



2024

Apprenticeship Catalogue

V.24.04





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With significant Government employer incentives currently available, now is a great time to invest in developing your workforce through apprenticeships.

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About Us

As a long established Education & Skills Funding Agency approved national training provider, we pride ourselves on delivering an outstanding service to both employers and apprentices. We work with levy paying and non-levy paying employers. Whether you are looking to recruit one apprentice or 50, we are here to support you.

We also offer a **FREE** apprentice recruitment service, saving you time and money, ensuring you attract the best possible applicants to your vacancies.

Our recruitment service includes advertising on multiple online platforms, full pre-screening of all applicants, and sector specific aptitude testing.

Train'd Up has achieved and maintained Cyber Essentials Plus, Investors In People standard, and matrix standard, and holds accreditation to deliver a wide range of awards from City & Guilds, Excellence Achievement and Learning Ltd (EAL), Institute of Leadership and Management (ILM) and Pearson.

To find out more about current employer incentive payments available for hiring a new apprentice, please visit:

“Incentive payments for hiring a new apprentice” - GOV.UK

Within this catalogue there are full details of our current apprenticeships offer, for further information please contact us on:

0330 058 8300 or enquiries@traindup.org

Hybrid Learning



National delivery available on our apprenticeships with Development Knowledge, delivered using a 'hybrid learning' approach, incorporating face-to-face, work-based assessment and learning support sessions, along with timetabled tutor led live e-tutorials (via Zoom).

Roll-on Roll-off Flexible Onboarding



Year-round regular and customised onboarding processes that are employer friendly, enabling a collaborative approach within the arrangements of your apprentice.

Engineering Curriculum Dual Academic Start Dates



Breaking away from the traditional 'College' September start date, our unique Engineering Curriculum, offers two academic intakes per year (September and March). This allows us to offer year-round apprenticeship recruitment options for employers.

Laptop Loans



If required, laptops loaded with all the necessary software packages are available free of charge to all apprentices on a loan basis, ensuring access for everyone to the full curriculum.



Engineering Apprenticeships

With significant Government employer incentives currently available, now is a great time to invest in developing your workforce through apprenticeships.

Engineering Design and Draughtsperson Level 3

ST0164

Engineering Design and Draughtspersons produce designs and drawings for structures, piping, electrical systems, control and instrumentation systems and mechanical components used in industrial and commercial construction. Typically, jobholders work in a wide range of industries of national importance including power and water infrastructure, petrochemical, oil and gas, nuclear, food and drink processing.

Jobholders are based at office locations within project design teams and occasionally work at on-site locations. They are required to understand on-site hazards and health and safety requirements. The jobholder must: Understand technical drawings and specifications and be able to create their own; identify factors likely to affect design decisions; produce CAD (computer aided design) models and engineering drawings and be able to communicate design information to internal and external parties.



Find out more about this course at Institute for Apprenticeships



Qualifications Included:

> Level 2 Functional Skills – Maths and English (unless exempt)

Free Added Value Qualification:

> Level 3 National Vocational Qualification (NVQ) Engineering Technical Support Diploma (Development Competence)

> Level 3 Sub Diploma (Development Knowledge)

Apprentice progress reports are available to all employers on a monthly basis.

£24,000 per apprentice (no additional fees)

Typical duration to gateway:
36 months.

Qualifications Included::

- > Level 1/2 Functional Skills – Maths and English (unless exempt)
- > Level 3 Advanced Manufacturing Engineering (Development Knowledge)

Free Added Value Qualification:

- > Level 2 Unit Accreditation (Foundation Competence)
- > Level 3 NVQ Diploma (Development Competence)

Apprentice progress reports are available to all employers on a monthly basis

£21,000 per apprentice
(no additional fees)

Typical duration to gateway:
36 months



Engineering Fitter Level 3

ST0432

This apprenticeship standard is suitable for those producing complex high value, low volume components or assemblies in full or part, using machines, equipment or systems, to the required specification.

Fitters may typically have a mechanical, electrical, electronic, control systems, pipe fitting or instrumentation bias. To produce or refurbish the components, fitters will interpret drawings or specifications and plan their work, for example ensuring they have the right tools, equipment and resources to complete the task to the required specification. Fitters are required to check their work against quality standards and make adjustments as required based on their knowledge.

An employee in this occupation will be responsible for completion of their work to the required specification and deadlines, with minimum supervision.



Find out more about this course
at Institute for Apprenticeships



Qualifications Included:

- > Level 2 Functional Skills – Maths and English (unless exempt)
- > Level 4 HNC in Electrical & Electronic Engineering (Development Knowledge)

Apprentice progress reports are available to all employers on a monthly basis:

£21,000 per apprentice
(no additional fees)

Typical duration to gateway:
36 months



Engineering Manufacturing Technician Level 4

ST0841

The Level 4 Engineering Manufacturing Technician Apprenticeship gives apprentices the flexibility and capability to become high performing technicians by exploring the integrated nature of engineering. The industry-recognised apprenticeship, incorporating a Higher National Certificate (HNC), provides the next development step for employees working in, or aspiring to progress into higher level technical roles in their organisation with the potential to develop into a leadership position.

This is an ideal progression opportunity for level 3 qualified apprentices.



Find out more about this course
at Institute for Apprenticeships



Engineering Operative Level 2

ST0537

Engineering Operatives are predominantly involved in engineering operations. These are key to the development, success, and sustainability of the Manufacturing and Engineering sector. This allow employers to grow their business while developing a work force with the relevant skills and knowledge.

The role covers a wide range of general and job specific skills sets that can be transferred across the manufacturing engineering industry sectors during the course of their careers. Dependent on the sector, there may be subtle differences in terms of composition and application of the job role specific skills and knowledge they will require, however the core skills and knowledge will be the same.

This is an ideal foundation or introductory engineering apprenticeship, allowing subject to job role for progression a Level 3.



Find out more about this course
at Institute for Apprenticeships



Qualifications Included:

- > Level 1/2 Functional Skills – Maths and English (unless exempt)
- > Level 2 Diploma in Engineering Operations (Development Skills)
- > Level 2 Certificate in Engineering Operations (Development Knowledge)

Apprentice progress reports are available to all employers on a monthly basis.

£10,000 per apprentice
(no additional fees)

Typical duration to gateway:
15 months.

Engineering Technician Level 3

ST0457

The Level 3 Engineering Technician Apprenticeship standard is suitable for a range of Engineering Technician roles, including:

Product Design and Development Technician
Toolmaker and Tool and Die Maintenance Technician
Technical Support Technician

The Level 3 Engineering Technician Apprenticeship is for apprentices who are employed in an engineering environment, designing, building, servicing and repairing a range of engineering products and services. Train'd Up's delivery model incorporates all of the mandated nationally recognised qualifications, required within each of the pathways.



Find out more about this course
at Institute for Apprenticeships



Qualifications Included:

- > Level 2 Functional Skills – Maths and English (unless exempt)

Dependant on pathway a minimum of:

- > Level 2 Diploma (Foundation Competence)
- > Level 3 NVQ Diploma (Development Competence)
- > Level 3 Advanced Manufacturing Engineering (Development Knowledge)

Apprentice progress reports are available to all employers on a monthly basis

£26,000 per apprentice
(no additional fees)

Typical duration to gateway:
42 months



Qualifications Included:

- > Level 2 Functional Skills – Maths and English (unless exempt)
- > Level 4 HNC in Electrical & Electronic Engineering (Development Knowledge)

Apprentice progress reports are available to all employers on a monthly basis:

£19,000 per apprentice
(no additional fees)

Typical duration to gateway:
36 months

Lead Engineering Maintenance Technician Level 4

ST0999

This occupation is found in the engineering and manufacturing sector. Sectors typically include maritime, maritime defence, automotive, energy, engineering construction and general engineering maintenance industries. Lead maintenance engineering technicians typically perform a multidisciplinary role, managing or leading other technicians. They may specialise in areas such as mechanical, electronic, or electrical engineering.

Employers range from small to large businesses who deliver or require maintenance support. They include major asset owners and operators, the supply chain, contractors and sub-contractors. Typical workplaces include private and public sector manufacturing factories. They can also include dockyards and shipyards, vehicle maintenance facilities, onboard operational vehicles and vessels.



Find out more about this course at Institute for Apprenticeships



Qualifications Included:

- > Level 2 Functional Skills – Maths and English (unless exempt)
- > Level 3 Extended Diploma Machining (Development Knowledge)

Free Added Value Qualification:

- > Level 2 Unit Accreditation (Foundation Competence)
- > Level 3 NVQ Diploma in Manual Mechanical Manufacturing (Development Competence)

Apprentice progress reports are available to all employers on a monthly basis

£27,000 per apprentice
(no additional fees)

Typical duration to gateway:
36 months

Machining Technician Level 3

ST1305

This occupation is found in the Advanced Manufacturing and Engineering (AME) sector. AME includes Aerospace, Automotive, Maritime Defence, Nuclear and Construction sectors. Machining technicians produce complex and precision machined products that are typically used in machinery. For example, aeroplanes and vehicles.

They can also produce bespoke components or products for domestic appliances or medical equipment. They use a variety of machines to carry out their work. For example, centre lathes, vertical and horizontal milling machines, horizontal and cylindrical grinding machines. Electro discharge machines, single and multi-axis Computer Numeric Control (CNC) machine tools centres. Gear cutting and gear grinding machines.



Find out more about this course at Institute for Apprenticeships



Maintenance and Operations Engineering Technician Level 3

ST0154

Maintenance and Operations Engineering Technician covers multiple roles including:

- Electrical Technicians
- Control and Instrumentation Technicians
- Electromechanical Technicians
- Mechanical Technicians
- Plant Operations Technicians

The apprentices will maintain the safety, integrity and effective operation of plant and equipment in one or more of the following Industries: the electricity generating environment, which may use a range of different fuels including coal, gas, nuclear wind and other renewable sources; telecommunications power plants; oil and gas refining; nuclear waste reprocessing; processing and production of chemicals; pharmaceuticals; human and animal food; cosmetics; petrochemicals; sewerage and the exploration and exploitation of oil and gas.



Find out more about this course at Institute for Apprenticeships



Qualifications Included:

- > Level 2 Functional Skills – Maths and English (unless exempt)

Free Added Value Qualification:

- > Level 2 Unit Accreditation (Foundation Competence)
- > Level 3 NVQ Diploma (Development Competence)
- > Level 3 Sub Diploma (Development Knowledge)

Apprentice progress reports are available to all employers on a monthly basis

£26,000 per apprentice (no additional fees)

Typical duration to gateway: 36 months

Metal Fabricator Level 3

ST0607

The broad purpose of this occupation is to carry out metal fabrication work using things such as rolled steel joists, columns, channels, steel plate and metal sheet. Work includes:

- Manufacturing bridges
- Oil rigs and ships
- Petro-chemical installations
- Cranes and platforms
- Aircraft, automotive and machinery parts
- Sheet metal enclosures

Fabricators can work alone or in teams, in factories or on operational sites. Fabricators use a vast range of metals at a range of thicknesses. The size and weight of the fabrications can range from components that can easily be picked up by hand, to large structures that require several cranes to manipulate.

In their daily work, an employee in this occupation interacts with many occupations involved in manufacturing, production, maintenance and repair.



Find out more about this course at Institute for Apprenticeships



Qualifications Included:

- > Level 2 Functional Skills – Maths and English (unless exempt)
- > Level 3 Advanced Manufacturing Engineering (Development Knowledge)

Free Added Value Qualification:

- > Level 2 Unit Accreditation (Foundation Competence)
- > Level 3 Fabrication and Engineering Welding Diploma (Development Competence)

Apprentice progress reports are available to all employers on a monthly basis

£27,000 per apprentice (no additional fees)

Typical duration to gateway: 36 months



Qualifications Included:

- > Level 2 Functional Skills – Maths and English (unless exempt)

Dependant on pathway a minimum of:

- > Level 3 Diploma in Project Controls (Development Competence)
- > Level 3 Advanced Manufacturing Engineering (Development Knowledge)

Apprentice progress reports are available to all employers on a monthly basis

£21,000 per apprentice (no additional fees)

Typical duration to gateway: **36 months**

Project Controls Technician Level 3

ST0163

A Project Controls Technician controls, monitors and systematically analyses progress and performance data on engineering, manufacturing, construction and infrastructure projects.

They require strong analytical skills and a practical approach to interpret technical information. They use specific and complex software tools to undertake a wide range of project control tasks, including: identifying the right data for scrutinising progress; setting baseline targets; tracking progress and performance; forecasting trends; identifying, modelling and anticipating deviations from baseline; assessing the impact of design or construction changes; and using insight to recommend early preventative and remedial actions.

With additional training the Project Controls Technician could also progress to more specialist roles in areas such as project controls, planning, scheduling, estimating, cost control, risk and quality and ultimately a role as project controls manager or director.



Find out more about this course at Institute for Apprenticeships



Qualifications Included:

- > Level 2 Functional Skills – Maths and English (unless exempt)
- > Level 2 EAL Industrial Environmental Awareness Course (Development Knowledge)

Free Added Value Qualification:

- > Level 3 NVQ Certificate in Occupational Health and Safety (Development Competence)

Apprentice progress reports are available to all employers on a monthly basis

£5000 per apprentice (no additional fees)

Typical duration to gateway: **18 months**

Safety, Health and Environment Technician Level 3

ST0550

The Safety, Health and Environment (SHE) Technician will be able to work in organisations of varying size and industry; the role could be based in one location or may involve travel across a range of contracts. The role will be partly office based and partly at the work front providing advice to others on how to work without harming themselves or others. The technician will work with the management and delivery team of the organisation to advise on the statutory health, safety and environmental requirements as they affect the company's operations.

They will assist the management team in ensuring that the legal and company SHE requirements are implemented. On a daily basis the SHE Technician will assist to develop, review and check on the implementation of safe systems of work, deliver training (e.g. toolbox talks and inductions), investigate incidents, analyse data and present findings to the management team.



Find out more about this course at Institute for Apprenticeships



Science Industry Maintenance Technician Level 3

ST0249

Science Industry Maintenance Technicians work in a wide range of companies, including, but not exclusively, chemical, petrochemical, polymer, primary and secondary pharmaceutical, biotechnology, formulated products, engineering and nuclear manufacturing. In all cases employers are subject to inspection by the regulator for their industry, for example, HSE or Medicines and Healthcare Products Regulatory Agency (MHRA).

As companies operate under highly regulated conditions a premium is placed on appropriate attitudes and behaviours to ensure apprentices comply with organisational safety and regulatory requirements at all times.

This Standard has been designed to deliver Underpinning Knowledge and Understanding (UKU). It allows apprentices sufficient experiential, work-based learning opportunities.



Find out more about this course at Institute for Apprenticeships



Qualifications Included:

- > Level 2 Functional Skills – Maths and English (unless exempt)
- > Level 3 Advanced Manufacturing Engineering Diploma. (Development Knowledge)

Free Added Value Qualification:

- > Level 2 Unit Accreditation (Foundation Competence)
- > Level 3 Advanced Manufacturing Engineering Diploma (Development Competence)

Apprentice progress reports are available to all employers on a monthly basis

£27,000 per apprentice
(no additional fees)

Typical duration to gateway:
36 months

Science Manufacturing Technician Level 3

ST1406

Science manufacturing technicians (SMT) work in a wide range of companies, including, but not exclusively, chemical, primary and secondary pharmaceutical, biotechnology, formulated products and nuclear manufacturing. A SMT will operate the systems and equipment, involved in the production of products. They may work in varied conditions including wearing specialist safety equipment, shift work and on sites running 365 day operations. Many companies operate under highly regulated conditions and a premium is placed on appropriate attitudes and behaviours to ensure employees comply with organisational safety and regulatory requirements.

SMTs are expected to work both individually and as part of a manufacturing team, with minimum supervision, taking responsibility for the quality and accuracy of the work they undertake. They are proactive in finding solutions to problems and identifying areas for improving their work environment.



Find out more about this course at Institute for Apprenticeships



Qualifications Included:

- > Level 2 Functional Skills – Maths and English (unless exempt)
- > Level 3 Advanced Manufacturing Engineering Diploma (Development Knowledge)

Free Added Value Qualification:

- > Level 2 Unit Accreditation (Foundation Competence)
- > Level 3 NVQ Diploma (Development Competence)

Apprentice progress reports are available to all employers on a monthly basis

£27,000 per apprentice
(no additional fees)

Typical duration to gateway:
36 months

Qualifications Included:

- > Level 2 Functional Skills – Maths and English (unless exempt)

Free Added Value Qualification:

- > Level 2 Unit Accreditation (Foundation Competence)
- > Level 3 NVQ Diploma (Development Competence)
- > Level 3 Sub Diploma (Development Knowledge)

Apprentice progress reports are available to all employers on a monthly basis

£27,000 per apprentice
(no additional fees)

Typical duration to gateway:
36 months



Utilities Engineering Technician Level 3

ST0159

The Level 3 Utilities Engineering Technician Apprenticeship standard is suitable for a range of Engineering Technician roles, including:

Electrical
Mechanical
Instrumentation

Utilities Engineering Technicians perform reactive and routine maintenance on equipment to ensure safe and efficient running of the sites, supporting other disciplines as necessary.



Find out more about this course
at Institute for Apprenticeships





IT and Data Apprenticeships

Apprenticeships in IT and Data combine developing strong technical skills in a classroom environment to applying the new skills in on-the-job training in a real world context.

Data Technician Level 3

ST0795

The Data Technician apprenticeship gives learners a qualification equivalent to two A-level passes and will take approximately 18 months to complete. This apprenticeship is an ideal career progression route into a variety of data analysis roles.

There are wide range of job roles suitable with this apprenticeship standard, some examples include: data processor, junior data analyst, junior information analyst, quality assurance analyst, data support analyst, data engineer, data technician, business analyst, systems analyst, financial analyst, market analyst, technical recruiter, database administrator etc.



Find out more about this course at Institute for Apprenticeships



Qualifications Included:

- > Level 2 Functional Skills – Maths and English (unless exempt)

Apprentice progress reports are available to all employers on a monthly basis

£12000 per apprentice (no additional fees)

Typical duration to gateway: **13 months**





IT Solutions Technician Level 3

ST0505

The Level 3 IT Solutions Technician apprenticeship gives learners a qualification equivalent to two A-level passes and will take approximately 18 months to complete. This apprenticeship is an ideal career progression route into a variety of different IT positions.

There are wide range of job roles suitable with this apprenticeship standard, some examples include: IT solutions technician, technical analyst, junior support analyst, IT support analyst, systems analyst, IT technical support, IT systems support technician, junior devops professional, IT service desk or technical service support (at 2nd, 3rd or 4th line support) applications support technician (at 2nd, 3rd or 4th line support).

Qualifications Included:

- > Level 2 Functional Skills – Maths and English (unless exempt)

Apprentice progress reports are available to all employers on a monthly basis.

£15,000 per apprentice
(no additional fees)

Typical duration to gateway:
13 months



Find out more about this course
at Institute for Apprenticeships





Business Administration and Customer Service Apprenticeships

Apprenticeships in business and customer service are practical work-based routes, specifically designed to develop skills, knowledge and behaviours required to enable effective career progression.

Business Administrator Level 3

ST0070

Business administrators have a highly transferable set of Knowledge, Skills and Behaviours (KSBs) that can be applied in all sectors. This includes small and large businesses alike from the public sector, private sector and charitable sector. The role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services.

Business Administrators develop key skills and behaviours to support their own progression towards management responsibilities.

This administration role may be a gateway to further career opportunities, such as management or senior support roles.



Find out more about this course at Institute for Apprenticeships



Qualifications Included:

> Level 2 Functional Skills – Maths and English (unless exempt)

Free Added Value Qualification:

> Level 3 Business Administrator Diploma (Development Knowledge)

Apprentice progress reports are available to all employers on a monthly basis.

£5,000 per apprentice (no additional fees)

Typical duration to gateway:
18 months

Qualifications Included:

- > Level 1 / 2 Functional Skills – Maths and English (unless exempt)

Free Added Value Qualification:

- > Level 2 Certificate in Customer Service (Development Knowledge)

Apprentice progress reports are available to all employers on a monthly basis:

£3,500 per apprentice
(no additional fees)

Typical duration to gateway:
12 months



Customer Service Practitioner Level 2

ST0072

The role of a customer service practitioner is to deliver high quality products and services to the customers of their organisation. Their core responsibility will be 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. These may be one-off or routine contacts and include dealing with orders, payments, offering advice, guidance and support, meet-and-greet, sales, fixing problems, after care, service recovery or gaining insight through measuring customer satisfaction. These may be the first point of contact and work in any sector or organisation type.



Find out more about this course
at Institute for Apprenticeships



Qualifications Included:

- > Level 2 Functional Skills – Maths and English (unless exempt)

Free Added Value Qualification:

- > Level 3 Certificate in Customer Service (Development Knowledge)

Apprentice progress reports are available to all employers on a monthly basis:

£4,000 per apprentice
(no additional fees)

Typical duration to gateway:
15 months

Customer Service Specialist Level 3

ST0071

The main purpose of a customer service specialist is to be a professional for direct customer support within all sectors and organisation types. 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. Often an escalation point for complicated or ongoing customer problems. An expert in an organisation's products and/or services, sharing knowledge with a wider team and colleagues. Gathering and analysing data and customer information that influences change and improvements in service. Utilising both organisational and generic IT systems to carry out the role with an awareness of other digital technologies. This could be in many types of environment including contact centres, retail, webchat, service industry or any customer service point.



Find out more about this course
at Institute for Apprenticeships





Rail Sector Apprenticeships

Designed by the industry, for the industry. These career development pathways are recognised as the industry norm for new entrants.

Passenger Transport Operative Level 2

ST0339

This occupation is found in the transport sector. Passenger transport operatives work in the wide variety of settings that enable customers to travel on the public transport network. They work at stations or on-board trains, trams, buses and coaches.

Employers are mainly larger private sector organisations operating time-tabled services, though some are run by the public sector. Employers range from those providing busy national services, through to smaller-scale local services that connect communities.



Find out more about this course
at Institute for Apprenticeships



Qualifications Included:

- Level 1 / 2 Functional Skills – Maths and English (unless exempt)

Apprentice progress reports are available to all employers on a monthly basis.

£6,000 per apprentice (no additional fees)

Typical duration to gateway:
14 months



Qualifications Included:

- > Level 2 Functional Skills – Maths and English (unless exempt)

Apprentice progress reports are available to all employers on a monthly basis:

£21,000 per apprentice
(no additional fees)

Typical duration to gateway:
14-18 months



Train Driver Level 3

ST0645

Train Drivers are responsible for driving trains in a safe, punctual, economic manner over various routes in accordance with rail rules, regulations and procedures. A Train Driver could work in a number of rail environments, such as high speed, passenger, freight, underground, metro, suburban, cross border, depots, sidings or maintenance sheds; moving passengers, goods, empty coaching stock or driving on-track machines to perform infrastructure maintenance work.

Typical job titles include: passenger train driver, depot driver, freight train driver and on-track machine driver



Find out more about this course
at Institute for Apprenticeships



Qualifications Included:

- > Level 2 Functional Skills – Maths and English (unless exempt)

Apprentice progress reports are available to all employers on a monthly basis:

£8,000 per apprentice
(no additional fees)

Typical duration to gateway:
18 months

Transport Scheduler Level 3

ST1438

This occupation is found in the transport sector, across a range of different types of organisations such as airlines, train operators (overground and underground), bus and coach companies, tram operators and the military. These travel networks span the UK and beyond. Many travel networks cover multiple routes and services that connect to provide integrated travel solutions.

This occupation is found in diverse settings. It includes operators that provide public transport, commercial and military operators. Those working in this occupation help meet a wide range of different transport needs and objectives.



Find out more about this course
at Institute for Apprenticeships



For more general information on apprenticeships visit www.instituteforapprenticeships.org



To find out more about current employer incentive payments available for hiring a new apprentice, please visit:

[Incentive payments for hiring a new apprentice - gov.uk](https://www.gov.uk/incentive-payments-for-hiring-a-new-apprentice)

For further information please call us on: **0330 058 8300** or e-mail enquiries@traindup.org

Our core offer focuses on:

Engineering

Railway
operations

Business administration
and customer service

IT and
data services

Locations



Bridge of Allan

Birmingham

Derby

London

Manchester

Newcastle

York

Train'd Up (Head Office)
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