

E-BOOK



A GUIDE TO

CONSTRUCTION APPRENTICESHIPS

INCLUDING

PROPERTY MAINTENANCE
CARPENTRY

BRICKLAYING
MANUFACTURING

ACHIEVE TRAINING...

YOUR LAUNCHPAD TO LEARNING

We are the leading learning launchpad for quality inspirational training and opportunities. That's because we are an award-winning social enterprise with an enabling environment whose main aim is to build better futures.

The connections and independence gained from being backed by a large community-based group and our experienced staff's expertise make us supportive and agile and form great commercial partnerships.

We are an inspiring place for young people and employers to mutually benefit, with 70% of our learners progressing to full-time employment.



1

WE ARE ENABLING AND INSPIRING

We're a 'life launchpad' for young people in a supportive, engaging and enjoyable environment.

2

WE ARE SOLIDLY SAVVY PARTNERS

We are a successful, responsible business, ambitiously innovative since 1982.

3

WE ARE INNATELY PEOPLE-FOCUSSED

As a profit for purpose business, community and putting people first really do come first with us.

4

WE ARE PASSIONATE IMPACT-MAKERS

We have a fiery can-do creative tenacity for positive change, and we will find a way to great.

WHAT YOU'LL LEARN FROM THIS GUIDE...

You will understand the apprenticeship levels and pathways available to launch your career in the construction sector or progress and upskill in your current role. You'll discover what's involved in each apprenticeship, the entry requirements, end-point assessment and durations.

APPRENTICESHIP FUNDING

▲
£3m



Companies that spend more than £3 million on their wage bill are levy paying.

▼
£3m



Those with wage bills less than £3 million are called co-investors.

LESS than 50 employees

▼
£3m



Those with wage bills less than £3 million are called co-investors.

MORE than 50 employees

APPRENTICESHIP SERVICE

You will have to access the Apprenticeship Service online to manage apprenticeship training, choose your training provider and to reserve government employer co-investment funding.

CONTRIBUTE 0.5%

of your annual wage bill into the apprenticeship levy

10%

is added back into your Apprenticeship Service account. For every £1 deposited £1.10 will be available to spend on training.

24 MONTHS

Time limit to spend your allowance on recruiting new apprentices or training existing staff.

TRANSFER 25%

of your apprenticeship levy funds to other employers to support their training costs.

FULLY FUNDED

if you recruit or upskill an existing employee aged 16 - 18 years old

95% FUNDED

if you recruit or upskill an existing employee aged 19+, meaning you pay 5% of training costs with the remaining 95% paid for by the Government.

Contribute

5%

of total training costs in monthly installments when you recruit a new apprentice or upskill an existing employee.

Meaning the remaining 95% is paid for by the Government.

PLUS £1,000

Government grant available for any business that recruits a new apprentice aged 16-18 years old and those under 25 with an Education, Health and Care Plan

APPRENTICESHIPS

IN CONSTRUCTION AND BEYOND



Whether you're looking to launch into a career in construction, or you're an employer ready to upskill new staff, an apprenticeship teaches the latest skills and knowledge required by the industry.

Once you have completed your construction apprenticeship, you will have developed various transferable skills that you can use to develop your career or you might go on to build a career in a similar field.

The skills gained on an apprenticeship will lead to a range of employment opportunities in the future sector. This guide shows you the apprenticeships available.

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LEVEL 2

PROPERTY MAINTENANCE OPERATIVE

APPRENTICESHIP STANDARD

15 MONTHS DURATION (12 months learning / 3 months EPA)

WHO IS THIS APPRENTICESHIP FOR?

This apprenticeship standard is an ideal programme for those wishing to work in an environment that optimises 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 and this standard will support them with all those elements.

(It is important to note that the employer will need to be able to support in all areas above to enable the apprentice to achieve the standard).

ENTRY REQUIREMENTS

As part of this standard you will need to work towards Level 2 and achieve Level 1 functional skills in maths and English.

COSTS

Maximum of £9,000 if you are a Levy payer
Maximum of £450 if you are a non-Levy company

PROGRESSION OPPORTUNITIES

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

WHAT YOU'LL LEARN

This apprenticeship is delivered through a blended learning approach of planned face to face learning sessions, remote learning activities, workplace visits, on and off the job training and 1 to 1 support.

It covers areas such as:

- Understanding and maintaining electrical distribution, safe repair of electrical installation to legal requirements, for example replacing damaged sockets, plugs, lighting and fuses.
- Carrying out repairs to the fabric of a building, for example repairs to walls, doors, door frames, skirting boards or plaster damage to internal walls.
- Understanding how to prepare for refurbishment or deep clean of equipment and surfaces.
- Developing skills to take ownership of work and follow through to a satisfactory conclusion.
- Developing communication skills effectively both verbally and in writing.

Throughout the apprenticeship learners will complete a logbook of work they have completed and complete a research assignment. Without this evidence learners will not be able to progress to their End Point Assessment.

END POINT ASSESSMENT

This apprenticeship includes an end point assessment consisting of:

- Knowledge assessment
- Practical skills test
- Interview

LEVEL 3

GAS ENGINEERING OPERATIVE

APPRENTICESHIP STANDARD

21 - 36 MONTHS DURATION INCLUDING LEARNING AND EPA
(dependent upon experience and prior attainment)

WHO IS THIS APPRENTICESHIP FOR?

This apprenticeship standard is for those wanting to pursue a career in the gas industry.

ENTRY REQUIREMENTS

As part of this standard you will need to work towards and achieve Level 2 functional skills in maths and English.

COSTS

Maximum of £22,000 if you are a Levy payer
Maximum of £1,100 if you are a non-Levy company

END POINT ASSESSMENT

This apprenticeship includes an end point assessment consisting of:

- Portfolio (including Gas Safe registration, competency test and work log review)
- Knowledge assessment

WHAT YOU'LL LEARN

This apprenticeship is delivered through a combination of planned learning sessions, workplace visits, on and off the job training and 1 to 1 support.

It covers areas such as:

- Relevant health, safety and environmental legislations and regulations
- Safe gas and electrical installation, commissioning, decommissioning, service and repair
- Safe operation of the equipment and installation
- Relevant electrical/mechanical principles
- Energy efficiency and product knowledge
- Regulatory compliance
- Gas Safety (Installation and Use) and Electricity at Work Regulations

PROGRESSION OPPORTUNITIES

The skills developed in this apprenticeship could lead to employment as:

- Gas Installation and Maintenance Engineer
- Gas Installation Engineer
- Gas Service Engineer

LEVEL 2

CARPENTRY & JOINERY (SITE CARPENTER)

APPRENTICESHIP STANDARD

27 MONTHS DURATION (24 months learning / 3 months EPA)

WHO IS THIS APPRENTICESHIP FOR?

This apprenticeship standard is an ideal programme for those wishing to develop their skilled work, primarily using timber products, either on a construction site, or in a workshop, creating and installing building components.

A site carpenter will normally 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.

ENTRY REQUIREMENTS

As part of this standard you will need to work towards Level 2 and achieve Level 1 functional skills in maths and English.

COSTS

Maximum of £12,000 if you are a Levy payer
Maximum of £600 if you are a non-Levy company

END POINT ASSESSMENT

This apprenticeship includes an end point assessment consisting of:

- Knowledge assessment
- Practical skills test

WHAT YOU'LL LEARN

This apprenticeship is delivered through a combination of planned learning sessions, workplace visits, on and off the job training and 1 to 1 support.

It covers areas such as:

- Understanding the characteristics, quality, uses, sustainability, limitations and defects associated with timber and timber-based products and components, such as hardwood, softwood, MDF and other materials
- How to install doors, window frames, door and hatch linings, floor joist coverings, straight partitions and straight staircases
- Erect inclined roofs with gables, joists, roof coverings and roof components
- Understanding the technical principles of site carpentry work and how these are applied to prepare and fix timber and timber-based products, erect inclined roofs, maintain and repair building components

PROGRESSION OPPORTUNITIES

You could progress onto the Advanced Apprenticeship Standard in Carpentry and Joinery Level 3.

The achievement of this standard will meet the requirements of the Construction Skills Certification Scheme (CSCS) 'Skilled Worker' standard, which is widely accepted in the sector as a 'licence to operate' in a skilled construction trade.

LEVEL 3

TEAM LEADER/ SUPERVISOR

APPRENTICESHIP STANDARD

22 MONTHS DURATION (18 months learning / 4 months EPA)

WHO IS THIS APPRENTICESHIP FOR?

This apprenticeship standard is an ideal programme for those managing teams and projects for the first time including those currently supporting, developing and managing team members, managing projects, planning and managing workload and resources, and delivering operational plans.

ENTRY REQUIREMENTS

As part of this standard you will need to work towards and achieve Level 2 functional skills in Maths and English.

COSTS

Maximum of £4,500 if you are a Levy payer
Maximum of £225 if you are a non-Levy company

END POINT ASSESSMENT

This apprenticeship includes an end point assessment consisting of:

- 20 minute presentation with 30 minutes of questions and answers
- 1 hour professional discussion underpinned by a portfolio of evidence

PROGRESSION OPPORTUNITIES

You could progress on to a Higher or Degree Level Apprenticeship or qualifications with The Chartered Management Institute and The Institute of Leadership and Management.

WHAT YOU'LL LEARN

This apprenticeship is delivered through a combination of planned learning sessions including online learning, workplace visits, on and off the job training and 1 to 1 support. It covers areas such as:

1. Team building and development

Leadership, coaching and change

2. Building a higher performance team

Setting goals – personal and work, feedback, conflict, sharing of good practice, cross team working, active listening

3. Communication

Manner, non verbal and constructive feedback

4. Organisational, culture and strategy

Team plans, culture, strategy and targets

5. Data analysis

6. Project management

Managing a project and using appropriate project tools

7. Organisational governance

Applying governance, budget management, legal requirements and HR

8. Management of self

Bias, personal development, time management, reflection, learning styles

9. Problem solving

Problem solving techniques and application, managing conflict/managing stakeholders



LEVEL 2

LEAN MANUFACTURING OPERATIVE

APPRENTICESHIP STANDARD

12 - 15 MONTHS DURATION

WHO IS THIS APPRENTICESHIP FOR?

This apprenticeship standard is for new entrants or those wanting to progress their career within the manufacturing sector.

Those wishing to develop knowledge, skills and behaviors 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.

ENTRY REQUIREMENTS

As part of this standard you will need to work towards Level 2 and achieve Level 1 functional skills in maths and English.

WHAT YOU'LL LEARN

This apprenticeship is delivered through a combination of planned learning sessions, workplace visits, on and off the job training and 1 to 1 support.

It covers areas such as:

- Health and safety
- Environmental compliance
- Production
- Lean manufacturing operations
- Quality control
- Problem solving
- Continuous improvement
- Communication
- Work place organisation

You will also work towards and achieve the Level 2 Diploma in Manufacturing before End Point Assessment.

END POINT ASSESSMENT

This apprenticeship includes an end point assessment consisting of:

- Observation with questions and answers
- Professional discussion

PROGRESSION OPPORTUNITIES

The skills developed in this Apprenticeship could lead to employment as:

- Team Member Production
- Manufacturing Production Operative
- Manufacturing Assembly Operative
- Manufacturing Inspection/Quality Assurance Operative
- Manufacturing Logistics Operative
- Manufacturing Material Handling Operative
- Manufacturing Process/Finishing Operative

You could also progress on to the Team Leader/Supervisor Apprenticeship Standard Level 3.

COSTS

Maximum of £6,000 if you are a Levy payer

Maximum of £300 if you are a non-Levy company

LEVEL 2

BRICKLAYER

APPRENTICESHIP STANDARD

33 MONTHS DURATION (30 months learning / 3 months EPA)

WHO IS THIS APPRENTICESHIP FOR?

This apprenticeship standard is an ideal programme for those wishing to work as a bricklayer, laying bricks, blocks and other types of building components in mortar to construct and repair walls, foundations, partitions, arches and other structures e.g. chimney stacks. They might also refurbish brickwork and masonry on restoration projects.

The range of sites and projects that bricklayers will work on include large commercial developments, new builds in housing, alterations, extensions and restorations. A bricklayer may work one-on-one or on larger jobs where their bricklaying group may work on a particular section of a building alongside other bricklaying gangs as well as other trades.

ENTRY REQUIREMENTS

As part of this standard you will need to work towards Level 2 and achieve Level 1 functional skills in maths and English.

COSTS

Maximum of £9,000 if you are a Levy payer
Maximum of £450 if you are a non-Levy company

WHAT YOU'LL LEARN

This apprenticeship is delivered through a blended learning approach of planned face to face learning sessions, remote learning activities, workplace visits, on and off the job training and 1 to 1 support.

It covers areas such as:

- Understanding buildings to include different eras, types of construction methods, insulation considerations, sustainability, facilities management, fire, moisture, and air protection. Fireplaces and chimneys. Damp proof courses and the use of brick ties. An awareness of the location of trees and services, and their impact on foundation types.
- Learning how to interpret drawings and specifications. Measure the work area and set out level first courses of bricks to a plan, including bonds for openings and the damp course. Mix mortar by hand or with a mechanical mixer. Lay bricks to set dimensions and apply mortar with a trowel to completion. Shape and trim bricks/blocks using hammers, chisels and power tools. Use of laser levels, spirit levels, optical levels and string lines to check that courses are straight, horizontally and vertically, and laid to a gauge. Ensure thermal qualities, air tightness and ventilation are maintained. Remove waste materials. Repair and renew masonry structures.
- Developing quality focused behaviours to be able to be reliable, productive, efficient and quality focused in work and in personal standards to current industrial standards. Awareness and consideration of other trades e.g. build walls in a way that allows for pipes and electrical wiring. Keep work area clean and tidy. Provide good customer service. Give consideration to the appropriate use of resources and personal actions in regards to environmental, social and economic factors and their impacts.

Throughout the apprenticeship learners will complete a portfolio of evidence with work they have completed. Without this evidence learners will not be able to progress to their End Point Assessment.

LEVEL 2

BRICKLAYER

APPRENTICESHIP STANDARD

33 MONTHS DURATION (30 months learning / 3 months EPA)

END POINT ASSESSMENT

This apprenticeship includes an end point assessment consisting of:

- Knowledge assessment
- Practical skills test
- Oral questioning (based on portfolio of evidence).

PROGRESSION OPPORTUNITIES

Completing this apprenticeship programme with its transferable skills will enable progression into roles such as a Supervisory and Management role e.g. Team Leader Level 3 or more specialised technical roles in the construction industry.

On completion of this Apprenticeship, the apprentice will have satisfied the requirements to obtain a Construction Skills Certification Scheme (CSCS) Card



16-18 year old apprentices fully funded if your business has less than 50 employees.

EXPERT KNOWLEDGE & GUIDANCE

We can help you invest in the right training and development for existing and new staff, creating a highly motivated and well-trained workforce.

Our expertise can help to access funding and support to maximise the return on your investment.



1

GROW GREAT PEOPLE

Our team guide you through how to get the training your business needs, providing advice on qualifications, financial support, additional funding, work experience and how to coach and support your apprentices.

2

TRAINING YOU CAN TRUST

Our knowledge can support you with getting the most out of your training funding. All of this means you can continue to focus on your core business, knowing that your training management is under control.

By partnering with us, you are working with a provider formally recognised and listed on the RoTAP (Register of Apprenticeship Training Providers) by the Education & Skills Funding Agency.

3

STRESS-FREE MANAGEMENT

We pride ourselves on working with young people to give them a life learning launchpad. We have work-ready apprentices that are 'skill matched' to apprenticeship vacancies and businesses, making the recruitment process seamless.

Alongside this, our complimentary advertising and recruitment service ensures that your business is working with new apprentices as quickly as possible.

READY TO GROW

YOUR BUSINESS?

SPEAK TO A MEMBER OF THE TEAM



Contact us online
achievetraining.org.uk/employers



Call us on **01782 279121**
or visit our website to **Live Chat**



Head office

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FULLY FUNDED

if you recruit or upskill an existing employee aged 16 - 18 years old

95% FUNDED

if you recruit or upskill an existing employee aged 19+, meaning you pay 5% of training costs with the remaining 95% paid for by the Government.

Contribute

5%

of total training costs in monthly installments when you recruit a new apprentice or upskill an existing employee.

Meaning the remaining 95% is paid for by the Government.

NEW

£5,000 INCENTIVE FOR NON-LEVY STAFFORDSHIRE EMPLOYERS

LESS than 250 employees

- ✔ Recruit up to 3 apprentices, who are aged 16-24 and are unemployed.
- ✔ Maximum of £15,000 grant per business.

IN ADDITION TO GOVERNMENT GRANTS

- ✔ Excludes Stoke-on-Trent
- ✔ Employers must be registered with Companies House with a Companies House number.

PLUS £3,000

Government grants available, per new hire, for any employer who hires a new apprentice between 1 April 2021 and 30 September 2021, regardless of the apprentice's age.

PLUS £1,000

Government grant available for any business that recruits a new apprentice aged 16-18 years old and those under 25 with an Education, Health and Care Plan