

HULL TRAINING & ADULT EDUCATION

APPRENTICESHIPS
AND FULL-TIME
COURSES



SCAN
ME!

www.hcctraining.ac.uk



WELCOME

TO OUR NEW BROCHURE OUTLINING THIS TERM'S COURSES,
APPRENTICESHIPS AND TRAINING WORKSHOPS



I would like to welcome you to the Hull Training and Adult Education prospectus.

It is full of information for both adults and young people who may wish to enhance

their knowledge and skills. Likewise, it will provide employers with an overview of how we may work with them to further develop their organisation through the training of their people.

As one of the region's largest training providers, Hull Training and Adult Education has an enviable success record in Hull and the East Riding of Yorkshire. We believe that this success lies in listening to the needs of people who live within our community and matching these with the requirements of local industry, commerce and education.

Our team of professionally qualified staff are committed to ensuring the very highest standard of delivery. Over a number of years, we have developed a wide range of programmes and formed partnerships with

many local companies, schools and other training providers to ensure that the training we offer is the best available. The following information will provide an insight into the various opportunities which we can offer and we look forward to meeting you in the near future to discuss your individual training needs.

Sharon Gamble
Head of Service

Contact

Business and Management / Teacher Training

Email: CravenPark@hullcc.gov.uk

Call us on: **01482 614 157**

Construction

Email: hulltrainingconstruction@hullcc.gov.uk

Call us on: **01482 615 349**

Engineering

Email: engineeringcentre@hullcc.gov.uk

Call us on: **01482 615 270**

Visit our website at: www.hcctraining.ac.uk

Follow us on Facebook:

@HullAdultEducation and @hcctraining

GREAT NEWS! 'GOOD' OFSTED PROVIDER

We were inspected by OFSTED in February 2022 and were very pleased with their extremely positive report which stated that "Hull Training and Adult Education, learners and apprentices, benefit from teaching and support from well qualified and experienced tutors who use their knowledge and experience effectively to teach them the knowledge, skills, and behaviours that they need to progress". We are extremely proud of our staff. Our learners make good progress because we have high expectations of work and behaviour. Ours and yours. As a result, the majority of our learners progress.

Equally pleasing is that inspectors recognised that "Learners and apprentices conduct themselves impeccably during their time at Hull Training and Adult Education. They exhibit a high level of respect for each other and staff in their use of shared spaces, corridors, classrooms and workshops". The majority of learners progress onto work or employment. Our employers told Ofsted that the apprentices make a real difference to their company, we are extremely proud of our employers buy in to the apprenticeship family.

Now is the time to continue with the opportunities that education brings to people – work places and the city's prosperity.

TOGETHER WE MAKE IT HAPPEN!

TAKE YOUR NEXT STEP TO AN EXCITING CAREER

10 REASONS TO CHOOSE US





BUSINESS AND MANAGEMENT APPRENTICESHIPS

Contact

Email: CravenPark@hullcc.gov.uk

Call us on: **01482 614 157**

Visit our website at: www.hcctraining.ac.uk

City and Guilds Level 3 Award in Education and Training

Course Aims

The Level 3 Award in Education and Training is not a teaching qualification.

It is a knowledge based introduction to teaching that has no teaching / training practice requirement and can be undertaken by individuals who are not in a teaching role.

Completion of the Award will give an insight into the roles, responsibilities and relationships in education and training. It develops the skills and knowledge required to plan and deliver inclusive teaching / training sessions and how to assess and give constructive feedback to learners.

This blended course is aimed at those individuals, over the age of 19 years old, wanting to teach / train in the further education sector or those already working in the sector who wish to develop as future teachers / trainers.

The course requires a minimum time commitment of 48 Guided Learning Hours.

Course Content

The Level 3 Award in Education and Training is made up of three units.

- **Unit 301:** Understanding roles, responsibilities and relationships in education and training
- **Unit 302:** Understanding and using inclusive teaching and learning approaches in education and training
- **Unit 305:** Understanding assessment in education and training

Entry Requirements

There are no formal entry requirements for this qualification. Candidates however, should have a subject they are considering delivering and should be qualified, aiming to be qualified, or have experience in that subject area.

In addition candidates should have a level of literacy, numeracy and ICT skills that allows them to manage the course requirements. This will be assessed through an initial assessment process at the start of the course.

What will I achieve?

You would gain:

- City and Guilds Level 3 Award in Education and Training

Assessment Method

Unit 301: Is assessed by assignment set by City and Guilds, marked by the tutor / assessor, and externally verified by City and Guilds.

Unit 302: Is assessed by assignment set by City and Guilds, marked by the tutor / assessor, and externally verified by City and Guilds.

The observation is conducted by the tutor and peer group members, of a 15 minute micro-teaching session delivered by the candidate to the group.

Unit 305: Is assessed by assignment set by City and Guilds, marked by the tutor / assessor, and externally verified by City and Guilds.

Course Duration

16 weeks plus induction and study skills

Course Fee

£450

Potential careers

The Level 3 Award in Education and Training is an introductory qualification that allows candidates to progress into employment as teacher / trainers and a teaching qualification, at Levels 4 and 5, such as the City and Guilds Certificate and Diploma in Education and Training.

For the latest on apprenticeships, courses, running times, dates and venues, check us out at www.hcctraining.ac.uk or call us on 01482 614 157



Level 5 Learning and Skills Teacher

(Available as an apprenticeship or a stand-alone diploma)

Apprenticeship Pathway

Course Information

Many Learning and Skills Teachers are dual professionals drawing on their technical and vocational as well as academic experience and qualifications to provide a high-quality learning experience.

The broad purpose of the occupation is to ensure that students achieve the best possible knowledge, skills and behaviours. Learning and Skills Teachers do this by planning and delivering teaching that is current, comprehensive and challenging, and that inspires students to engage, progress and achieve their full potential.

Course Content

On completion of this standard, you will have gained experience and knowledge in the following professional behaviours to become a skilled teacher:

- Maintain a focus on outcomes, for all students, so that they recognise the value of their learning and the future opportunities available to them
- Demonstrate, maintain and evidence excellent pedagogy, subject, curriculum and industry knowledge and practice
- Plan, deliver and evaluate effective evidence-informed teaching using assessment, relevant systems and safe use of technology to support learning
- Work in a manner that values diversity, and actively promote equality of opportunity and inclusion by responding to the needs of all students
- Model professional relationships with students, colleagues and stakeholders that support the highest quality education and training
- Work within professional boundaries, legal and ethical standards to set clear expectations for engaging in learning for all students
- Undertake relevant roles and duties and model sustainable practices, having regard to professional standards, demonstrating resilience and adaptability when dealing with challenge and change
- Support students with their next steps for progression and learning by providing appropriate information, advice, and guidance

Entry Requirements

- Competence in vocational and / or specialist subject at an appropriate level.
- Confirmation of current vocational / specialist subject knowledge.
- Up to date knowledge of workplace practice.
- Reference to the Education and Training Foundations (2016) Minimum Core Guidance, and any other subsequent updates.
- Apprentices without a Level 2 English and maths will need to achieve this prior to taking the end-point assessment. For those with an education, health and care plan or a legacy statement the apprenticeship English and maths minimum requirement is Entry Level 3 and British Sign Language qualification is an alternative to English qualifications for which this is a primary language.

Qualifications

Outcomes for this standard must include:

- Level 5 Apprenticeship Standard as a Learning and Skills teacher
- Apprentices without Level 2 English and maths will need to achieve this level prior to taking the end-point assessment.

All of the above outcomes must be achieved before the end-point assessment

Further Qualifications

Professional Graduate Certificate in Education (In service) Level 6

Assessment Method

You will work towards gaining an apprenticeship standard. The apprenticeship standard contains a list of skills, knowledge and behaviours you will need to have learnt by the end of your apprenticeship. Standards are occupation focused; they are not qualification led. The learning happens throughout the apprenticeship and you are assessed at the end of your apprenticeship. It is at this point you will need to prove you can carry out all aspects of the job. This is called the end-point assessment (EPA).

Course Duration

24 months including end-point assessment

Level 5 Standalone Diploma in Education and Training Pathway

The Level 5 Diploma in Education and Training is available as a standalone qualification.

Course Information

- Candidates should be qualified / experienced in the subject they intend to teach
- Candidates must have access to 100 teaching practice hours
- Candidates must possess reasonable levels of language, literacy and numeracy
- They should record their development needs and, where applicable, agree an action plan to address them. If candidates undertake this qualification having already undertaken an initial assessment of English, maths and ICT skills, the record of their development needs and any previous action plan to address them should be reviewed and updated as required





Business Administrator Apprenticeship (Level 3)

Why this Apprenticeship?

Do you take pleasure in organising and supporting others in making sure everything runs smoothly? Do you already have some office experience? If so, this apprenticeship and the important support role you will play could be for you.

Business Administrator apprentices will work in roles such as to be personal secretaries, receptionists, admin officers etc. They will have the skills, knowledge, behaviours and competencies to manage business systems, processes and services and play an important part in making businesses run smoothly.

Course Content

On completion of this apprenticeship you will have gained experience and / or knowledge of the following:

- Producing accurate records and documents
- Making effective decisions
- Building and maintaining positive business relationships
- Confidence to communicate face to face and in writing
- Choosing the most appropriate IT solution to suit the business problem
- Managing priorities
- Undertaking and leading on projects
- Practical knowledge of managing stakeholders
- Applying laws and legislations within your role
- Understanding organisational structures and the benefits they have
- Demonstrating integrity, reliability, self-motivation and pro-activity
- External factors and the wider impact these can have on an organisation

Entry Requirements

Anyone aged 16 years old, or over, can apply for an apprenticeship. You cannot be self-employed and must have lived in the UK or EU for the past three years to be eligible.

You must be working in a business administration role with responsibility for a project and you will have had some experience of working within an office previously. If you are not currently employed, we will do our best to support you into employment before commencing this apprenticeship.

The Level 3 apprenticeship is an advanced level equivalent to two A level passes and can be an excellent starting point to move into management or senior support roles. Successful completion could also support a pathway to university.

What qualifications will I achieve?

You would gain:

- Level 3 Business Administrator Apprenticeship Standard
- English and Maths Functional Skills Level 2 (for those that have not achieved a grade C or Level 4 or above)

Assessment Method

All apprenticeship standards are required to have an end-point assessment that is carried out by an independent organisation. Apprentices must pass the end-point assessment in order to achieve the apprenticeship certificate.

The end-point assessment for the Business Administrator involves the following:

- Multiple choice knowledge test
- Project Presentation
- Portfolio Interview

Further Information

We can offer individual unit accreditation if the apprenticeship route is not for you or if you are aspiring to be in these roles, for further information please call **01482 614 157**.

What can I do after this apprenticeship?

Here you will find some potential career pathways once you have completed your apprenticeship with us:

- **Operational Support Supervisor**
- **Overseeing reception and administration staff**
- **Organising rota's and cover for annual leave**
- **Supporting with events**
- **Team leading or mentoring**
- **Producing reports**

Team Leader / Supervisor Apprenticeship (Level 3)



Why this Apprenticeship?

Do you want to develop a greater understanding of your management role and the impact your decisions and actions have on others? Are you wanting to enhance the results and performance of individuals and a team? If so this Team Leader / Supervisor Apprenticeship could be for you, as you will learn to lead and manage, get the most out of yourself, your peers, direct reports and teams in a range of situations.

This course is typically 15 months in duration and you will need to be in a role that provides you with the opportunity to develop and demonstrate your knowledge and skills.

Key Responsibilities may include:

- Supporting, managing and developing team members
- Managing projects
- Planning and monitoring workloads and resources
- Delivering operational plans
- Resolving problems
- Building relationships internally and externally

Course Content

On completion of this apprenticeship you will have gained experience and / or knowledge of the following:

- Leading People
- Managing People
- Building Relationships
- Communication
- Project Management
- Finance
- Self-Awareness
- Time Management
- Decision Making

You will also develop your behaviours to demonstrate how you:

- **Take responsibility** – (accountability, resilience, determination)
- **Inclusive** – (open, honest, authentic, develops trust)
- **Agile** – (flexible, creative, innovative, adaptable)
- **Professionalism** – (sets an example, fair, consistent, impartial)

Entry Requirements

There are no formal qualifications required for this apprenticeship but it is expected that you are either taking your first steps into management or have already developed practical experience, but wish to develop theoretical understanding of management skills.

In order to achieve the apprenticeship, you will need to demonstrate you have English and maths skills at Level 2 or above. If you do not hold the relevant qualifications you will be expected to achieve the Level 2 Functional Skills in English and maths while on the programme.

What qualifications will I achieve?

On achievement you will hold a Level 3 apprenticeship standard in Team Leader / Supervisor Apprenticeship which will allow you to register with the Institute of Leadership and Management (ILM) at Associate member status. You may also have the option to complete a Level 3 diploma in Leadership and Management as part of this apprenticeship.

Assessment Method

All apprenticeship standards are required to have an end-point assessment that is carried out by an independent body. Apprentices must pass the end-point assessment in order to achieve the apprenticeship certificate.

The end-point assessment for the Team Leader / Supervisor Apprenticeship involves the following:

Assessment method 1: Presentation with questions and answers

Assessment method 2: Professional discussion underpinned by a portfolio of evidence

Further Information

We can offer individual unit accreditation if the apprenticeship route is not for you or if you are aspiring to be in these roles, for further information please call **01482 614 157**.

What can I do after this apprenticeship?

Here you will find some potential career pathways once you have completed your apprenticeship with us:

- **Operational Manager**
- **Account Manager**
- **Project Manager**
- **Regional Manager**

Public Service Operational Delivery Officer Apprenticeship (Level 3)



Why this Apprenticeship?

This apprenticeship provides learners with an excellent foundation for a career within local or central government providing services to the general public.

The apprenticeship standard is designed to meet the skills required for working in Local Authority and Government departments by attracting new talent into a career for those wanting to work directly with customers and the public.

Your learning will be a mix of face to face sessions and on-line teaching using Educational Teams one day a week. The remaining four days will be with your employer.

You will be dealing with different types of customers delivering a range of public services. You will develop the knowledge, skills and behaviours to support customers, business systems and processes which contribute to keeping the country running.

Course Content

On completion of this apprenticeship you will have gained experience and / or knowledge of the following:

- Legislation, policies and procedures
- Customer needs and expectations
- Dealing with a diverse range of customers and their individual needs
- Working together as a team
- Gathering, analysing and managing information
- Problem solving and decision making
- Using IT systems to manage, share and store information
- Time management and organisational skills
- Delivering a quality service and 'going the extra mile' for customers
- Undertake and understand the importance of continuous professional development

Entry Requirements

Anyone aged 16 years old, or over, can apply for an apprenticeship. You cannot be self-employed and must have lived in the UK or EU for the past three years to be eligible.

If you are not currently employed, we will do our best to support you into employment before commencing this apprenticeship.

This Level 3 apprenticeship is an advanced level equivalent to two A level passes and can be an excellent starting point to move into management or senior support roles. Successful completion could also support a pathway to university.

What qualifications will I achieve?

Learners who successfully complete this apprenticeship will be awarded with a:

- Level 2 Award in Operational Delivery (Intermediate)
- Level 3 Certificate in Operational Delivery (Advanced)
- Level 3 Operational Delivery Officer Apprenticeship Standard
- English and Maths Functional Skills Level 2 (for those that have not achieved a grade C or Level 4 or above)

Assessment Method

The level 2 and level 3 qualifications within this apprenticeship standard have multiple choice and written response exam papers.

All apprenticeship standards are required to have an end-point assessment that is carried out by an independent organisation. Apprentices must pass the end-point assessment in order to achieve the apprenticeship certificate.

The end-point assessment for the Public Services Operational Delivery Officer involves the following:

- Proposal, project report and presentation
- Professional discussion based on your portfolio

Further Information

We can offer individual unit accreditation if the apprenticeship route is not for you or if you are aspiring to be in these roles, for further information please call **01482 614 157**.

What can I do after this apprenticeship?

Listed below are some potential career pathways once you have completed your apprenticeship with us:-

- Shared Services Support Assistant
- Legal Services Administrator
- School Admissions Officer
- Team Co-ordinator

Operations / Departmental Manager Apprenticeship (Level 5)



Why this Apprenticeship?

Do you want to develop / improve your management skills and knowledge, enabling you to work more effectively with your team? Are you a manager who wants to enhance your performance and develop skills to enable you to progress into a senior management role? This Level 5 Operations / Departmental Manager apprenticeship is aimed at middle managers and will equip you with the necessary tools to effectively manage your team and successfully meet the aims and objectives of your organisation's strategic plan.

The course is typically 30 months in duration and you will need to be in a role that provides you with the opportunity to develop and demonstrate your knowledge and skills.

Key Responsibilities may include:

- Creating and delivering operational plans
- Managing projects
- Leading and managing teams
- Managing Change
- Financial and resource management
- Talent management
- Coaching and mentoring

Course Content

On completion of the apprenticeship you will have gained knowledge and demonstrated your skills of the following:

- Leading People
- Managing People
- Building Relationships
- Communication
- Project Management
- Finance
- Self-Awareness
- Time Management
- Decision Making

You will also develop your behaviours to demonstrate how you:

- **Take responsibility** – (demonstrating accountability, resilience, determination)
- **Inclusive** – (open, honest, authentic, develops trust)
- **Agile** – (flexible, creative, innovative, adaptable)
- **Professionalism** – (sets an example, fair, consistent, impartial)

Entry Requirements

There are no formal qualifications required for this apprenticeship but you are expected to be in a management role to enable you to carry out the responsibilities required.

In order to achieve the apprenticeship, you will need to demonstrate you have English and maths skills at Level 2 or above. If you do not hold the relevant qualifications you will be expected to achieve the Level 2 Functional Skills in English and maths while on the programme.

What qualifications will I achieve?

On achievement you will hold a Level 5 apprenticeship standard in Operations / Departmental Manager which will allow you to register with the Institute of Leadership and Management (ILM) at member status. You will also have the option to complete a Level 5 diploma in Leadership and Management as part of this apprenticeship.

Assessment Method

All apprenticeship standards are required to have an end-point assessment that is carried out by an independent body. Apprentices must pass the end-point assessment in order to achieve the apprenticeship certificate.

The end-point assessment for the Operations / Departmental Manager Apprenticeship involves the following:

Assessment method 1: Professional discussion, underpinned by a portfolio of evidence

Assessment method 2: Project proposal, presentation and questioning

Further Information

We can offer individual unit accreditation if the apprenticeship route is not for you or if you are aspiring to be in these roles, for further information please call **01482 614 157**.

What can I do after this apprenticeship?

Here you will find some potential career pathways once you have completed your apprenticeship with us:

- Department Manager
- Project Manager
- Office Manager
- Service Manager
- Operations Manager

Customer Service Practitioner Apprenticeship (Level 2)



Why this Apprenticeship?

This apprenticeship is for individuals working within an office based customer service environment. The role of a customer service practitioner is to deliver high quality products and services to the customers of their organisation. You will learn how your actions influence the customer experience and how to provide a high quality service to customers, which will be delivered from the workplace, digitally, or through going out into the customer's own locality. You may be the first point of contact and work in the private, public or charity sector.

Your workplace role will be varied and may include skills such as providing guidance and support, meeting and greeting, sales, fixing problems or providing aftercare.

Course Content

On completion of this apprenticeship you will have gained the following:

Knowledge:

- Knowing your customers
- Understanding the organisation
- Meeting regulations and legislation
- Systems and resources
- Your role and responsibility
- Customer experience
- Product and service knowledge

Skills:

- Interpersonal skills
- Communication
- Influencing skills
- Personal organisation
- Dealing with customer conflict and challenge
- Reflection and self-development
- ICT including using the companies bespoke packages

Behaviours:

- Developing self
- Being open to feedback
- Team working
- Equality – treating all customers as individuals
- Presentation – dress code, professional language
- 'Right first time'

Your learning will be a mix of face to face sessions and on-line teaching using Educational Teams one day a week. The remaining four days will be with your employer.

Entry Requirements

Anyone aged 16 years old, or over, can apply for an apprenticeship. You cannot be self-employed and must have lived in the UK or EU for the past three years to be eligible. You must be working in a business related environment and have a passion to work with people. If you are not currently employed, we will do our best to support you into employment before commencing this apprenticeship.

What qualifications will I achieve?

Learners who successfully complete this apprenticeship will be awarded with a

- Level 2 Customer Service Practitioner Apprenticeship Standard
- English and Maths Functional Skills gained at Level 1, you will also be required to attempt English and Maths at Level 2 (for those that have not achieved a grade C or Level 4 or above)

Assessment Method

All apprenticeship standards are required to have an end-point assessment that is carried out by an independent organisation. Apprentices must pass the end-point assessment in order to achieve the apprenticeship certificate.

The end-point assessment for the Customer Service Practitioner involves the following:

- Practical Observation
- Professional Discussion
- Portfolio (report or presentation)

Further Information

We can offer individual unit accreditation if the apprenticeship route is not for you or if you are aspiring to be in these roles, for further information please call **01482 614 157**.

What can I do after this apprenticeship?

Listed below are some potential career pathways once you have completed your apprenticeship with us:

- Customer Service Assistant
- Customer Service Administrator
- Customer Service Advisor
- Client Relations Associate
- Receptionist

Learning Mentor Apprenticeship (Level 3)



Why this Apprenticeship?

Mentoring takes place in all parts of the Education and Training Sector and staff-development contexts. Within the Learning Mentor apprenticeship, you could be supporting learners of all ages and all levels to develop within a new work role. These learners may be apprentices themselves, trainees or new recruits (ranging from young entrants to new CEOs) in the workplace or in any vocational learning environment. This might be the first steps towards your aspirations to be a leader / manager or to work within education or training.

You will have sector-specific experience and qualifications, as determined by your employer or professional body, which you will use to guide and advise those who are less experienced and are new to a work role. The Learning Mentor is therefore a 'dual professional', having both up-to-date knowledge and skills in a specialist vocational or subject area and the generic skills necessary to develop, support and advice others.

If you enjoy motivating others, are aspirational and have a passion for learning and sharing your knowledge, skills and behaviours, this apprenticeship could be for you.

Course Content

The course aims to develop knowledge, skills and behaviours and on completion of the programme you will be able to:

- Understand the role of the Mentor within standard practices of the workplace
- Liaise with colleagues and relevant stakeholders to meet learning needs and follow procedures
- Provide or signpost to valid information and expert advice and guidance, ensuring an up-to-date knowledge of education and career progression opportunities and workplace practice and expectations
- Support the learner in the acquisition of knowledge, skills and understanding
- Maintain the quality and safety of provision including currency of own professional skills and knowledge and complying with relevant organisational guidelines and legislation
- Understand and demonstrate professionalism in all aspects of the role

Entry Requirements

You will be experienced and / or qualified within your current role and your work place position will enable you to support two different individuals / learners to allow you to meet the standard of the Learner Mentor apprenticeship.

What qualifications will I achieve?

- Level 1 Safeguarding
- English, Maths & ICT Functional Skills Level 2 (for those that have not achieved a grade C or Level 4 or above)
- Level 3 Learning Mentor Apprenticeship Standard

Assessment Method

You must attend and achieve a Level 1 Safeguarding qualification whilst on your course.

All apprenticeship standards are required to have an end-point assessment that is carried out by an independent organisation. Apprentices must pass the end-point assessment in order to achieve the apprenticeship certificate.

The end-point assessment for the Learning Mentor involves the following:

- An observation of two different learner mentor sessions
- Professional discussion based on your portfolio

Further Information

We can offer individual unit accreditation if the apprenticeship route is not for you or if you are aspiring to be in these roles, for further information please call **01482 614 157**.

Where can it lead?

This course is designed to give you the skills, knowledge and behaviours to progress into roles where you supervise and mentor in a range of environments. This could also lead to progression to different roles in the education sector like a tutor / trainer.

A large-scale construction site is shown in the background, featuring multiple levels of concrete structures under development. Scaffolding and rebar are visible throughout the site. In the foreground, three construction workers are engaged in a task. One worker, wearing a yellow hard hat and a high-visibility vest, is holding a clipboard and looking at a document. Another worker, also in a yellow hard hat and vest, is holding a long wooden beam. A third worker, wearing a blue hard hat and a high-visibility vest, is holding a stack of wooden beams. The ground is covered with various construction materials, including wooden planks, beams, and a wheelbarrow. The scene is brightly lit, suggesting a sunny day.

CONSTRUCTION

Contact

Email: hulltrainingconstruction@hulcc.gov.uk

Call us on: **01482 615 349**

Visit our website at: www.hcctraining.ac.uk



Hull 
Training & Adult Education

THE CONSTRUCTION CENTRE HAS MOVED!

Our new address is:
**Nursery Grove, Portobello Street
Hull, HU9 5XT**



Contact our team on **01482 615 349**
or email us at **hulltrainingconstruction@hulcc.gov.uk**

Visit us at **www.hcctraining.ac.uk**

FULL-TIME CONSTRUCTION COURSES

Starting a career can be difficult and everyone at some point in their life needs a little helping hand to get them going in the right direction. Our Study Programmes can help you to achieve exactly that!

They are personalised pieces of learning, designed to help you further develop your skills and help get you into employment and the confidence and skills to live independent.

All Study Programmes consist of three key parts; each part depends on your individual needs and provides you with a personalised programme that includes:

- Undertaking vocational work skills with accreditation, where appropriate
- A programme of work experience
- The development of English and maths functional skills

as well as working on basic English, maths and working with others to increase your confidence and employability.

**Please call the centre on
01482 615 349 for more information
or further advice.**



Carpentry and Joinery (Level 1)



Why this full-time course?

Do you like working in a hands-on environment?

Do you like learning in a more practical way?

Are you a hard worker?

If so, the construction industry might be for you!

The Level 1 Study Programme in Carpentry and Joinery is a recognised qualification across the construction sector. This will be delivered as a full-time course for three days a week at Hull Training and Adult Education, you will also carry out work experience in your vocational area to give you a taste of the industry. You will learn the basics of carpentry and joinery and once your skills have been developed we will move on to more advanced skills.

Course Content

During this course you will learn a full range of basic skills that a joiner needs including:

- Health, Safety and Welfare in Construction
- Moving and Handling
- Use of joinery hand tools
- Basic joints
- Learn to use portable power tools
- Employability skills
- Work experience

Entry Requirements

You need to be aged 16 years and over.

You do not need any prior carpentry and joinery qualifications.

What qualifications will I achieve?

You will achieve your Certificate in Carpentry and Joinery Level 1.

You will work towards gaining your CSCS card (Health and Safety).

You will have to continue working towards your English and maths if you did not achieve 4 or above at GCSE, we have a dedicated team who will support you through those qualifications.

Assessment Method

You will work towards gaining an apprenticeship standard. The apprenticeship standard contains a set of skills, knowledge and behaviours you will need to have learnt by the end of your apprenticeship. Standards are occupation focused; they are not qualification-led.

The learning happens throughout the apprenticeship and you are assessed at the end of your apprenticeship. It is at this point you will need to prove you can carry out all aspects of the job. This called the end-point assessment (EPA).

What can I do after this Study Programme?

- Move on to the Level 2 apprenticeship in Carpentry and Joinery



Bricklaying (Level 1)



Why this full-time course?

Do you like working in a hands-on environment?

Do you like learning in a more practical way?

Are you a hard worker and prepared to work outside in all weathers?

If so, the construction industry might be for you!

The Level 1 Study Programme in Bricklaying is a recognised qualification across the construction sector. This will be delivered as a full-time course for three days a week at Hull Training and Adult Education, you will also carry out work experience in your vocational area to give you a taste of the industry. You will learn the basics of bricklaying and once your skills have been developed we will move on to more advanced skills.

Course Content

During this course you will learn a full range of skills that a qualified Bricklayer needs including:

- Health, Safety and Welfare in construction
- Moving and Handling
- Setting out Brickwork
- Laying Bricks and Blocks
- Employability skills
- Work Experience

Entry Requirements

You need to be aged 16 years and over.

You do not need any prior bricklaying qualifications.

What qualifications will I achieve?

You will achieve your Level 1 Certificate in Bricklaying.

You will work towards gaining your CSCS card (Health and Safety).

You have to continue working on your English and maths if you did not get a 4 or above at GCSE, we have a dedicated team who would support you through those qualifications.

Assessment Method

You will work towards gaining an apprenticeship standard. The apprenticeship standard contains a set of skills, knowledge and behaviours you will need to have learnt by the end of your apprenticeship. Standards are occupation focused; they are not qualification-led.

The learning happens throughout the apprenticeship and you are assessed at the end of your apprenticeship. It is at this point you will need to prove you can carry out all aspects of the job. This called the end-point assessment (EPA).

What can I do after this Study Programme?

- Move on to the Level 2 apprenticeship in Bricklaying

For the latest on apprenticeships, courses, running times, dates and venues, check us out at www.hcctraining.ac.uk or call us on 01482 615 349



Painting and Decorating (Level 1)



Why this full-time course?

Do you like working in a hands-on environment?

Do you like learning in a more practical way?

Do you have a good attention to detail? Are you a hard worker?

If so, the construction industry might be for you!

The Level 1 Study Programme in Painting and Decorating is a recognised qualification across the construction sector. This will be delivered as a full-time course for three days a week at Hull Training and Adult Education, you will also carry out work experience in your vocational area to give you a taste of the industry. You will learn the basics of painting and decorating and once your skills have been developed, we will move on to more advanced skills.

Course Content

During this course you will learn a full range of skills that a painter needs including:

- Health, Safety and Welfare in Construction
- Moving and Handling
- Working at Heights
- Preparing surfaces for decorating
- Applying paint by brush
- Employability skills
- Work experience

Entry Requirements

You need to be aged 16 years and over.

You do not need any prior painting and decorating qualifications.

What qualifications will I achieve?

You will achieve your Level 1 Certificate in Painting and Decorating.

You will work towards gaining your CSCS card (Health and Safety).

You have to continue working on your English and maths if you did not achieve 4 or above at GCSE, we have a dedicated team who would support you through those qualifications.

Assessment Method

You will work towards gaining an apprenticeship standard. The apprenticeship standard contains a set of skills, knowledge and behaviours you will need to have learnt by the end of your apprenticeship. Standards are occupation focused; they are not qualification-led.

The learning happens throughout the apprenticeship and you are assessed at the end of your apprenticeship. It is at this point you will need to prove you can carry out all aspects of the job. This called the end-point assessment (EPA).

What can I do after this Study Programme?

- **Move on to the Level 2 apprenticeship in Painting and Decorating**



Bricklaying Apprenticeship (Level 2)



Why this Apprenticeship?

Do you like working in a hands-on environment?
Do you like learning in a more practical way?
Are you a hard worker and prepared to work outside in all weathers? If so the construction industry might be for you!

You will spend one day a week (20% of your time) with Hull Training and Adult Education and the rest of the week on site with your employer.

You will learn the basics of bricklaying and once your skills have been developed we will move on to more advanced skills.

Course Content

During this course you will learn a full range of skills that a qualified Bricklayer needs including:

- Health safety and welfare in construction
- Setting out brickwork
- Mixing mortar
- Laying bricks and blocks
- Moving and handling

You will work towards gaining an apprenticeship standard in Bricklaying. The apprenticeship standard contains a list of skills, knowledge and behaviours you will need to have learnt by the end of your apprenticeship.

Standards are occupation focused, the learning happens throughout the apprenticeship and you are assessed at the end of your apprenticeship. It is at this point you will need to prove you can carry out all aspects of the job. This is called the end-point assessment (EPA).

Entry Requirements

You need to be aged 16 years and over.

GCSE's at grade's 9 – 4 in maths and English (A – C).

You do not need any prior bricklaying qualifications but you do need to be employed to start this course.

If you are not employed then we can help look for an employer or the Level 1 might be a great starting point for you.

What qualifications will I achieve?

You will achieve:

Level 2 Standard in Bricklaying.

You will work towards gaining your CSCS card (Health and Safety).

You have to continue working on your English and maths if you did not achieve 4 or above at GCSE, we have a dedicated team who would support you through those qualifications.

Assessment Method

You will work towards gaining an apprenticeship standard. The apprenticeship standard contains a set of skills, knowledge and behaviours you will need to have learnt by the end of your apprenticeship. Standards are occupation focused; they are not qualification-led.

The learning happens throughout the apprenticeship and you are assessed at the end of your apprenticeship. It is at this point you will need to prove you can carry out all aspects of the job. This called the end-point assessment (EPA).

What can I do after this apprenticeship?

Here you will find some potential career pathways once you have completed your apprenticeship with us:

- Bricklayer
- Blocklayer
- Property Maintenance

Carpentry and Joinery Apprenticeship (Level 2)

Why this Apprenticeship?

Do you like working in a hands-on environment? Do you like learning in a more practical way? Are you a hard worker? If so the construction industry might be for you!

The Carpentry and Joinery Level 2 Apprenticeship is a recognised standard across the construction sector.

You will spend one day a week (20% of your time) with Hull Training and Adult Education and the rest of the week with your employer.

You will learn the basics of joinery and once your skills have been developed you will move on to more advanced skills.

Course Content

During this course you will learn a full range of skills that a qualified joiner needs including:

- Health safety and welfare in construction
- First fix joinery (stud walls, door frames, staircases)
- Second fix joinery (skirting, architraves, stair components, kitchens, doors)
- Structural joinery (joists and roofs)
- Carpentry repairs
- Moving and handling

Entry Requirements

You need to be aged 16 years and over.

GCSEs at grades 9 – 4 in maths and English (A – C)

You do not need any prior joinery qualifications but you do need to be employed to start this course.

If you are not employed then we can help look for an employer or the Level 1 might be a great starting point for you.

What qualifications will I achieve?

Learners who successfully complete this apprenticeship will be awarded with a:

Level 2 Standard in Carpentry and Joinery.

You will also work towards gaining your CSCS Card (Health and Safety).

You will have to continue working on your English and maths if you did not get a 4 or above at GCSE, we have a dedicated team who will support you to gain those qualifications.

Assessment Method

You will work towards gaining an apprenticeship standard. The apprenticeship standard contains a set of skills, knowledge and behaviours you will need to have learnt by the end of your apprenticeship. Standards are occupation focused; they are not qualification-led.

The learning happens throughout the apprenticeship and you are assessed at the end of your apprenticeship. It is at this point you will need to prove you can carry out all aspects of the job. This called the end-point assessment (EPA).

What can I do after this apprenticeship?

Here you will find some potential career pathways once you have completed your apprenticeship with us:

- Carpenter
- Civil Engineering Technician
- Construction Manager

Carpentry and Joinery Apprenticeship (Level 3)



Why this apprenticeship?

Do you have a recognised joinery qualification, or experience working as a site joiner? If so the Carpentry and Joinery Level 3 Apprenticeship might be for you!

You will spend one day a week (20% of your time) with Hull Training and Adult Education and the rest of the week with your employer.

You will learn a more advanced and in-depth level of joinery and hone your skills

Course Content

During this course you will learn a full range of skills that a fully qualified joiner needs including:

- Health safety and welfare in construction
- Complex mouldings (skirting and architraves)
- Double doors (fitting)
- Staircases with turns
- Complex roofing (with hips, valleys and dormers)
- Advanced carpentry repairs
- Moving and handling
- Work planning and building processes

Entry Requirements

You need to be aged 16 years and over.

GCSEs at grades 9 – 4 in maths and English (A – C).

A Level 2 in carpentry and joinery or relevant experience.

If you are not employed then we can help look for an employer.

Contact

Email: hulltrainingconstruction@hullcc.gov.uk

Call us on: **01482 615 349**

Visit our website at: www.hcctraining.ac.uk

What qualifications will I achieve?

Learners who successfully complete this apprenticeship will be awarded with a:

Level 3 standard in Carpentry and Joinery.

You will work towards gaining your CSCS Card (Health and Safety).

You will have to continue working on your English and maths if you did not achieve a 4 / C or above at GCSE, we have a dedicated team who will support you to gain these qualifications.

Assessment Method

You will work towards gaining an apprenticeship standard. The apprenticeship standard contains a list of skills, knowledge and behaviours you will need to have learnt by the end of your apprenticeship. Standards are occupation focused; they are not qualification-led.

The learning happens throughout the apprenticeship and you are assessed at the end of your apprenticeship. It is at this point you will need to prove you can carry out all aspects of the job. This is called the end-point assessment (EPA).

What can I do after this apprenticeship?

Here you will find some potential career pathways once you have completed your apprenticeship with us:

- Kitchen and Bathroom Fitter (employed / self-employed)
- Construction Site Supervisor (Site Foreman)
- Architect

Painting and Decorating Apprenticeship (Level 2)

Why this apprenticeship?

Do you like working in a hands-on environment? Do you like learning in a more practical way? Do you have a good attention to detail? Are you a hard worker? If so the construction industry might be for you!

The apprenticeship in Painting and Decorating is a recognised standard across the construction sector.

This will be delivered one day a week at Hull Training and Adult Education, the rest of the time will be on site with your employer.

You will learn the basics of painting and decorating and once your skills have been developed, we will move you onto more advanced skills.

Course Content

During this course you will learn a full range of skills that a qualified painter needs including:

- Health safety and welfare in construction
- Moving and Handling
- Working at Heights
- Preparing surfaces for decorating
- Applying paint by brush, roller and spray equipment
- Applying wallpaper

You will work towards gaining an apprenticeship standard in Painting and Decorating. The apprenticeship standard contains a list of skills, knowledge and behaviours you will need to have learnt by the end of your apprenticeship. Standards are occupation focused; they are not qualification-led. The learning happens throughout the apprenticeship and you are assessed at the end of your apprenticeship. It is at this point you will need to prove you can carry out all aspects of the job. This is called the end-point assessment (EPA).

Entry Requirements

You need to be aged 16 years and over.

GCSEs at grades 9 – 4 in maths and English (A – C).

You do not need any prior painting and decorating qualifications but you do need to be employed to start this course.

If you are not employed then we can help look for an employer or the Level 1 might be a great starting point for you.

What qualifications will I achieve?

Level 2 Standard in Painting and Decorating.

You would work towards gaining your CSCS card (Health and Safety).

You have to continue working on your English and maths if you did not get a 4 or above at GCSE, we have a dedicated team who would support you through those qualifications.

Assessment Method

You will work towards gaining an apprenticeship standard. The apprenticeship standard contains a set of skills, knowledge and behaviours you will need to have learnt by the end of your apprenticeship. Standards are occupation focused; they are not qualification-led.

The learning happens throughout the apprenticeship and you are assessed at the end of your apprenticeship. It is at this point you will need to prove you can carry out all aspects of the job. This called the end-point assessment (EPA).

What can I do after this apprenticeship?

Here you will find some potential career pathways once you have completed your apprenticeship with us:

- Self-employed painter and decorator
- Decorator for company
- Property Maintenance



Fenestration Installation (Glass Fitting) Apprenticeship (Level 2)



Why this Apprenticeship?

Do you like working in a hands-on environment? Do you like learning in a more practical way? Are you a hard worker and prepared to work outside in all weathers? If so the glass industry might be for you!

The Level 2 apprenticeship in Fenestration installation is a recognised qualification across the Glass Industry.

This will be delivered one day a week at Hull Training and Adult Education, the rest of the time will be on site with your employer.

You will learn the basics of the glass industry and once your skills have been developed we will move you onto more advanced skills.

Course Content

During this course you will learn a full range of skills that a qualified installer needs including:

- Health safety and welfare in the glass industry
- Understanding the Building regulations in the Fenestration (Glass) industry
- Install windows, doors and door units
- Install conservatories
- Prepare the site
- Equipment and tools for installation

You will work towards gaining an apprenticeship standard in Fenestration.

The apprenticeship standard contains a list of skills, knowledge and behaviours you will need to have learnt by the end of your apprenticeship.

Standards are occupation focused; they are not qualification-led. The learning happens throughout the apprenticeship and you are assessed at the end of your apprenticeship. It is at this point you will need to prove you can carry out all aspects of the job. This is called the end-point assessment (EPA).

Entry Requirements

You need to be aged 16 and over.

GCSEs at grades 9 – 4 in maths and English (A – C).

You do not need any prior fenestration qualifications but you do need to be employed to start this course.

If you are not employed then we can help look for an employer.

What qualifications will I achieve?

You would achieve a Level 2 Standard in Fenestration Installation

You would work towards gaining your CSCS card (Health and Safety)

You have to continue working on your English and maths if you did not get achieve a 4 or above at GCSE, we have a dedicated team who would support you through those qualifications.

Assessment Method

You will work towards gaining an apprenticeship standard. The apprenticeship standard contains a set of skills, knowledge and behaviours you will need to have learnt by the end of your apprenticeship. Standards are occupation focused; they are not qualification-led.

The learning happens throughout the apprenticeship and you are assessed at the end of your apprenticeship. It is at this point you will need to prove you can carry out all aspects of the job. This called the end-point assessment (EPA).

What can I do after this apprenticeship?

Here you will find some potential career pathways once you have completed your apprenticeship with us:

- Qualified Glass installer
- Glass maintenance company
- Conservatory installer
- Installer of glass units

Fenestration Fabricator (Manufacturing UPVC Doors & Windows) Apprenticeship (Level 2)



Why this Apprenticeship?

Do you like working in a hands-on environment?
Do you like learning in a more practical way?
Are you a hard worker and prepared to work outside in all weathers?

If so, the glass industry might be for you!

The Level 2 apprenticeship in Fenestration Fabrication is a recognised qualification across the glass industry.

This will be delivered one day a week at Hull Training and Adult Education; the rest of the time will be on site with your employer.

You will learn the basics of the glass industry and once your skills have been developed, we will move on to more advanced skills.

Course Content

During this course you will learn a full range of skills that a qualified installer needs including:

- Health safety and welfare in the glass industry
- Understanding the building regulations in the Fenestration (Glass) industry
- Manufacturing windows, doors and door units
- Prepare the site
- Equipment and tools for manufacturing

You will work towards gaining an apprenticeship standard in Fenestration.

The apprenticeship standard contains a list of skills, knowledge and behaviours you will need to have learned by the end of your apprenticeship.

Standards are occupation focused; they are not qualification-led. The learning happens throughout the apprenticeship and you are assessed at the end of your apprenticeship. It is at this point you will need to prove you can carry out all aspects of the job. This is called the end-point assessment (EPA).

For the latest on apprenticeships, courses, running times, dates and venues, check us out at www.hcctraining.ac.uk or call us on 01482 615 349



Entry Requirements

You need to be aged 16 and over.

GCSE's at grade's 9 – 4 in maths and English (A – C).

You do not need any prior fenestration qualifications but you do need to be employed to start this course.

If you are not employed then we can help look for an employer.

What qualifications will I achieve?

You would achieve a Level 2 Standard in Fenestration Fabrication.

You would work towards gaining your CSCS card (Health and Safety).

You have to continue working on your English and maths if you did not get a 4 or above at GCSE, we have a dedicated team who would support you through those qualifications.

Assessment Method

You will work towards gaining an apprenticeship standard. The apprenticeship standard contains a set of skills, knowledge and behaviours you will need to have learnt by the end of your apprenticeship. Standards are occupation focused; they are not qualification-led.

The learning happens throughout the apprenticeship and you are assessed at the end of your apprenticeship. It is at this point you will need to prove you can carry out all aspects of the job. This called the end-point assessment (EPA).

What can I do after this apprenticeship?

Here you will find some potential career pathways once you have completed your apprenticeship with us:

- Qualified Fabricator
- Glass manufacturing company



Contact

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ENGINEERING

Engineering Fitter Apprenticeship (Level 3)



Why this Apprenticeship?

As an Engineering Fitter you will produce components and assemblies in part or in full to specification. This role is found in a variety of Mechanical and Manufacture process sectors.

Hull is the biggest manufacturer of caravans and modular buildings in Europe. As the industry grows there is a need for a skilled workforce to produce every part of the caravan, modular builds and delivery vehicles.

This apprenticeship is recognised throughout the sector and will equip you with the essential skills, knowledge and qualifications for a career in this industry.

Course Content

Our experienced tutors are here to support you all the way and will teach you about:

- Working in a team to create a product from start to finish
- Making parts out of different materials such as wood and metal
- Health and Safety – keeping you and others safe
- Using hand tools and learning practical skills
- Fitting and assembly
- Fastening
- Mechanical applications: seal: packing and bearings
- Fastening and linkage mechanisms
- Belt and gear drives
- Power transmission systems
- Manual and automated friction clutches and fluid couplings
- Assembly of mechanical equipment and related systems to required specifications
- Maintaining and repairing of mechanical systems
- Improving the workplace

For the latest on apprenticeships, courses, running times, dates and venues, check us out at www.hcctraining.ac.uk or call us on 01482 615 270



Entry Requirements

You must be aged 16 or over and should have:

GCSE maths and English at grade 4 and above, or Functional Skills maths and English Level 2.

Practical abilities and the desire to work with your hands.

The ability to follow instructions and diagrams.

The ability to work accurately and a good eye for detail.

Good communication and problem solving abilities.

The ability to work on your own initiative, but also be a good team worker.

What qualifications will I achieve?

Level 3 Diploma in Advanced Manufacturing Engineering (Development Knowledge) plus a vocational qualification relating to work area.

This qualification gives both a basic all-round grounding in engineering fitting, as well as extensive theoretical and practical experience in your own employment.

On completion, you will gain:

Engineering Fitter Standard Apprenticeship.

Assessment Method

You will work towards gaining an apprenticeship standard. The apprenticeship standard contains a set of skills, knowledge and behaviours you will need to have learnt by the end of your apprenticeship. Standards are occupation focused; they are not qualification-led.

The learning happens throughout the apprenticeship and you are assessed at the end of your apprenticeship. It is at this point you will need to prove you can carry out all aspects of the job. This called the end-point assessment (EPA).

What can I do after this apprenticeship?

Here you will find some potential career pathways once you have completed your apprenticeship with us:

- Manufacturing Production Manager
- Engineering Fitter
- Manufacture Operative

Installation Electrician / Maintenance Electrician Apprenticeship (Level 3)

Why this Apprenticeship?

Electricians install, maintain and repair electrical systems in industrial, commercial and domestic environments. Electricians might work in both indoor and outdoor settings. Electrical equipment and systems may include switchboards, motors, cables, fuses, thermal relays, fault current protection switches, heating, lighting, air conditioning and metering equipment as well as crime and fire alarm systems and renewable energy technologies. You should be able to work on your own proficiently and work without immediate supervision in the most efficient and economical manner.

You may contribute to the design of electrical systems. You will be able to set out jobs from drawings and specifications and requisition the necessary installation materials.

Electrical safety is an important area of an electricians work. On completion of your work the electrical systems must be safe to use. You must adhere to safe working practices without endangering yourself or others.

Installation Electricians work on the installation, testing, commissioning and maintenance of low voltage (less than 1000v) electrical and electronic devices and appliances.

Maintenance Electricians work on the maintenance of electrical and electronic installations including automated production systems. Duties include the supervision of the equipment, its maintenance and necessary repairs.

Course Content

To complete this qualification you will be required to complete the following elements and successfully pass the end-point assessment:

- GCSE 4 and above in Maths & English (or Functional Skills Level 2)
- Employers Rights and Responsibilities
- Personal Learning and Thinking Skills (Creative Thinking, Independent Enquiry, Reflective Learning, Team Working, Self-management, Effective Participation)
- Level 3 Diploma (Knowledge)

By the end of your apprenticeship you will be able to:

- Understand Health, Safety & Environmental Considerations
- Understand How to Plan and Oversee Electrical Work Activities
- Understand Design & Installation Practices & Procedures
- Understand Terminations & Connections of Conductors
- Understand Inspection, Testing & Commissioning
- Understand Fault Diagnosis & Rectification
- Electrical Scientific Principles & Technologies
- Understand the Requirements for Electrical Installations BS7671:2018

Entry Requirements

GCSE 4 and above in maths & English (or Functional Skills Level 2).

Minimum age 16 years old.

What qualifications will I achieve?

Installation Electrician / Maintenance Electrician Level 3.

Assessment Method

You will work towards gaining an apprenticeship standard. The apprenticeship standard contains a set of skills, knowledge and behaviours you will need to have learnt by the end of your apprenticeship. Standards are occupation focused; they are not qualification-led.

The learning happens throughout the apprenticeship and you are assessed at the end of your apprenticeship. It is at this point you will need to prove you can carry out all aspects of the job. This called the end-point assessment (EPA).

What can I do after this apprenticeship?

This qualification will make you a qualified Electrical Engineer

Engineering Technician (CNC Machining) Apprenticeship (Level 3)



Why this Apprenticeship?

Computer Numerical Control (CNC) Machining is a manufacturing process in which pre-programmed computer software dictates the movement of factory tools and machinery. The process can be used to control a range of complex machinery, from grinders and lathes to mills and routers.

This apprenticeship will give you the essential knowledge and practical skills required to programme set and operate CNC machinery typically in use within the manufacturing industry.

Course Content

Our experienced tutors are here to support you all the way and by the end of your apprenticeship you will be able to:

- Understand the risks to health and safety associated with the use of CNC equipment
- Understand the types and application of CNC equipment typically in use within manufacturing industry
- Understand the importance of the data preparation and relevant calculations typically required for the manufacture of components by the use of CNC equipment
- Understand how to produce coded part programs of structure and format appropriate to CNC equipment in use
- Understand how to input data into CNC controllers and prepare CNC and ancillary equipment for manufacture
- Understand how to prove-out CNC programs and produce a first-off component and the requirements of first-off component inspection

Contact

Email: engineeringcentre@hullcc.gov.uk

Call us on: **01482 615 270**

Visit our website at: www.hcctraining.ac.uk

Entry Requirements

You must be aged 16 or over and should have:

GCSE maths and English at grade 4 and above, or Functional Skills Maths and English Level 2.

The ability to follow instructions and diagrams.

The ability to work accurately and a good eye for detail.

Good communication and problem solving abilities.

The ability to work on your own initiative, but also be a good team worker.

Good IT skills and enjoy working on computers.

What qualifications will I achieve?

Engineering Technician Standard Level 2 and 3.

Assessment Method

You will work towards gaining an apprenticeship standard. The apprenticeship standard contains a set of skills, knowledge and behaviours you will need to have learnt by the end of your apprenticeship. Standards are occupation focused; they are not qualification-led.

The learning happens throughout the apprenticeship and you are assessed at the end of your apprenticeship. It is at this point you will need to prove you can carry out all aspects of the job. This called the end-point assessment (EPA).

What can I do after this apprenticeship?

Here you will find some potential career pathways once you have completed your apprenticeship with us.

- Skilled CNC Machinist /Programmer
- Design Engineer

Engineering Manufacturing Technician Apprenticeship (Level 4)



Why this Apprenticeship?

A Level 4 Higher Apprenticeship involves work-based learning and vocational technical knowledge.

The broad purpose of the Engineering Manufacturing Technician is to provide specialist technical support for engineers. This will then enable organisations to develop, produce or test new / existing products, processes, or procedures. The outcome of this is that the customer specification will be met in terms of quality, cost and delivery, as efficiently and effectively as possible.

Engineering Manufacturing Technicians gather information and data from a range of sources and analyse the information / data.

Course Content

Our experienced tutors are here to support you all the way and by the end of your apprenticeship you will have the skills and knowledge in one or more of a wide variety of engineering manufacturing activities including:

- Making decisions
- Solving problems
- Producing and / or updating technical documentation, reports or specifications covering areas such as quality, reliability, production schedules / targets, costing or other technical documentation. This will be used to inform others, either internally or externally, what needs to be done such as how a product must be designed, manufactured, tested, modified, maintained, stored and / or transported

Contact

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Visit our website at: www.hcctraining.ac.uk

Entry Requirements

5 GCSEs at Grade C (Grade 4/5 in the new numerical GCSE grading system) to include English and maths.

Level 3 Engineering qualification or relevant equivalent experience.

To ensure that the apprenticeship standard and pathway is appropriate for your job role, both the employer and yourself will have a consultation with our Engineering Centre tutors prior to enrolment. A bespoke training plan will be created for you.

You must be employed in a relevant role for a minimum of 30 hours per week and in a role that enables you to fulfil the criteria requirements of the end-point assessment (EPA).

You will be expected to complete an initial assessment in maths and English to ensure you are at a suitable level to work towards this qualification.

What qualifications will I achieve?

The HNC in General Engineering (RQF) (a Level 4 qualification that's equivalent to the first / second year of a degree).

Level 4 Engineering Manufacturing Technician Apprenticeship.

Assessment Method

You will work towards gaining an apprenticeship standard. The apprenticeship standard contains a set of skills, knowledge and behaviours you will need to have learnt by the end of your apprenticeship. Standards are occupation focused; they are not qualification-led.

The learning happens throughout the apprenticeship and you are assessed at the end of your apprenticeship. It is at this point you will need to prove you can carry out all aspects of the job. This called the end-point assessment (EPA).

What can I do after this apprenticeship?

Here you will find some potential career pathways once you have completed your apprenticeship:

- Senior Production Technician
- Mechanical Systems Senior Technician
- Senior Quality Technician
- Senior Controls Technician

Engineering Operative (Level 2)



Why this Apprenticeship?

Engineering Operatives are predominantly involved in engineering operations which are key to the success of the Manufacturing and Engineering sector allowing employers to grow their business while developing a work force with the relevant skills and knowledge to enhance the sustainability of the sector.

The role covers a wide range of common and job specific skills sets that can be transferred across the manufacturing engineering industry sectors during the course of their careers.

Examples of the occupational roles from across the engineering and manufacturing sector that would be covered within this standard are: Servicing and maintenance operative; Machine setter / operative; Mechanical engineering operative; Fabricator; Engineering fitter; Multi-disciplined engineering operative; Materials, processing and finishing operative, Technical Support operative, founding / casting operative.

Course Content

Our experienced tutors are here to support you all the way and by the end of your apprenticeship you will be able to:

- Understand how to obtain the necessary job instructions, engineering drawings and specifications and how to interpret them
- Relevant statutory, quality, environmental compliance procedures / systems, organisational and health and safety regulations relating to engineering operations
- Their individual roles and responsibilities within the organisation and the flexibility required to support the achievement of company targets
- Engineering operational practices, processes and procedures
- Potential problems that can occur within the engineering operations and how they can be avoided
- Demonstrate effective communication skills which include oral, written and electronic

For the latest on apprenticeships, courses, running times, dates and venues, check us out at www.hcctraining.ac.uk or call us on 01482 615 270



Entry Requirements

GCSE maths and English grade 3/D or above would be beneficial.

Must be aged 16 or above.

Good attitude and commitment to learn.

What qualifications will I achieve?

Level 2 Engineering Operative Standard.

Functional Skills Level 1 English and maths for those who have not already achieved equivalent GCSE.

Assessment Method

You will work towards gaining an apprenticeship standard. The apprenticeship standard contains a set of skills, knowledge and behaviours you will need to have learnt by the end of your apprenticeship. Standards are occupation focused; they are not qualification-led.

The learning happens throughout the apprenticeship and you are assessed at the end of your apprenticeship. It is at this point you will need to prove you can carry out all aspects of the job. This called the end-point assessment (EPA).

What can I do after this apprenticeship?

Here you will find some potential career pathways once you have completed your apprenticeship:

- **Potentially progress to a Level 3 apprenticeship in your specific industry**
- **Continue to work in your current job role and progress within the company**



HNC in General Engineering (Level 4)

Why this course?

This two year part time course is designed to develop knowledge and skills in electrical, electronic and mechanical engineering technologies as well as key transferrable skills.

Course Content

Our experienced tutors are here you help you all the way. And will deliver a programme that includes:

- Engineering Mathematics
- Engineering Science
- Mechanical Principles
- Electrical and Electronic Principles
- Fluid Mechanics
- Operations and Plant Management
- Engineering Design
- Managing a Professional Engineering Project

Duration

Part-time over two years



Signage Technician Apprenticeship (Level 3)



Why this Apprenticeship?

Did you know that Hull is one of the biggest areas for Sign Making in the UK? Signs are everywhere! On:

- Road signs
- Billboards
- Vehicle graphics
- Design of product packaging
- Shops fronts
- Advertisements for concerts and festivals

We provide many local sign makers with their apprentices, you will get the opportunity to learn more about this sector from industry experts.

Course Content

Our experienced tutors are here to support you all the way and will deliver a programme which includes:

- Maintaining the work environment to meet health, safety and environmental requirements
- Developing and maintaining effective working relationships in a sign making environment
- Providing information about sign products
- Maintaining the quality of sign production
- Preparing for sign operations and preventing damage during transportation and storage of sign products
- Quality Assurance

For the latest on apprenticeships, courses, running times, dates and venues, check us out at www.hcctraining.ac.uk or call us on 01482 615 270



Entry Requirements

You must be aged 16 or over and should have:

GCSE Maths and English at grade 4 and above, or Functional Skills Maths and English Level 2.

The ability to follow instructions and diagrams.

The ability to work accurately and a good eye for detail.

Good communication and problem solving abilities.

The ability to work on your own initiative, but also be a good team worker.

Good IT skills and enjoy working on computers.

What qualifications will I achieve?

Level 3 standard in Sign Making incorporating:

Level 3 NVQ Diploma in Sign Making (QCF).

Level 3 Diploma in Sign Making Technology (QCF).

Assessment Method

You will work towards gaining an apprenticeship standard. The apprenticeship standard contains a set of skills, knowledge and behaviours you will need to have learnt by the end of your apprenticeship. Standards are occupation focused; they are not qualification-led.

The learning happens throughout the apprenticeship and you are assessed at the end of your apprenticeship. It is at this point you will need to prove you can carry out all aspects of the job. This called the end-point assessment (EPA).

What can I do after this apprenticeship?

Here is a potential pathway once you have completed your apprenticeship with us:

- Signmaker

COMMERCIAL TRAINING

We are delighted to offer a selection of commercial training courses that have been designed to develop new or enhance existing skills, some perhaps as a taster before committing to a full qualification such as team leading or management.

All of our programmes can be tailored to suit your individual business needs and if you can't see what you are looking for then we would be more than happy to develop a commercial training programme bespoke for you. This is a cost effective way of training a group of your employees at the same time, on a date that suits you and at the premises of your choice. We can deliver on-site or at one of our excellent custom made facilities across the city.

For further information and bookings please contact:

Carol Gill on 01482 614 157 or email carol.gill@hullcc.gov.uk

Craven Park Training and Enterprise Centre, Poorhouse Lane, Preston Road, Hull, HU9 5HE



Providing Exceptional Customer Service

Overview

This course is designed to help those working in customer service to improve their skills and knowledge in order to provide their customers with the best possible customer service experience.

All businesses, whether they operate face-to-face, over the phone or online, should aspire to give their customers the best experience they can to maintain relationships, company image and success. This course aims to provide those who work in customer service roles with the information and skills needed to go the extra mile with the customer service that they provide.

Objectives

- Customer first impressions
- Your role and responsibilities in relation to customer service
- Understanding brand promise and brand values
- Questioning techniques
- Communicating company products and / or services
- Staying calm under pressure
- Dealing with customer conflict and challenge

Duration

One day – 6 hours / Half day – 3 hours

Cost

One day costs:

1 – 3 delegates – total group price: £450

4 – 6 delegates – total group price: £500

7 – 10 delegates – total group price: £550

Over 10 delegates – £550 + £50 per extra candidate.

Half day costs:

£300 for up to 10 candidates + £50 per extra candidate.

Maximum candidates 15.

All costs are subject to VAT.

Dealing with Conflict

Overview

The aim of this short course is to raise awareness of common workplace conflicts and how to deal with them.

Conflict appears in all workplaces and this course will give you a range of tools and techniques to be able to affectively deal with a range of situations.

Objectives

- Identify what is conflict
- The types of conflict
- Why conflict occurs
- The positives and negatives of conflict
- Why conflict resolution is important
- Understand how to deal with customer conflict and challenges

Duration

One day – 6 hours / Half day – 3 hours

Cost

One day costs:

1 – 3 delegates – total group price: £450

4 – 6 delegates – total group price: £500

7 – 10 delegates – total group price: £550

Over 10 delegates – £550 + £50 per extra candidate.

Half day costs:

£300 for up to 10 candidates + £50 per extra candidate.

Maximum candidates 15.

All costs are subject to VAT.

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Introduction to Team Building

Overview

This course is to give you an introduction to the different tools that can be used to support building a high performing successful team.

All businesses have different teams operating within them, this course aims to provide those that lead these teams, or aspire to lead, information and tools to develop their team and get the best of team members.

Objectives

- Gain an understanding of the Bruce Tuckman Theory and link this to your own team
- Understand how team building enhances team performance
- Being able to identify stages of team development
- Gain an understanding of the Belbin Team role theory and be able to identify roles that team members play

Duration

One day – 6 hours / Half day – 3 hours

Cost

One day costs:

1 – 3 delegates – total group price: £450

4 – 6 delegates – total group price: £500

7 – 10 delegates – total group price: £550

Over 10 delegates – £550 + £50 per extra candidate.

Half day costs:

£300 for up to 10 candidates + £50 per extra candidate.

Maximum candidates 15.

All costs are subject to VAT.

Principles of Effective Communication

Overview

Effective communication skills are needed in the workplace and are also an important personal attribute. This course is aimed at individuals who would benefit from reviewing and improving their own communication skills.

Objectives

- Principles of communication
- Identify the essential aspects of good communication, including its contribution to effective teamwork
- General communication skills
- Interpersonal skills
- Demonstrate essential aspects of listening and speaking and other forms of communication
- Explain potential consequences of poor communication at work

Duration

One day – 6 hours / Half day – 3 hours

Cost

One day costs:

1 – 3 delegates – total group price: £450

4 – 6 delegates – total group price: £500

7 – 10 delegates – total group price: £550

Over 10 delegates – £550 + £50 per extra candidate.

Half day costs:

£300 for up to 10 candidates + £50 per extra candidate.

Maximum candidates 15.

All costs are subject to VAT.

Time Management – Tools and Techniques

Overview

This short course will introduce tools and techniques used in time management and develop your knowledge and skills to utilise your time more effectively in the workplace. Time management is a process linked to planning your work time effectively become more effective and productive in your role.

Objectives

- What is time management
- Benefits of time management
- Principles of good time management
- Time management techniques
- Time management tools
- Use of time management in the workplace

Duration

One day – 6 hours / Half day – 3 hours

Cost

One day costs:

1 – 3 delegates – total group price: £450

4 – 6 delegates – total group price: £500

7 – 10 delegates – total group price: £550

Over 10 delegates – £550 + £50 per extra candidate.

Half day costs:

£300 for up to 10 candidates + £50 per extra candidate.

Maximum candidates 15.

All costs are subject to VAT.

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Report Writing

Overview

This course is designed to enhance your report writing skills.

Report writing is a tool that is used in all companies to record and present a wide range of information both internally and externally.

Objectives

- What is a report
- Top tips for report writing
- Types of reports
- Features of a well written report
- Format of the inductive report
- Format of the deductive report
- Structure – Overview – Background – Discussion – Conclusion
- Writing and presentation skills

Pre-Requisite

Must have English skills and word processing skills

Duration

One day – 6 hours / Half day – 3 hours

Cost

One day costs:

1 – 3 delegates – total group price: £450

4 – 6 delegates – total group price: £500

7 – 10 delegates – total group price: £550

Over 10 delegates – £550 + £50 per extra candidate.

Half day costs:

£300 for up to 10 candidates + £50 per extra candidate.

Maximum candidates 15.

All costs are subject to VAT.

Minute Taking - Production of Minutes (Basic)

Overview

This course is designed to develop your skills in relation to taking minutes.

Minutes are taken in all forms of meetings and it is important that the minutes truly reflect the outcome of the meeting. Within the course you will develop skills to cover different techniques that can be used when taking notes in meetings and being able to present minutes.

Objectives

- Be aware of different types of meetings
- Understand the purpose and benefits of meetings
- Be able to outline why we have minutes
- Know the key elements of a successful meeting
- Have considered meetings within your organisation
- Have an overview of the order of tasks that a minute taker might undertake
- Have an understanding of an agenda
- Have an understanding of the documents that may be needed for a meeting
- Have a definition of the role of the minute taker
- Know 10 skills required to be an effective minute taker

Pre-Requisite

Must have English skills

Duration

One day – 6 hours / Half day – 3 hours

Cost

One day costs:

1 – 3 delegates – total group price: £450

4 – 6 delegates – total group price: £500

7 – 10 delegates – total group price: £550

Over 10 delegates – £550 + £50 per extra candidate.

Half day costs:

£300 for up to 10 candidates + £50 per extra candidate.

Maximum candidates 15.



Minute Taking - Production of Minutes (Advanced)

Overview

This course is designed to enhance your skills in relation to taking minutes. Minutes are taken in all forms of meetings and it is important that the minutes truly reflect the outcome of the meeting. Within the course you will further develop your skills to cover different techniques that can be used when taking notes in meetings and being able to present minutes.

Objectives

- Be aware of different types of meetings
- Understand the purpose and benefits of meetings
- Be able to outline why we have minutes
- Know the key elements of a successful meeting
- Have a list of business meeting terms and their definitions
- Have considered meetings within your organisation
- Have an overview of the order of tasks that a minute taker might undertake
- Have examples of different types of agenda
- Know how to deal with documents that may be needed for a meeting
- Have a definition of the role of the minute taker
- Know 10 skills required to be an effective minute taker
- Have considered your level of skill in these areas
- Have completed exercises to practice some of the skills

Pre-Requisite

Must have English skills and word processing skills

Duration

One day – 6 hours / Half day – 3 hours

Cost

One day costs:

1 – 3 delegates – total group price: £450

4 – 6 delegates – total group price: £500

7 – 10 delegates – total group price: £550

Over 10 delegates – £550 + £50 per extra candidate.

Half day costs:

£300 for up to 10 candidates + £50 per extra candidate.

Maximum candidates 15.

All costs are subject to VAT.

Motivational Skills

Overview

This course is aimed at those staff that are either responsible for motivating others or have a desire to progress into a leadership or management role. Employees who feel they are valued and recognised for their work are more motivated, responsible and productive and this course will provide you with the tools and understanding on how to motivate others.

Objectives

- Identify what motivation is
- Describe common motivational theories and how to apply them
- Learn when to use different kinds of motivators
- Create a motivational climate

Duration

One day – 6 hours / Half day – 3 hours

Cost

One day costs:

1 – 3 delegates – total group price: £450

4 – 6 delegates – total group price: £500

7 – 10 delegates – total group price: £550

Over 10 delegates – £550 + £50 extra per candidate.

Half day costs:

£300 for up to 10 candidates + £50 per extra candidate.

Maximum candidates 15.

All costs are subject to VAT.

Introduction to Excel

Overview

This course is designed for anyone wanting to update, refresh or learn new spreadsheet skills. The content is ideal for complete beginners and because of the useful shortcuts it is also suitable for those who are self-taught.

Objectives

- Understand what a spreadsheet and Google sheet is
- Entering and editing labels, values and formulae
- Formatting data / navigating a worksheet
- Inserting and deleting rows and columns
- Copying and moving data
- Using Formula and Functions (=Sum, =Average, =Max, =Min, =Count)
- Working with Absolute and Relative referencing
- Creating named ranges and using within Formula
- Setting Operator Evaluation order
- Setting borders and shading
- Saving and opening spreadsheets
- Printing, previewing and page set-up options
- Formatting and conditional formatting
- Building graphs and charts

Pre-Requisite

No experience of Microsoft Excel is required. However, you should have a good working knowledge of Windows.

Duration

One day – 6 hours / Half day – 3 hours

Cost

One day costs:

1 – 3 delegates – total group price: £450

4 – 6 delegates – total group price: £500

7 – 10 delegates – total group price: £550

Over 10 delegates – £550 + £50 per extra candidate.

Half day costs:

£300 for up to 10 candidates + £50 per extra candidate.

Maximum candidates 15.

All costs are subject to VAT.

Intermediate Excel

Overview

This course is designed for anyone wanting to build on the skills already learnt in our Introduction to Excel course learning in-depth functionality and commands to analyse your data or finances in detail.

It will give you the confidence to complete complicated Excel tasks efficiently.

Objectives

- Naming and commenting cells and cell ranges
- Conditional formatting using values and formulae
- Setting up a worksheet for printing
- What, If? analysis using IF() function and input cells
- Creating and using Lookup Tables
- File and cell linking, clipboard versus formulae, hyperlinks
- Inserting and manipulating workbook pages
- Grouping and calculating using workbook pages
- Creating and managing data lists
- Sorting, selecting and subtotalling lists
- Advanced charting – types, annotation and styles

Pre-Requisite

Attendance on our Introduction to Excel course or equivalent Microsoft Excel skills in creating formulas, using shortcuts, formatting spreadsheets / Google sheets and creating graphs.

Duration

One day – 6 hours / Half day – 3 hours

Cost

One day costs:

1 – 3 delegates – total group price: £450

4 – 6 delegates – total group price: £500

7 – 10 delegates – total group price: £550

Over 10 delegates – £550 + £50 per extra candidate.

Half day costs:

£300 for up to 10 candidates + £50 per extra candidate.

Maximum candidates 15.

All costs are subject to VAT.

Advanced Excel

Overview

This course is designed for anyone wanting to build on the skills already learnt in our Introduction and Intermediate Excel courses. You will learn how to further utilise nested formulas to extract data based on multiple criteria to answer complex queries. You will gain skills to automate repetitive tasks and lockdown editing for added protection.

Objectives

- Review of formulas, functions and auditing
- Advanced use of IF and Lookup within formulas
- Using index and match functions
- Database statistics & pivot tables
- Worksheet and data range validation
- Using Goal Seeker, Solver and Scenarios
- Creating Excel templates
- Protecting worksheets and workbooks
- Importing and querying data from other packages
- Automating and creating Excel dashboards

Pre-Requisite

Attendance on our Intermediate Excel course or equivalent Microsoft Excel skills in creating IF statements and Lookup functions, filtering and querying data and subtotalling lists.

Duration

One day – 6 hours / Half day – 3 hours

Cost

One day costs:

1 – 3 delegates – total group price: £450

4 – 6 delegates – total group price: £500

7 – 10 delegates – total group price: £550

Over 10 delegates – £550 + £50 per extra candidate.

Half day costs:

£300 for up to 10 candidates + £50 per extra candidate.

Maximum candidates 15.

All costs are subject to VAT.

WHERE YOU'LL FIND US!

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www.hcctraining.ac.uk

Disclaimer

The content in this prospectus is correct at the time of going to print, December 2022.

All content is for general information purposes only. All content in this prospectus is provided in good faith, however we make no representation or warranty of any kind, express or implied, regarding the accuracy, dates or running of the courses.

For the latest on courses, running times, venues and dates, check us out at **www.hcctraining.ac.uk**

Discover the **FUTURE YOU**



Find out more about the employment, education and training support available to young people in Hull.

Discover the
**FUTURE
YOU**
at the Employment Hub

Hull City Council Employment Hub

Guiding you to a brighter future.

Our friendly and impartial Employment Hub Advisors are here to offer expert advice and guidance around education, training and employment. If you are aged **16 or over**, we could support you with CVs, cover letters, interviews, job searches, skills improvement and more.

Find out more:

- bit.ly/HullHub
- [@HullCCEmploymentHub](https://www.facebook.com/HullCCEmploymentHub)
- [@hull_hub](https://twitter.com/hull_hub)

Hull Youth Enterprise Partnership

Securing a positive future for Hull's enterprising young people.

If you're interested in learning about business and entrepreneurship, Hull Youth Enterprise Partnership can help. The Partnership aims to support and encourage young people aged **8-29 years** to become more enterprising by helping them to develop their skills and ideas and overcome barriers to enterprise. Get the skills, get started and get supported!

Find out more:

- www.youthenterprise-hull.co.uk
- [Hull and East Riding Youth Enterprise Partnership](https://www.facebook.com/HullandEastRidingYouthEnterprisePartnership)
- [@HullsEnterprise](https://twitter.com/HullsEnterprise)



European Union
European
Social Fund



Discover the

FUTURE YOU




at the Youth Hub

Hull City Council Youth Hub

**Employment journey support for
ages 16-29.**

The Youth Hub is designed to support participants aged **16-29 years** who would like extra support to find employment or education. We can offer support with mental health, careers, finances, benefits and more.

Find out more:

-  loginmoveon.co.uk/information/sources-of-support
-  @YouthHubHull
-  @YouthHubHull

Discover the

FUTURE YOU




with Hull Training and
Adult Education

Hull Training & Adult Education

Head in the right direction

Hull Training & Adult Education is one of the city's largest training providers, offering hundreds of specialist apprenticeships and training courses for people of all ages. We can help you get back into learning or work, build confidence and learn new skills.

Find out more:

-  www.hcctraining.ac.uk
-  @hcctraining
-  @HCCTraining



European Union

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Social Fund



Hull
City Council

