

Engineering Technician

Apprenticeship Level 3

An apprenticeship is a smart, cost-effective way to recruit a new engineering technician or to upskill your existing staff. Above all, it means you can train someone to work in the way that suits your operation.

This apprenticeship will help you to develop a skilled and reliable engineering technician able to apply proven techniques and procedures to solve engineering/ manufacturing problems. They will be able to make a sound technical contribution to the design, development, quality assurance, manufacture, installation, commissioning, decommissioning, operation or maintenance of products, equipment, systems, processes or services, as required. Above all, they will know how to work safely and will be capable of taking responsibility for the quality and accuracy of the work they undertake for you. By the time they complete the apprenticeship, they should be capable of joining your team as a valuable member of staff.

Quick Information:

New Apprenticeship Standard designed by employers for employers

Sector:

Aerospace, Automotive, and wider
Manufacturing and Engineering

Who is it for?

New recruits and existing staff

Start date:

Flexible to suit employers

Level:

Level 3

Duration:

Minimum 42 months

How does it work?

Delivered in your workplace with training
1 day a week at College and tutor visits to
your workplace every 6 weeks

Content:

Menu of options that can be tailored to
your business

Assessment:

Occupational Competence Validation
interview and professional assessment
at the end of the programme

Qualification:

Engineering Technician Apprenticeship

Additional qualifications:

Dependent on pathway



Key Areas of Study

Your apprentice will follow one of the following occupational pathways:

- Machinist – Advanced Manufacturing Engineering
- Mechatronics Maintenance Technician
- Product Design and Development Technical
- Toolmaker and Tool and Die Maintenance Technician
- Technical Support Technician

All pathways will cover the essential knowledge, skills and behaviours your apprentice will need to succeed in the workplace. The full menu of options for what can be covered is outlined below, and you can select the areas of most importance for your organisation.

Knowledge

- Understanding of the importance of complying with statutory, quality, organisational and health and safety regulations
- Understanding of general engineering/manufacturing mathematical and scientific principles, methods, techniques, graphical expressions, symbols formulae and calculations used by engineering technicians
- Understanding of the structure, properties and characteristics of common materials used in the sector
- Understanding of the typical problems that may arise within their normal work activities/environment
- Understanding of approved diagnostic methods and techniques used to help solve engineering/manufacturing problems
- Understanding of the importance of only using current approved processes, procedures, documentation and the potential implications for the organisation if this is not adhered to
- Understanding of and interpreting relevant engineering/manufacturing data and documentation in order to complete their job role
- Understanding of the different roles and functions in the organisation and how they interact
- Understanding of why it is important for an organisation to continually review their processes and procedures

Skills

- Obtaining, checking and using the appropriate documentation (such as job instructions, drawings, quality control documentation)
- Working safely at all times, complying with health, safety and environmental legislation, regulations and organisational requirements
- Planning and where applicable obtaining all the resources required to undertake the work activity
- Undertaking the work activity using the correct processes, procedures and equipment
- Carrying out the required checks (such as quality, compliance or testing) using the correct procedures, processes and/or equipment
- Dealing promptly and effectively with engineering/manufacturing problems within the limits of their responsibility using approved diagnostic methods and techniques and report those which cannot be resolved to the appropriate personnel
- Completing any required documentation using the defined recording systems at the appropriate stages of the work activity
- Restoring the work area on completion of the activity and where applicable return any resources and consumables to the appropriate location

Behaviours

- **Personal responsibility, resilience and ethics.** Comply with health and safety guidance and procedures, be disciplined and have a responsible approach to risk, work diligently at all times, accept responsibility for managing time and workload and stay motivated and committed when facing challenges. Comply with any organisational policies/codes of conduct in relation to ethical compliance.
- **Work effectively in teams.** Integrate with the team, support other people, consider implications of their actions on other people and the business.
- **Effective communication and interpersonal skills.** Open and honest communicator, communicating clearly using appropriate methods, listening to others and have a positive and respectful attitude.
- **Focus on quality and problem solving.** Follow instructions and guidance, demonstrates attention to detail, follow a logical approach to problem solving and seek opportunities to improve quality, speed and efficiency.
- **Continuous personal development.** Reflect on skills, knowledge and behaviours and seeks opportunities to develop, adapt to different situations, environments or technologies and have a positive attitude to feedback and advice.

Please note: Your apprentice will also be required to gain additional knowledge, skills and behaviours relevant to their specific occupational pathway outlined above. Details of these can be found in the Apprenticeship Standard documentation.

Training, Tutoring and Assessment

The whole programme takes a minimum of 42 months to complete, at which point your apprentice can start their final assessment. The pace at which the apprentice progresses will be driven by you and the apprentice. We will work closely with you to plan and deliver appropriate support and training. Your apprentice will mainly learn on the job, but training at College and one-to-one tutoring are a key part of the new apprenticeship standards, not just assessment, with more time on tutoring as part of the 20% off-the-job training.

We will carry out joint reviews with you at regular intervals to discuss progress. You can use your normal performance management processes to monitor the progress of the apprentice, provide feedback and guide development. Your apprentice will be expected to keep a portfolio to track their learning and development throughout the apprenticeship.

During the on-programme assessment and before moving onto the final assessment, the apprentice will complete:

- Level 2 Foundation Competence qualification
- Level 3 Development Competence qualification
- Level 3 Development Technical Knowledge qualification

The specific qualification will depend on the occupational pathway your apprentice is on.

End Point Assessment

In conjunction with the College, you will be asked to formally sign-off that the apprentice has met the minimum requirements for knowledge, skills and behaviours within the apprenticeship standard and confirm they are ready to move on to the final assessment, which will be measured as follows:

An Occupational Competence Validation Interview (Viva) – Before the Occupational Competence Validation Interview (Viva) each apprentice will prepare and submit a supporting portfolio of evidence to the employer which will be assessed during the interview. This portfolio will show how the apprentice has demonstrated the knowledge, skills and behaviours required to be a competent engineering technician. The interview will be interactive and focus on all the components of the Apprenticeship Standard.

Professional competence assessment undertaken by independent assessor(s) – On successful completion of the Occupational Competence Validation Interview (Viva), evidence will be sent to the employer designated Professional Engineering Institution (PEI) (pathway dependent) to assess the apprentice's readiness for professional recognition at EngTech Level. Once both the employer and the PEI deem the apprentice competent, the apprenticeship will be endorsed.

For more information on the assessment for Engineering Technician Apprenticeship please see the full assessment plan in the Apprenticeship Standard documentation. We will arrange the End Point Assessment.

Apprenticeship Entry Requirements

As the employer you will set the recruitment and selection criteria for your apprentice. Typically candidates will have 4 GCSEs at Grade C/4 or equivalent, including Maths, English and a science.

Future/Other Opportunities

Higher Apprenticeship that includes the completion of an HNC/HND plus an NVQ Level 4 competency qualification.

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 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.

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.

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

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