



Course Guide

2022/2023



CONSTRUCTION

MOTOR VEHICLE

BUSINESS &
MANAGEMENT

RETAIL &
CUSTOMER SERVICE



HAIR & BEAUTY

SPORT

EDUCATION &
TRAINING

TRADE & PRIVATE
COURSES

GET SKILLS - GET WORK - GET IN TOUCH

www.mitskills.com

WHO WE ARE

MITSkills is a successful training provider with a national outreach. We have been delivering multiple training and learning programmes in London and nationally for over 20 years. We specialise in work-based learning; Pre-Apprenticeships, Apprenticeships, Traineeships and Study Programmes.

We work as a central hub between learners and employers, colleges, universities, charities, and local councils to support the challenges faced by various sectors. We work with employers, to provide learners and the unemployed an opportunity to gain the skills they need, to progress within various sectors.

As part of our commitment to meet industry demands, we also provide new and highly innovative training programmes to meet skills shortages through our private courses in collaboration with our large network of partners.

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

WHY US?

MITSkills offers a wide range of courses: Business Administration, Construction (including Plumbing, Carpentry and Electrical), Motor Vehicle, Engineering, Manufacturing, Warehousing & Logistics, 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 into construction courses over the last few 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 to 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 to 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 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'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 felt really settled-in after only a couple of days at MITSkills. I'm really looking forward to starting my course."

-Jody - 21

"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 whilst studying.

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 ASSESSMENT

We help you understand your role in the EPA process.

We provide 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**

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.

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

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.

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 course 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.



DIGITAL MARKETING

OVERVIEW

The primary role of a digital marketer is to define, design, build and implement digital campaigns across a variety of online and social media platforms to drive customer acquisition, customer engagement and customer retention. A digital marketer will typically be working as part of a team, in which they will have responsibility for some of the straightforward elements of the overall marketing plan or campaign. The marketer will work to marketing briefs and instructions. They will normally report to a digital marketing manager, a marketing manager or an IT 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.

APPRENTICESHIPS AVAILABLE

Level 3 Digital Marketing

More course information

TYPICAL DURATION

18 months

CAREER PROGRESSION

Digital Marketing Assistant, Digital Marketing Executive, Digital Marketing Co-ordinator, Campaign Executive, Social Media Executive, Content Co-ordinator, Email Marketing Assistant, SEO Executive, Analytics Executive, Digital Marketing Technologist.



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 course 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.



OPERATIONS/DEPARTMENTAL MANAGER

OVERVIEW

An Operations or Departmental Manager is someone who manages teams and/or projects, and achieving operational or departmental goals and objectives, as part of the delivery of the organisations 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.

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

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.



RETAIL MANAGER

OVERVIEW

Retail managers are responsible for delivering sales targets and a positive experience to customers that will encourage repeat custom and loyalty to the brand/business. It is a diverse role that included leading people, requiring excellent communication skills. Maximising income and minimising wastage are essential to the job and therefore individuals must develop a sound understanding of business and people management principles to support the achievement of the vision and objectives of the business. Retail managers champion the way for personal development, training and continuous improvement, encouraging their team to develop their own skills and abilities to enhance business performance and productivity.

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 Retail Manager

More Course information

TYPICAL DURATION

12-18 months

CAREER PROGRESSION

Progression from this apprenticeship and would be into a retail store manager, senior retail manager, or area manager position.



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.



ASSESSOR COACH

OVERVIEW

Coaching and assessing vocational learners, usually on a one-to-one basis, in a range of learning environments. Coaching skills involve complex communication techniques to actively listen, provide feedback and to engage learners in planning their individualised learning programme. These skills are also integral to assessing learners' competence in relation to work-related/ industry standards and life skills.

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

APPRENTICESHIPS AVAILABLE

Level 4 Assessor Coach

More course information

TYPICAL DURATION

15 months

CAREER PROGRESSION

You may be eligible to progress onto a full teaching role within an education and training provider organisation.



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. Teachers who are specialists in a particular technical or vocational subject, sector or occupation will typically maintain close working relationships with others working in their industry/sector and keep their own knowledge and skills up to date.

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 levels to achieve the overall qualifications.



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 occasions. 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.

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 Community activator Coach
More course information

TYPICAL DURATION

18 months

CAREER PROGRESSION

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



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 who complete 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 areas of interest before choosing a vocational 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 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

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

14-18 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.



IMPROVEMENT PRACTITIONER

OVERVIEW

Improvement practitioner 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 function 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

14-18 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.



LEAN MANUFACTURING OPERATIVE

OVERVIEW

The Manufacturing Industry offers an exciting and varied career both in the UK & 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.

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 Lean Manufacturing Operative

More course information

TYPICAL DURATION

12 months

CAREER PROGRESSION

On completion of this course you can progress into the engineering and manufacturing industry



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.

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 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, farm manager.



CARPENTRY AND JOINERY

OVERVIEW

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.

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.

The level 3 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 is 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- 12 Months

CAREER PROGRESSION

As well as ensuring a foundation level of competence as a Carpenter, this apprenticeship provides potential progression into Advanced Apprenticeship Standard 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.



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



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.

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 and 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.



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 ventilator engineer, project development manager and Senior skilled 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

12 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.



CONSTRUCTION SITE SUPERVISOR

OVERVIEW

The main duties and tasks of a Construction Site Supervisor are: Supervision of specialist contractors; the control of health and safety standards on construction projects; recording, control and reporting of progress on a construction project; the minimisation of the environmental impact of construction projects; control of quality of works on a construction project; assisting commercial staff with the monitoring of costs on a construction project.

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 construction site supervisor
More course information

TYPICAL DURATION

36 months

CAREER PROGRESSION

Completing this apprenticeship programme with its transferable skills will enable progression into roles such as Assistant Site Manager, Assistant Supervisor or Construction Site Supervisor.



AUTCARE TECHNICIAN

OVERVIEW

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

Auto-Care 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.

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](#)

TYPICAL DURATION

30 months

CAREER PROGRESSION

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



MOTOR VEHICLE SERVICE AND MAINTENANCE 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 3 Motor Vehicle Service and Maintenance Technician

[More Course Information](#)

TYPICAL DURATION

36 months

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 pair or paint spraying.



MOTOR VEHICLE PAINT TECHNICIAN

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 TECHNICIAN

OVERVIEW

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

CAREER PROGRESSION

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



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-to-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, 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 you can become a qualified Beauty and Make-up Consultant



BEAUTY AND MAKE-UP CONSULTANT

OVERVIEW

A Beauty and Make-up Consultant typically works in a department store, or other retail environment; they use their knowledge to demonstrate, promote and recommend the use, benefits and applications of a range of retail beauty products covering : make-up, skincare, nail care and perfumery.

They do this in accordance with legal requirements, brand guidelines, pricing and promotional structures and organisational protocols. They work as part of a team, as well as independently, supported by a department or counter manager, to provide exceptional, bespoke customer service and care in a fast-paced retail environment, whilst achieving sales and profit targets.

They have drive, a good work ethic, an enquiring and curious mind and are enthusiastic to learn about their chosen career and maintain continual professional development.

APPRENTICESHIPS AVAILABLE

Level 2 Beauty and Make-up Consultant

More course information

TYPICAL DURATION

12 Months

CAREER PROGRESSION

On completion of the course you can become a qualified Beauty and Make-up 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.



NAIL SERVICES

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. A Nail services technician works independently or as part of a team, supported by a salon/nail bar manager.

They demonstrate a willingness to learn, have an enquiring 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.

The work environment can be varied in size, style and ambience, from a cruise ship, through to small nail bars or stations, retail environments or luxury high end beauty salons or spas.

APPRENTICESHIPS AVAILABLE

Level 2 Nail Services

More Course information

TYPICAL DURATION

12 months

CAREER PROGRESSION

Completing this apprenticeship programme with its transferable skills will enable progression into roles such as Nail 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.



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 gives 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 Advanced and Creative Hair Professionals

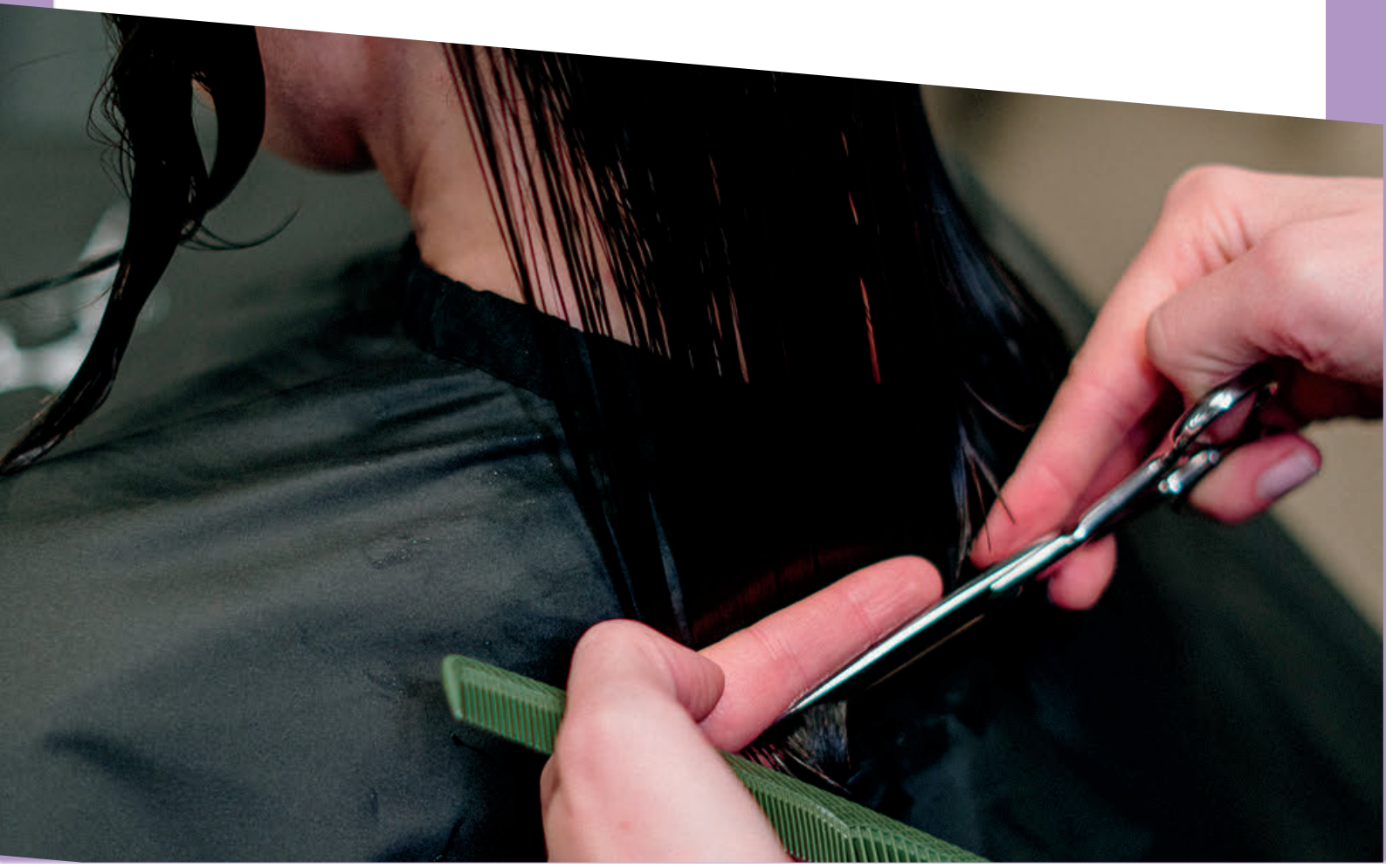
More course Information

TYPICAL DURATION

12 months

CAREER PROGRESSION

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



TRADE SPECIFIC COURSES

ELECTRICAL VEHICLE HYBRID 2

AIR CONDITIONING REFRIGERANT HANDLING (F-GAS) COURSE

LEVEL 3 AWARD IN MOT TEST CENTRE MANAGER

LEVEL 3 VEHICLE TECHNICIAN ACCREDITATION ASSESSMENT
(VTAA)

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

CSCS CARD (CONSTRUCTION SKILLS CERTIFICATION SCHEME)

LEVEL 1 HEALTH AND SAFETY IN A CONSTRUCTION ENVIRONMENT





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?

3 day

WHAT DO I GAIN IF SUCCESSFUL?

Level 2 Award in Hybrid Electric Vehicle Operation and Maintenance

COST

£580 + VAT



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

HOW WILL I BE ASSESSED?

Assessment will be through one practical task. On successful completion of the task; a one hour multiple choice exam will be taken.

HOW LONG IS THE COURSE?

1 day

WHAT DO I GAIN IF SUCCESSFUL?

The Institute of the Motor Industry Certificate AC1R - Refrigerant Handling Certificate

COST

£270 + VAT



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?

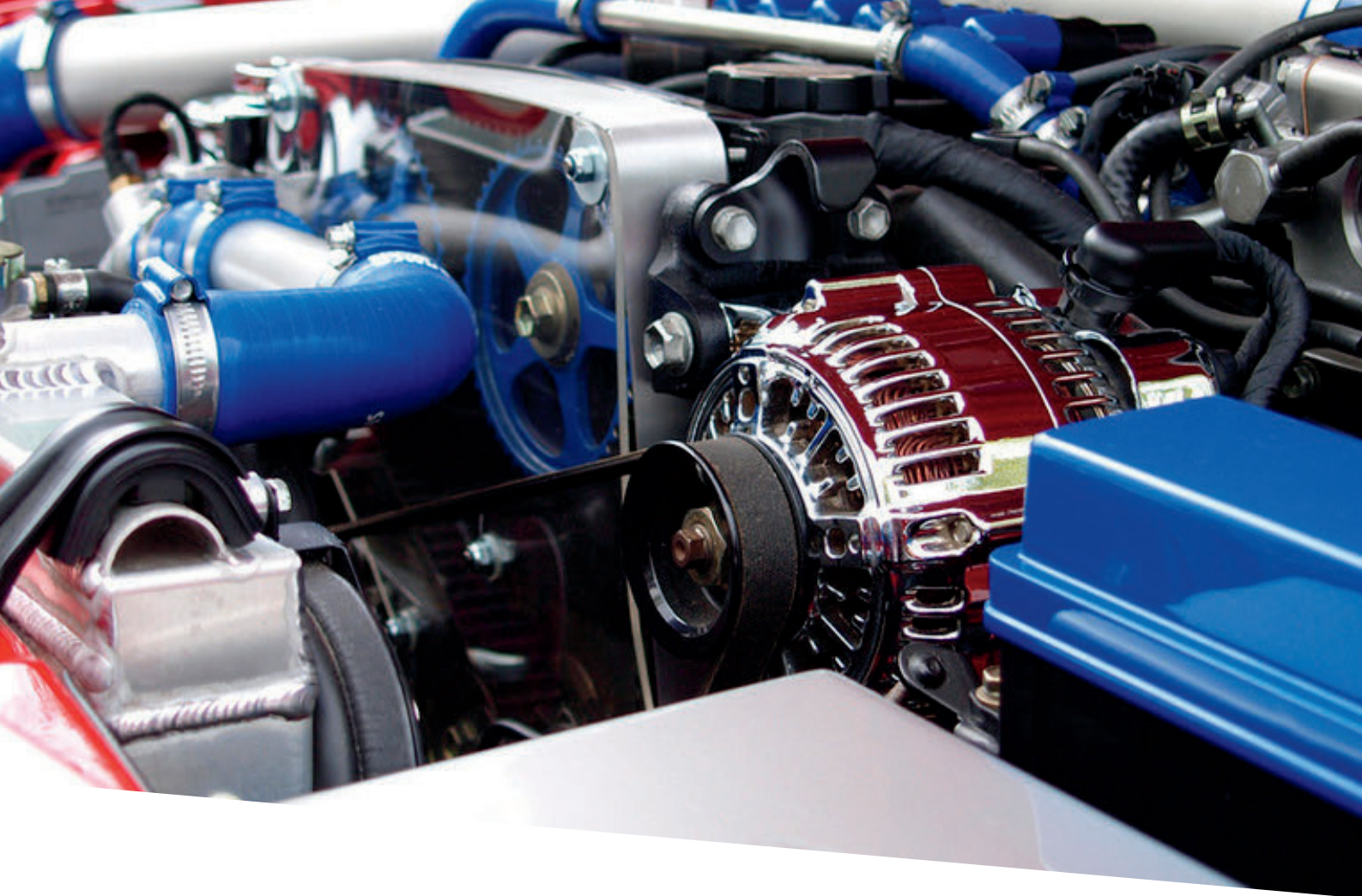
4 days

WHAT DO I GAIN IF SUCCESSFUL?

Level 3 Award in MOT Test Centre Management Certificate

COST

£460 + VAT



LEVEL 3 VEHICLE TECHNICIAN ACCREDITATION ASSESSMENT (VTAA)

OVERVIEW

This course is for experienced unqualified technicians who wish to gain a Level 3 vehicle inspection qualification to allow them to join the MOT classes 4-7 course. The technician must be able to work unsupervised ideally, they should be in full time employment with at least four years experience to ensure they are familiar with the techniques for vehicle servicing, inspection and system(s) diagnosis.

HOW WILL I BE ASSESSED?

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

1 DAY

The 1 day course is ideal for technicians who are able to complete the VTAA assessment with little or no training.

COURSE COST

£420 + VAT

PRE-REQUISITES

Candidate must have 4 or more years' proven experience.

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.

4 DAY

The 4 day course is ideal for technicians who have good background knowledge but need to brush up on areas of the course before the exam.

COURSE COST

£710 + VAT

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 to maintain your testing status.

HOW WILL I BE ASSESSED?

To gain your licence, 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)

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 are 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 are suitable to be an MOT tester.

COST

£670 + VAT





LEVEL 3 INSTALLATION OF ELECTRICAL VEHICLE CHARGING POINT

OVERVIEW

This award gives the learner an understanding of the application of the IET Code of Practice for Electric Vehicle Charging Equipment Installation. It provides a facility for individuals working in the electrotechnical sector to develop their understanding of the installation of electric vehicle (EV).

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

HOW WILL I BE ASSESSED?

The qualification is assessed by the underpinning technical requirements for the installation of EV charging points. The learner will be assessed against this qualification by one 25 question on-screen multiple choice exam.

PRE-REQUISITES

Candidates must be at least 18 years old and must be conversant with the relevant Wiring Regulations, and Initial Verification and Commissioning.

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

HOW LONG IS THE COURSE?

One Day

WHAT DO I GAIN IF SUCCESSFUL?

UK government are keen for consumers to switch to electric vehicles, there are incentives in many areas providing the charge points are fitted by qualified installers.

COST

Dependant on cohort size



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 nonskilled 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+VAT per candidate

PRIVATE COURSES

Working in Partnership with Employers

BASIC ELECTRICAL TRAINING PRACTICAL AND THEORY

BASIC PLUMBING TECHNIQUES

USE OF POWER TOOLS

LEVEL 3 - ELECTROTECHNICAL SERVICES

18TH EDITION COURSE

MANUAL HANDLING

CONSTRUCTION MATERIALS - MEASURING AND MATERIAL TYPES

ELECTRICAL INSTALLATION INSPECTION, TESTING, CERTIFICATE

AND REPORTING

BASIC ELECTRICAL TRAINING

PRACTICAL AND 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.

DURATION

One Day

COST

Dependant on cohort size

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, 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.

DURATION

One Day

COST

Dependant on cohort size

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

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 using hand tools, commercially or privately. You will learn how to identify different power tools, safety use and how to 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.

DURATION

One Day

COST

Dependant on cohort size

LEVEL 3 ELECTROTECHNICAL SERVICES

EXPERIENCED WORKER ASSESSMENT ROUTE OVERVIEW

WHO IS THE COURSE FOR?

This qualification is designed solely for those 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 using the experienced worker route; which this qualification forms part of.

HOW WILL IT BE ASSESSED?

The learner will be assessed on their portfolio of workbased evidence. They will also have to achieve two on-screen exams (initial verification, and BS 7671 wiring regulations).

DURATION

Typical duration is between 6 to 18 months, dependant on the type and range of work covered and prior qualifications held.

ENTRY REQUIREMENTS

It is a requirement that prior to undertaking this qualification, learners must have their suitability assessed by the completion of the qualification's pre-entry skills scan. Learners **MUST** possess the knowledge and understanding comparable to the Level 3 Electrotechnical apprenticeship qualification which can be evidenced by relevant electrotechnical qualifications. Where learners do not hold the relevant qualifications their eligibility will be probed through the skills scan to verify if they have the equivalent knowledge and understanding

COST

£1800+VAT

18TH EDITION

OVERVIEW

This award gives the learner an understanding of the application of the IET Wiring Regulations Eighteenth 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.

DURATION

This 5-day classroom-based electrical training course is to ensure that you are conversant and gain familiarity with the layout, content and application of the BS 7671: 2018 18th Edition Regulations. The course has a Total Qualification Time of 40 Hours.

ENTRY REQUIREMENTS:

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.

COST:

£450 + VAT

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.

HOW LONG IS THE COURSE?

One Day

COST

Dependant on cohort size

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

CONSTRUCTION MATERIALS - MEASURING AND 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.

HOW LONG IS THE COURSE?

One Day

COST

Dependant on cohort size

ELECTRICAL INSTALLATION INSPECTION, TESTING, CERTIFICATE AND REPORTING

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.
- Those who wish to obtain an industry recognised qualification.
- Experienced electricians who have never gained formal qualifications in inspection and testing or who may wish to update and reaffirm their skills.

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.

DURATION

6 Days

ENTRY REQUIREMENTS

There are no formal entry requirements for this qualification; however, we expect the learner to have sufficient electrical knowledge and understanding of the current edition of IET BS 7671 prior to taking this course.

COURSE COST

£950 + VAT

MITSKILLS

Apprenticeships

End Point Assessment Centres



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