

# Performing Manufacturing Operations

## Apprenticeship Level 2

Recruiting an apprentice can be a smart, cost-effective way of bringing fresh young talent into your team, helping to train up the next generation of your workforce.

This apprenticeship will prepare your trainee to carry out a range of manufacturing processes at semi-skilled and operator level in one of the following roles, for example:

- Manufacturing Process Operator - Sets and operates machines during production, plans and sets up the sequence of operations according to drawings, layouts and other instructions
- Production Inspector - Inspects sub-assemblies or finished products for faults before the next phase of production or delivery to the customer
- Assembly Operator - Assembles products using jigs and tools

### Key Areas of Study

There are two vocational qualifications to this apprenticeship: firstly, a Level 2 City & Guilds Certificate in Manufacturing Practices; secondly, a Level 2 NVQ Diploma in Performing Manufacturing Operations.

Your apprentice will cover essential knowledge, skills and competencies in both the technical certificate and the NVQ, together with optional units. The menu of mandatory and optional units is detailed below from which you and your apprentice can select the areas of most importance to your organisation.

### Quick Information:

#### Modern Apprenticeships designed with employers

**Sector:**

Engineering, Manufacturing and associated industrial sectors

**Who is it for?**

New recruits

**Start date:**

Flexible to suit employers

**Level:**

Level 2

**Duration:**

Minimum 12 months

**How does it work?**

Delivered in your workplace, although there may be a requirement for delivery at college for English and Maths

**Content:**

Key competence and knowledge to suit your organisation

**Assessment:**

Work-based assessments throughout the course

**Qualification:**

Level 2 City & Guilds Certificate in Manufacturing Practices; Level 2 NVQ Diploma in Performing Manufacturing Operations



## Technical certificate units

### Mandatory units

- Understand statutory regulations and organisation safety requirements
- Manufacturing operation processes
- Contribute to problem solving in working relationships

### Optional units

Your apprentice will take one further unit from the following options (depending on their manufacturing process operation specialism)

- Manufacturing products
- Principles of Testing and Inspection activities for manufactured products
- Fundamentals of using computer controlled equipment

## NVQ units

### Mandatory units

- Unit 201 Complying with statutory regulations and organisational safety requirements;

and one of:

- Unit 202 Promoting effective working relationships
- Unit 221 Contributing to effective team working

Trainees also cover a number of optional units dependent on the type of work they are doing:

### Optional units Set A (three of the following):

- Unit 203 Transferring materials
- Unit 204 Preparing for manufacturing operations
- Unit 205\* Concluding manufacturing operations
- Unit 206\* Ensuring effective handover of manufacturing operations
- Unit 207 Receiving and checking incoming materials
- Unit 218 Controlling manufacturing operations
- Unit 219 Contributing to improving effectiveness in the workplace
- Unit 220 Analysing the results of inspection and confirming quality of production
- Unit 223 Recording and reporting inspection and test results

\*NB Candidates may only choose either unit 205 or unit 206 from this option set as one of their three units chosen.

### Optional units Set B (any one of the following):

- Unit 203 Transferring materials
- Unit 208 Producing shaped products
- Unit 209 Producing products by assembly operations
- Unit 210 Producing joined products
- Unit 211 Producing products by processing
- Unit 212 Producing formed products
- Unit 213 Finishing products
- Unit 214 Producing moulded products
- Unit 215 Producing packaged products
- Unit 216 Making products using computer controlled equipment
- Unit 217 Manufacturing products using combined manufacturing operations
- Unit 220\*\* Analysing the results of inspection and confirming quality of production
- Unit 222 Carrying out inspection and testing activities

## **Training, Tutoring and Assessment**

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The whole programme takes a minimum of 12 months to complete. Throughout the whole period, your apprentice will train on the job, with work-based assessments. Although your apprentice will mainly be learning as they work, the apprenticeship also includes a 20% off-the-job training element.

For the NVQ, assessment involves building a portfolio of evidence gathered in the workplace which demonstrates that apprentices cover the range of skills required for their qualification.

We will support you and your apprentice through regular one-to-one visits by a trained assessor every six to eight weeks. These visits will cover one-to-one support and individual learning, as well as observations to assess your apprentice's competencies in the workplace and a review of their portfolio of evidence.

## **Apprentice Entry Requirements**

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Apprentices will be required to have 4 x GCSEs with minimum Grades D / 3, including English and Maths, prior to being accepted onto the apprenticeship. We will provide any English and Maths tuition required. Experience in the industry would be beneficial but is not essential.

## **Future/Other Opportunities**

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Manufacturing Engineering Apprenticeship Level 3

Engineering Technician Apprenticeship Level 3

Career opportunities could include working in technical support, CAD inspection, maintenance, machining, toolmaker or fitting.

## More information

To find out more about the opportunities and financing of apprenticeships and to discuss your particular requirements, please email **employer@sheffcol.ac.uk** or call **0114 260 2600** to speak to one of our friendly employer advisors.

## Why choose The Sheffield College?

As one of the region's largest providers of apprenticeships, The Sheffield College is more than just your local provider; we deliver the dedicated support you need to source, train and get the best out of your apprentice.

We appreciate how difficult and time consuming it can be to recruit staff. That's why, when you recruit an apprentice with us, our dedicated apprenticeship recruitment service, Job Connect, will advertise the vacancy, engage your candidates and even pre-screen them to make the process as easy as possible for you.

We help you get the best deal by finding the right funding and we handle the paperwork to make the process of arranging an apprenticeship training programme as smooth as possible. Our employer partnership team, apprenticeship tutors and assessment staff are experts, and we invest time and money in training and upskilling them regularly so their knowledge is up-to-date and industry standard.

We have undertaken significant capital investment in supporting our Engineering provision. Staff are fully qualified and have extensive experience within the industry. We stay up to date with the latest industry techniques and any new materials that come on to the market.

At The Sheffield College we go above and beyond; we know that every business is different and we help to develop apprentices who will meet the needs of your business.

## Get In Touch

**Email:**

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0114 260 2600

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