

## WHAT IS AN APPRENTICESHIP?

The Apprenticeship programme provides you with an opportunity to earn while you learn. As an Apprentice, you will spend time both in College and in the workplace learning new skills and training alongside experienced staff, which will lead to a nationally recognised Apprenticeship. At the end of the Apprenticeship you will have acquired job specific skills and the ability to perform your job competently; you may also have achieved qualifications which are recognised by your chosen profession.

## VENUE AND DURATION OF COURSE:

East Surrey College, Gatton Point, Redhill, RH1 2JX, 36 months excluding EPA period.

## ENTRY REQUIREMENTS:

The formal entry requirements for this Level 3 Apprenticeship are at least five GCSE's at grade 4/C or above to include both English and Math. You must be employed on PAYE for a minimum of 30 hours per week. It is essential you have the right mind-set for working full-time and studying at the same time. Having a can-do attitude, being flexible and reliable are also important. You must also be able to communicate effectively with others.

## WHAT QUALIFICATIONS WILL I GAIN?

The Apprenticeship Standard you are studying is a qualification in its own right. Some employer groups have asked for formal qualifications to be achieved as part of the apprenticeship programme. These will be listed below along with any units or topics delivered and forms of assessment.

## APPRENTICESHIP DESCRIPTION:

The content of an Apprenticeship has been developed by an employer group. The detail can be found on the website <https://www.instituteforapprenticeships.org/> Below is a brief summary:

A building services design technician provides assistance to engineers and other construction professionals in the development of cost effective technical and sustainable design solutions involving the production of three dimensional models, calculations, specifications, reports and drawings taking into account, where appropriate, pre-fabrication techniques. Their work typically includes systems such as renewable technologies, heating, ventilation, air conditioning, drainage, lighting, power, controls and lifts. Buildings and infrastructure take on many forms from newly built facilities to the refurbishment of premises for every sector of industry. As design technicians they could be working under supervision in a design consultancy, a contractor or a manufacturing company.

A design technician's work could also involve:

- Analysis – using appropriate software and simulation systems to solve technical problems.
- Project delivery – contributing to planning, managing work schedules, budgets and deadlines working as a member of a team
- Site engineering - operating quality systems and Health, Safety and Risk Management procedures, progress monitoring, see that installations generally comply with the design intent, responding to site queries, commissioning and post occupancy evaluations.



## END POINT ASSESSMENT:

All Apprenticeship standards have an End Point Assessment. This is carried out by an independent organisation who will assess whether you have achieved all the elements of your Apprenticeship. They will assess the Knowledge, Skills and Behaviours gained throughout your apprenticeship. You will only be able to undertake the EPA once you have satisfied all the requirements of the element called 'The Gateway'. The detail can also be found on the Institute for Apprentices website.

## GATEWAY REQUIREMENTS:

- Maths and English at Level 2 achieved
- Satisfactory completion of knowledge skills and behaviours. This could include, assignments, projects, portfolio of evidence and development reviews. These will be assessed by both the employer and the college.

## END POINT ASSESSMENTS ELEMENTS

- Presentation and questioning on a project design brief
- A structured interview informed by a written report
- Assessment by a qualified engineer appointed by the relevant professional engineering institution.

## EQUIPMENT NEEDED:

All students will be expected to have normal stationary, drawing equipment, a notepad and laptop (if possible).

## WHERE CAN IT LEAD?

A career in the construction industry as a qualified Building Services Design Technician or a Level 4 Apprenticeship.

## COURSE FEE:

All fees where applicable are paid for by the employers and no fees will be charged to Apprentices. Your employer will contribute as follows:

Companies with a payroll of more than £3 million will have a levy account which can be used to pay for Apprenticeship training. Where the training costs exceed the amount of levy available the Government will contribute 95% of the outstanding amount and the employer will be invoiced the remaining 5%.

*Other companies:*

Apprentice Age (start of programme)	Less than 50 staff members on PAYE	50 or more staff on PAYE
16-18 years	Free – No fees due	5% Contribution of overall fee
19+	5% contribution of overall fee	5% Contribution of overall fee

*Incentive payments:* All companies who recruit an Apprentice aged 16-18 years will be eligible for a grant of £500 once the Apprentice has been in training for 13 weeks and a further £500 at 52 weeks.

## WHAT TO DO NEXT:

If you are employed or have an employer lined up, please contact our Employer Services team on 01737 788316 or by emailing [employerservices@esc.ac.uk](mailto:employerservices@esc.ac.uk).



To find an employer working with the College and to view all of our current Apprenticeship vacancies, please visit our website [www.esc.ac.uk/apprenticeship-vacancies](http://www.esc.ac.uk/apprenticeship-vacancies).

Candidates who are unable to secure employment should consider applying for a Full-time programme at the College or may consider a Traineeship programme.

Disclaimer:

Every effort has been made to ensure that the details contained in this leaflet are up-to-date and accurate at the time of printing. However, the College reserves the right to alter or cancel courses, their content, entry requirements, fees or other details should circumstances dictate.

Should you require this leaflet in a different format please contact Client Services on 01737 788444.

