



[www.isistraining.co.uk](http://www.isistraining.co.uk)

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Isis Training Services Ltd operates an Equal Opportunities Policy and does everything possible to ensure that discrimination does not occur in any part of its process. We actively encourage application from all sections of the community and do our utmost to ensure all our applications are treated fairly, regardless of gender, age, sexual orientation, race, ethnic origin, marital status, religion or disability.



An employer's guide to **engineering** apprenticeships and training

The Isis Training Services Ltd logo, featuring the letters "I S S" in a bold, sans-serif font, with a purple swoosh underline under the second "S". Below the letters, the text "Training Services Ltd" is written in a smaller font.

The operating subsidiary of The Engineering Trust.

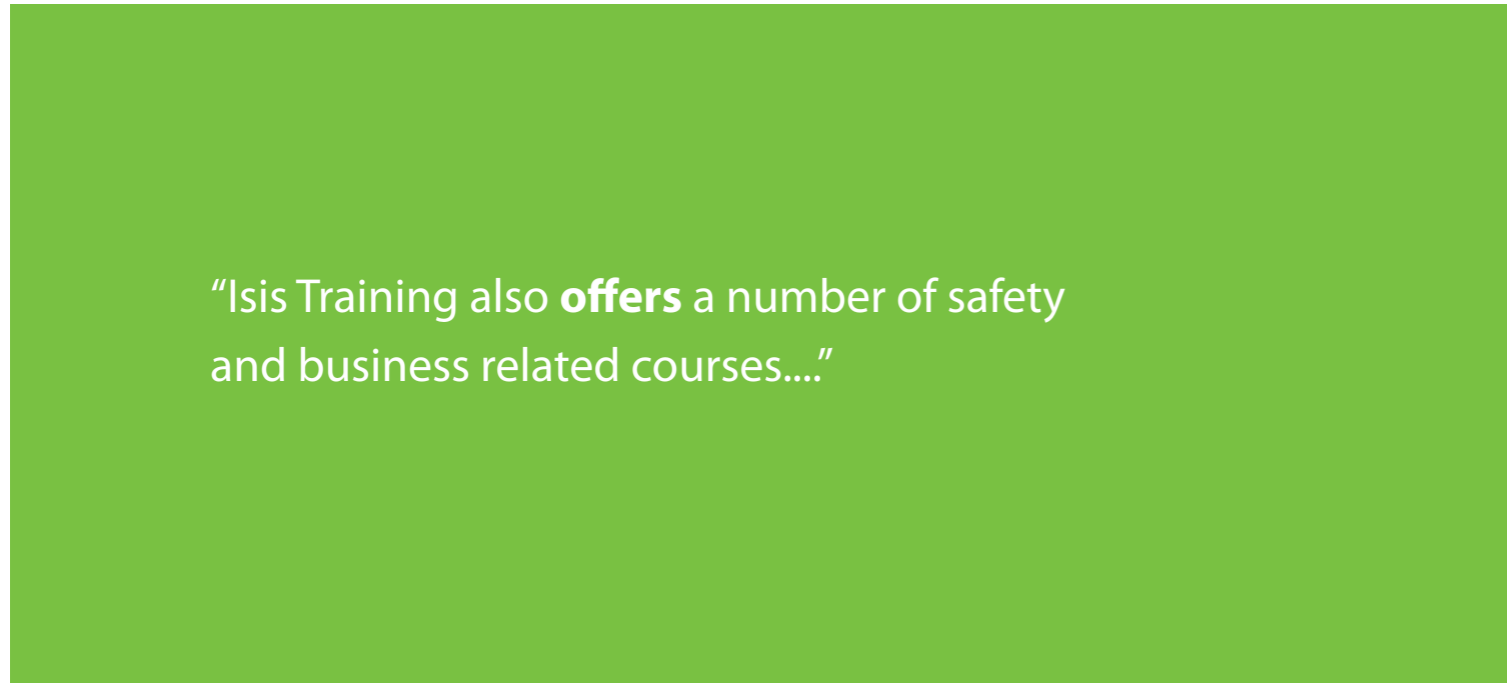
The operating subsidiary of The Engineering Trust

“Isis Training is dedicated **solely** to delivering engineering apprenticeships and training...”

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### Introduction...

**Why Isis?** Isis Training is a successful work-based learning provider. Its success and reputation have been achieved by working with employers to provide a training package and service relevant to their needs in terms of content, budget, delivery and completion.

Isis Training is the operating subsidiary of The Engineering Trust, a charity, which has been successfully promoting and supporting apprenticeships and engineering-based training for over 25 years.

Isis supports engineering and manufacturing employers across many disciplines and technologies, recruiting and managing apprentices for the duration of their apprenticeship schemes.

From its original base in Oxfordshire, Isis Training now also delivers its services to both large multi nationals and SME employers across, Milton Keynes, Buckinghamshire and Bedfordshire.

Unlike other providers, Isis Training is dedicated solely to delivering engineering apprenticeships and training and is not therefore distracted by other non-related training.

Furthermore, all Isis profits are donated to the charity, allowing it to continue its work promoting engineering careers.

### Apprenticeship framework

	Industrial Apprenticeship	Apprenticeship	Advanced Apprenticeship
Duration:	12 months	24 months	48 months
Basic Training:	n/a	PEO* x 4	PEO* x 6
NVQ**:	Level 2	Level 2	Level 3
Technical Qualification:	n/a	City & Guilds	Btec
Key Skills:	Level 1	Level 2	Level 2
ERR***:	ERR	ERR	ERR

Note: \*PEO Performing Engineering Operations, minimum units. \*\*Selected to suit role within company. \*\*\*ERR Employment Responsibilities & Rights.

## Engineering apprenticeships...

### Industrial apprenticeship

This is an ideal qualification for a semi-skilled operative capable of performing basic engineering tasks with some supervision. This apprenticeship is delivered entirely in-company, based on an NVQ which is selected to reflect the role being undertaken.

Entry requirements are GCSE grade D or above in maths, together with a basic practical ability.

### Apprenticeship

A qualification suited to the craft apprentice who, on completion, will have responsibilities such as setting and operating production equipment, machine tools or product assembly and test. The framework includes practical skills training (performing engineering operations) and study for a City & Guilds or BTEC technical certificate. Both are delivered at a local college. In-company the apprentice will follow a Company Training Plan and complete a level 2 NVQ qualification.

Entry requirements are GCSE grade D or above in maths & english and a practical ability.

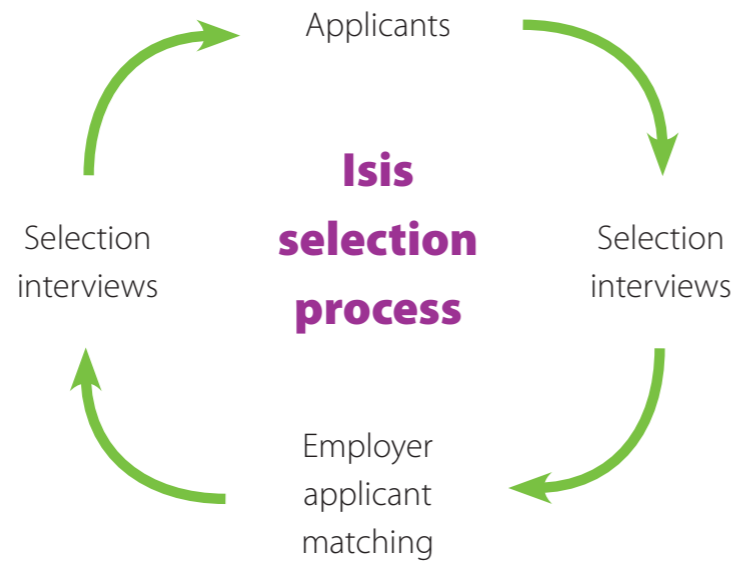
### Advanced apprenticeship

This is a technician apprenticeship (although it can and does include highly skilled craft roles) and is delivered over four years. Traditionally the first year is spent off the job at a local college, completing practical skills training, a minimum of 6 PEO units, and a BTEC National Technical Certificate. Increasingly, however, employers are requesting that the first year's training be delivered over two years allowing the apprentice to spend time in-company from year one. In-company the apprentice will follow a Company Training Plan and complete a level 3 NVQ qualification.

Entry requirements are GCSE grade C or above in maths, english and science with a practical ability.

### Selection process...

Identifying and selecting a suitable and qualified candidate is a key element of a successful apprenticeship. Using a tried and tested selection process, Isis will identify and match applicants to meet your specific needs.



#### Applicants

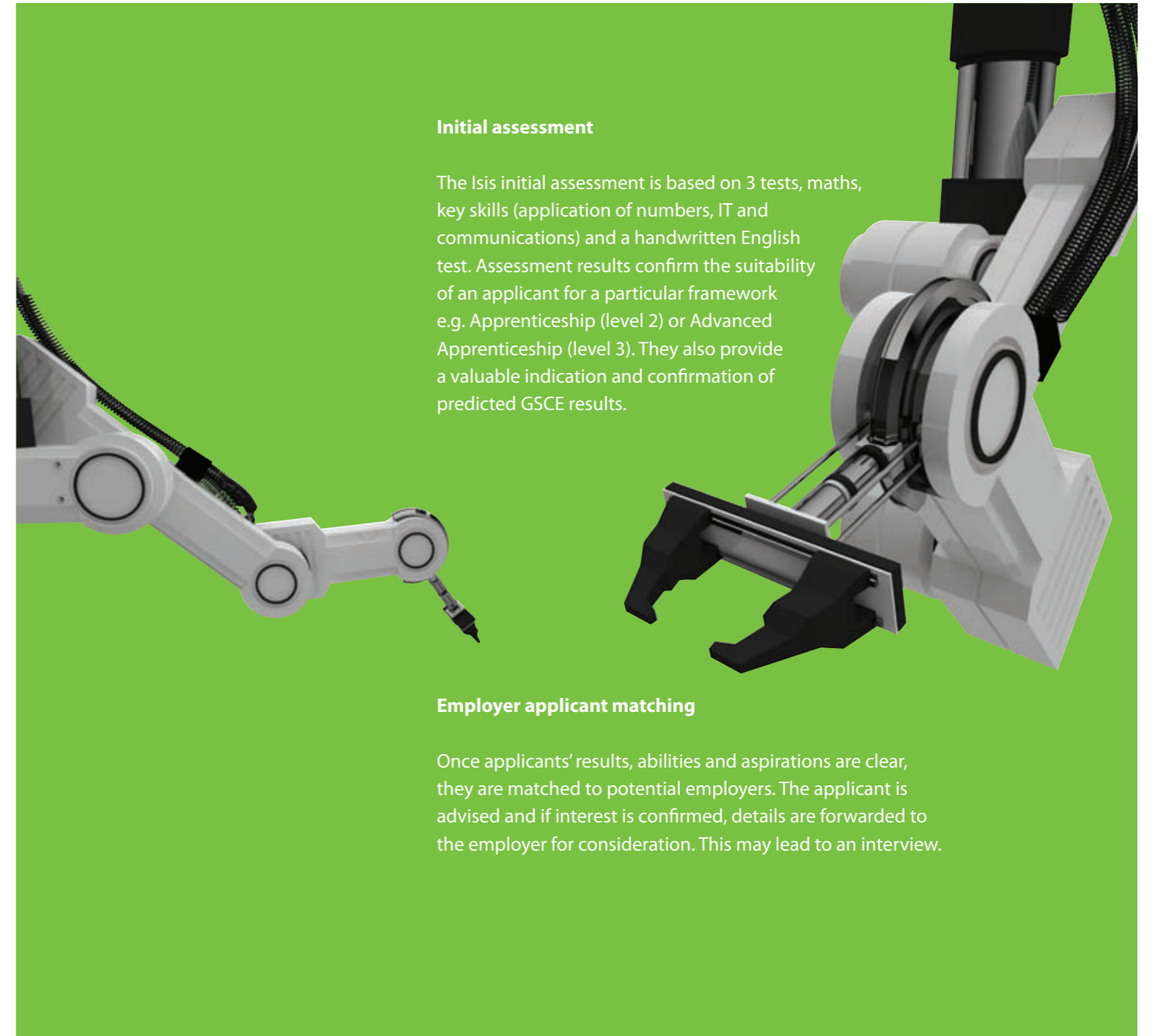
Potential applicants are identified throughout the year at the many school career events and recruitment evenings Isis attends. Those interested in taking up an engineering apprenticeship are encouraged to apply to Isis by completing an on-line application form.

#### Initial assessment

The Isis initial assessment is based on 3 tests, maths, key skills (application of numbers, IT and communications) and a handwritten English test. Assessment results confirm the suitability of an applicant for a particular framework e.g. Apprenticeship (level 2) or Advanced Apprenticeship (level 3). They also provide a valuable indication and confirmation of predicted GCSE results.

#### Employer applicant matching

Once applicants' results, abilities and aspirations are clear, they are matched to potential employers. The applicant is advised and if interest is confirmed, details are forwarded to the employer for consideration. This may lead to an interview.



### Programme delivery...

Having received and reviewed applications (typically between 6 -10) employers agree a shortlist for interview. Following these interviews a suitable candidate will, hopefully, be identified. If required, Isis Training will support employers with selection, interviewing and creating offers/agreements.



#### Registration

Once the offer of employment has been accepted, Isis will register the individual with the chosen college and course, Scheme awarding body (e.g. SEMTA) and the National Apprenticeship Service (NAS). Registration with the NAS will identify and secure any funding available to support the apprentice training programme.

**Note: Funding depends upon the apprentice's age and qualifications and, if secured, is deducted from the employer's charges.**

#### Support and monitoring

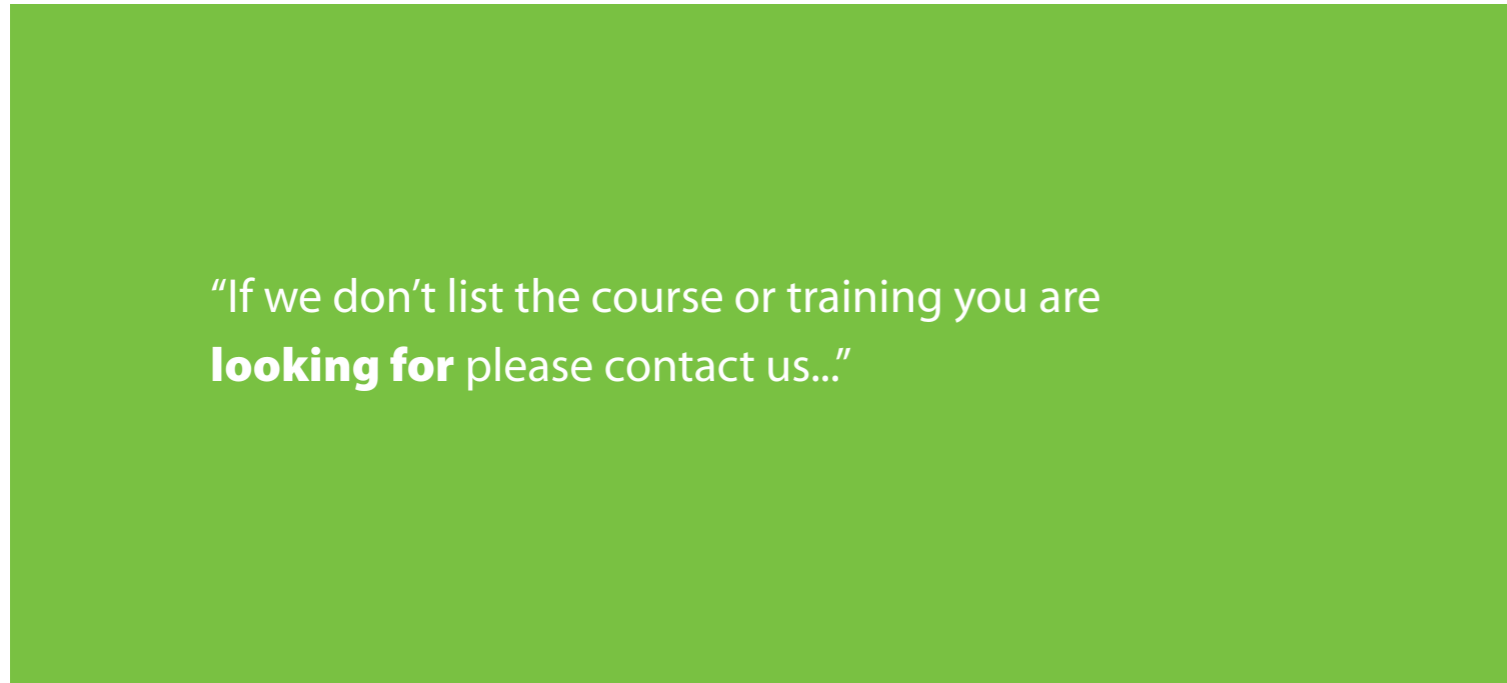
At every stage of the apprenticeship the apprentice is supported and monitored by a Training Officer from Isis Training who visits the apprentice at college and in-company every 4-6 weeks. This ensures that the quality of training is maintained together with a timely completion. On-going support is also offered to the employer with advice and guidance throughout the apprenticeship period. This also includes mentor training for the nominated person.

#### Company training plan

An integral part of the apprentice framework is the Company Training Plan (CTP). Developed jointly between the company and Isis Training, the plan details the company training to be followed by the apprentice. This often includes training periods in associated departments including the apprentice's final destination. A record of work completed during the CTP is compiled and maintained in a log book by the apprentice.

#### NVQ qualification

The NVQ is delivered by Isis Training and is based on a portfolio of evidence which is compiled and maintained by the apprentice. NVQ units are selected to reflect and complement the apprentice's eventual role within the company. High standards are expected and achieved with the CTP log book and NVQ portfolio as these reflect both the individual's achievement and the high quality of training received.



"If we don't list the course or training you are **looking for** please contact us..."



### Developing your existing team...

For employers wishing to up-skill or recognise the skills of their existing workforce, we offer Adult NVQ programmes. These programmes are completed in-company and, in similar fashion to the apprentice scheme, are delivered and monitored by an Isis Training Officer.

The qualification specification is selected to suit the individual's role and awarded against a portfolio of evidence and workplace observations.

Government funding (currently Train to Gain) is available to finance the training and, subject to terms, could be delivered for free or for a relatively small charge.

Isis Training also offers a number of safety and business related courses. These range from Manual Handling to Excel Spreadsheets. All our courses are presented by trained and qualified instructors in our own training facility. These can, however, be held on your premises dependant upon numbers. Contact us for availability and prices.

If we don't list the course or training you are looking for please contact us and we will do our best to identify a course or a suitable contact for you to talk to.

For further details, course dates and a booking form please refer to our website.



website: **www.isistraining.co.uk**

email: **info@ isistraining.co.uk**

### Contact us...

If you have any queries please contact us:

#### Head office

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