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APPRENTICESHIPS AND FULL-TIME COURSES

# SPRING 2024 PROSPECTUS

WWW.HCCTRAINING.AC.UK



# WELCOME TO OUR WORK-BASED PROSPECTUS!

**It is with great pleasure that we offer our latest range of training for all age ranges and aspirations. You will find a range of apprenticeships and up-skilling courses for those wishing to develop skills in the workplace for promotion or new training and development.**

At our training centres, we believe that funding for training and development is more accessible than ever before, and we are committed to helping you develop your business and/or individual skills. We work closely with our fantastic employers to ensure that our programmes are relevant and up-to-date with the needs of the modern workforce.

If you're unsure about which direction to take, don't worry, our friendly engagement team is always available to assist you in finding the right programme or apprenticeship employer to meet your needs.

Now is the perfect time to invest in yourself and take advantage of the exciting opportunities that are available to you. Let us help you transform your career and achieve your goals!

Have a great New Year and make this year, the year!

*Sharon Gamble*

Head of Service

DESIGN  
BUILD  
SUCCEED

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# 10 REASONS TO CHOOSE US

- 1 Fully qualified teaching staff with industry experience
- 2 Apprenticeships for everyone, at different levels and in different subjects
- 3 We have excellent facilities
- 4 Our centres are all within easy reach of transport links and are accessible to all
- 5 We'll prepare you for work
- 6 If you need any support, you'll get it
- 7 Employers trust us to fill their vacancies and to train their staff
- 8 The chance to take part in enrichment activities
- 9 Great opportunities to progress
- 10 Because our learners say so!

**TOGETHER WE MAKE IT HAPPEN!**

## OFSTED SAID

“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.”

“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.”



# NICE TO MEET YOU! YOU'LL FIND US AT...

## The Construction Centre

Nursery Grove  
Portobello Street  
Hull  
HU9 5XT

## Engineering and Manufacturing Technologies

Dane Park Road  
Hull  
HU6 9DX

## Craven Park Training and Enterprise Centre

Poorhouse Lane  
Preston Road  
Hull  
HU9 5HE

## TRAVEL

Getting to and from our Learning Centres has never been easier...

### BUS

To get to The Craven Park Training and Enterprise Centre, call into the Hull Interchange. Take Bus 13 or 14.

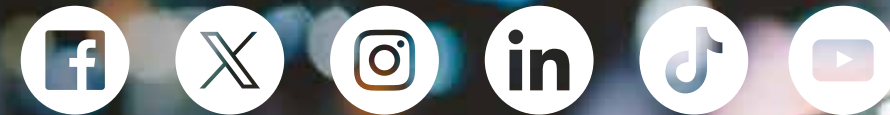
To get to The Construction Centre, call into the Hull Interchange. Take Bus 14.

To get to The Engineering and Manufacturing Technologies Centre (TEC), call into the Hull Interchange. Take Bus 3, 4 or 5.

You'll find the Hull Interchange in the heart of the city centre, right next to Hull's train station which is located on Ferensway, Hull HU1 3QX.

# WE'RE SOCIAL!

FOLLOW US ON...



@Hull Training and Adult Education





# COME AND MEET US!



We'll be visiting your school this Autumn/Winter or alternatively, you can come along to one of the events below.

## BUSINESS AND MANAGEMENT

### OPEN EVENT

Thursday 11 January  
4 - 6pm at The Employment Hub,  
Hull Central Library

### CONSTRUCTION OPEN EVENT

Tuesday 16 January  
4.30 - 6.30pm  
at The Construction Centre

## CONSTRUCTION TASTER SESSION

Friday 16 February  
(Please book in advance)  
9.45am - 1.30pm  
at The Construction Centre

## ENGINEERING OPEN EVENT

Friday 16 February  
9am - 12.30pm (Half Term)  
at The Engineering Centre (TEC)

## WE CAN'T WAIT TO MEET YOU!

TO FIND OUR MORE



SCAN  
ME!

ELEVATE  
BUILD  
ACHIEVE



GUIDE  
LEARN  
GROW

# BUSINESS, MANAGEMENT AND EDUCATION & TRAINING APPRENTICESHIPS

## Do you work within Business, Management or Education/Training?

Are you looking to upskill and work towards a nationally recognised qualification? If so, Hull Training and Adult Education's Business and Management Centre could have the right qualification for you.

Here at the Business and Management Centre, we deliver a wide range of apprenticeships, part-time courses and Skills Bootcamps which enables you to improve your skill set, behaviours and expand on your knowledge within the workplace.



## CAREER OPPORTUNITIES:

- PERSONAL ASSISTANT
- OPERATIONAL SUPPORT SUPERVISOR
- PROJECT MANAGER
- TEACHER/ TUTOR
- MENTOR
- AND MUCH MORE!

## CONTACT

**Call us on: 01482 614 157**

**Email us at:**

**[business.engagement@hullcc.gov.uk](mailto:business.engagement@hullcc.gov.uk)**

**Visit us at: [www.hcctraining.ac.uk](http://www.hcctraining.ac.uk)**

EDUCATION  
SHAPES  
FUTURES

## CITY AND GUILDS LEVEL 3 AWARD IN EDUCATION AND TRAINING

**Course duration:** 16 weeks (plus self-study)

**Assessment:** Seven assignments and a micro teach

### Entry requirement:

16+, GCSE Grade (C) above in maths and English, or willing to study and achieve functional at Level 2

This qualification is an 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.

## COURSE CONTENT

The City and Guilds Level 3 Award in Education and Training is made up of three units:

- Understanding roles, responsibilities and relationships in education and training
- Understanding and using inclusive teaching and learning approaches in education and training
- Understanding assessment in education and training

## TO FIND OUR MORE





**LEARNING AND SKILLS  
MENTOR APPRENTICESHIP –  
LEVEL 4**

**Course duration:** 12 months plus three months for end-point assessment (EPA)

**Delivery model:** Classroom, blended, remove and support in the workplace

**Assessment:** End-point assessment (EPA) - Two-hour observation and professional discussion underpinned by your portfolio of evidence

**Entry requirement:**  
16+, GCSE Grade (C) above in maths and English, or willing to study and achieve functional at Level 2

Mentoring takes place in all parts of the Education and Training Sector and staff-development contexts.

Within the Learning and Skills 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.

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, which you will use to guide and advise those who are less experienced and are new to a work role.

The Learning and Skills Mentor is therefore a 'dual professional', having both up-to-date knowledge and skills in a specialist 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, this apprenticeship could be for you.

(Standalone diploma's are also available in Coaching and Mentoring).

**TO FIND OUR MORE**

**SCAN ME!**

**LEARNING AND SKILLS  
TEACHER APPRENTICESHIP –  
LEVEL 5**

**(Also available as a stand-alone diploma)**

**Course duration:** 18 months plus three months for end-point assessment (EPA)

**Delivery model:** Classroom, blended, remove and support in the workplace

**Assessment:** End-point assessment (EPA) – Observation and Portfolio based Professional Discussion

**Entry requirement:**  
16+, GCSE Grade (C) above in maths and English, or willing to study and achieve functional at Level 2

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.



**TEACH  
CREATE  
ACHIEVE**



## BUSINESS ADMINISTRATOR APPRENTICESHIP – LEVEL 3

(Also available as a stand-alone  
diploma)

**Course duration:** 15 months plus three  
months for end-point assessment (EPA)

**Delivery model:** Classroom, blended,  
remote and support in the workplace

**Assessment:** End-point assessment  
(EPA) – Multiple choice knowledge  
test, Project Presentation and Portfolio  
Interview

### Entry requirement:

16+, GCSE Grade (C) above in maths and  
English, or willing to study and achieve  
functional at Level 2

TO FIND OUR MORE



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 personal secretaries,  
team co-ordinator, operational support  
assistant, administration 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.

“THE SKILLS,  
KNOWLEDGE,  
BEHAVIOURS  
AND  
COMPETENCIES  
TO MANAGE  
BUSINESS  
SYSTEMS”

## 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

ACHIEVE  
YOUR  
DREAMS



A smiling man with short dark hair, wearing a red blazer over a white shirt and red-rimmed glasses, is shown in profile from the chest up. He is looking down and to the left, smiling broadly. The background is a solid orange color.

## **PUBLIC SERVICE OPERATIONAL DELIVERY OFFICER APPRENTICESHIP – LEVEL 3**

**Course duration:** 12 months plus three months for end-point assessment (EPA)

**Delivery model:** Classroom, blended, remote and support in the workplace

**Assessment:** On programme multiple choice and written response exam papers. End-point assessment (EPA) – Proposal, project report & presentation and a Portfolio based Professional discussion

**Entry requirement:**

16+, GCSE Grade (C) above in maths and English, or willing to study and achieve functional at Level 2

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

## **TEAM LEADER/ SUPERVISOR APPRENTICESHIP – LEVEL 3**

**(Also available as a stand-alone diploma)**

**Course duration:** 12 months plus three months for end-point assessment (EPA)

**Delivery model:** Classroom, blended, remote and support in the workplace

**Assessment:** End-point assessment (EPA) – Presentation with questions and answers and a professional discussion underpinned by a portfolio of evidence

**Based:** Craven Park Training and Enterprise Centre

**Entry requirement:**

16+, GCSE Grade (C) above in maths and English, or willing to study and achieve functional at Level 2

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.

### **COURSE CONTENT**

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

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



## OPERATIONS/ DEPARTMENTAL MANAGER APPRENTICESHIP – LEVEL 5

(Also available as a stand-alone diploma)

**Course duration:** 30 months plus three months for end-point assessment (EPA)

**Delivery model:** Classroom, blended, remove and support in the workplace

**Assessment:** Assessment: End-point assessment (EPA) – Portfolio based professional discussion and project proposal, presentation, and questioning

**Entry requirement:**

16+, GCSE Grade (C) above in maths and English, or willing to study and achieve functional at Level 2

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 Operations/Departmental Manager Level 5 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.

### COURSE CONTENT

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

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

SERVICE  
EXCELLENCE  
UNLEASHED

## CUSTOMER SERVICE PRACTITIONER APPRENTICESHIP – LEVEL 2

(Also available as a stand-alone diploma)

**Course duration:** 12 months plus three months for end-point assessment (EPA)

**Delivery model:** Classroom, blended, remove and support in the workplace

**Assessment:** End-point assessment (EPA) – Practical Observation, Professional Discussion, Portfolio (report or presentation)

**Entry requirement:**

16+, GCSE Grade (C) above in maths and English, or willing to study and achieve functional at Level 2

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.

### COURSE CONTENT

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

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

### TO FIND OUR MORE



## CUSTOMER SERVICE SPECIALIST APPRENTICESHIP – LEVEL 3

(Also available as a stand-alone diploma)

**Course duration:** 15 months plus three months for end-point assessment (EPA)

**Delivery model:** Classroom, blended, remove and support in the workplace

**Assessment:** End-point assessment (EPA) – Practical observation with questions and answers. Work based project supported by an interview and a professional discussion supported by portfolio of evidence

**Based:** Craven Park Training and Enterprise Centre

### Entry requirement:

16+, GCSE Grade (C) above in maths and English, or willing to study and achieve functional at Level 2

The main purpose of a Customer Service Specialist is to be a 'professional' for direct customer support within all sectors and organisation types.

If you want to be an advocate of Customer Service who acts as a referral point for dealing with more complex or technical customer requests, complaints, and queries this apprenticeship could be for you.

“THERE WILL BE  
AN OPPORTUNITY  
FOR  
PROGRESSION  
TO GAIN A  
RECOGNISED  
COACHING  
QUALIFICATION”

TO FIND OUR MORE



SCAN  
ME! 

INSPIRE  
LEAD  
SUCCEED

# SKILLS BOOTCAMPS BASE

UNLOCK  
YOUR  
POTENTIAL



As part of the Government lifetime skills guarantee which helps everyone gain skills for life.

We offer bespoke training solutions to bridge existing skills gaps within Leadership and Management along with Coaching and Mentoring.

Our courses have been designed in conjunction with local organisations to meet their needs. If you have a business need in any of the above areas, please contact us to either discuss how we can tailor a course to meet your needs or alternatively if you are interested in joining one of our courses which are due to start in September.

### EMPLOYER COST

Employers contribute to the cost of training if they want to use Skills Bootcamps to train their existing employees:

- Large employers (over 250+ employees) contribute 30% of the cost
- Small or medium employers (SMEs up to 250 employees) contribute 10% of the cost

Existing employees will need time to study and attend classes depending on their working hours and the flexibility of the course.



## LEADERSHIP AND MANAGEMENT – LEVEL 3 AND 5

This blended Tutor Led 15 week programme is aimed at first line or aspiring middle managers with some first line management experience (team leader/supervisor).

There will be an opportunity for progression to gain a recognised management qualification either at Level 3 or Level 5 (depending on job role) and/or progression to Team Leader Supervisor Apprenticeship – Level 3 or Departmental/Operational Manager Apprenticeship – Level 5

**“THERE WILL BE AN OPPORTUNITY FOR PROGRESSION TO GAIN A RECOGNISED COACHING QUALIFICATION”**

The programme will include:

- Leadership Styles
- Organisation Culture
- Know How To Improve Performance In The Workplace
- Understanding and Applying Motivational Techniques
- Coaching and Mentoring
- Equality and Diversity



## COACHING AND MENTORING – LEVEL 3 AND LEVEL 5

This blended Tutor Led 15 week programme is aimed at aspiring or acting coaches wanting to gain a greater understanding of the role and the impact to staff development.

There will be an opportunity for progression to gain a recognised coaching qualification either at Level 3 or Level 5 (depending on job role) and/or progression to Learning and Skills Mentor Apprenticeship – Level 4.

The programme will include:

- Coaching Models
- Mentoring Models
- Learning Styles
- Communication Skills
- Delivering Feedback

TO FIND OUT MORE



**SCAN ME!**

# CONSTRUCTION

**CONSTRUCTION IS A BOOMING INDUSTRY! IF YOU ARE EAGER TO LEARN A TRADE, OUR CONSTRUCTION CENTRE IS THE PLACE!**

**WE DELIVER TRAINING TO ENABLE YOU TO WORK AS A JOINER, BUILDER, PAINTER AND DECORATOR ALONG WITH OTHER CAREER OPPORTUNITIES IN CONSTRUCTION.**

The Construction Centre is equipped with spacious and modern workshops across all trade areas, this sets a real-life working environment. We use industry standard materials which enhance the learning experience when studying a chosen trade.

DESIGN,  
CREATE,  
INSPIRE

We have excellent links with local, regional, and national construction companies who offer work experience placements for our students. All of our students are also given the opportunity to look at the apprenticeship vacancies in their chosen trade area.

We have support from key manufacturers with the construction industry. They visit the training centre and provide training and guidance on the use of their products.



## CAREER OPPORTUNITIES

- CARPENTER/JOINER
- PAINTER AND DECORATOR
- BRICKLAYER
- SITE MANAGEMENT
- CONSTRUCTION MANAGER
- KITCHEN AND BATHROOM FITTER
- SHOP FITTER
- SELF EMPLOYED
- AND MUCH MORE!

## CONTACT

Call us on: 01482 615 349

Email us at:  
[hulltrainingconstruction@hullcc.gov.uk](mailto:hulltrainingconstruction@hullcc.gov.uk)

Visit us at: [www.hcctraining.ac.uk](http://www.hcctraining.ac.uk)

## TO FIND OUR MORE



SCAN  
ME! 



# CARPENTRY AND JOINERY



## CARPENTRY AND JOINERY – LEVEL 1

**Course duration:** Academic year  
including practical and theory

**Assessment:** One day theory and  
two days practical

**Based at:** The Construction Centre

**Entry requirement:** Aged 16 - 18

This qualification is a recognised qualification across the construction sector. This will be delivered as a full- time course for three days a week. 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

## TO FIND OUR MORE



» **SCAN  
ME!** 



## CARPENTRY AND JOINERY APPRENTICESHIP – LEVEL 2

**Course duration:** 24 months

**Assessment:** Practical and knowledge test and professional discussion at the end of your course known as the end-point assessment (EPA)

**Based at:** Employer and The Construction Centre

**Entry requirements:** Aged 16+, Grades 3 and above (D) in maths and English at GCSE

This employer led apprenticeship is a nationally recognised qualification in the construction industry. You will spend one day a week (20% of your time) at The Construction Centre and the rest with your employer or attend block release weeks.

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

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.

### 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
- Moving and Handling
- First Fix Joinery (stud walls, door frames, staircases)
- Second Fix Joinery (skirting, architraves, stair components, kitchens, doors)
- Structural Joinery (joists and roofs)
- Carpentry Repairs

## CARPENTRY AND JOINERY APPRENTICESHIP – LEVEL 3

**Course duration:** 18 months

**Assessment:** Practical and knowledge test and professional discussion at the end of your course known as the end-point assessment (EPA)

**Based at:** Employer and The Construction Centre

**Entry requirements:** Aged 18+, Grades 3 and above (D) in maths and English at GCSE

If you have a recognised joinery qualification or experience working as a site joiner then this may be the apprenticeship for you! This employer led apprenticeship is a nationally recognised qualification in the construction industry.

You will spend one day a week (20% of your time) at The Construction Centre and the rest with your employer or attend block release weeks.

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 qualified joiner needs including:

- Health, Safety and Welfare in Construction
- Moving and Handling
- Complex Mouldings (skirting and architraves)
- Double Doors (fitting)
- Staircases With Turns
- Complex Roofing (with hips, valleys and dormers)
- Advanced Carpentry Repairs
- Work Planning and Building Processes

### TO FIND OUR MORE





# BRICKLAYING

## BRICKLAYING – LEVEL 1

**Course duration:** Academic year including practical and theory

**Assessment:** One day theory and two days practical

**Based at:** The Construction Centre

**Entry requirement:** Aged 16 - 18

This qualification is a recognised qualification across the construction sector. This will be delivered as a full-time course for three days a week. 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 basic skills that a bricklayer needs including:

- Health, Safety and Welfare in Construction
- Moving and Handling
- Setting Out Brickwork
- Laying Bricks and Blocks
- Employability Skills
- Work Experience



BUILD  
BRIGHTER  
FUTURE

## BRICKLAYING APPRENTICESHIP – LEVEL 2

**Course duration:** 24 months

**Assessment:** Practical and knowledge test and professional discussion at the end of your course known as the end-point assessment (EPA)

**Based at:** Employer and The Construction Centre

**Entry requirements:** Entry requirements: Aged 16+, Grades 3 and above (D) in maths and English at GCSE

This employer led apprenticeship is a nationally recognised qualification in the construction industry. You will spend one day a week (20% of your time) at The Construction Centre and the rest with your employer or attend block release weeks.

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

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.

## 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
- Mixing Mortar
- Laying Bricks and Blocks

## TO FIND OUR MORE



# PAINTING AND DECORATING

## PAINTING AND DECORATING APPRENTICESHIP – LEVEL 2

**Course duration:** 24 months

**Assessment:** Practical and knowledge test and professional discussion at the end of your course known as the end-point assessment (EPA)

**Based at:** Employer and The Construction Centre

**Entry requirements:** Aged 16+, Grades 3 and above (D) in maths and English at GCSE

This employer led apprenticeship is a nationally recognised qualification in the construction industry. You will spend one day a week (20% of your time) at The Construction Centre and the rest with your employer or attend block release weeks.

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

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.

DESIGN  
DECORATE  
DAZZLE

## 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

## TO FIND OUR MORE



SCAN ME! 

## MEET ANDY!

“After many years as a car salesman it was a big decision to change career. Without the option of an apprenticeship, I don’t believe I would have the support/ learning platform to achieve this career change.

Thanks to the combination of the NHS and the Hull Training and Adult Education apprenticeship scheme, this has allowed me to learn new skills whilst working full-time.”

**ANDREW CROOKS**  
**PAINTING AND DECORATING - LEVEL 2**



Andrew Crooks



# ENGINEERING



**Hull and East Yorkshire has a long and traditional engineering history and apprentices continue to play a crucial part in this industry.**

**Apprentices of the past are now the present supervisors, team leaders, managers and owners of their companies.**

If you have ambitions to be one of the city's engineers of the future the engineering centre (tec) wants to hear from you.

We deliver training to enable you to work in the electrical engineering, mechanical engineering, engineering manufacture and signmaking sectors plus other career opportunities within the industry.

Our established Engineering Centre (TEC) is equipped with all the machinery and resources you will

need to hone your skills and gain the industry knowledge you require.

We also want you to join us on our exciting journey as we plan to make the move in to Hull city centre and our new, modern engineering learning centre in 2024/25.

The Engineering Centre (TEC) has excellent links with local, regional, national and international engineering companies who want to invest in their future workforce. We will support you by making introductions to employers and give you the opportunity to apply for apprenticeship vacancies in your chosen area.

Becoming a qualified engineer with us may just be the start as we deliver Higher Apprenticeships allowing you to progress to Level 4 and enhance your career prospects.

## CAREER OPPORTUNITIES INCLUDE

- INSTALLATION ELECTRICIAN
- MAINTENANCE ELECTRICIAN
- ENGINEERING FITTER
- MECHANICAL FITTER
- MANUFACTURING/ASSEMBLY TECHNICIAN
- SIGNAGE TECHNICIAN
- MECHANICAL ENGINEERING OPERATIVE
- MACHINE OPERATIVE
- AND MUCH MORE

## CONTACT

**Call us on: 01482 615 270**

**Email us at:**

**[engineeringcentre@hullcc.gov.uk](mailto:engineeringcentre@hullcc.gov.uk)**

**Visit us at: [www.hcctraining.ac.uk](http://www.hcctraining.ac.uk)**

## TO FIND OUR MORE



## ENGINEERING FITTER APPRENTICESHIP STANDARD – LEVEL 3

**Course duration:** 42 months

**Delivery methods:** On the job training, plus day release

**Assessment methods:** Exams and practical assessments, plus portfolio and professional discussions as part of the final end-point assessment (EPA)

**Based:** The Engineering Centre (TEC)

**Entry requirements:** Must be aged 16 or older and have GCSE maths and English at Grade 4 or above, or Functional Skills maths and English at Level 2

As an Engineering Fitter you will produce components and assemblies in part or in full to specification.

Most industries rely on a form of engineering, mechanical and manufacturing engineering are thought to be of the most diverse of all of the engineering disciplines.

Due to this, there are employment opportunities across several sectors.

Engineering that is mechanically biased is an innovative and important industry, it plays a major role in everyday lives. Mechanical engineers discovered electricity. They invented the printing press, the train and the mobile phone!

**This employer led apprenticeship is a nationally recognised apprenticeship and you will gain a Level 3 Diploma in Advanced Manufacturing Engineering within the Engineering Fitter apprenticeship.**

FUTURE  
ENGINEER  
EXCEL

## COURSE CONTENT

Our experienced tutors are here to support you all the way. The units you may cover include:

- Health and Safety in the Engineering Workplace
- Communication and Teamwork in Engineering
- Applied Science and Maths for Engineering
- Mechanical Principles of Engineering Systems
- Engineering Maintenance Procedures and Techniques
- Engineering Drawing for Technicians

## TO FIND OUR MORE



» **SCAN  
ME!** 



## INSTALLATION ELECTRICIAN/ MAINTENANCE ELECTRICIAN APPRENTICESHIP STANDARD – LEVEL 3

**Course duration:** 42 months

**Delivery methods:** On the job training focusing on the Workplace Logbook, plus day release

**Assessment methods:** Unit exams, course work, workplace observations, plus the AM2S (End-point assessment - EPA)

**Based:** The Engineering Centre (TEC)

**Entry requirements:** Must be aged 16 or older and have GCSE maths and English at Grade 4 or above, or Functional Skills maths and English at Level 2

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 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.

**“CONTRIBUTE  
TO THE  
DESIGN OF  
ELECTRICAL  
SYSTEMS”**

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.

This employer led apprenticeship is a nationally recognised apprenticeship and you will gain a Level 3 Diploma in Electrotechnical within the Installation Electrician/Maintenance Electrician apprenticeship.

TO FIND OUR MORE



## ENGINEERING MANUFACTURING TECHNICIAN APPRENTICESHIP – LEVEL 4

**Course duration:** 42 months

**Delivery methods:** On the job training plus day release

**Assessment methods:** Unit assessments, project and demonstrating competency towards the KSBs (Knowledge, Skills and Behaviours)

**Based:** The Engineering Centre (TEC)

**Entry requirements:** Five GCSEs at Grade C (Grade 4/5 in the numerical GCSE grading system) to include maths and English. Level 3 Engineering qualification or relevant equivalent experience. 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)

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, safety, 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 whilst leading staff and working directly with customers.

They are problem solvers and are able to work autonomously taking on the responsibility of identifying and contributing to continual improvement of processes and products, making them a real asset to a company.

### WHAT QUALIFICATIONS WILL I ACHIEVE?

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

## ENGINEERING OPERATIVE – LEVEL 2

**Course duration:** 15 months

**Delivery methods:** On the job training, plus day release

**Assessment methods:** Exams and practical assessments, plus practical observation and professional discussion as part of the final end-point assessment (EPA)

**Based:** The Engineering Centre (TEC)

**Entry requirements:** Must be aged 16 or older. GCSE maths and English Grade 3/D or Functional Skills maths and English at Level 1 or above would be beneficial

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. You may then choose to progress to a Level 3 Apprenticeship in your field of engineering.

### TO FIND OUT MORE





**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 transferable skills that are highly valued by employers, including product design and project management.

**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



**TO FIND OUR MORE**



**SIGNAGE TECHNICIAN  
APPRENTICESHIP –  
LEVEL 3**

**Course duration:** 24 months

**Delivery methods:** On the job training, plus day release

**Assessment methods:** Coursework and assignments plus project, observation and professional discussions as part of the final end-point assessment (EPA)

**Based:** The Engineering Centre (TEC)

**Entry requirements:** Must be aged 16 or older and have GCSE maths and English at Grade 4 or above, or Functional Skills maths and English at Level 2

Did you know that Hull is one of the leading areas for signmaking in the UK? As a Signage Technician you may be involved in design, manufacturing and installation of signs.

Exciting projects could include vehicle graphics and wrapping plus producing signage for some of the largest brands and companies in the UK.

**“VEHICLE  
GRAPHICS  
AND  
WRAPPING  
PLUS  
PRODUCING  
SIGNAGE”**



# 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 these include:

- PROVIDING EXCEPTIONAL CUSTOMER SERVICE
- DEALING WITH CONFLICT
- INTRODUCTION TO TEAM BUILDING
- PRINCIPLES OF EFFECTIVE COMMUNICATION
- TIME MANAGEMENT – TOOLS AND TECHNIQUES
- REPORT WRITING
- MINUTE TAKING – PRODUCTION OF MINUTES (BASIC)

- MINUTE TAKING – PRODUCTION OF MINUTES (ADVANCED)
- MOTIVATIONAL SKILLS
- INTRODUCTION TO EXCEL
- INTERMEDIATE EXCEL
- ADVANCED EXCEL

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.

## 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.

For further information and bookings, please call us on 01482 614 157 or email: [CravenPark@hullcc.gov.uk](mailto:CravenPark@hullcc.gov.uk)

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

## TO FIND OUR MORE





# NICE TO MEET YOU AGAIN! YOU'LL FIND US AT...

## CONSTRUCTION

The Construction Centre  
Nursery Grove  
Portobello Street  
Hull  
HU9 5XT

01482 615 349

Email:  
hulltrainingconstruction@hullcc.gov.uk

## BUSINESS AND MANAGEMENT

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

01482 614 157

Email:  
CravenPark@hullcc.gov.uk

## ENGINEERING

Engineering and Manufacturing  
Technologies  
Dane Park Road  
Hull  
HU6 9DX

01482 615 270

Email:  
engineeringcentre@hullcc.gov.uk

### Disclaimer

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**For the latest on courses, running times, venues and dates, check us out at [www.hcctraining.ac.uk](http://www.hcctraining.ac.uk)**