ANGUS TRAINING GROUP

Training For Your Future

PROSPECTUS

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MODERN APPRENTICESHIPS

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About us

Mission Statement

Angus Training Group is committed to the provision of high quality training services. Here at ATG we collaborate with our stakeholders to create a training environment that nurtures industry ready apprentices and individuals that are future proofed, learning new technologies and current best practices in Engineering. Our mission and our values underpin the principles that every employee demonstrates and works to.

Mission

To deliver superior training and Apprenticeships to suit the demands of our clients, aiding them to grow their businesses by supporting them in their training requirements, endeavour to get the personal best out of each individual who receives training from us, to invest in capital equipment and be at the forefront of technical innovation in the Engineering sector to meet their demands.

Vision

To provide a training experience not equalled by others which will give those undertaking training a competitive edge throughout their careers and give employers high calibre employees to meet their own demands and growth.

Values

• **Safety:** Safety is a number one priority focusing not only on our own safety requirements but inclusive of the safety of others.

• **Integrity:** We see good business ethics and our integrity is at the core of our business and all that we do.

• **Collaboration:** We will work together with our clients to understand their business needs and work with them to provide the best training solution for them.

• **Innovation:** We are creative and innovative and ensure training takes account of latest technology and practices, future proofing training delivered.

• **Reliability:** We deliver on our promise. We believe the quality of our training is what will encourage clients to see us as their preferred training partner.

• **Equality and Diversity:** We embrace equality and diversity, not only the protected characteristics, but respect the diverse skills and talents we possess and recognise we are better together as a diverse team.

• **Fair Working:** We are committed to the provision of Fair Working Practices for all of those who are working, in any capacity, whilst on our premises. This includes our dedication to paying the National

Living Wage and signing up to the Scottish Business Pledge.

• **Environmental:** We are environmentally conscientious, promoting strict guidelines regarding recycling, energy use, and commuter pollution and continually looking at means to reduce our environmental impact.

Who we are

Angus Training Group is an employer led organisation committed to delivering high quality industry ready training to meet the employer needs of our clients.

Established in 1966 the custom built training centre caters for various disciplines in the engineering sector. We currently train for a number of Engineering industries in the Dundee and Angus area and beyond.

All of our staff are time-served, ex-industry engineers who have experience in real jobs for real firms in order to pass this knowledge on.

About the Modern Apprenticeship Program

The Modern Apprenticeship Program is run by Skills Development Scotland. It comes in three different sections. These are the one year off-the-job training, the three-year on-the-job workplace training elements of the MA Program, and your further education.

Apprentices will do their first year here with us at the Training Group plus Further Education as day release. Then, once they have completed their year's industry training then they will progress to company where they will work full time with their employer and complete Further Education outstanding.

In the first year of their Modern Apprenticeship our Apprentices achieve their Level Two qualification in Performing Engineering Operations plus the additional Angus Training Group work ethic which is installed in them from day one and company specific training if Option 1 is selected.

Once they have progressed to Company to work full time as an Apprentice Engineer they will complete their Apprenticeship within, hopefully, the next three years. During this period ATG will monitor their individual progress against a national standard and assist in completing assessment of Modern Apprenticeship.

The Angus Training Group Facility

Classrooms

Here at Angus Training Group we have a number of classrooms, also rented out for short upskilling courses. as well as a lecture theatre.

All of our classrooms are fully fitted out with projector/ SMART board technologies to ensure that our students receive an interactive education throughout their time here.

CAD suite

In addition to this we also have a fully designated CAD suite allowing our Design and Manufacturing Apprentices to thrive in a suitable environment.

Electrical Lab

A standalone unit within our workshop. We take pride in the high level of training which we give to our Electrical students.

We have recently invested in a COBOT for our Electrical lab in order to provide Industry 4.0 ready Apprentices.

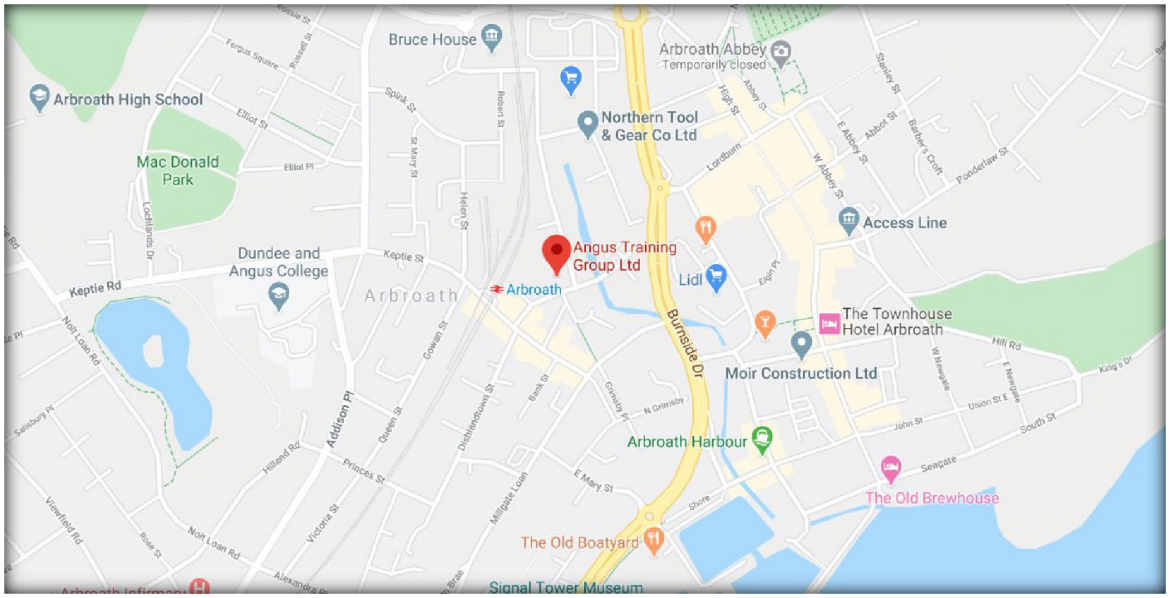
Workshop

Our workshop covers the majority of our campus. Within this you will see a wide range and array of training facilities and equipment from our welding plants to our CNC machines. All the equipment which we use for training purposes is to industry standards including the tolerances we work to and our Health and Safety regulation.

Our Apprentices are taught how to use the Imperial and the Metric systems with specific emphasis on conversion between the two. In addition to this they are exposed from the beginning to industry-standard Orthographic Drawings. Also, to incorporate presentation into our curriculum, our Apprentices are required to perform a Toolbox talk in front of their peers.

Where are we?

Based in Arbroath, Angus. Angus Training Group is centrally located being mere seconds from the Arbroath Train Station, and only minutes from the Arbroath Bus Station. It is also very handily located for driving from the dual carriageway running through Arbroath which services everywhere from Forfar to Montrose to Dundee and an on-site, secure carpark for Apprentice's, staff, and visitors.

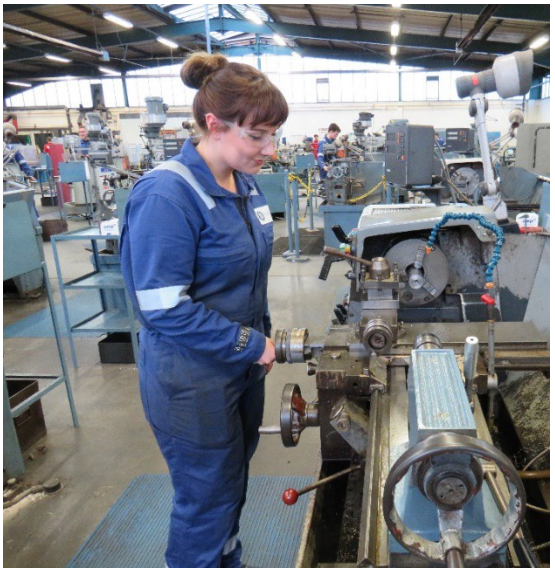


Arbroath is well situated for the purposes of training being less than an hour's drive from Dundee, Forfar, and Montrose and approximately an hour's drive from Aberdeen, all well within commuting distance for our first year Apprentices.

Student Testimonials

"Angus Training Group is a very strong foundation for a successful career in engineering and is good experience in a working environment" **Kieran Kelly – The University of Dundee**

"I encourage anyone interested in an engineering apprenticeship to apply to Angus Training Group" **Owen Macgregor – Baker Hughes**



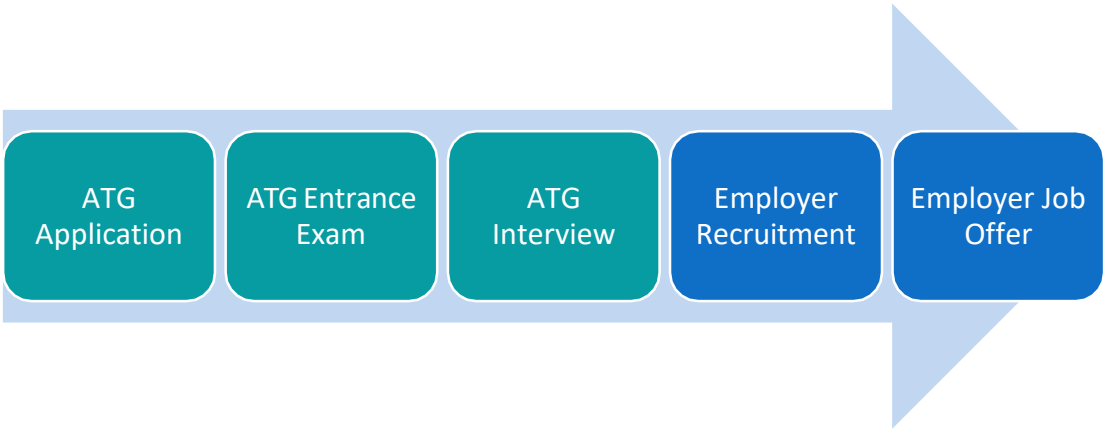
"Angus Training Group has helped me mature and make great progress, they provide top quality training essential for an engineering career" **Dion Smith – AGR Automation**

"During my time at Angus Training Group I was selected for the National Craft Competition and won it. It has given me a great start in Engineering" **Paul**

"After my Apprenticeship I am now based in the Design Office and now help to train new starts" **Sarah**

Applications

The Modern Apprenticeship Application Process



Please see online for our Applications Form. This can be submitted online, via email, or by post. Alternatively, you can pop into the office and hand it in in person.

From here we will be in touch to ask you to come in and take our short entrance exam. This will take approximately one hour and comprises of four sections Communication, Numeracy, General Aptitude, Maths.

If you then pass our entrance exam, we will invite you in for a short interview which should last no more than twenty minutes. From this point you will be put into our recruitment pool. Once our interviews are complete our employers are invited to look at the pool and will select from this candidates who they would like to interview and ultimately offer an apprenticeship to.

Our Employers will then set up their various recruitment processes, and if successful then they will provide you with a job offer. You will then hear from us with details of starting your training with us in the Autumn of that year for the start of your training!

Entry Qualifications

For entry onto the Modern Apprenticeship course we would be looking for a minimum of three acceptable National 5 passes including English, Maths, and Physics (though not essential) as we will accept Nat 4 subject to grading achieved in entrance test plus any technical subjects on offer.

A good school background and record is essential.

Our Qualifications

Our courses are EAL and SEMTA recognised. Certification is to National Standards.

At Angus Training Group we have broken our course down into one of two.

Option One – The Bespoke Apprenticeship

This course is comprised of three mandatory units:

Health and Safety

- Hazards
- Organisational policy and procedure
- Eliminate/ minimise risk to life/ property/ environment
- Basic risk assessments

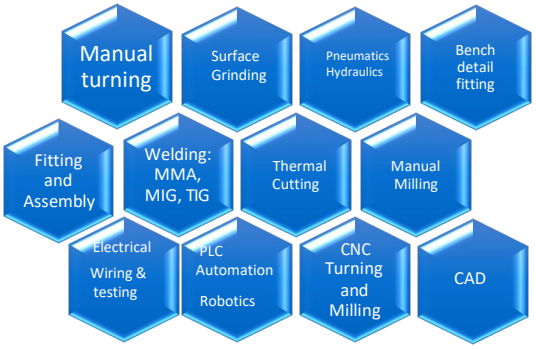
Using Engineering Information

- Communicate and record valid info
- Sketches
- EngineeringDrawings

Measurement and Machine Maintenance

- Time keeping
- Work planning documents
- Technical reporting
- Problem solving

The Bespoke Apprenticeship route takes approximately 45 weeks to complete and Employers are able to customise the training which the Apprentice undertakes, to suit their business needs from choosing from courses available such as:



The major benefit to The Bespoke Apprenticeship route is that, in the final 20 weeks of the 45 weeks of their off-the-job training our Instructors will allow them to specialise in a subject area of their.Employers' choice to make them industry ready. This enables our Bespoke Apprenticeship Apprentices to start their on-the-job training and from day one – get on with the job.

Option Two – The General Apprenticeship

The General Apprenticeship Route comprises of the three mandatory units:

Health and Safety

- Hazards
- Organisational policy and procedure
- Eliminate/ minimise risk to life/ property/ environment
- Basic risk assessments

Using Engineering Information

- Workspace conscious
- Tooling

Measurement and Machine Maintenance

- Communicate and record valid info.
- Sketches
- Work planning documents
- Technical reporting
- Problem solving

However, unlike the Bespoke Apprenticeship route this takes approximately 30 weeks. This will give your Apprentice a firm grounding and understanding and broader knowledge base of different pillars of Engineering. However, due to the time difference, the outcome will be a less detailed knowledge and a broader base.

Course Content

Manual Turning

Manual Lathes

The turning operations will be carried out on manual centre lathes. The learning will cover mounting, positioning, and correctly setting a range of work holding devices, mount the work piece and cutting tools and to set and use cutting feeds/ speeds and techniques which are appropriate to the type of material, tooling, and operations being performed. Apprentices will be required to check the quality of their work using measuring equipment appropriate to the Industry tolerances provided.

Grinding

These operations will be achieved on vertical surface grinding machines. Knowledge of mounting, positioning, and setting a range of work holding devices, mounting the workpiece, and using techniques which are appropriate to the type of material, type of grinding wheel, and operations which are being performed. Apprentices will be required to check the quality of their work using measuring equipment appropriate to the Industry tolerances provided.

Pneumatics/ Hydraulics

Assembling and testing fluid power systems

In carrying out the fluid power assembly operations, you will be required to follow specific assembly techniques, in order to assemble the various components which will include, rigid and flexible pipework, hoses, valves, actuators and cylinders, regulators, switches, and sensors. These will also include making all checks and adjustments to ensure the fluid power components are correctly positioned and aligned, and to carry out appropriate test procedures to confirm that the fluid power assembly meets the operational performance required.

Fitting

The bench fitting hand skills will cover use of work holding devices, use of appropriate hand tools for cutting and shaping material. Use of pillar and hand drills, bench grinders. Planning and marking out techniques. Apprentices will be required to check the quality of their work using measuring equipment appropriate to the Industry tolerances provided.

Assembly

Mechanical Assembly

Apprentices will learn the technical terms and function of components and how to perform all necessary checks and adjustments to ensure the components are correctly orientated, positioned, and aligned; that moving parts have the correct working clearances; all fasteners are tightened to the correct torque; and that the assembled parts are checked for completeness and function as per the specifications on the procedures and drawings.

Welding

Manual Metal Arc (MMA) Gas Shielded Metal Arc (MIG) Gas Tungsten Welding (TIG)

Apprentices will be required to prepare the welding area and equipment and ensure that all the relevant welding equipment is securely connected and free from damage. Chose the correct consumables, prepare and set the welding plant. Prepare and position the material ready for welding. In addition, they will also be required to check the quality of the welds using measuring equipment, visual examination, non-destructive and destructive testing techniques.

Thermal cutting

Oxy/fuel and plasma cutting processes. Check equipment security and is damage free. Prepare and set pressures of appropriate cutting equipment. Prepare and mark out material in preparation for cutting. Correct cutting techniques.

Manual Milling

Milling operations may be carried out on horizontal, vertical, or universal milling machines. They will be learning the mounting, positioning, and correct method of setting a range of work holding devices, mounting the work piece and cutting tools and to set and use cutting feeds/ speeds and techniques which are appropriate to the type of material, tooling, and operations being performed. Afterwards Apprentices will be required to check the quality of their work piece using measuring equipment appropriate to the aspects being checked and tolerances to be achieved.

Electrical Wiring

Wiring and testing electrical equipment and circuits

This activity will include the wiring and termination of a range of cables such as a single and multi-core cable, screened cable, fire resistant, and armoured cables. You'll be required to make a variety of terminations and connect a range of electrical components such as switches/ switchgear, distribution panels, motors and starters, control systems, sensors and actuators, safety devices, and luminaries.

Electrical Maintenance

You will be expected to cover a range of maintenance activities such as isolating and locking off, disconnecting, removing and reconnecting electrical components, wires and cables, attaching cable identification markers, replacing damaged or defective components, cables, and wires, setting and adjusting components, and making 'off load' checks before testing the equipment, using appropriate techniques and procedures. You will maintain electrical equipment that uses single, three phase (AC) or Direct Current (DC) power supplies and includes equipment such as control systems, motors & starters, transformers, wiring enclosures, portable appliances and other specific electrical equipment. You will use a variety of maintenance diagnostic techniques and procedures, such as gathering information from fault reports, using recognised fault finding techniques and diagnostic aids, measuring, inspecting and operating the equipment.

CNC Turning and Milling

Progamming

You will be required to produce the component program using manual data input or by use of a remote computer, saving the prepared program on a USB, disc, or by downloading it into the machine controller from the computer. You will be expected to prepare part programs using operational sequences and machining techniques which avoid unnecessary tool/ cutter movements or tool changes, and use repetitive programs and canned cycles to reduce program size and input time. You will then be expected to check the program using single block run and program edit facilities and to adjust the machine tool equipment and program, following proving/ editing procedures to achieve component satisfaction. procedures to achieve component satisfaction.

Prepping & using CNC turning machines

Select the appropriate work holding devices and cutting tools, mount and secure them to the appropriate holding devices and place the cutting tools in the relevant positions within the tool posts, turrets, slides, or tool change magazine/ carousel. You will also be expected to ensure that all the tools have been allocated a relevant tool number and that the relevant data on their co-ordinates and datum positions is entered including loading and checking component programs, checking for errors/ faults, editing, and saving program changes.

Programmable Logic Controls

This will cover a wide range of competencies which you will need to wire and test programmable controller based systems. You will construct and terminate programmable logic control systems and then develop, edit, test and de-bug programs to control specific processes. You will connect peripheral components and communication links and load/download process controller programs, check them for errors and create back-up copies of completed programs.

Mechanical Maintenance

Apprentices will be expected to fault find using various techniques, isolate, dismantle, remove and replace or repair any faulty units or components on a variety of different types of mechanical assemblies and sub-assemblies, carry out checks and ensure correct operation of equipment. You will also be expected to cover a range of maintenance activities which includes preventative maintenance.

3D CAD

You will be given a specific 'modelling' brief or a request for a change/ modification to a model and you will be required to access these requirements and extract all necessary information in order to carry out the modelling operation. You will then be expected to choose the appropriate equipment and modelling software to used based on the type and complexity of the drawing functions to be carried out.

Money Matters

Apprentice Salaries

The Government does stipulate a National Minimum Wage for Apprentices. This must be adhered to. Apprentices must be employed from day one – this means that for the first year while doing their off-the-job training, they will be receiving a wage.

There are different Governmental Rates for Apprentices who are in their first year and those who are in Years 2 to 4 and beyond, in order to ensure that they are being paid a fair wage for both the Apprentice and he Employer – these rates can be found on the Government Website.

ATG Funding

Skills Development Scotland also assist with Apprenticeship funding. However, the bulk of this funding consists of Output Based Funding (or OBF) which means that we receive the most significant injection of monies only on the Apprentice completing their Apprenticeship.

The Bespoke Apprenticeship (Option One)

To cover the cost of delivering bespoke training over 1st year we charge, for the first year only, a fee which is to be invoiced quarterly in arrears.

During this option we will also pay the first year college Further Education fees, though the second year fees will be met by the Employer.

The General Apprenticeship (Option Two)

To cover the costs of this option we will take no fee from the Employer. However, the employer shall be liable for the whole cost of the fees for college Further Education.

The Sponsored Apprenticeship

This is a route which will remove the burden of Payroll from the Employer regarding Apprenticeships. Angus Training Group will pay the salary of the Apprenticeship by BACS within the last three working days of the month in arrears, and then Invoice the Employer for this, quarterly and in advance.

For the initial first year fee this will also include certification, registration, college, and training costs.

The Training Provider will arrange for the appropriate day release Further Education necessary for the training of the Apprentice.

All Apprentices in Scotland are eligible for auto-enrolment into a pension scheme. Our Apprentices are no different and this will be dealt with on a case-by-case basis by agreement from all three parties.

The employing company will be liable for any overtime or pension contributions worked or required by any of the Apprentices and Angus Training Group Ltd. will invoice the company accordingly for this.

It is incumbent on the Training Provider to ensure that the Employing company has all of the appropriate Insurance such as employers' liability and public liability insurance in respect of all Apprentices being trained by Angus Training Group. Additionally, Angus Training Group will be happy to reciprocate and provide evidence of all Insurances which are pertinent to the Employing companies' apprentices whilst they are on-site.

Angus Training Group has a draft agreement which will be negotiated with each employer who opts for this method directly and which sets out the legal positions of the parties involved in this agreement.