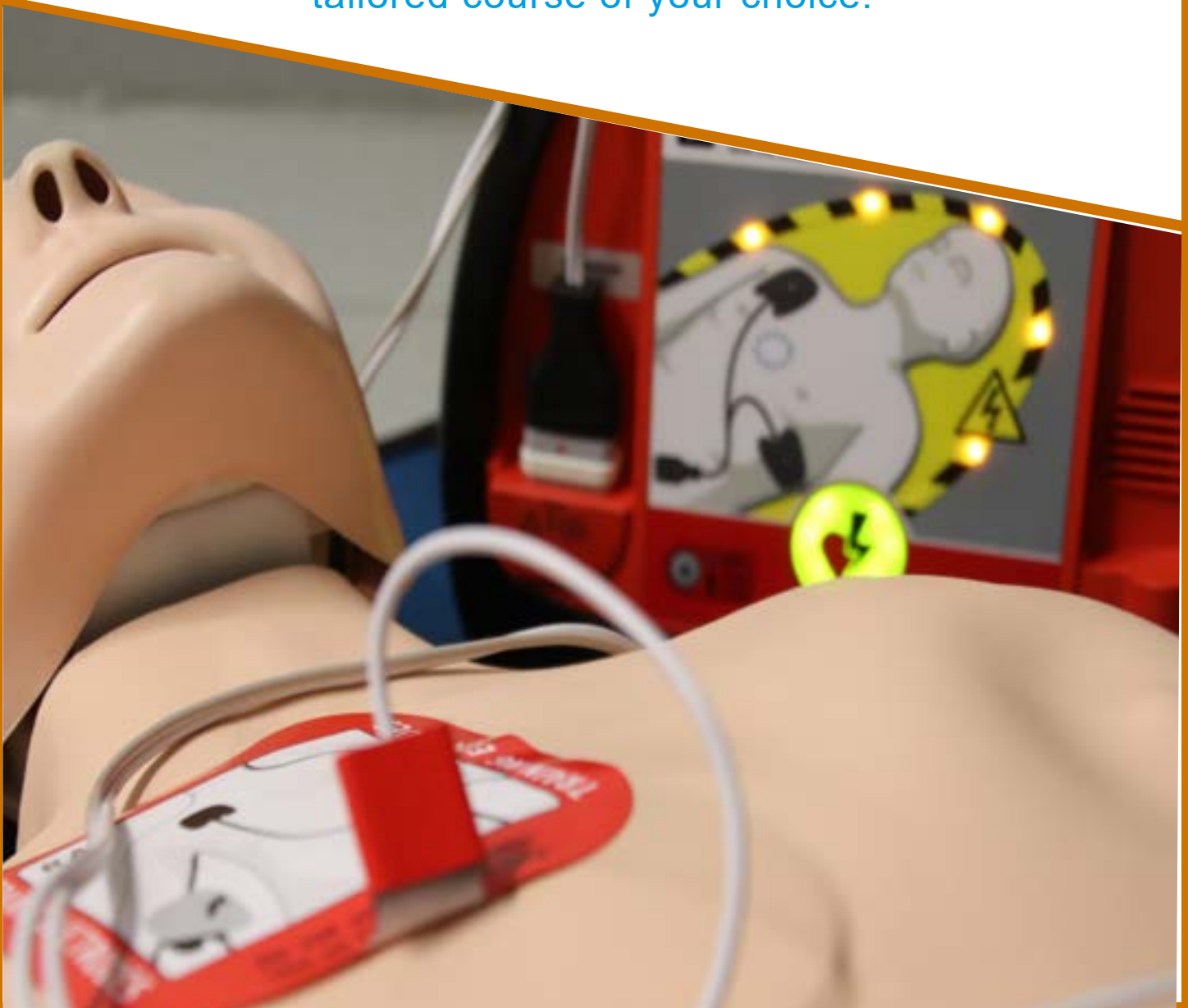
## OVERVIEW

This qualification is aimed at learners who wish to become emergency first-aiders in the workplace. This qualification meets the requirements for training emergency first-aiders in those organisations that have identified that staff need to be trained to this level within their first-aid needs assessment.

To complete this emergency first aid at work qualification learners should expect to undertake 7 hours of learning, typically over one day, with a minimum contact time of 6 hours.

The qualification covers knowledge such as the roles and responsibilities of the first aider and how to assess an incident. The qualification also covers first aid skills in CPR and use of an AED, providing first aid to a casualty who is choking and dealing with external bleeding and hypovolaemic shock.

Contact MITSkills and get enrolled onto the tailored course of your choice.



# MITSkills

- Apprenticeships
- End-Point Assessment Centres



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



Unit 7 Gate Centre  
Syon Lane  
Brentford  
London  
TW8 9DD

0845 430 9009

[hello@mitskills.com](mailto:hello@mitskills.com)

[mitskills.com](https://mitskills.com)

@MIT Skills

