

Apprenticeship Catalogue





Apprenticeship Standards

- Business Administrator Level 3 **ST0070**
- Customer Service Practitioner Level 2 **ST0072**
- Customer Service Specialist Level 3 **ST0071**
- Team Leader or Supervisor Level 3 **ST0384**
- Operations or Departmental Manager Level 5 **ST0385**
- Engineering Operative Level 2 **ST0537**
- Engineering Design and Draughtsperson Level 3 **ST0164**
- Engineering Technician Level 3 **ST0457**
- Utilities Engineering Technician Level 3 **ST0159**
- Maintenance and Operations Engineering Technician Level 3 **ST0154**
- Metal Fabricator Level 3 **ST0607**
- Science Industry Maintenance Technician Level 3 **ST0249**
- Engineering Manufacturing Technician Level 4 **ST0841**
- Passenger Transport Operative Level 2 **ST0339**
- Train Driver Level 3 **ST0645**
- Passenger Transport Operations Manager Level 4 **ST0337**
- Learning and Development Practitioner Level 3 **ST0562**
- Assessor Coach Level 4 **ST0146**
- Learning and Development Consultant Business Partner Level 5 **ST0563**



Apprenticeship Catalogue

As a long established Education & Skills Funding Agency approved national training provider, we pride ourselves on delivering an outstanding service to both employers and learners. We work with both Levy paying and non Levy paying employers. Whether you're looking to recruit 1 Apprentice or 50, we're here to support you.

We even offer a FREE Apprentice recruitment service, saving you time and money, but most importantly 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.

It is important to note, that Apprenticeship funding support is not just for the recruitment and training new start staff, it is also an extremely cost effective means of upskilling your existing workforce. It is also worth noting, that there are no longer age restrictions on Apprenticeships, they are fully inclusive and open to all age groups. We currently offer Apprenticeships from entry level job roles to senior leader.

With significant Government employer incentives currently available, there has never been a better time to invest in developing your workforce through Apprenticeships.

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, 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 \(www.gov.uk\)](https://www.gov.uk)

Within this catalogue you will find full details of our current Apprenticeship offer, for further information please call us on **0330 058 8300** or e-mail **enquiries@traindup.org**

Our core offer focuses on:

**BUSINESS ADMINISTRATION,
CUSTOMER SERVICE
AND MANAGEMENT**

ENGINEERING

**RAILWAY
OPERATIONS**

LEARNING & DEVELOPMENT

Customer Service and Management

Business Administrator Level 3 ST0070

Business Administrators have a highly transferable set of Knowledge, Skills and Behaviours 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.

Qualifications Included:

Mandated:

Included as Value Added:

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

Level 3 Diploma for the Business Administrator

- Flexible national delivery available on this Apprenticeship, 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 (accessed using MS Teams Education).
- 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.
- As part of our commitment to the environment, we deliver all aspects of the Apprenticeship using the latest e-technology, including paperless inductions, live tutor led e-tutorials, and e-portfolio system for uploading course work and evidence gathering.
- Spread recruitment costs throughout the year, by utilising our employer friendly, roll-on-roll-off monthly enrolment dates. Our flexible modular timetable breaks away from the traditional September start date (term times).
- Apprentice progress reports are available to all employers on a monthly basis.
- Unit Rate: £5,000 per Apprentice (no additional fees).
- Typical duration to gateway: 18 months.
- For further information visit Institute For Apprenticeships:

Business administrator / Institute for Apprenticeships and Technical Education



Customer Service Practitioner Level 2 ST0072

Outstanding customer service is essential for any business. The role of a Customer Service Practitioner is to ensure customer satisfaction when purchasing high quality products or services whether delivered from a company's workplace, digitally through e-commerce, or at a customer's location. Whether at the first point of contact or after-sales service, customer service is essential in influencing customer's buying experience and their satisfaction with an organisation and/or product. The Apprenticeship will provide expertise to offer continuous improvement in customer service, communications and empowerment to be confident to deal with customers at all touch points in a positive, personable and professional way.

Qualifications Included:

Mandated:

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

Included as Value Added:

Level 2 Certificate in Customer Service (Knowledge)

- Flexible national delivery available on this Apprenticeship, 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 (accessed using MS Teams Education).
- 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.
- As part of our commitment to the environment, we deliver all aspects of the Apprenticeship using the latest e-technology, including paperless inductions, live tutor led e-tutorials, and e-portfolio system for uploading course work and evidence gathering.
- Spread recruitment costs throughout the year, by utilising our employer friendly, roll-on-roll-off monthly enrolment dates. Our flexible modular timetable breaks away from the traditional September start date (term times).
- Apprentice progress reports are available to all employers on a monthly basis.
- Unit Rate: £3,500 per Apprentice (no additional fees).
- Typical duration to gateway: 15 months.
- For further information visit Institute For Apprenticeships:

Customer service practitioner / Institute for Apprenticeships and Technical Education



Customer Service Specialist Level 3 ST0071

A Customer Service Specialist role is to be a 'professional' for direct customer support. They may operate within all sectors and organisation types. They are the advocates of a company's or organisation's service standards and work with customers every day.

Customer Service Specialists operate in many types of business environments including contact centres, retail, web chat, pre or post-sales services. The skills learnt on this Apprenticeship can transfer across many customer touch points and apply to multiple industry sectors offering a varied, progressive career.

Qualifications Included:

Mandated:

Included as Value Added:

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

Level 3 Certificate in Customer Service (Knowledge)

- Flexible national delivery available on this Apprenticeship, 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 (accessed using MS Teams Education).
- 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.
- As part of our commitment to the environment, we deliver all aspects of the Apprenticeship using the latest e-technology, including paperless inductions, live tutor led e-tutorials, and e-portfolio system for uploading course work and evidence gathering.
- Spread recruitment costs throughout the year, by utilising our employer friendly, roll-on-roll-off monthly enrolment dates. Our flexible modular timetable breaks away from the traditional September start date (term times).
- Apprentice progress reports are available to all employers on a monthly basis.
- Unit Rate: £4,000 per Apprentice (no additional fees).
- Typical duration to gateway: 15 months.
- For further information visit Institute For Apprenticeships:

Customer service specialist / Institute for Apprenticeships and Technical Education



Team Leader or Supervisor Level 3 ST0384

A Team Leader or Supervisor is a first line management role, with operational project responsibilities or responsibility for managing a team to deliver a clearly defined outcome. Key responsibilities are likely to include supporting, managing and developing team members, managing projects, planning and monitoring workloads and resources, delivering operational plans, resolving problems and building relationships internally and externally. There are various Knowledge, Skills and Behaviour requirements that the Apprentice must demonstrate within the Team Leader or Supervisor Standards.

Qualifications Included:

Mandated:

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

Included as Value Added:

ILM Level 3 Diploma in Management (Combined Qualification)

- Flexible national delivery available on this Apprenticeship, 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 (accessed using MS Teams Education).
- 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.
- As part of our commitment to the environment, we deliver all aspects of the Apprenticeship using the latest e-technology, including paperless inductions, live tutor led e-tutorials, and e-portfolio system for uploading course work and evidence gathering.
- Spread recruitment costs throughout the year, by utilising our employer friendly, roll-on-roll-off monthly enrolment dates. Our flexible modular timetable breaks away from the traditional September start date (term times).
- Apprentice progress reports are available to all employers on a monthly basis.
- Unit Rate: £4,500 per Apprentice (no additional fees).
- Typical duration to gateway: 15 months.
- For further information visit Institute For Apprenticeships:

Team leader or supervisor / Institute for Apprenticeships and Technical Education



Operations or Departmental Manager Level 5 ST0385

An Operations or Departmental Manager is someone who manages teams and/or projects, ensuring they are working towards operational or departmental goals and objectives to deliver the organisations' strategy. They are accountable to a senior manager or business owner and support their team through coaching and mentoring. Operations or Departmental Managers are responsible for creating and delivering operational plans, managing projects and leading and managing teams. They also help to manage change and assist with financial and resource allocation.

Qualifications Included:

Mandated:

Included as Value Added:

Level 2 Functional Skills – Maths and English (unless exempt)
ILM Level 5 Diploma in Management (Combined Qualification)

- Flexible national delivery available on this Apprenticeship, 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 (accessed using MS Teams Education).
- 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.
- As part of our commitment to the environment, we deliver all aspects of the Apprenticeship using the latest e-technology, including paperless inductions, live tutor led e-tutorials, and e-portfolio system for uploading course work and evidence gathering.
- Spread recruitment costs throughout the year, by utilising our employer friendly, roll-on-roll-off monthly enrolment dates. Our flexible modular timetable breaks away from the traditional September start date (term times).
- Apprentice progress reports are available to all employers on a monthly basis.
- Unit Rate: £7,000 per Apprentice (no additional fees).
- Typical duration to gateway: 30 months.
- For further information visit Institute for Apprenticeships:

[Operations or department manager / Institute for Apprenticeships and Technical Education](#)



Engineering Operative Level 2 ST0537

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 sustain 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. Dependent on the sector that they are employed in 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 regardless of the sector/area they work in. This is an ideal foundation/introductory engineering Apprenticeship, allowing subject to job role for progression a Level 3.

Qualifications Included:

Mandated:

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

Level 2 Diploma in Engineering Operations (Skills)

Level 2 Certificate in Engineering Operations (Knowledge)

- Flexible national delivery available on this Apprenticeship, 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 (accessed using MS Teams Education).
- 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.
- As part of our commitment to the environment, we deliver all aspects of the Apprenticeship using the latest e-technology, including paperless inductions, live tutor led e-tutorials, and e-portfolio system for uploading course work and evidence gathering.
- Spread recruitment costs throughout the year, by utilising our employer friendly, roll-on-roll-off monthly enrolment dates. Our flexible modular timetable breaks away from the traditional September start date (term times).
- Apprentice progress reports are available to all employers on a monthly basis.
- Unit Rate: £6,000 per Apprentice (no additional fees).
- Typical duration to gateway: 15 months.
- For further information visit Institute For Apprenticeships:

[Engineering operative / Institute for Apprenticeships and Technical Education](#)



Engineering Design and Draughtsperson 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.

Qualifications Included:

Mandated:

Included as Value Added:

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

Level 3 Extended Diploma in Engineering Technical Support

Level 3 Subsidiary Diploma in Engineering Technologies

- Flexible national delivery available on this Apprenticeship, 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 (accessed using MS Teams Education).
- 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.
- As part of our commitment to the environment, we deliver all aspects of the Apprenticeship using the latest e-technology, including paperless inductions, live tutor led e-tutorials, and e-portfolio system for uploading course work and evidence gathering.
- Spread recruitment costs throughout the year, by utilising our employer friendly, roll-on-roll-off monthly enrolment dates. Our flexible modular timetable breaks away from the traditional September start date (term times).
- Apprentice progress reports are available to all employers on a monthly basis.
- Unit Rate: £24,000 per Apprentice (no additional fees).
- Typical duration to gateway: 36 months.
- For further information visit Institute For Apprenticeships:

[Engineering design and draughtsperson / Institute for Apprenticeships and Technical Education](#)



Engineering Technician Level 3 ST0457

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

- **Machinist - Advanced Manufacturing Engineering**
- **Mechatronics Maintenance Technician**
- **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:

Qualifications Include:

Mandated:

Level 2 Functional Skills – Maths and English (unless exempt)
Dependant on pathway a minimum of:
Level 2 Diploma (Foundation Competence)
Level 3 Diploma (Development Competence)
Level 3 Diploma (Development Knowledge)

- Flexible national delivery available on this Apprenticeship, 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 (accessed using MS Teams Education).
- 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.
- As part of our commitment to the environment, we deliver all aspects of the Apprenticeship using the latest e-technology, including paperless inductions, live tutor led e-tutorials, and e-portfolio system for uploading course work and evidence gathering.
- Spread recruitment costs throughout the year, by utilising our employer friendly, roll-on-roll-off monthly enrolment dates. Our flexible modular timetable breaks away from the traditional September start date (term times).
- Apprentice progress reports are available to all employers on a monthly basis.
- Unit Rate: £26,000 per Apprentice (no additional fees).
- Typical duration to gateway: 36 months.
- For further information visit Institute For Apprenticeships:

[Engineering technician / Institute for Apprenticeships and Technical Education](#)



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.

Qualifications Included:

Mandated:

Included as Value Added:

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

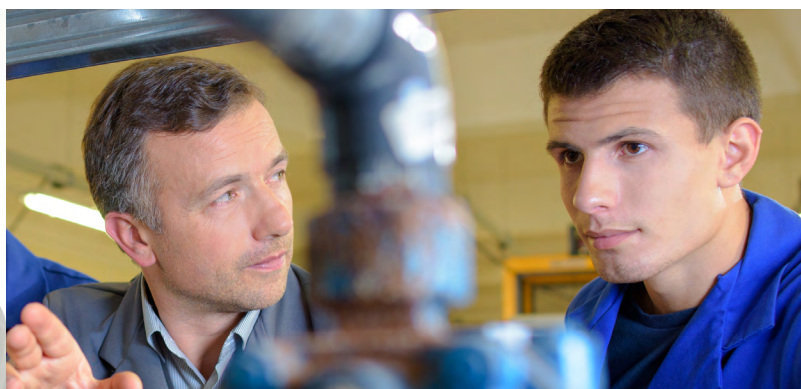
Level 2 Diploma in Performing Engineering Operations

Level 3 Diploma in Engineering Maintenance

Level 3 Subsidiary Diploma in Engineering Technologies

- Flexible national delivery available on this Apprenticeship, 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 (accessed using MS Teams Education).
- 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.
- As part of our commitment to the environment, we deliver all aspects of the Apprenticeship using the latest e-technology, including paperless inductions, live tutor led e-tutorials, and e-portfolio system for uploading course work and evidence gathering.
- Spread recruitment costs throughout the year, by utilising our employer friendly, roll-on-roll-off monthly enrolment dates. Our flexible modular timetable breaks away from the traditional September start date (term times).
- Apprentice progress reports are available to all employers on a monthly basis.
- Unit Rate: £27,000 per Apprentice (no additional fees).
- Typical duration to gateway: 36 months.
- For further information visit Institute For Apprenticeships:

[Utilities engineering technician / Institute for Apprenticeships and Technical Education](#)



Maintenance and Operations Engineering Technician Level 3 ST0154

Maintenance and Operations Engineering Technicians covers 7 roles:

- **Electrical Technicians**
- **Control & Instrumentation Technicians**
- **Wind Turbine Technicians**
- **Electrical System and Process Control Technicians**
- **Electromechanical Technicians**
- **Plant Operations Technicians**

They will maintain the safety, integrity and effective operation of plant and equipment in one or more of the following Industries that are part of or have activities that are part of the broader national infrastructure Engineering Sector: 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.

Qualifications Include:

Mandated:

Included as Value Added:

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

Dependant on pathway a minimum of:

Level 2 Diploma (Foundation Competence)

Level 3 Diploma (Development Competence)

Level 3 Diploma (Development Knowledge)

- Flexible national delivery available on this Apprenticeship, 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 (accessed using MS Teams Education).
- 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.
- As part of our commitment to the environment, we deliver all aspects of the Apprenticeship using the latest e-technology, including paperless inductions, live tutor led e-tutorials, and e-portfolio system for uploading course work and evidence gathering.
- Spread recruitment costs throughout the year, by utilising our employer friendly, roll-on-roll-off monthly enrolment dates. Our flexible modular timetable breaks away from the traditional September start date (term times).
- Apprentice progress reports are available to all employers on a monthly basis.
- Unit Rate: £26,000 per Apprentice (no additional fees).
- Typical duration to gateway: 36 months.
- For further information visit Institute For Apprenticeships:

[Maintenance and operations engineering technician / Institute for Apprenticeships and Technical Education](#)



Metal Fabricator Level 3 ST0607

The broad purpose of the occupation is to manually weld plate and structural components to high standards of quality. This will involve fabrication, construction or repair of fabricated plate assemblies, extrusions and structural components used often used to fabricate larger components and assemblies. Plate welders will weld to internationally recognised quality standards using more than one manual arc welding process from Tungsten Inert Gas (TIG), Plasma Arc Welding (PAW), Manual Metal Arc (MMA), Metal Inert Gas (MIG)/Metal Active Gas (MAG) and Flux Cored Arc Welding (FCAW) on more than one material group from Carbon Steel, Low Alloy Steel, High Alloy Ferritic/Martensitic Steel, Austenitic Stainless Steel, Nickel & Nickel Alloys, Aluminium & Aluminium alloys, Titanium & Titanium Alloys, Copper & Copper Alloys. The occupation requires production of welds in plate and structural components covering three plate welding positions which must include Vertical (either upward or downward progression) and Overhead, and the three main joint configurations (Single or Double Sided Butt, Single or Double Sided T-Butt & Fillet). Each welding process requiring significantly different welding equipment, assemblies, controls, skills and techniques, and represents an individual production process. Each material type requires specific controls and techniques to achieve a satisfactory weld.

Qualifications Included:

Mandated:

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

Included as Value Added:

Level 2 Diploma in Performing Engineering Operations
Level 3 Diploma in Fabrication and Engineering Welding

- Flexible national delivery available on this Apprenticeship, 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 (accessed using MS Teams Education).
- 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.
- As part of our commitment to the environment, we deliver all aspects of the Apprenticeship using the latest e-technology, including paperless inductions, live tutor led e-tutorials, and e-portfolio system for uploading course work and evidence gathering.
- Spread recruitment costs throughout the year, by utilising our employer friendly, roll-on-roll-off monthly enrolment dates. Our flexible modular timetable breaks away from the traditional September start date (term times).
- Apprentice progress reports are available to all employers on a monthly basis.
- Unit Rate: £27,000 per Apprentice (no additional fees).
- Typical duration to gateway: 36 months.
- For further information visit Institute For Apprenticeships:
Plate welder / Institute for Apprenticeships and Technical Education

Metal Fabricator / Institute for Apprenticeships and Technical Education



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 either case employers are subject to inspection by the regulator for their industry, for example, Health and Safety Executive or Medicines and Healthcare Products Regulatory Agency. 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 aligns to the core engineering skills required for similar occupations in other industries. This Standard has been designed to deliver sufficient Underpinning Knowledge and Understanding (UKU) and allow Apprentices sufficient experiential, work-based learning opportunities to satisfy the requirements for Professional Registration as Engineering Technician (EngTech) as defined by the UK Standard for Professional Engineering Competence (UK-SPEC).

Qualifications Included:

Mandated:

Included as Value Added:

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

Dependant on pathway a minimum of:

Level 2 Diploma (Foundation Competence)

Level 3 Diploma (Development Competence)

- Flexible national delivery available on this Apprenticeship, 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 (accessed using MS Teams Education).
- 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.
- As part of our commitment to the environment, we deliver all aspects of the Apprenticeship using the latest course work and evidence gathering.
- Spread recruitment costs throughout the year, by utilising our employer friendly, roll-on roll-off monthly enrolment dates. Our flexible modular timetable breaks away from the traditional September start date (term times).
- Apprentice progress reports are available to all employers on a monthly basis.
- Unit Rate: £27,000 per Apprentice (no additional fees).
- Typical duration to gateway: 36 months.
- For further information visit Institute For Apprenticeships:

[Science Industry Maintenance Technician / Institute or Apprenticeships and Technical Education](#)



Engineering Manufacturing Technician Level 4 ST0841

The Level 4 Engineering Manufacturing Technician Apprenticeship gives learners the flexibility and capability to become high performing technicians by exploring the integrated nature of engineering. The industry-recognised Apprenticeship (incorporating an 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 ideal progression opportunity for level 3 qualified Apprentices.

Qualifications Included:

Mandated:

Level 2 Functional Skills – Maths and English (unless exempt)
Higher National Certificate in Engineering or
Higher National Certificate in Manufacturing

- Flexible national delivery available on this Apprenticeship, 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 (accessed using MS Teams Education).
- 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.
- As part of our commitment to the environment, we deliver all aspects of the Apprenticeship using the latest e-technology including paperless inductions, live tutor led e-tutorials, and an e-portfolio system for uploading course work and evidence gathering.
- Spread recruitment costs throughout the year, by utilising our employer friendly, roll-on roll-off monthly enrolment dates. Our flexible modular timetable breaks away from the traditional September start date (term times).
- Apprentice progress reports are available to all employers on a monthly basis.
- Unit Rate: £21,000 per Apprentice (no additional fees).
- Typical duration to gateway: 36 months.
- For further information visit Institute for Apprenticeships:

Engineering manufacturing technician / Institute for Apprenticeships and Technical Education



Railway Operations

Passenger Transport Operative Level 2 ST0339

This Apprenticeship is suitable for people who are in starting roles with a responsibility to provide customer service within the safety critical transport environment. The broad purpose of the occupation is to help customers travel to their destinations. Passenger transport operatives do this by helping customers travel safely, on time and in comfort from the beginning to the end of their chosen journey. Passenger transport operatives work within safety-critical environments. They provide high quality services to customers, ensuring that safety, customer care, and commercial standards are met. They assist other staff and identify customer needs, particularly during a disruption in service.

Some passenger transport operatives instead work on board vehicles. They may be required to check tickets, and in some situations also sell a limited range of tickets. Their main responsibility is to keep the travel environment safe for all who use it. They must monitor and respond to live events, from passenger issues to delays. Finally, dispatch operatives work on the platform. They receive, turn around and dispatch vehicles in line with set procedures. They also have to monitor and respond to activity happening within the station or platform, such as overcrowding. They have the power to stop a vehicle when required to maintain safety. These three occupations work together in teams to provide a seamless service that allows fare paying passengers to safely access their chosen transport to their destination.

Qualifications Included:

Mandated:

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

- Flexible national delivery available on this Apprenticeship, delivered using a 'hybrid learning' approach, live e-tutorials (accessed using MS Teams Education).
- As part of our commitment to the environment, we deliver all aspects of the Apprenticeship using the latest course work and evidence gathering.
- Spread recruitment costs throughout the year, by utilising our employer friendly, roll-on-roll-off monthly enrolment dates. Our flexible modular timetable breaks away from the traditional September start date (term times).
- Apprentice progress reports are available to all employers on a monthly basis.
- Unit Rate: £6,000 per Apprentice (no additional fees).
- Typical duration to gateway: 15 months.
- For further information visit Institute For Apprenticeships:

Passenger transport operative / Institute for Apprenticeships and Technical Education



Train Driver Level 3 ST0645

This Apprenticeship is suitable for Passenger Train Drivers, Depot Drivers, Freight Train Driver and On-Track Machine Drivers. 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.

Employers may wish to consider the optional inclusion of the value-added EAL Level 3 Diploma in Train Driving (C00/4312/6) qualification. The EAL Level 3 Diploma in Train Driving is a competence-based qualification requiring work-based evidence of the learner's competent ability and demonstration of their underpinning knowledge and understanding in a range of train driving activities including: preparing for duty, communicating effectively, preparing, and operating trains for service, responding to train faults and out of course situations; and customer service. It has 834 guided learning hours (GLH) and a Total Qualification Time (TQT) 895 hours (this is notional time required by the learner to complete the qualification).

Qualifications Included:

Mandated:

Optional:

Level 2 Functional Skills – Maths, ICT and English (unless exempt)
Level 3 Diploma in Train Driving

For further information please contact us to discuss delivery model and costs.

- Flexible national delivery available on this Apprenticeship.
- As part of our commitment to the environment, we deliver all aspects of the Apprenticeship using the latest e-technology, including paperless inductions, live tutor led e-tutorials, and an e-portfolio system for uploading course work and evidence gathering.
- Spread recruitment costs throughout the year, by utilising our employer friendly, roll-on-roll-off monthly enrolment dates. Our flexible modular timetable breaks away from the traditional September start date (term times).
- Apprentice progress reports are available to all employers on a monthly basis.
- Unit Rate: £21,000 per Apprentice (no additional fees).
- Typical duration to gateway: 18 months.
- For further information visit Institute For Apprenticeships:

Train driver / Institute for Apprenticeships and Technical Education



Passenger Transport Operations Manager Level 4 ST0337

A Passenger Transport Services Operations Manager is required to have a detailed understanding of the operational financial and budget responsibilities, day-to-day operational transport service, it's targets and obligations, the relevant transport infrastructure and it's assets. Their role may involve financial and budget responsibilities, day-to-day operational management management of a passenger transport environment, compliance and quality checks and people management. An Apprenticeship in passenger transport services is the first step to a great career in an exciting and dynamic industry.

Qualifications Included:

Mandated:

Included as Value Added:

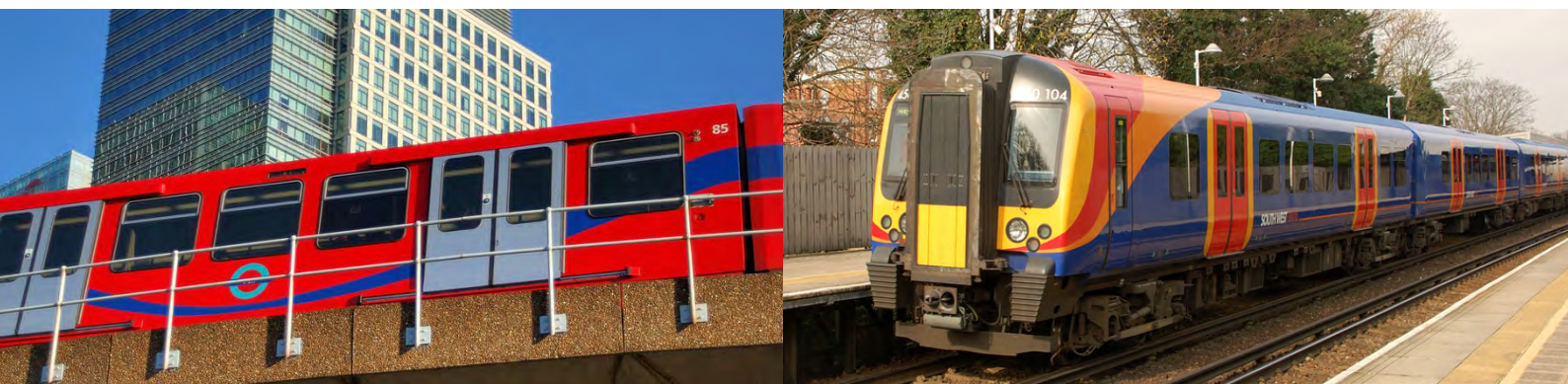
Level 2 Functional Skills – Maths and English (unless exempt)

ILM Level 4 Diploma in Management

IOSH Managing Safely certificate

- Flexible national delivery available on this Apprenticeship, 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 (accessed using MS Teams Education).
- 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.
- As part of our commitment to the environment, we deliver all aspects of the Apprenticeship using the latest course work and evidence gathering.
- Spread recruitment costs throughout the year, by utilising our employer friendly, roll-on roll-off monthly enrolment dates. Our flexible modular timetable breaks away from the traditional September start date (term times).
- Apprentice progress reports are available to all employers on a monthly basis.
- Unit Rate: £12,000 per Apprentice (no additional fees).
- Typical duration to gateway: 18 months.
- For further information visit Institute For Apprenticeships:

Passenger transport operations manager / Institute for Apprenticeships and Technical Education



Learning and Development

Learning and Development Practitioner Level 3 ST0562

Learning and Development Practitioners are typically involved with identifying learning/training needs, designing / sourcing training and learning solutions, delivering and evaluating training and working with stakeholder / business area managers. Job roles include: Human Resources, Workplace Managers & Supervisors, Recruitment, Training & Design, Internal Trainers and Assessors.

The role focus is often on the practical delivery of training. The L&D Practitioner will typically have expertise and competence in their specific field whether it be technical, vocational or behavioural (e.g. use of software, food preparation, working in teams). They link the learning within their area of responsibility to business objectives and performance, understanding the learning cycle and working by it. The role can be more specialist, with a focus on and requiring in-depth expertise in a specific area of L&D such as learning design, e-learning or digital blended learning. Whichever of these is an area of focus; the L&D Practitioner is future focused, understands the business context / culture and has a good grounding across the whole training.

Qualifications Included:

Mandated:

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

Included as Value Added:

Level 3 Certificate in Learning & Development

- Flexible national delivery available on this Apprenticeship, 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 (accessed using MS Teams Education).
- 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.
- As part of our commitment to the environment, we deliver all aspects of the Apprenticeship using the latest course work and evidence gathering.
- Spread recruitment costs throughout the year, by utilising our employer friendly, roll-on roll-off monthly enrolment dates. Our flexible modular timetable breaks away from the traditional September start date (term times).
- Apprentice progress reports are available to all employers on a monthly basis.
- Unit Rate: £6,000 per Apprentice (no additional fees).
- Typical duration to gateway: 18 months.
- For further information visit Institute For Apprenticeships:

[Learning and development practitioner / Institute for Apprenticeships and Technical Education](#)



Assessor Coach Level 4 ST0146

The Assessor Coach Apprenticeship standard is designed for staff who coach and assess vocational learners, usually on a one-to-one basis, in a range of learning environments. They may, for example, coach and assess Apprentices, trainees or new recruits (ranging from young entrants, to new CEOs) in the workplace.

Qualifications Included:

Mandated:

Level 2 Functional Skills – Maths, ICT and English (unless exempt)
Level 2 Safeguarding

Included as Value Added:

TILM Effective Coaching – “Coaching Practitioner”
Level 3 Award in Assessing Competence in the Workplace

- Flexible national delivery available on this Apprenticeship, 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 (accessed using MS Teams Education).
- 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.
- As part of our commitment to the environment, we deliver all aspects of the Apprenticeship using the latest course work and evidence gathering.
- Spread recruitment costs throughout the year, by utilising our employer friendly, roll-on roll-off monthly enrolment dates. Our flexible modular timetable breaks away from the traditional September start date (term times).
- Apprentice progress reports are available to all employers on a monthly basis.
- Unit Rate: £7,000 per Apprentice (no additional fees).
- Typical duration to gateway: 15 months.
- For further information visit Institute For Apprenticeships:

Assessor coach / Institute for Apprenticeships and Technical Education



Learning and Development Consultant Business Partner Level 5 ST0563

Learning and Development Consultant Business Partner is accountable for ensuring Learning and development contributes to, and influences, improved performance in the workplace at an individual, team and organisation level. They also have the commercial responsibility to align learning needs with the strategic ambitions and objectives of the business. They are agents for change, influencing key stakeholders, making decisions and recommendations on what the business can or should do in an Learning and Development context. They are also likely to lead on any Learning and development related elements of business projects. The Learning and Development Consultant Business Partner will often have expertise and competence in a specific field whether it be technical, vocational or behavioural. They link the work they do to the context and strategic priorities of the business and measure the outcomes and impact of any learning interventions, to demonstrate a return on investment and expectation.

The role can be a generalist learning and development or more specialist, where the focus and in-depth expertise is in a specific area such as organisation development, digital and blended learning, resourcing, or talent management. Whichever the area of focus, the role requires a good grounding across all areas of Learning and Development, and is business and future focused. The learning and development consultant business partner role exists within a range of organisations including private, public and third sector. Typically, the individual works alongside colleagues who specialise in human resources (i.e. employee relations, reward, recruitment), often supported by an Learning and Development Administrator and / or Learning and Development Practitioner. They report to a senior learning and development manager, Head of department or Director. In larger organisations, they may be one of a team supporting the business, and may have responsibility for managing people and a budget.

Qualifications Included:

Mandated:

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

Included as Value Added:

TILM – “Inspiring Learning & Development Business Partner”

- Flexible national delivery available on this Apprenticeship, 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 (accessed using MS Teams Education).
- 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.
- As part of our commitment to the environment, we deliver all aspects of the Apprenticeship using the latest course work and evidence gathering.
- Spread recruitment costs throughout the year, by utilising our employer friendly, roll-on roll-off monthly enrolment dates. Our flexible modular timetable breaks away from the traditional September start date (term times).
- Apprentice progress reports are available to all employers on a monthly basis.
- Unit Rate: £7,000 per Apprentice (no additional fees).
- Typical duration to gateway: 18 months.
- For further information visit Institute For Apprenticeships:

Learning and development consultant business partner / Institute or Apprenticeships and Technical Education





LOCATIONS

BIRMINGHAM

Floor 2
National College for Advanced
Transport & Infrastructure
2 Lister Street
Birmingham
B7 4AG

LONDON

1D North Crescent
Cody Road
London
E16 4TG

MANCHESTER

Piccadilly Business Centre
Aldow Enterprise Park
Blackett Street
Manchester
M12 6AE

NEWCASTLE UPON TYNE

Cobalt Business Exchange
Cobalt Park Way
Cobalt Business Park
Newcastle Upon Tyne
NE28 9NZ

SCOTLAND

Elmbank Mill
Menstrie Business Centre
Menstrie
Clackmannanshire
FK11 7BU







Train'd Up

Tel: 0330 058 8300

Email: enquiries@traindup.org

www.traindup.org



www.traindup.org