

Learn by doing,
excel by learning!



APPRENTICESHIP GUIDE

What is an apprenticeship

An apprenticeship is a paid job that combines on the job learning, classroom tuition and off the job training. You will learn job-specific knowledge, skills and behaviours from experienced trainers and will study towards your related qualification, as well as gain hands-on experience. Apprenticeships are open to all, aged 16 and over who live in the UK and who are not in full time education. They are nationally recognised qualifications that are fully funded with no cost or debt to you!

Your apprenticeship will consist of a training period and an End-Point Assessment period (EPA). Your EPA is the final stage of your apprenticeship, where you will be formally assessed by an impartial assessor, to determine if you have developed the necessary knowledge, skills and behaviours of your chosen apprenticeship.

Levels of apprenticeships offered with HWGTA

Intermediate Apprenticeship Level 2

*Ideally, you should have five GCSEs (or equivalent) at grade 4 or above.

Advanced Apprenticeship Level 3

Ideally, you should have at least five GCSEs (or equivalent) at grade 4 or above.

Higher Apprenticeship Level 4 and Level 5

Ideally, you should have completed a Level 3 Apprenticeship or completed a relevant A-Level. You will also need to have a relevant job role.

*In the event that you haven't passed your English and Maths GCSE (4/C or above) Functional Skills qualifications will be worked towards whilst on the program.

Get Paid

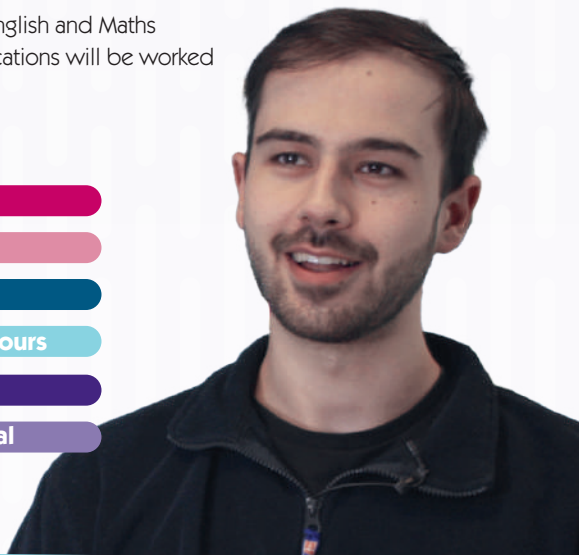
Paid holidays

Learn valuable skills

Develop your knowledge and behaviours

Build strong working relationships

Increase your future earning potential





Apprenticeships we offer

Accountancy / Finance.....Page 4-5

Accounts / Finance Assistant Level 2

Assistant Accountant Level 3

Professional Accounting Technician Level 4

Scan the QR code for the latest information, or head to www.hwgta.org



Business.....Page 6-7

Customer Service Practitioner Level 2

Business Administration Level 3

Engineering.....Page 8-15

Engineering Operative Level 2

Engineering Metal Fabrication and Welding Level 3

Engineering Fitter (Mechanical and Electrical) Level 3

Engineering Machinist/CNC Level 3

Engineering Technician – Mechatronics Level 3

Engineering Technician – Product Design and Development Engineer Level 3

Engineering Technician – Technical Support Engineer Level 3

Engineering Technician – Toolmaking Level 3

Management.....Page 16

Team Leader/Supervisor Level 3

Coaching Professional Level 5

Operations/Departmental Manager Level 5

Accounts/Finance Assistant

Level 2, typical duration 15 months

This qualification delivers a solid foundation in finance administration and core accounting principles and skills, including double-entry bookkeeping, basic costing and an understanding of purchase, sales and general ledgers. You will also learn about accountancy related business and personal skills and be introduced to the four key themes embedded in the qualification: ethics, technology, communications and sustainability.

Career Paths: **Accounts Administrator**
Purchase/Sales Ledger Clerk
Trainee Finance Assistant

Accounts Payable Clerk
Trainee Accounting Technician

Assistant Accountant

Level 3, typical duration 15-18 months

This qualification covers a range of essential and higher-level accounting techniques and disciplines. You will learn and develop skills needed for a range of financial processes, including maintaining cost accounting records, advanced bookkeeping and the preparation of financial reports and returns.

Career Paths: **Accounts Assistant**
Audit Trainee
Payroll Administrator/Supervisor
Finance Assistant
Accounts Payable and
Expenses Supervisor

Accounts Payable Clerk
Credit Controller
Practice Bookkeeper
Tax Assistant

"Becoming an Apprentice was a real turning point for me. I love the fact that I can earn while I learn"



Professional Accountancy/Taxation Technician

Level 4, typical duration 18 months

This qualification covers complex accounting and finance topics and tasks leading to you becoming confident with a wide range of financial management skills and applications. You will gain competencies in drafting financial statements for limited companies, recommending accounting systems strategies and constructing and presenting complex management accounting reports.

Career Paths: Assistant Financial Accountant
Cost Accountant
Indirect Tax Manager
Payments and Billing Manager
Senior Finance Officer
Senior Insolvency Administrator
VAT Accountant

Commercial Analyst
Fixed Asset Accountant
Payroll Manager
Senior Bookkeeper
Senior Fund Accountant
Tax Supervisor



Customer Service Practitioner

Level 2, typical duration 16 months

You will learn a range of skills and knowledge related to providing excellent customer service, such as questioning and listening techniques, problem-solving, overcoming and resolving conflict and developing customer relationships. You will also learn about company policies and procedures, product knowledge, and effective time-management.

For the majority of the time, you will be with your employer and will receive a combination of online learning and face-to-face training sessions with HWGTA.

Career Paths: Receptionist
Personal Assistant
Retail/Warehouse Assistant
Sales Support

Sales Representative
Marketing Assistant
Administrator

Every business, large or small, knows the importance of providing excellent customer service. If you like the idea of helping and supporting people, whether it be face-to-face, online or over the telephone, this is an excellent pathway and can lead to many progression opportunities and will serve as an excellent foundation for your career.

HWGTA training sessions will be delivered through a combination of face to face and online learning, following a set timetable.

Business Administration

Level 3, typical duration 16 months.

You will learn and be involved with developing, implementing, maintaining and improving administrative and IT services, such as data entry, project coordination and business operations. You will be expected to show initiative, manage priorities/own time, problem-solving, decision-making and the potential for people management responsibilities through mentoring or coaching others.

For the majority of the time, you will be with your employer and will receive a combination of online learning and face-to-face training sessions with HWGTA. This apprenticeship can be used for many progression routes, providing an excellent foundation for your future career.

Career Paths: **Administrator**
 Personal Assistant
 Human Resources Advisor
 Events Administrator

Office Manager
Project Administrator
Marketing Coordinator

Becoming a competent business administrator can springboard your career in any sector. By completing this qualification, it is evident you have a good understanding of project coordination and management. This pathway can be used for many progression routes providing an excellent foundation for your future career.

HWGTA training sessions will be delivered through a combination of face to face and online learning, following a set timetable.



Engineering Operative

Level 2, typical duration 15 months

Engineering operatives play an important part in manufacturing and producing a huge variety of products and services. They work in all branches of engineering, including mechanical, electrical, electronic, transport, marine and aviation.

The work varies depending on the type of engineering, the company, and the particular job, but might involve building up components and sub-assemblies into finished electrical or mechanical products, fitting parts to machinery and equipment, cutting and shaping parts and tools, operating machine tools, such as lathes, grinders, and borers, using moulding machines, which are pre-set to carry out certain tasks and setting and operating hand-controlled or computer-controlled machines.

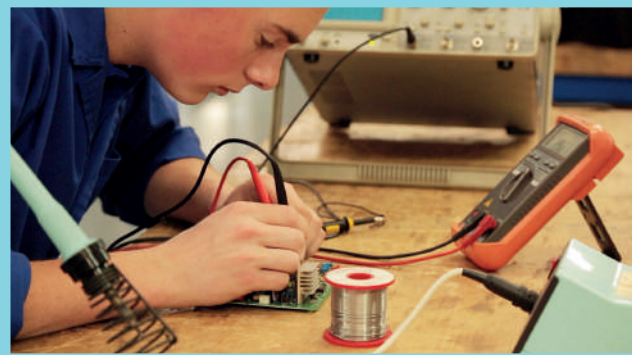
The work may involve punching holes or cutting screw threads, shaping metal and plastics, or using heat-treatment processes to harden products. Operatives may also use sprays or put parts through chemical treatment tanks to add surface coatings such as chrome or to clean them.

In a workshop or production plant, engineering operatives might work on their own at a machine or may work closely with other operatives on an assembly line. They usually have to carry out quality checks while they work. Operatives may also work in other areas of an engineering company, perhaps keeping control of the stock of materials, parts and tools or packing finished products for transporting to customers.

Career Paths:	Assembler	Production Operative
	Workshop Operative	Machine Setter
	Welder/Fabricator	
	Progression onto Level 3 Engineering positions.	

The following programmes are all at Level 3, with typical duration of 42-45 months.

"Without this Apprenticeship I would not have been able to gain the huge variety of skills and comprehensive knowledge that I have"



Engineering Fitter

Level 3 typical duration of 42 – 45 months.

The broad purpose of the occupation is to produce complex high value, low volume components or assemblies in full or part, using machines, equipment, or systems, to the required specification. For example, turbines, cranes, gearboxes, production lines, rigs and platforms. Fitters may typically have a mechanical, electrical, electronic, control systems, pipe fitting or instrumentation bias. To produce or re-furbish the components fitters will interpret drawings/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. On completion of the task a fitter will hand over the product and prepare the work area for the next task by checking equipment meets the standards required to operate. They may be based in a workshop or client's premises.



Machinist

Level 3 typical duration of 42 – 45 months.

Machinists in the Advanced Manufacturing Engineering sector are predominantly involved in highly skilled, complex, and precision work, machining components from specialist materials using conventional and/or CNC machine tools such as centre lathes, vertical and horizontal milling machines, horizontal and cylindrical grinding machines, electro discharge machines, single and multi-axis CNC machine tools centres. They will be expected to be able set up, operate and adjust/edit equipment settings as applicable to the machine tool being used. When using CNC equipment, they will be expected to be able to produce, prove and/or edit programmes. During and on completion of the machining operations they will be expected to measure and check the components being produced and make adjustments to the equipment/programme to ensure components meet the required specification.



"There are plenty of opportunities to learn and develop your leadership skills"



Metal Fabricator (Welder)

Level 3 typical duration of 42 – 45 months.

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

Work includes manufacturing pipe systems, steel framed buildings, bridges, equipment for oil rigs, ships and petro-chemical installations, cranes, platforms, aircraft, automotive and machinery parts, sheet metal enclosures, equipment supports, and anything that can be fabricated out of metal. Fabricators can work alone or in teams, in factories or on operational sites. Fabricators use a large range of metals including steel, aluminium, and titanium at a range of thicknesses from 0.5mm up to over 20mm. The size and weight of the fabrications can range from components that can easily be picked up by hand, to massive structures that require several cranes to manipulate.

Technician - Mechatronics

Level 3 typical duration of 42 – 45 months.

Mechatronics Maintenance Technicians ensure that plant and equipment perform to the required standard to facilitate production targets regarding Safety, Quality, Delivery and Cost within High



Value Manufacturing environments. Typically, the work would cover a broad range of activities include installation, testing, fault finding and the on-going planned maintenance of complex automated equipment. This requires the application of a complex blend of skills, knowledge, and occupational behaviours across the electrical, electronic, mechanical, fluid power and control systems disciplines.

Technician - Product Design & Development

Level 3 typical duration of 42 – 45 months.

A design engineer helps find innovative solutions in multitude of industries, using design skills and technical knowledge. If you have an interest in inventing products, this could be a great career path to pursue. This type of engineering professional develops products and processes to improve their company. They use computer software to create designs and develop prototypes to test their ideas. There are opportunities in several industries for engineers who want to work on design teams, such as aerospace, electronics, and consumer manufacturing.

Technician - Technical Support

Level 3 typical duration of 42 – 45 months.

Technical Support Technicians, work as part of a team to provide technical support and expertise for all areas of the Engineering and Manufacturing function including communications software, test, analysis tools, measurement, off line programming, process control, performance and continuous improvement solutions, capacity planning, production scheduling/planning, product technical applications and capability, technical sales and marketing support, product development and innovation, engineering drawing, purchasing and/or supply of goods or services for engineering activities, quality control, inspection and e-commerce technologies as required. The requirements are designed to offer stretch and progression. They will be able to work with minimum supervision, taking responsibility for the quality, accuracy, and timely delivery of the work they undertake. They will be proactive in finding solutions to problems and identifying areas for improving the business.

Technician - Toolmaker

Level 3 typical duration of 42 – 45 months.

Toolmakers and Tool & Die Maintenance Technicians are predominantly involved in the highly skilled, complex and specialist detailed work of manufacturing and maintaining the engineering tooling used to produce components, products, and assemblies. These products, assemblies and systems affect all our daily lives, whether it be for travel such as (cars, planes, boats and rail) energy, defence, food, clothing, packaging and health including medical equipment, devices and implants such as joint replacements. This requires the application of a broad range of activities including the interpretation of Engineering drawings and technical instructions and the use of hand, machine and automated computer-controlled machine tools and measuring equipment.

Career paths for all level 3 Engineering positions:

Design Engineer

Machinist

Production Engineer/Manager

Project Engineer/Manager

Shift Engineer/Manager

Quality Assurance

Maintenance Technician

Manufacturing/Process Engineer

Product Development Engineer

Service & Commissioning

Technical Sales

Welder/fabricator

"My skillset is so much more than what I would have got just from learning in a classroom"



Team Leader/Supervisor

Level 3, typical duration 18 months

You will learn a range of skills and knowledge related to 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.

Management apprentices are usually already in employment and nominated by their employer for these programmes, as a progression opportunity. At level 3 management apprentices are usually in roles where they are taking their first steps in a leadership and management role.

Career Paths:

Team Leader
Shift Supervisor
Foreperson

Supervisor

Project Officer/Manager
General/Operations Manager

Coaching Professional

Level 5, typical duration 17 months

You will learn a range of skills and knowledge to enable you to coach a wide range of individuals and teams across organisations, to empower them to enhance their performance through a range of coaching skills.

Coaching apprentices are typically already employed in positions where the development of coaching skills will be beneficial to their current organisation. This programme is used as an upskilling and progression opportunity for existing staff.

Career Paths:

Team Leader
Manager
HR Professional
Learning & Development Manager

Supervisor

Trainer
Business Coach
Performance Coach

Any other role where you may use coaching skills to help develop individuals.

HWGTA training sessions will be delivered through a combination of face to face and online learning, following a set timetable.

"My management apprenticeship has given me the confidence to lead, train and develop my team"

Operations/Departmental Manager

Level 5, typical duration 23 months

You will learn a range of skills and knowledge related to creation and delivery of operational plans, managing projects, leading and managing teams, talent management, coaching & mentoring, managing change, financial and resource management.

Level 5 apprentices are typically already in management or leadership positions and are looking to develop their knowledge, skills and behaviours at a more senior level.

Career Paths: **Operations Manager**
Divisional Manager
Other Specialist Managers

Regional Manager
Department Manager
Director/Senior Management



Distinctions

A few of our apprentices
excelling and receiving
a Distinction grade



DISTINCTION
Apprenticeship

A young man, Jacob Smith, is shown from the chest up, wearing a black jacket with a 'DALE' logo. He is holding a large blue circular award that reads 'DISTINCTION Apprenticeship' and the HWGTA logo.

JACOB SMITH



ACHIEVEMENTS:

Engineering Operative
Level 2 at F H Dale Ltd



DISTINCTION
Apprenticeship

A young woman, Kusuma Bunha, is shown from the chest up, wearing a dark blue sweater. She is holding a large blue circular award that reads 'DISTINCTION Apprenticeship' and the HWGTA logo.



KUSUMA BUNHA

ACHIEVEMENTS:

Business Administration
Level 3 at Kempowell
Electrical Services Ltd

A young man with glasses and a blue striped shirt is holding a large blue circular award. The award has the text 'DISTINCTION Apprenticeship' and the HWGTA logo.

MATTHEW MAYCROFT

ACHIEVEMENTS:

Customer Service
Practitioner Level 2
at Sanctuary Group

A young man in a maroon polo shirt is holding a large blue circular award. The award has the text 'DISTINCTION Apprenticeship' and the HWGTA logo.

LUKE MORGAN

ACHIEVEMENTS:

Assistant Accountant
Apprenticeship Level 3
at Acre Accountancy

Case Studies

Ellen Griffin

Completed: Level 2 apprenticeship and progressed to a Level 3 Business Administration at allpay limited

What made you choose an apprenticeship?

After gaining my A levels, there was no subject I felt I wanted to pursue at a higher level, so I worked in retail for a year before deciding I wanted to start a career. I chose an apprenticeship as I'd known of people who had gone down this route before, I thought it was a great way to gain a qualification whilst still earning and not having to go down the formal education route

How would you describe your apprenticeship journey?

My journey at allpay has been great, it's been challenging at times, but I've matured as a person and I wouldn't change it. I've had an amazing team to work with, as well as everyone at HWGTA who have helped me on my journey.

What has been your biggest achievement so far?

After being awarded 'Apprentice of the Year' from HWGTA, I have now been given the opportunity to manage an apprentice myself.

Would you recommend an apprenticeship and why?

I would definitely recommend an apprenticeship. It gives you real life experience and helps you to develop as a person. An apprenticeship allows you to gain a qualification and the experience valued by employers which a degree can't necessarily give you, plus you don't have the debt! Your employer and HWGTA help you along the entire way too. An apprenticeship is a fantastic way to start a career and figure out what you want in the future - there are jobs out there that you wouldn't even know existed until you start an apprenticeship. I never thought I would be working in Fraud and Compliance and I love it!

Dougie Hutton

Completed: Engineering Technician
Mechatronics at AMADA UK



What made you choose an apprenticeship?

During my school years, it was very clear that I did not want to go down the route of university. As all the subjects I enjoyed and excelled in were all practical related subjects, such as D&T. After completing 6th Form for 1 year, I decided to change paths and go for an apprenticeship, as at the time I was not enjoying my class studies, the environment I was in and the constant pressure of being persuaded to go to university. I looked into local apprenticeships because I knew I could achieve the same level of qualification as I could through A levels and university whilst learning skillsets which I would later use in my job. I would also experience the real life of work at a much younger age, not accrue a lifetime debt and earn an income. My interests are all engineering related, which is what pushed me towards an engineering apprenticeship.

How would you describe your apprenticeship journey?

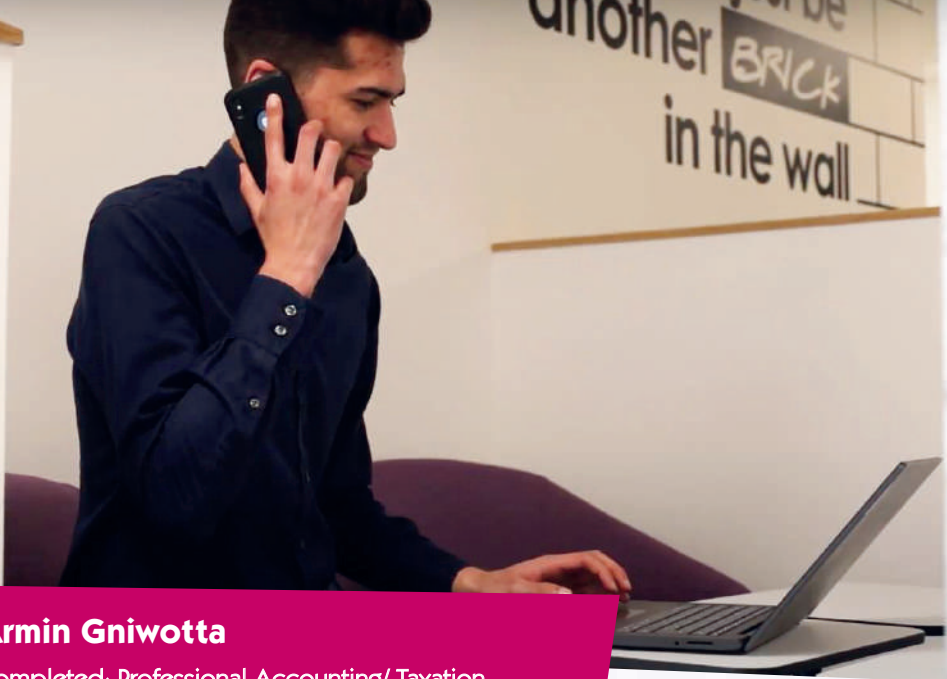
My journey through my 4 year apprenticeship was very structured, professional and supportive. My company has dedicated people who maintain the apprenticeship scheme, whose only priority is to help all of us achieve the best we can within the company and our qualifications. I also receive the same level from HWGTA, in particular my training officer. I enjoyed the entire process from start to end.

What has been your biggest achievement so far?

My biggest achievement was securing a permanent position in the Software Department at AMADA UK.

Would you recommend an apprenticeship and why?

I would 100% recommend an apprenticeship to anyone, especially with HWGTA. As it allows you to gain a high set of qualifications, earn an income, learn on the job and walk into a career without accumulating a large debt. It also allows you to develop your communication skills within a business. For me this was dealing with customers and gaining the skills required to communicate in a professional manner. The level of support given is far superior to what you would receive at university, everyone from AMADA and HWGTA has helped me the whole way and helped me achieve my full potential.



Armin Gniwotta

Completed: Professional Accounting/ Taxation
Apprenticeship at Wychavon District Council

What made you choose an apprenticeship?

I wanted to keep progressing my career, but wanted to do so within the workplace rather than continuing with full time education

How would you describe your apprenticeship journey?

Quite cliché, but like a bit of a rollercoaster, certainly had its ups and downs, but I'm glad I pushed through, and looking back there isn't much I would change, as it's really helped me to better understand the curriculum

What has been your biggest achievement so far?

Within my L4 course, Moving out of my parents home, into my own place, as well as completion of the L4 course in its entirety.

Would you recommend an apprenticeship and why?

Without a doubt, I believe it's a great way to continue learning whilst also working, both giving the educational progression and introducing you to the work environment, helping you to learn transferrable skills which can be used for any future job.

Extras we offer

Residential Course

At HWGTA we want our apprentices to have the chance to experience the very best opportunities and that's why we provide a 5-day residential trip. This event offers a wealth of benefits for learners. It is an opportunity to learn new skills, gain practical experience and network with peers and industry professionals. The trip allows apprentices to immerse themselves in a new environment, away from their daily routines and focus solely on their learning.

Apprentices will explore new places, take part in team-building exercises and engage in hands-on learning experiences.

Our residential event provides an excellent opportunity for apprentices to develop their independence, communication, leadership and problem-solving skills. It also helps to build their confidence and self-esteem, as they step out of their comfort zones and try new things. Each individual will gain new skills, knowledge and experiences which help them to develop their personal and professional skills, build their confidence, and prepare them for their future careers!



Achievement Awards Evening

HWGTA believe that recognising and celebrating the achievements of our apprentices is essential to the apprentices' journey and confirms our commitment to delivering excellence and continuous improvement. That is why we provide an apprenticeship awards/certificate evening, a special event that honours our apprentices' hard work, dedication, and achievements.

The evening is an essential part of HWGTA's learning and development offering and is an opportunity to recognise the exceptional performance of our apprentices, who have demonstrated outstanding skills, knowledge and commitment to their training. It's a chance for us to show our appreciation and celebrate their success.

Facts

- *HWGTA pass rate is over 20% above the national average*
- *100% of apprentice employers would recommend HWGTA*
- *76% of learners achieved a full apprenticeship*
- *94% of learners feel strongly that the quality of training is very good*
- *87% of learners feel strongly that the Apprenticeship is helping develop confidence*

Learner survey 2022



Did you know?

99% of apprentices recommend HWGTA



How to apply



HWGTA

1. APPLY ONLINE

Whether you're still at school/college/looking to retrain or gain a qualification you can find our live apprenticeship vacancies on our website at www.hwgta.org/vacancies. This list is a representation of live positions but we may have more opportunities that are not listed at that present time. N.B Business Administration and Customer Service Apprenticeship applications are welcomed all year round and for Accountancy and Engineering Apprenticeships the preferred engagement is from February onwards. Management Apprenticeships are usually for existing employees as progression opportunities and entrants onto this programme do not normally apply through this process, but through their existing employer.

2. INTERVIEW/ ELIGIBILITY CHECKS

When we receive your application, we will invite you for an interview/ information session. We will discuss why you have applied for an apprenticeship and establish what kind of roles you would be most suitable. You will also be asked to complete an assessment to make sure you're applying for the right level of apprenticeship. Your application pack will then be available for employers to view.

3. EMPLOYER INTERVIEWS

Your full application pack will be sent to employers, who select candidates for interview. The interview may take place online or in person. It is vitally important that you research the job specification and the employers website and be prepared to answer and ask questions. HWGTA will offer you advice and support on how to prepare for and do well in a job interview. After your interview has taken place, we will ask the interviewer for full feedback. If you have been successful, we will discuss a start date, which will then be followed by enrolment documents for you and your employer to sign.

How HWGTA will support you?

HWGTA was awarded as an Outstanding training provider in 2016. This is something we are immensely proud of and is one of the reasons why employers choose us for their apprentice training provision. We were established in 1967 and have training centres in both Hereford and Worcester. Our achievement rate, in 2021/22, was 75.3%, over 20% higher than the national average in the same year. In a recent survey, 99% of our learners said they would recommend HWGTA and 100% of our employers said that they would recommend HWGTA as a training provider. We pride ourselves on the support we give to our learners. You will be assigned and visited by our Learning and Development Specialists once a month at your employer's premises, where we will check on your progress towards your qualification and discuss your learning since our last visit. We talk over any issues with yourself and your manager and you can be assured that we are with you every step of your apprenticeship journey, helping you achieve.

Equality, Diversity & Inclusion

HWGTA are committed to eliminating discrimination and encouraging diversity amongst our workforce and learners. The purpose of this strategy is to provide equality and fairness for all in our employment or participating in our apprenticeship training programmes and ensure that no one is discriminated against on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Safeguarding

HWGTA is firmly committed to ensure the protection and well-being of all learners, including vulnerable adults and young people. To support both employers and learners, we have Designated Safeguarding Officers guided by our Designated Safeguarding Lead.

HWGTA will use its best endeavours to safeguard learners deemed to be children through the implementation of our safeguarding policy. Children are learners up to the age of 18 and school pupils taking part in vocational training with the association.

HWGTA will ensure, so far as is reasonably practicable, that every apprentice employer is aware of and complies with the requirements of our safeguarding policy. Staff and apprentice employers will receive guidance on, where appropriate, training on safeguarding matters.

Wellbeing

At HWGTA we firmly believe that personal wellbeing is the key to professional success and provide significant support to our apprentices including a mental health and wellbeing champion, welfare support staff and mental health first aiders. Elements of development on personal wellbeing are embedded in all of our apprenticeship programmes in order to help prepare apprentices for life in Modern Britain, this includes areas such as internet safety, personal finance and resilience.

Learning Support

HWGTA's Learning Support team support individuals by identifying and helping with any learning needs, providing reasonable adjustments and monitoring progress. The team work closely with the apprentice and help them to overcome any challenges they may face during their learning journey.

Careers Advice

All Apprentices are already employed so HWGTA will help you understand the development opportunities available to you at your employer and help you work towards future career goals.

Apprenticeship Programme Goals



Holmer Road, Hereford HR4 9SX Tel: 01432 274310
McKenzie Way, Worcester WR4 9GN Tel: 01905 729993

info@hwgta.org