



seta
TRAINING FOR INDUSTRY

READY FOR AN ENGINEERING APPRENTICESHIP?

SOUTHAMPTON ENGINEERING TRAINING ASSOCIATION



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WHO IS SETA?

SETA stands for The Southampton Engineering Training Association.

We provide accredited, industry-recognised training to an advanced level, delivered by highly experienced staff with vast industry knowledge, and have been playing a key role in developing and transforming workforces for over 50 years.

We remain committed to quality engineering training for young people and have built links with local schools to try and encourage them into the industry. We hold open evenings, as well as Workshop Taster Days, each year providing the opportunity to come in and look around our workshops, meet the staff and some of our employers.

WHAT IS AN APPRENTICESHIP?

An apprenticeship is an opportunity to learn real workplace skills, gain nationally recognised qualifications and earn a real wage. All apprentices will learn both on the job and off, through a combination of day-release and block release (the exact training programme will depend on your employer).

Together, your employer and your training provider will support and guide you through your Apprenticeship, which could take between one and four years, depending on the exact Apprenticeship.

Each Apprenticeship follows an Apprenticeship Standard.

WHAT IS AN APPRENTICESHIP STANDARD?

Apprenticeship standards are employer-led, meaning that employers can specify exactly what's required from an apprentice in each specific role. The standard outlines the skills, knowledge and behaviours (KSBs) needed for a specific occupation or job. In its simplest terms it outlines:

- What an apprentice will do during their apprenticeship
- The skills they will need to perform the job role they're training for

All apprentices must take an independent assessment at the end of their training to demonstrate the KSBs set out in the occupational standard. This is known as an End Point Assessment (EPA).

WHY SHOULD I DO AN APPRENTICESHIP?

There is no limit to what you can achieve through an apprenticeship! Here are just a few benefits:

You can earn while you learn

It won't cost you anything to train and, because you are also working, your employer will pay you the national apprentice minimum wage. Your wages are also likely to go up as you progress with your training and gain new skills.

It won't cost you a penny!

You won't be paying towards your training. Depending on the size of your employer they may be making a contribution towards it, but you won't have to. Unlike going to University where you will be required to pay for your tuition fees.

The number of apprenticeships available is growing

You might be worried that there aren't any apprenticeships in the area you want to work in. But, according to the National Apprenticeships Service, there are 1,500 different job roles available in arts, design, engineering, law, education, IT, healthcare and many more sectors.

You can get a head start in the work place

You can start an apprenticeship straight after GCSEs, NVQ or A-levels. You will do 80% of your training at work, so you will get direct experi-

ence on the job. You might even get a promotion once you have qualified and be in the same position or a higher one than a new graduate.

Apprenticeships can contain qualifications

If you complete your apprenticeship, you may gain national vocational qualifications, from functional skills to NVQs, BTECS and even a Higher National Certificate which is similar to studying for part of a degree. Higher and degree apprenticeships allow you to study for a foundation, bachelor's or even a master's degree. This all depends on the apprenticeship standard that you follow.

Apprentices like their jobs – Discover a love of learning!

Nearly two thirds of apprentices stay with their employer after they have qualified and nearly eight out of ten would recommend an apprenticeship to a friend.

"It's not like having a job when you love it so much!"
- Tyler, Mechanical Apprentice

Seven out of ten employers surveyed by the government felt that apprentices gave a real boost to their business too.



ARE THERE ANY ENTRY REQUIREMENTS?

You can become an apprentice from the age of 16. There is no upper age limit for an apprenticeship! An apprenticeship is a full-time job so you need to have finished school to start one. You must be live in England. There will be different entry requirements depending on the industry, job role and apprenticeship level.

If you want to do a higher or degree apprenticeship instead of university, the chances are you'll do A-levels or a lower-level apprenticeship before starting aged 18.

As SETA deals with Engineering, SETA accepts applications from candidates who have (or are predicted to achieve) 2 GCSEs as follows: **Maths at Grade 5 or above**, and **English at Grade 4 or above**. However, please note that the majority of employers will ask for **5 x GCSE's** (to inc. Maths, English, a Science, plus 2 others).

(NB previous grading structure: minimum grade C or above).

Always check the job description when you apply to make sure that you reach the minimum requirements.

WHAT ARE THE DIFFERENT LEVELS OF APPRENTICESHIPS?

It might seem like there are a million different kinds of apprenticeship out there, but it all breaks down into four basic levels:

- **Level 2** - Intermediate: Like studying for up to 5 GCSEs.
- **Level 3** - Advanced: Like studying for 2 A levels.
- **Level 4/5** - Higher: Like taking a level 4 NVQ, Higher National Diploma or Foundation Degree.
- **Level 6/7** - Degree: Like taking a Bachelor's or Master's degree.

SETA delivers Apprenticeships at Level 2, 3 & 4 in various Engineering trades.

WHAT IS ENGINEERING?

Engineering is about problem solving and pushing the boundaries of technology.

Engineers are responsible for keeping life as we know it running – from delivering the energy that powers our homes and fuels our cars, to designing and building the latest consumer gadgets or medical equipment. Engineers like to understand how things work so they can repair and maintain them, or make them work more efficiently.

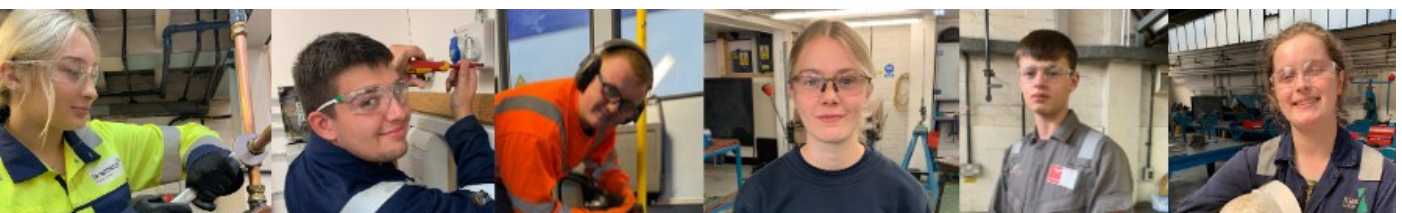
WHAT TYPES OF ENGINEERING CAN I STUDY AT SETA?

In industry we talk about different types of engineering skills—electrical and electronic engineering; mechanical engineering; fabrication and welding. Some employers still recruit and train for these areas separately, but increasingly, other employers will look to train 'multi-skilled' engineers. If a pump or other piece of equipment stops working, why would you want to send an electrician and a mechanic when you can send one engineer with both electrical and mechanical skills?

HOW WILL I STUDY AN ENGINEERING APPRENTICESHIP AT SETA?

The engineering content of each apprenticeship will vary, as it depends on the requirements of your employer and the job you will be doing with them. It will be following what is known as a 'Standard'. However, in most cases an apprentice will begin with a period of 'off-the-job' practical training at our workshops in Southampton. This will be for periods of time, known as 'blocks' to study towards a SETA Foundation Training Certificate. They may be consecutive or spread throughout the first year. The units will be chosen by the employer, with the help of SETA, to best suit the business needs and the apprentice role.

Most of the engineering apprenticeships will let you work towards a Knowledge Certificate in Engineering. This is the classroom theory part to help you build your knowledge required for your End Point Assessment. It will be a BTEC at Level 3 related to your specific apprenticeship standard.





The information below gives you some idea of the sorts of SKILLS you could be doing, but please remember that this will vary depending on the employer that you are working for, and the job that you are doing.

MECHANICAL SKILLS

Machining—Machinists will work with lathes or mills to produce components made from metal. For smaller volume jobs or for repairing parts, the engineer will use a manual machine and control the cutting tools and speeds himself. For a higher volume job, such as producing a thousand of the same aircraft component, the engineer will use a drawing to programme a CNC (computer numerically controlled) machine to produce the parts.

Fitting skills—nearly all engineers will require fitting skills. This is the process of building (or dismantling) equipment and machinery using a variety of tools such as files, spanners and screw drivers. The engineer will often work to technical drawings in order to assemble or repair the equipment.

Fluid power - hydraulic and pneumatic systems are a way of moving loads and applying forces in a controlled way, as you might find in a JCB arm, the brakes on a car or a pneumatic drill. Engineers, particularly maintenance engineers, will often learn to control and maintain fluid power systems as part of the equipment they look after.

DESIGN ENGINEERING

Engineers are often involved in the design of a product or a production system.

Often using practical skills learned 'on the job', design engineers will work at a computer to draw up plans and designs. Today's technology allows many engineering designers to draw 3D models using Computer Aided Design (CAD) software and then to run test programmes on their designs without even having to make the object.

MULTI-SKILLED AREAS

Maintenance—increasingly today we find that many engineers learn skills that cover a number of engineering areas. Usually working in an industrial environment—they will be responsible for keeping all plant and equipment running. They will often work in teams to provide routine maintenance or to respond quickly to solve problems.

Instrumentation - an instrumentation engineer (or sometimes a 'control & instrument' C&I engineer) will be responsible for maintaining the specialised instruments that are often found on today's industrial sites. For example, they could be working on flow meters, temperature gauges or emergency shutdown sensors in a production plant. Using their electrical, electronic and mechanical skills, the instrumentation engineers will be responsible for keeping these instruments working properly.

ELECTRICAL AND ELECTRONIC

Electrical installation - this is often the role we think about when we think of an electrician, and engineer who is responsible for the safe installation of electrical equipment and circuits in shops, homes and factories. They need a good working knowledge of electrical theory and regulations and must be able to follow drawings.

Electronics - these are the small electrical circuit boards that often go into larger equipment to control or programme them - like the tiny circuit board that sits inside your mobile phone. Electronics engineers may design or build these circuit boards, they may work on one-off jobs or on production runs, but they will all need to be able to work very precisely and to follow technical drawings.

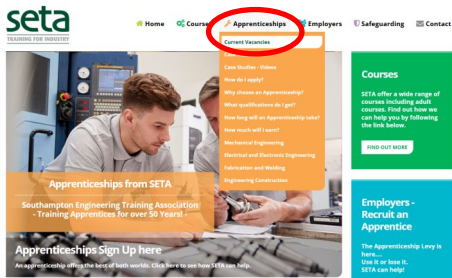
FABRICATION AND WELDING SKILLS

Often fabrication and welding skills will be used together to make or repair something.

Welding - welding is the process of joining metals by applying controlled heat; put simply the hot metals will melt together and harden to create a permanent join. There are many different welding technologies, depending on the type and thickness of the type of metals to be joined. Almost anything made of metal will need to be welded from vehicles to football stadia!

Fabrication - fabrication is the terms often used in industry to describe sheet metal work—the process of cutting, shaping and bending metals to make something, from car body panels to a metal roof. There are some specialist fabrication areas, like pipe fitting, where precise fabrication skills are used to make the pipes and tubes used in petrochemical, water and other industries.

HOW TO APPLY TO SETA EMPLOYERS FOR AN APPRENTICESHIP



1. Visit SETA's website www.setatraining.co.uk
2. Go to the Apprenticeships Page
3. Click on the current vacancies tab and you can view any **live vacancies**. There is a link from each vacancy through to the actual advert. This is usually on the Government website, but in some cases will be the employers own website. **This is where you will need to apply.**

WHAT IS THE APPLICATION PROCESS?

You will be able to view details of each vacancy, but if you spot one that you'd like to apply for then you'll need to create an account on the Government website: www.gov.uk/apply-apprenticeship *Just double check that the Training Provider at the bottom of the advert is Southampton Engineering Training Association (SETA)*

Apply for the apprenticeship vacancy on the www.gov.uk/apply-apprenticeship

Once submitted you will be contacted by SETA

All applicants will be screened - to make sure that they meet the minimum requirements, and those eligible will be asked to do an online engineering assessment (aptitude test).

You will then be invited to attend SETA to:

- a. Complete Maths & English assessments in a controlled environment - these are to understand your current level of knowledge.
- b. Have an informal discussion with SETA staff to get to know you and to talk about the role you have applied for.

Through a shortlisting process, applications will be forwarded to the employer

Depending on each employer, there may be additional assessments, but all of them will conduct an interview. This could be in person, via telephone or via a video call.

Important things to remember:

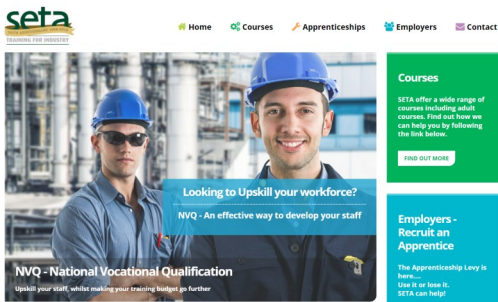
1. *Is the vacancy suitable? i.e. think location/can you travel to the employers location and SETA when required?*
2. *Ensure you include your "predicted grades" from school when you apply. Many candidates only include the most recent qualifications they have undertaken. We need as much information that you can provide. This should include any qualifications studied at school, qualifications you are currently studying or part studied.*
3. *Contact details on your application should be up to date. Please provide a relevant e-mail address and telephone number.*
4. *Once your application has been submitted you will be unable to edit or change it. Please ensure you continue or "save" your application until you are happy that you have supplied all the required information. Once you are happy you should "submit" before the closing date.*

WHEN DO I APPLY?

The employers that SETA work with advertise their vacancies at varying times of the year. You should begin to keep an eye on the website for up and coming vacancies. The busiest time is between February and May, ready to start the apprenticeship in September. Some employers start advertising in November to start the following September. Some employers will wait until late spring before they start their recruitment. If you get into the habit of checking every couple of weeks from November onwards you won't miss anything!

ONE STOP SHOP

The SETA website is a 'one stop shop' for engineering training. Whether that is upskilling existing workforce, enhancing your own career through additional training, or starting out on the first rung of the career ladder with an apprenticeship.

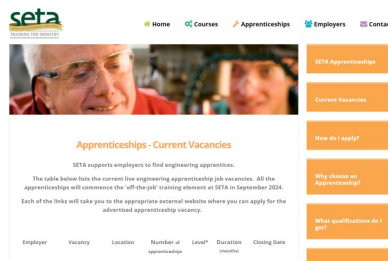


APPRENTICESHIP VACANCIES

On our apprenticeship vacancy page you will find all the live vacancies for employers that SETA is supporting in their search for their engineering apprentices.

These vacancies will change regularly between January and June, as these are the months when employers will be recruiting apprentices ready to start their training at SETA in the September.

Make sure to add this page to your 'favourites' if you're serious about getting an apprenticeship!



WORKSHOP TASTER DAY

Twice a year SETA holds a Workshop Taster Day on a Saturday. These practical events literally allow you to get hands on and have a go at engineering activities in the workshop under the careful guidance of our instructors. Its an opportunity to see if engineering might be for you before you apply for an apprenticeship.



Find it under events on our website

ENGINEERING APPRENTICESHIP JOBS FAIR

Our Jobs Fair provide anyone interested in an engineering apprenticeship with the opportunity to speak directly with employers who will be recruiting apprentices for the following September. See what the companies do, what their training programmes are like and ask all those burning questions. Why not come prepared and bring along a CV or Personal Statement to hand to employers ahead of applying for their vacancies.



Find it under events on our website