

MILLTECH

16 – 18
Apprenticeship
Programmes



Milltech

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Milltech is a short walking distance from both Park Lane Interchange and Sunderland Central Metro station. Access for those who have mobility difficulties is restricted by steps at the entrances to the building – however our recruitment team will be happy to make arrangements to meet applicants at Connexions or another accessible venue.

This publication can be supplied in large print on request.

Who are Milltech?

Milltech originally commenced business in 1983 to manage the training of mechanical apprentices. This has gradually expanded to include business administration, customer service and team leading qualifications. Milltech occupies centrally located premises in Toward Road in Sunderland which are easily accessible by bus, metro and car.

Milltech employs 24 members of staff and delivers training programmes to over 200 learners. Our funding is accessed through our contracts with the Skills Funding Agency and City of Sunderland Council and our achievements have been confirmed by Ofsted, the Institute of Motor Industry, Investors in People and EDI and OCR awarding bodies.

We are proud to be a locally owned and managed organisation with well established links to local employers and schools together with an intimate knowledge of the recruitment and training needs of the area.

Information, advice and guidance

At Milltech we can give you fair and confidential information, advice and guidance on:

- ⇒ Milltech learning programmes.
- ⇒ Funding available for learners and employers.
- ⇒ Additional support that can be made available to help learners to complete their chosen course successfully.
- ⇒ Progression to further training or higher education.

Our staff will help you to make informed decisions about the suitability of our programmes for your personal career development needs. If we are unable to meet your needs (or for those who need specialist training support, advice and guidance) we will signpost or refer you to external services.

What are Apprenticeships?

An Apprenticeship is a structured training programme, specific to your needs, enabling you to gain knowledge and experience leading to a successful career. It is a mixture of on and off-the-job training enabling you to gain qualifications relevant to your chosen occupation.

Apprenticeships are available for all 16 – 18 year olds and are the ideal opportunity for you to gain valuable experience and earn a wage.

Apprentices can work for a maximum of 40 hours per week (this could include Saturday's) and will be entitled to the same holidays as other employees at the business. Employers are responsible for wage and other employment costs - the minimum wage for an apprentice is £95 per week for full time hours.

Training Officers/Assessors visit you in the workplace on a regular basis to meet with you and your employer to monitor progress and to arrange and carry out NVQ assessments.

Programme structures will vary. Some apprentices will attend the training centre weekly or fortnightly for off-the-job training. Others will be given additional self study materials to prepare them to undertake the qualifications that make up the apprenticeship framework. Attendance at training (or the completion of self study materials) is a compulsory part of the apprenticeship scheme.

Why would you want to be an Apprentice?

Because you will:

- ⇒ Get a real job and follow your chosen career
- ⇒ Achieve recognised qualifications
- ⇒ Earn a wage
- ⇒ Learn industry specific skills which employers really want
- ⇒ Have the opportunity to learn completely new skills or study further in your chosen occupational area
- ⇒ Receive the full support of Milltech training staff

How long does an Apprenticeship last?

The length of time taken to complete the apprenticeship will vary between one and three years depending on the occupational area or the programme you are taking, the requirements of your employer, your own individual input and the range of experience you will get. You will be told your planned end date on your induction day and will be reminded throughout your course by your Training Officer.

On average Business & Administration and Customer Service Apprenticeships take up to 12 months to complete and Motor Vehicle up to 24 months.

Milltech offer apprenticeships at Level 2 and Level 3. Level 2 is equivalent to four GCSE's at grades A – C and is the normal initial qualification. Once achieved some learners can go on to a Level 3 qualification which is equivalent to two A Levels.

What is the Apprenticeship Framework?

All apprentices complete a Framework, set by the industry at the appropriate level for that occupational area, and will consist of:

- ⇒ A National Vocational Qualification (NVQ) at level 2 or level 3
- ⇒ A Technical Certificate (theory or underpinning knowledge)
- ⇒ Key Skills (or Functional Skills)*
- ⇒ Learning about Health and Safety and Equal Opportunities is also a compulsory part of your learning programme.

**** Exemptions from key skills may be available for those with relevant GCSEs that have been achieved in the last 5 years***

How do NVQs relate to other qualifications?

A brief guide to comparing qualifications

Qualification	Entry 1	Entry 2	Entry 3	Level 1	Level 2	Level 3	Level 4	Level 5
Basic Skills								
Key Skills								
NVQ								
4 GCSE's at D – G								
4 GCSE's at A - C								
A Level								

Basic Skills Tests Entry Levels 1 -3 are below Level 1 NVQ – the chart shows the Key Skills and NVQ Level equivalents to GCSE/A Level gradings.

Which Apprenticeship programmes do Milltech offer?

Milltech offers apprenticeship programmes in:

- ⇒ **Business & Administration**
- ⇒ **Customer Service**
- ⇒ **Light Vehicle Technician**
- ⇒ **Heavy Vehicle Technician**
- ⇒ **Vehicle Paint and Body Operations**
- ⇒ **Vehicle Parts**
- ⇒ **Team Leading/Management**

What are the entry requirements?

Entry requirements may vary according to employer requirements and the occupational area being followed, but all applicants should be keen and interested in working in the job role and enjoy learning in and out of the workplace. All applicants will need to satisfactorily complete an assessment of their basic skills (with results at Level 1 or above) and preferably have passed GCSE's in Maths and English at grades C or above.

Finding you a job

You must be employed within the occupational area in which you wish to do an Apprenticeship and be working at least 16 hours a week. Don't worry if you've not got an employer yet. Once you have been interviewed we can promote you to employers who contact us looking for an Apprentice. In the meantime, you may also contact potential employers yourself to try and secure a placement. You can also apply for vacancies held on the National Apprenticeship Service website (www.apprenticeships.org.uk) or apply for vacancies advertised through the Connexions service.

How can I apply to join an Apprenticeship programme with Milltech?

Telephone us on 0191 5100414 and ask for an application form or you can call in and pick one up. Connexions in Fawcett Street, Sunderland also have copies of our application forms.

What will happen after I have sent in my application form?

Once we have received your completed application form you will be invited along to undertake some assessment tests in literacy and numeracy. The training staff will use the results of your test to decide if Milltech can offer you a place on an apprenticeship programme. Alternatively some applicants may be offered a place on the FL programme.

You will also be asked to let us know if you have any other additional support needs, for example if you have a health problem or disability that could have an effect on your learning programme, or if there are any personal issues that could affect your learning. If you tell us about any support needs you may have, we can plan for any additional help or support you will need right from the start.

The results of your literacy and numeracy tests and any other support needs will not be used to prevent you from joining an apprenticeship programme. We can offer additional literacy and numeracy tuition to some learners while they are following an apprenticeship programme. However, some applicants need more help and support than Milltech can give and will be referred to Connexions or another provider who can offer them the support that they need.

What will happen after I have completed the assessment tests?

You will receive a letter within a few days to either invite you to an interview, which is the next stage of the recruitment process, or to inform you that your test results indicate that Milltech will not be able to recruit you on to an apprenticeship programme at the time.

Interviews will take place with a member of the recruitment team and a member of the training team from your chosen occupational area.

How soon will I be able to start an Apprenticeship?

Once accepted onto the Milltech programme we will begin to circulate your CV to prospective employers so it is very important to include the most relevant details of your qualifications and experience in your CV.

Milltech will then arrange interviews with employers normally on their premises and when you have received a job offer you will be able to commence your apprenticeship programme.

What happens after I have completed an apprenticeship?

You could continue in your position with your employer in normal employment and even gain promotion. You may be able to progress to a higher level of NVQ or progress to higher education courses at college or university at degree level.

Learner Success Stories



“Before I joined Milltech I was unemployed and was finding it hard to find a job as I had no work experience. I heard about Milltech through Connexions while I was looking through the job vacancies so I sent them my CV.

Milltech invited me along for an Interview as I was successful they sent me for a few interviews with different companies, my first job was in a Dr’s Surgery. However found this was not for me, very soon Milltech found me an alternative position and I finally got the job at Sunderland Associated Football Club Foundation. I have been here nearly two years and really enjoy it.

I found the work quite easy for my qualification as it was always around something that I had or did at work. I also enjoy my day release once every two weeks as it is a break from work, and though some of the training can be boring most was alright and the Tutor made learning fun. It wasn’t at all like being back at school as you felt more relaxed and treated as an equal.”

Jade Royal – Business Administration Apprentice

Learner Success Stories



“I joined Milltech from school after completing an entry level Motor Vehicle course. My first work experience and placement was with Simon Dent a local garage he laid the foundations for my apprenticeship. To start off with it wasn’t easy and have to be prepared to get your hands dirty.”

After that 1st year I applied to Toyota Minorities, Newcastle Road and was successful with both my application and interview. I was over the moon as it is very hard to get into a main dealer. I have since completed both my level 2 & 3 Light Vehicle NVQ Apprenticeship. My manager Stephen is now going to send me on the Manufacturing Apprentice/Academy programme, this is something else I am looking forward to completing.

I love what I do and my goal is to become self employed and hopefully run my own business in the future.”

Lee Richardson, Toyota Minorities, Newcastle Road, Sunderland

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**Skills
Funding
Agency**



**IMI
AWARDS**

EDI



We are an Equal Opportunities employer