



APPRENTICE HANDBOOK



SUPPORTED BY



LLOYDS BANK



ABOUT US

The MTC is at the forefront of technological advancements and apprentices that train on our programme are exposed to these new and emerging technologies on a regular basis. Our three state-of-the-art training centres are designed to create a new generation of engineers and technicians to help the UK realise its potential in advanced manufacturing.

We are constantly developing well-rounded apprentices who will gain the skills required for today and the future.

Our programme builds on a strong foundation of traditional skills over-layed with themes of emerging technologies, equipping apprentices for a rapidly developing engineering sector. We have secured an overall Ofsted rating of "Good" with "Outstanding" grades for Personal Development and Behaviours and Attitudes.

At MTC Training, we are committed to supporting you throughout your journey as an apprentice and beyond as you start your career.



OUR PLEDGE

At MTC Training, we pride ourselves on conducting ourselves in the RIGHT Way.

This is our pledge, aligned to our RIGHT Way values.

WE WILL

RESPONSIBILITY

- Provide opportunities for you to communicate your views which enable us to actively listen
- Address issues positively and proactively within a timely manner
- Have consistently high aspirations and expectations for all
- Plan and deliver an ambitious programme of learning that gives you the skills to succeed

INSPIRATION

- Provide a supportive, challenging and inclusive working environment
- Use a variety of delivery methods to engage all learning styles and abilities whilst providing access to technologies that support your learning
- Model workplace behaviours

GREAT ENVIRONMENT

- Ensure a diverse, safe and inclusive learning environment that promotes equality of opportunity
- Provide access to safe and clean facilities, equipment and support
- Offer pastoral support

HONESTY AND INTEGRITY

- Provide timely marking feedback that is developmental and supportive
- Promote equality, respect and celebrate diversity

TEAMWORK

- Be consistent in all areas of your programme
- Share your aspirations and support your personal learning goals
- Enable genuine and inspirational collaboration between learners and trainers

YOU WILL

RESPONSIBILITY

- Share your views honestly and constructively
- Use every opportunity to maximise your apprenticeship experience
- Set high aspirational expectations for yourself
- Take ownership of your learning journey including submitting work on or before deadlines, have excellent attendance and punctuality

INSPIRATION

- Engage with your apprenticeship to the best of your ability in and outside of the centre to maximise your achievement
- Be creative in your learning
- Fully engage with the enrichment opportunities that we offer
- Support open evenings and other promotional activities to inspire the next cohort of future apprentices

GREAT ENVIRONMENT

- Take pride in the facilities and equipment
- Maintain a safe and clean working space
- Follow health and safety practices
- Work towards the MTC RIGHT Way values

HONESTY AND INTEGRITY

- Conduct yourself with honesty and integrity
- Promote and celebrate equality and diversity of all
- Let us know when you need help and support
- Be an active ambassador for MTC Training and your employer

TEAMWORK

- Treat others with respect and tolerance
- Foster team spirit in the learning environment
- Support colleagues and trainers to be the best you can be
- Tell us if anyone is at risk of harm

THE MTC'S APPRENTICESHIP PROGRAMME

YEAR
01

You will complete the practical units at Level 2 foundation skills as well as starting your Level 3 technical qualification.

You will start to gather evidence towards your End Point Assessment (EPA) whilst evidencing your required Knowledge, Skills and Behaviours (KSBs) to obtain your overall qualification.

YEAR
02

You will return to your company full time.

You will be assigned your work-based assessor (WBA) and commence the Level 3 development phase of your apprenticeship programme, whilst attending your respective training centre on a block release basis to continue with your Level 3 knowledge-based diploma.

YEAR
03

You will work with your WBA and your company to complete your Level 3 work-based development competency diploma. You will also start preparing for your End Point Assessment.

YEAR
04

In your fourth and final year, you must successfully complete an End Point Assessment, which will lead to professional recognition by a relevant Engineering Institution.

Upon completion of the apprenticeship programme, a graduation awards ceremony will be held to celebrate your successes and achievements.

APPRENTICESHIP OVERVIEW

MTC TRAINING'S STANDARDS

As an apprentice with MTC Training, you are expected to fulfil high standards of behaviour. It is important to remember that even when you are in the training centre, you are at work. You are expected to be here on time, every day and always look and behave in a professional manner.

You are an ambassador for your company and MTC Training.

END POINT ASSESSMENT

This is the final stage of your assessment and will assess whether you have developed the skills and knowledge embedded in your apprenticeship standard.

The assessment will be held with an impartial third party and consists of elements such as written and verbal assessments or multiple-choice tests.



OFF-THE-JOB (OTJ) EXPECTATIONS

Your OTJ training is a statutory requirement of your apprenticeship. It is training that is received within your normal working hours to achieve your knowledge, skills, and behaviours (KSBs).

This requirement continues throughout your apprenticeship and must make up at least 20% of your normal working hours. It could include online and classroom teaching, workplace shadowing and mentoring, or time spent writing assignments but does not include induction, reviews, assessments, English and Maths teaching or any training outside of your working hours.

You will be expected to keep your OTJ records up to date at all times.

PROGRESS REVIEWS

You will have a progress review approximately every ten weeks. It will involve you, your employer, and your assessor and will focus on reviewing your progress concerning the planned learning programme.

You will be given areas to research prior to the meeting and will be expected to come fully prepared for a full discussion.



SUPPORTING YOUR FUTURE

Impartial information, advice and guidance is offered by our team that focuses on your current and future needs. This is essential for your ongoing success. We aim to give you all the information required to make an informed decision about your future. This includes apprenticeship progression routes, engineering career opportunities and the skills you need to undertake the various programmes at MTC, ensuring you start on the right path to a successful career.

MTC Training is proud to have achieved the Matrix Standard for our information, advice and guidance; this is a unique quality standard for organisations to assess and measure their advice and support services, which ultimately supports you in your choice of career, learning, work and life goals.



ENGAGING WITH YOUR EMPLOYERS

Your employers will be invited to regular reviews with you and the training team here at MTC.

INDUSTRY WEEKS

Industry weeks will give you a chance to put what you have learnt in centre to practice, gain experience and work with your employer.

WEEKLY REPORTS

We prepare weekly reports for your employer so that they have regular and continuous insight into your progress, attendance and achievements.

DEVICES

We ask that you bring your laptop to the centre (work or personal) for you to study and complete your studies.

KEY PEOPLE

There is a team of people who will support you through your programme. They are on hand to give you any information that you require, but they will also guide you and provide additional services and wellbeing needs.

AMTC

MATTHEW BASTOCK
APPRENTICESHIP PROGRAMME MANAGER

JAMES WAGSTAFF
PROGRAMME DELIVERY MANAGER

KAY SELICK
PROGRAMME DELIVERY LEAD

WORK BASED

MARTIN BAISLEY
PROGRAMME DELIVERY LEAD

DAVID SMEDLEY
COMMERCIAL DELIVERY MANAGER

CO-ORDINATORS

AMTC

SARAH ROSS
WELLBEING AND PASTORAL MENTOR

VICKI SHAW
WELLBEING AND PASTORAL MENTOR

DENISE OLIVER
WELLBEING AND PASTORAL MENTOR

NICOLA COOPER
WELLBEING AND PASTORAL MENTOR

RACHEL BRADFORD
LEARNING SUPPORT CO-ORDINATOR

OAS

NICK HARDMAN
PROGRAMME DELIVERY MANAGER

LOUISE DAVIES
PROGRAMME DELIVERY LEAD

MARY WILTSHIRE
PROGRAMME DELIVERY LEAD

OAS

HELEN BLAKE
WELLBEING AND PASTORAL MENTOR

DEBBIE WATSON
WELLBEING AND PASTORAL MENTOR

SASHA THACKER
LEARNING SUPPORT CO-ORDINATOR

PROGRAMME QUERIES

Please send any queries you have to
MTCTraining@the-mtc.org.

Your query will be signposted to the
relevant person.



ADDITIONAL INFO

We have provided important information that you need to be aware of whilst on programme at MTC Training.

SECURITY

Our training centres are only accessible with a valid identification badge. Your lanyards must be always worn on-site and must be kept safe and secure whilst off-site.

DRESS CODE

You will not be provided any uniform by MTC Training on joining the programme.

You should wear your company uniform where supplied.

If not supplied, you will need to adhere to the following:

- Smart business dress
- No jeans or denim-style clothing or trainers
- No shorts or skirts are to be worn
- No hoodies

We will work with your employer to support you with the appropriate PPE. If you are unsure at any time, you can request a copy of the MTC Training dress code policy or ask a member of staff.



TRAVEL & PARKING

AMTC

AMTC has free, onsite parking. Please adhere to the speed limits in and around the parks, reverse into the spaces, and park in the Sopwith car park.

If travelling by public transport, the bus stops are on Central Boulevard.

OAS

OAS has free, onsite parking. Please adhere to the speed limits in and around the parks, reverse into the spaces and remove your badge and car pass on exit from the site. You will also need to display a valid parking permit.

If travelling by public transport, Culham train station is nearby, and the number 45 bus comes onto the park.

LIVERPOOL

MTC Liverpool does not have onsite parking. Mount Pleasant car park is £5 per day and a five-minute walk up the hill to the office.

If travelling by public transport, Lime Street Station is a ten-minute walk and Mount Pleasant bus stop is a two-minute walk to the office.



KEY DOCUMENTS

We use ProPortal and MS Teams to hold key documentation that you may need through your training. This includes copies of important documentation.

On induction, you will be asked to read the following policies:

- Safeguarding
- Appeals
- Complaints
- Plagiarism
- Learner Disciplinary
- Learner Code of Conduct



REPORTING ABSENCE AND LATENESS

We monitor apprentice attendance and lateness, and report this weekly to the employer. If for whatever reason you need to take leave of absence, you must let us know via the attendance line:

- 02476 647599 [AMTC]
- 02476 701646 [OAS]

ENRICHMENT ACTIVITIES

Our enrichment programme is highly commended. An Ofsted report graded MTC Training “Outstanding” in Personal Development.

“Apprentices benefit from a wide-ranging, rich set of opportunities to extend their interests and talents. They gain an in-depth insight into the career opportunities that exist in engineering. Apprentices work in teams to produce innovative designs and manufacture home or garden devices to improve everyday life. As a result, apprentices extend their insights into science, technology, engineering and mathematics.”

Enrichment activities are organised weekly. These can be a range of workshops including speed awareness, cyber security, and technical lectures.

SAFEGUARDING

MTC Training will take action to protect your health, well-being, and human rights to allow you to live free from harm, abuse, and neglect.

To do this, we will:

- Make sure you know who your Safeguarding Team are and how to contact them
- Recruit staff using appropriate procedures and checks
- Adopt safeguarding guidelines through procedures and a code of conduct for staff and apprentices
- Value, listen to and respect you in all aspects of our work and training
- Act swiftly if an allegation is made against a member of the MTC Training team
- Provide a safe physical environment for you to learn in by applying effective health and safety measures
- Create and maintain an anti-bullying environment whilst dealing effectively with any bullying that does arise
- Operate an effective e-safety policy to ensure you can access online and virtual learning and information with appropriate protection
- Share information about safeguarding and safeguarding good practice with you, your families, colleagues, and employer partners as appropriate
- Ensure you know how to raise a safeguarding concern and access support and guidance
- Share information only with appropriate agencies and people regarding safeguarding incidents

SAFEGUARDING TEAMS

DAVE LEE

DESIGNATED SAFEGUARDING LEAD

JAMES WAGSTAFF

DEPUTY SAFEGUARDING LEAD

AMTC

DONNA MASON

DEPUTY SAFEGUARDING OFFICER

KAY SELICK

DEPUTY SAFEGUARDING OFFICER

SARAH ROSS

DEPUTY SAFEGUARDING OFFICER

OAS

MARK DICKSON

DEPUTY SAFEGUARDING OFFICER

DEBBIE WATSON

DEPUTY SAFEGUARDING OFFICER

NIKKI SMITH

DEPUTY SAFEGUARDING OFFICER

HELEN BLAKE

DEPUTY SAFEGUARDING OFFICER

CONTACT DETAILS

02476 701635

Safeguarding@the-mtc.org

MENTAL HEALTH SUPPORT

We have a team of qualified Mental Health First Aiders who are available at any time to provide you with any support you need.

CONTACT DETAILS

02476 701500

MentalHealthFirstAid@the-mtc.org

AMTC

JAMES WAGSTAFF
LIAM MCCORMACK
RACHEL BRADFORD
DONNA MASON
NICOLA COOPER

OAS

HELEN BLAKE
DEBBIE WATSON
CHANIDA FUNG
NIKKI SMITH
MARK HAINES
DAVID MOLAN

WORK-BASED

MARK CRESSWELL
MICHAEL WARMAN
ANDREW TAPLEE
SIMON JACKSON
GARY NAYLOR
ELLIANN HARROP
KEN HURREN
JOHN DACEY

AMTC / OAS / LIVERPOOL

DAVE LEE
CEZARY CZARTORYJSKI

HEALTH & SAFETY

We are committed to protecting the health, safety and welfare of all our apprentices and any other person affected by our activities through applying high standards.

Under the core requirements of the Health and Safety at Work Act 1974, we take steps to:

- Provide and maintain a safe and healthy working environment
- Prevent injury and ill health
- Provide information, instruction, training and supervision to enable apprentices to perform their work safely
- Make available all necessary safety devices and protective equipment and supervise their use
- Be prepared for emergencies such as fire and medical emergencies
- Promote a positive health and safety culture within the organisation
- It is our duty to ensure that you are safe while at our training centre and we want to empower you to speak up where you identify an area that could be improved

PREVENT DUTY

The government Prevent Duty is about safeguarding you from the threat of terrorism. It aims to stop people from becoming terrorists or supporting terrorism and violent extremism.

The heart of Prevent is to provide early intervention to protect and divert people away from being drawn into terrorist activity. All members of MTC Training will be vigilant to identify any apprentices who may need early help or are at risk.

We will ensure you are informed about the latest terror threats in our local area and nationally and who you can talk to if you are concerned about yourself or any of your peers.

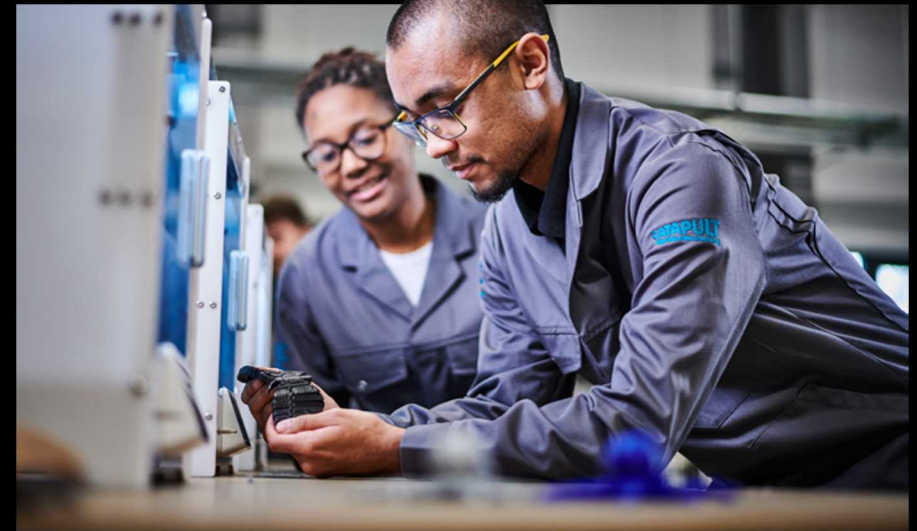
It is important to know that the risk of people being drawn into this kind of activity is very low.

BRITISH VALUES

MTC Training prepares you for life in modern Britain by equipping you to be responsible, respectful, active citizens who contribute positively to society. We will help you to develop your understanding of fundamental British values, your appreciation of diversity and respect for protected characteristics.

British values are a set of principles that guide behaviour and beliefs of people living in the UK. They are:

- Democracy – we have a say in how the country is governed
- Rule of law – the laws apply to everyone and protect the rights of citizens
- Individual liberty – we have freedom of choice and expression without harming others
- Mutual respect – we treat others with dignity and courtesy regardless of differences
- Tolerance – people accept and celebrate diversity and do not discriminate against others based on faith



EQUITY, DIVERSITY & INCLUSION

At MTC Training, we strive to ensure the best learning experience for all our apprentices. Equity, diversity, and inclusion are at the heart of everything we do.

We want to ensure that all our learners, trainers and colleagues feel safe and valued by fostering a culture of respect and support where we celebrate differences and thrive on each other's success.

WHAT DO WE MEAN BY EQUITY, DIVERSITY AND INCLUSION?

All people should have equal rights, feel welcome and be included. At MTC Training, all of our learners are given equal opportunities irrespective of individual needs.

There are nine protected characteristics that will help us to consider what we say and do:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Nationality
- Ethnic and National Origin
- Colour, Region or Belief
- Sex / Sexual Orientation

We want all our employees and learners to celebrate diversity, treat people equally and be inclusive at all times.





We are delighted you have chosen MTC
Training to kickstart your engineering career
and wish you all the best in your apprenticeship.

We are here to support you on your journey
from induction to the completion of your
End Point Assessment,
just contact MTCTraining@the-mtc.org,
if you have any queries.

