

Derwent Training

TRAINING FOR YOU

# Employers Guide to Engineering Apprenticeships



# WELCOME TO DERWENT TRAINING

## TRAINING FOR YOU

In an increasingly sophisticated industrial landscape, the strength of the Engineering and Manufacturing sectors remains the backbone of our national growth. However, for a business to truly capitalize on new opportunities, technical innovation must be matched by a highly skilled workforce.



At Derwent Training, we help you solve the talent challenge by building a robust pipeline of specialists, ensuring your business has the expertise required to thrive both today and in the future.

Our Engineering and Manufacturing apprenticeships are designed to do more than just fill a role; they inject fresh perspectives, technical energy, and modern practices into your team. From foundational engineering skills to advanced manufacturing techniques and strategic leadership, our curriculum is engineered to align with the evolving demands of your industry. By investing in high-quality training, you aren't just upskilling, you are future-proofing your operations and driving measurable productivity.

Since 1988, Derwent Training has been the premier partner for engineering firms across North Yorkshire. We have consistently adapted to shifting economic and technological landscapes, providing agile training solutions that reflect the reality of the modern workshop. Our commitment to excellence is reflected in our Ofsted 'Good' rating and our 91% employer satisfaction score, with apprenticeship achievement rates that sit proudly above the national average.

As holders of the prestigious Matrix Standard, we offer more than just training; we provide expert consultancy to ensure every apprentice is placed on the specific pathway that will deliver the most value to your business. Built on a foundation of honesty and integrity, our approach ensures you receive straightforward, pertinent advice. We are committed to your success, which means we only ever recommend training that serves your strategic needs.

I invite you to explore this guide and contact our Business Support Team to discuss how we can help you build the engineering talent of tomorrow.

**Claire E Gavaghan MA.Ed MIOl**  
Chief Executive Officer

## CONTENTS:

Apprenticeships and the benefits	2	×
Level 3 Machining Technician Apprenticeship	3	
Level 3 Engineering Support Technician Apprenticeship	4	
Level 3 Mechatronics Maintenance Apprenticeship	5	
Level 2 Welder Apprenticeship	6	○
Level 3 Metal Fabricator Apprenticeship	7	×
Level 4 Engineering Manufacturing Technician Apprenticeship	8	
Off-the-job Training Information	9	
Apprenticeship Funding Information	11	
Responsibilities of the Employer	12	○

# APPRENTICESHIPS THE BENEFITS

## WHY HIRE AN APPRENTICE

Apprenticeships allow you to invest in your future, by getting the talent that is right for you.

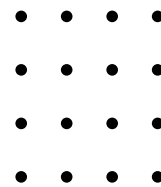
Apprenticeships are suitable for anybody from the age of 16 onwards, so you can hire someone new or upskill an existing employee, allowing you to grow talent and develop a motivated skilled and qualified workforce. They help you to:

- Offer on-the-job training in a safe working environment
- Build a culture of learning and development
- Enjoy higher staff retention and morale
- Promote diversity and inclusion in the workplace.

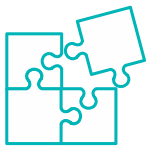
## INVESTMENT IN YOUR BUSINESS

\*Research by St Martins Group

The estimated yearly gain for employers is between £2,500 and £18,000 per apprentice during their training period



## KEY FACTS GOV.UK



# 86%

of employers said apprenticeships helped them to develop skills relevant to their organisation



# 92%

of employers believe that apprenticeships lead to a more motivated and satisfied workforce



# 80%

of employers who have invested in apprentices have seen significant employee retention.

## WHY CHOOSE DERWENT TRAINING



In our most recent Ofsted inspection our provision for apprentices was rated as 'Good'.

Other key features include:

- Small class sizes with 1:1 learning opportunities
- Industry-standard training centre
- Learner survey results from January 2026 show strong growth across all areas of our curriculum and a record high statistic for apprentice wellbeing at 98%.
- Currently working with over 70 employers across 1,200miles<sup>2</sup>
- 91% overall employer satisfaction rating (January 2026).

# LEVEL 3 MACHINING TECHNICIAN



## OVERVIEW

The Machining Technician Apprenticeship Standard has been developed to provide learners with the knowledge, skills and behaviours they need to produce complex and precision machined products that are typically used in machinery. Machining Technicians will use a variety of machines to carry out their work; such as centre lathes, vertical and horizontal milling machines, horizontal and cylindrical grinding machines, electrodischarge machines, single and multi-axis Computer Numerical Control (CNC) machine tool centres, gear cutting and gear grinding machines.

## ENTRY REQUIREMENTS

All apprentices must have achieved a minimum of 4 GCSEs including English and Maths. If the apprentice is under 19 years old, and has not achieved a GCSE Grade C/4 or above in Maths and/or English then they will be required to attend additional sessions to complete a Level 2 Functional Skills qualification in these areas to achieve their apprenticeship. These sessions will be in addition to their normal day release attendance.

## APPRENTICESHIP TRAINING PROGRAMME

### LEVEL 3 MACHINING TECHNICIAN APPRENTICESHIP

#### Complete level 2 units

Apprentices will complete 3 units in basic skills that covers hand fitting, use of lathes and milling

#### Complete level 3 units

Complete units in for example, health & safety, communication skills, mathematics, materials, Computer Aided Design, advanced milling, turning, CNC techniques, engineering drawing and workplace improvement.

#### Portfolio of Evidence

The apprentice must compile a portfolio of evidence during the apprenticeship. It must contain evidence related to the knowledge, skills & behaviours that are assessed for occupational competency. It will typically contain discrete pieces of evidence drawn from at least 3 separate job undertaken in the workplace.

#### End-Point Assessment

This is the final assessment you do to ensure you are competent to be certificated in your role. This will be carried out by an independent End-Point Assessment Organisation. It will include a practical assessment in the workplace, a multiple-choice assessment and a professional discussion.

## DETAILS

Duration: 42 months

Not Including End-Point Assessment

Attendance: Day Release 9am - 4pm

Start Date: Course start dates available throughout the year.

Government funded or by employer levy

**See funding information page to check the funding for your business**

# LEVEL 3 TECHNICAL SUPPORT TECHNICIAN



## OVERVIEW

The Technical Support Technician Apprenticeship has been developed to provide learners with the knowledge, skills and behaviours needed to carry out their roles.

Roles include process control, performance and continuous improvement solutions, production schedule/planning, product technical applications and capability, engineering drawings and quality control, CAD and CNC.

## ENTRY REQUIREMENTS

All apprentices must have achieved a minimum of 4 GCSEs including English and Maths. If the apprentice is under 19 years old, and has not achieved a GCSE Grade C/4 or above in Maths and/or English then they will be required to attend additional sessions to complete a Level 2 Functional Skills qualification in these areas to achieve their apprenticeship. These sessions will be in addition to their normal day release attendance.

## APPRENTICESHIP TRAINING PROGRAMME

### LEVEL 3 TECHNICAL SUPPORT TECHNICIAN APPRENTICESHIP

#### Complete level 3 units

Complete units in, for example, health & safety, communication skills, mathematics, materials, Computer Aided Design, mechanical principles, engineering drawing, inspection techniques, measurement systems, and workplace improvement.

#### Portfolio of Evidence

The apprentice must compile a portfolio of evidence during the apprenticeship. It must contain evidence related to the knowledge, skills & behaviours that are assessed for occupational competency. It will typically contain discrete pieces of evidence drawn from at least 3 separate jobs undertaken in the workplace.

#### End-Point Assessment

This is the final assessment you do to ensure you are competent to be certificated in your role. This will be carried out by an independent End-Point Assessment Organisation. It will include a practical assessment in the workplace, a multiple-choice assessment and a professional discussion.

## DETAILS

Duration: 42 months

Not Including End-Point Assessment

Attendance: Day Release 9am - 4pm

Start Date: Course start dates available throughout the year.

Government funded or by the employer levy

**See funding information page to check the funding for your business**

# LEVEL 3 MECHATRONICS MAINTENANCE



## OVERVIEW

The Level 3 Mechatronics Maintenance Apprenticeship Standard has been developed to provide learners with the knowledge, skills and behaviours they need to carry out their role.

Mechatronics Maintenance technicians ensure that plant and equipment perform to the required standard, installation, testing, fault-finding and the on-going maintenance of complex automated equipment.

## ENTRY REQUIREMENTS

All apprentices must have achieved a minimum of 4 GCSEs including English and Maths. If the apprentice is under 19 years old, and has not achieved a GCSE Grade C/4 or above in Maths and/or English then they will be required to attend additional sessions to complete a Level 2 Functional Skills qualification in these areas to achieve their apprenticeship. These sessions will be in addition to their normal day release attendance.

## APPRENTICESHIP TRAINING PROGRAMME

## DETAILS

Duration: 42 months

Not Including End-Point Assessment

Attendance: Day Release 9am - 4pm

Start Date: Course start dates available throughout the year.

Government funded or by employer levy

**See funding information page to check the funding for your business**

## LEVEL 3 MECHATRONICS MAINTENANCE TECHNICIAN

### Complete level 3 units

Complete units in for example, health & safety, communication skills, mathematics, materials, Computer Aided Design, mechanical principles, engineering drawing, inspection techniques, measurement systems, and workplace improvement.

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### Portfolio of Evidence

The apprentice must compile a portfolio of evidence during the apprenticeship. It must contain evidence related to the knowledge, skills & behaviours that are assessed for occupational competency. It will typically contain discrete pieces of evidence drawn from at least 3 separate job undertaken in the workplace.

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### End-Point Assessment

This is the final assessment you do to ensure you are competent to be certificated in your role. This will be carried out by an independent End-Point Assessment Organisation. It will include a practical assessment in the workplace, a multiple-choice assessment and a professional discussion.

# LEVEL 2 WELDER



## OVERVIEW

The Level 2 Welder Apprenticeship Standard has been developed to provide learners with the skills, knowledge and behaviours they need to carry out their role.

The broad purpose of this occupation is to carry out metal welding works using manual and mechanised arc welding processes to sector standards. Welders work with people from other teams such as plate fabricators, steel erectors and riggers,

## ENTRY REQUIREMENTS

All apprentices starting on the Level 2 Welding Apprenticeship Standard must have achieved 2 GCSEs in English and Maths. If the apprentice is under 19 years old, and has not achieved a GCSE Grade C/4 or above in these two subjects then they will be required to attend additional sessions to complete a Level 2 Functional Skills qualification in these areas to achieve their apprenticeship. These sessions will be in addition to their normal day release attendance.

## APPRENTICESHIP TRAINING PROGRAMME

### LEVEL 2 WELDER

#### Course Structure On-Programme (Day Release)

Complete units in health and safety, welding theory, team working and communications, environmental impact, and several practical welding units.

#### Portfolio of Evidence

The apprentice must compile a portfolio of evidence during the apprenticeship. It must contain evidence related to the knowledge, skills & behaviours that are assessed for occupational competency. It will typically contain discrete pieces of evidence drawn from at least 3 separate job undertaken in the workplace.

#### End-Point Assessment

This is the final assessment you do to ensure you are competent to be certificated in your role. This will be carried out by an independent End-Point Assessment Organisation. The assessment method will include a practical test with questions, a multi choice test and an interview.

## DETAILS

Duration: 18 months

Not Including End-Point Assessment

Attendance: Day Release 9am - 4pm

Start Date: Course start dates available throughout the year.

Government funded or by the employer levy

**See funding information page to check the funding for your business**

“At Severfield we are passionate about helping young people take their first steps onto their career ladder through development aimed at forging the next generation of leaders. We offer a variety of apprenticeship opportunities, all of which mean our apprentices receive personal growth and add real value to our organisation by developing relevant skills, positively impacting productivity, and improving the quality of our products.

Severfield (UK) Ltd



# LEVEL 3 METAL FABRICATOR



## OVERVIEW

The Level 3 Metal Fabricator Apprenticeship Standard has been developed to provide learners with the knowledge, skills and behaviours they need to carry out their role. This apprenticeship prepares individuals to carry out metal fabrication work using, for example, rolled joists, columns, channels, steel plate and metal sheet etc. Work includes manufacturing bridges, oil rigs, ships, cranes, platforms, automotive and machinery parts, sheet metal enclosures and anything that can be fabricated out of metal.

## ENTRY REQUIREMENTS

All apprentices starting on the Level 3 Engineering Technician Apprenticeship Standard must have achieved a minimum of 4 GCSEs including English and Maths. If the apprentice is under 19 years old, and has not achieved a GCSE Grade C/4 or above in Maths and/or English then they will be required to attend additional sessions to complete a Level 2 Functional Skills qualification in these areas to achieve their apprenticeship. These sessions will be in addition to their normal day release attendance.

## APPRENTICESHIP TRAINING PROGRAMME

### LEVEL 3 METAL FABRICATOR

#### Complete level 3 units

Complete units in for example, health & safety, communication skills, mathematics, MMA welding, MIG/MAG welding, TIG welding, materials, fabrication & welding principles, Computer Aided Design, engineering drawing and workplace improvement.

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#### Portfolio of Evidence

The apprentice must compile a portfolio of evidence during the apprenticeship. It must contain evidence related to the knowledge, skills & behaviours that are assessed for occupational competency. It will typically contain discrete pieces of evidence drawn from at least 3 separate job undertaken in the workplace.

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#### End-Point Assessment

This is the final assessment you do to ensure you are competent to be certificated in your role. This will be carried out by an independent End-Point Assessment Organisation. This will include a practical observation in the workplace and a professional discussion.

## DETAILS

Duration: 42 months

Not Including End-Point Assessment

Attendance: Day Release 9am – 4pm

Start Date: Course start dates available throughout the year.

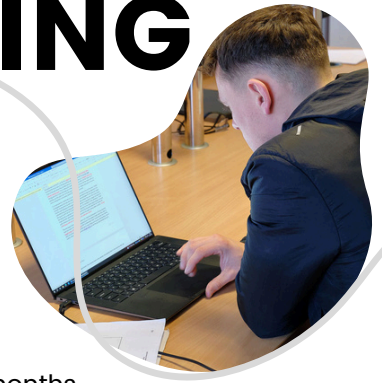
Government funded or by employer levy

**See funding information page to check the funding for your business**



Two of our partner employers, Severfield and Hare, were involved with developing this Standard.

# LEVEL 4 ENGINEERING MANUFACTURING TECHNICIAN



## OVERVIEW

The Level 4 Engineering Manufacturing Technician Apprenticeship has been developed to provide learners with the knowledge, skills and behaviours that they need to carry out their current role, or those that are progressing in to middle management roles within Engineering and Manufacturing. This Apprenticeship will include a large proportion of self-directed study and research.

## ENTRY REQUIREMENTS

The Level 4 Engineering Manufacturing Technician Standard is a progression route for someone who has completed a Level 3 Apprenticeship in Engineering, or has achieved a minimum of 90 credits in a Level 3 BTEC in Engineering. The learner must be 18 or over, and have achieved a Level 2 or GCSE Grade C/4 or above in Maths and English. Due to the higher mathematical content included within the Apprenticeship, we do recommend that applicants have a high level of maths qualification, preferably to A-Level standard.

## APPRENTICESHIP TRAINING PROGRAMME

### LEVEL 4 ENGINEERING MANUFACTURING TECHNICIAN

#### BTEC HNC in Engineering & Advanced Manufacturing

Complete units that cover engineering design, mathematics, mechatronics, professional project, mechanical principles, engineering for manufacture, digital principles, quality & process improvement

#### Portfolio of Evidence

The apprentice must compile a portfolio containing evidence related to the knowledge, skills & behaviours that are assessed for occupational competency. It will typically contain discrete pieces of evidence drawn from at 10 separate job undertaken in the workplace. This portfolio will be specific to the apprentices role.

#### End-Point Assessment

This is the final assessment you do to ensure you are competent to be certificated in your role.

This will be carried out by an independent End-Point Assessment Organisation.

This will include an observation with questioning and a professional discussion supported by a portfolio of evidence.



Sylatech recruit apprentices into their business every year as they believe that the value they bring is 'phenomenal'. They help to bring stability to the workforce and fill their skills gaps.

We find working with Derwent Training exceptional; both with training at the centre and on-site at Sylatech. Apprenticeships help to build a reliable and productive workforce - it works for us.

Sue Williamson - Head of HR  
Sylatech



## DETAILS

Duration: 36 months

Not Including End-Point Assessment

Attendance: Day Release 9am - 4pm

Start Date: Course start dates available throughout the year.

Government funded or by the employer levy

**See funding information page to check the funding for your business**

# OFF-THE-JOB TRAINING



## WHAT IS OFF-THE-JOB TRAINING?

Off-the-job training is defined as training which is received by the apprentice during their normal working hours for the purpose of achieving the knowledge, skills and behaviours needed in the sector.

Your employee will be required to complete the minimum off-the-job published hours per week as part of the apprenticeship and this will be audited regularly by the Department for Education (DFE). How your employee will record their off-the-job learning will be explained during their workshops.

## FREQUENTLY ASKED QUESTIONS

### Why must off-the-job training be conducted during the apprentices normal working hours?

An apprenticeship is a work-based programme. The training helps the apprentice become fully occupationally competent in the workplace. Therefore, it is a requirement that the apprenticeship should be delivered during the apprentices normal working hours. It is not appropriate, and would be unfair, to expect an apprentice to undertake their apprenticeship in their own time, in addition to their job role.

If training must, by exception, take place outside of the apprentices normal working hours i.e. in an evening or on a weekend then it is expected that this be recognised, for example through time in lieu, or by additional payments to the apprentice.

### Will my apprentice spend a lot of time away from the workplace?

Apprenticeships are all about up-skilling an individual, and reaching occupational competency takes time. Your apprentice will attend the Training Centre one day per week.

If your apprentice hasn't achieved a GCSE Grade C/4 in English and Maths they will have to complete a Level 2 Functional Skills qualification in order to achieve their apprenticeship. English and Maths training does not count towards the 6 hours off-the-job learning. We are able to offer an hybrid model of delivery for those requiring English and Maths support.

### What counts as off-the-job training?

- Attendance day to Derwent Training
- Online learning
- Manufacturers training
- Time writing assignments
- Shadowing and mentoring
- Industry visits
- Health & safety training in the workplace
- Induction at the workplace



At McCain we pride ourselves on being the best and developing our talent from engineering apprentices is one of our top priorities.

Good quality, multiskilled food and drink engineers are very hard to come by so by investing time and training in our own apprentices means we can grow them from within to be the engineers of our future.

Chris Cooke, Maintenance Manager  
McCain Foods (GB) Ltd

# OFF-THE-JOB TRAINING MYTH BUSTERS

MYTH

VS

FACT

"MY  
APPRENTICE  
WILL SPEND A  
LOT OF TIME  
AWAY FROM  
THE  
WORKPLACE"



- Apprenticeships are about upskilling an individual. Reaching occupational competency takes time; for full-time apprentices there is a proscribed minimum number of off-the-job hours per week for the duration of the programme.
- Many employers and apprentices have praised the positive effect that off-the-job training has on their productivity and apprentices feel valued by the significant investment in their training.
- Off-the-job training must be away from the apprentices productive job role and must teach new skills, knowledge and behaviours relevant to the specific apprenticeship.

"I NEED TO  
DOCUMENT  
ALL OF THE  
APPRENTICE'S  
OFF-THE-JOB  
TRAINING"



- A training plan will be in place from the beginning of the apprenticeship, setting out the training content an apprentice will receive and which elements count towards the off-the-job training. The apprentice's evidence pack needs to demonstrate what training has been delivered against the training plan.

"ENGLISH AND  
MATHS  
COUNT  
TOWARDS THE  
MINIMUM  
REQUIREMENT  
FOR OFF-THE-  
JOB  
TRAINING"



- This is not true: English and Maths at Level 2 or below, does not count towards the minimum off-the-job training requirement.

"OFF-THE-  
JOB TRAINING  
CAN BE DONE  
IN THE  
APPRENTICE'S  
OWN TIME"



- An apprenticeship is a work-based programme so all off-the-job training must take place within the apprentice's normal working hours\*. If planned off-the-job training is unable to take place, it must be rearranged.

\*Excluding overtime.

# APPRENTICESHIP FUNDING

## AND THE APPRENTICESHIP SERVICE

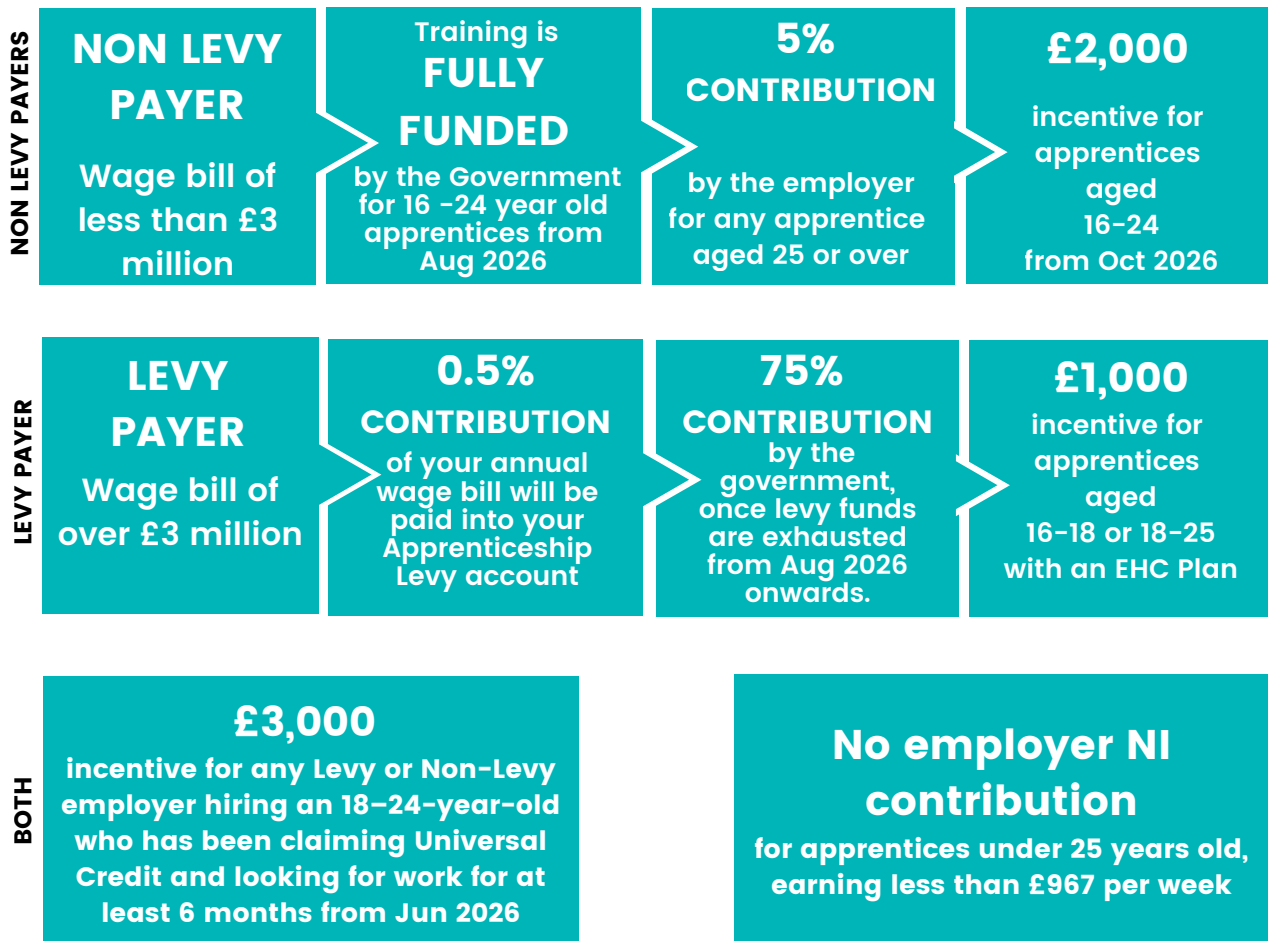


All UK businesses can access Government funding to help cover the costs of training and assessing an apprentice. To access this, your business must register on the Apprenticeship Service. Setting up this account is a legal requirement to unlock funding. Once it's live, we work alongside you to ensure your account is compliant and your funding is secure.

### Getting Started in 3 Steps:

1. Register: You create your account using your PAYE information, however we guide you through this process.
2. Collaborate: Add Derwent Training as your chosen provider. You can then grant us permission to handle the "heavy lifting" of data entry.
3. Approve: You remain in the driver's seat. We add the details, but you give the final digital "green light" for all funding and recruitment.

## COST



### Also

Employers will pay for any online unit exam resit during the apprenticeship. The initial cost of the End-Point Assessment is included in the overall apprenticeship delivery cost. Employers are responsible for paying for any End-Point Assessment resits.

# RESPONSIBILITIES OF THE EMPLOYER



## Employee rights

Your apprentice should have the same conditions as all other employees working at similar grades, or in similar roles. This includes paid holidays, sick pay, any benefits you offer to employees, and any support you offer such as coaching or mentoring. You should always supply your apprentice with a contract of employment.



## Progress reviews

You will support your employee throughout their apprenticeship by participating in tripartite reviews. This meeting will be frequent and between you, your apprentice and their Assessor to discuss and agree progress. This is a funding requirement set by the DfE and is an auditable document as part of your apprentices training programme.



## Apprentice wages

You must pay your apprentice at least the National Minimum Wage. The contract of employment should make it clear what wage you will pay your apprentice and for what hours. As we are a Training Provider we cannot advise you on what we think you should pay your apprentice.



## Training & studying

You must pay your apprentice for the time spent training or studying for their Apprenticeship. If your apprentice is also studying for an English and/or Maths qualification that is required as part of their training programme then they are entitled to paid study time during their normal working hours. You, or your apprentice must inform us of any absence on their training day and their off-the-job training hours' should be made up at a different time.



## Health & safety assessment

The DfE states that all apprentice employers must have a health and safety assessment to ensure that apprentices are working in safe conditions. The duration of when this is updated will depend on the work environment. We also require a copy of your Employer Liability Insurance Certificate for our records.



## Working hours

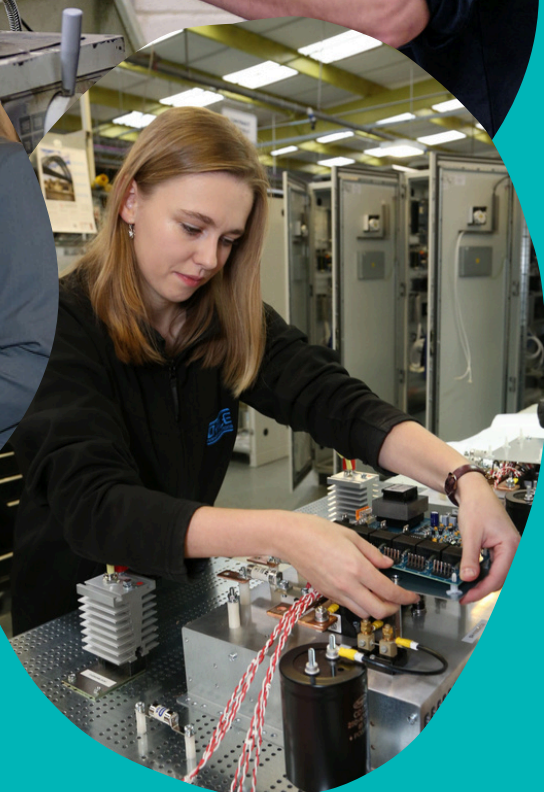
Your apprentice must work for 30 hours or more per week, which must include their off-the-job training. If your apprentice is under-18 then they must work no more than 8 hours per day or any more than 40 hours' per week.

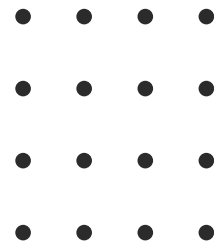


## Resits

Employers will pay for any online unit exam resit during the apprenticeship. The initial cost of the End-Point Assessment is included in the overall apprenticeship delivery cost. Employers are responsible for paying for any End-Point Assessment resits.

# Share in our success





# TRAINING FOR YOU



**To discuss your training needs further, contact our  
Business Support Team:**

01653 697698  
[info@derwenttraining.co.uk](mailto:info@derwenttraining.co.uk)

[www.derwenttraining.co.uk](http://www.derwenttraining.co.uk) • Hertford Way, York Road Industrial Park Malton, YO17 6YG

