

Apprenticeships Schemes (16-25 years old)

Do you want to earn while you learn by gaining qualifications whilst in the work place?

- Combines on and off the job training with an employer placement and conventional learning
- Enables earning with learning
- A package of learning suited to your individual and employer needs
- Leads to nationally recognised qualifications
- Based on assessment of competence to do a particular job
- You do not have to pay for the course as it is funded by Chiltern Business Training in conjunction with the Learning and Skills Council.

A package of outcomes and standards are made up of:

- NVQ training
- Key Skills
- Technical Certificates
- Employment Rights and Responsibilities.

E2E (Entry to Employment)

E2E is a work-based training programme for 16-18 year olds helping you into employment, training or full-time education.

- Gain units towards or full qualifications
- Gain work experience
- Develop an individual package of skills including IT, Key Skills and Skills for Life.

FOR FURTHER INFORMATION PLEASE CONTACT:

Chiltern Business Training
Kingsland Skills and Enterprise Centre
Parkside Drive
Houghton Regis
Bedfordshire
LU5 5PY

Tel: 01582 861607

Apprenticeship in Engineering

Length

- 4 years on day release
- On and off the job training whilst in employment
- Placements are available through Chiltern Business Training.

What do I need?

Applicants must be aged 16-21 and have completed secondary education to at least 4 GCSEs at grade C and above.

You must have an aptitude and enthusiasm for engineering. All applicants will be invited to an initial assessment.

What will I study and do?

An apprenticeship framework consists of:

NVQ Level 2

- EMTA NVQ Performing Operations Level 2 - Electrical or Mechanical.

NVQ Level 3

through one of the following routes:

- Mechanical Production
- Technical Services
- Maintenance.

Technical Certificate

which can include one of the following:

- City and Guilds Applying 6983
- Engineering Principles Level 2
- Welding

- City and Guilds 2800 Certificate in Engineering (Maintenance and Production)
- City and Guilds Computer Aided Design
- City and Guilds 2303 CNC Part Programming
- BTEC National Certificate with either electrical or mechanical bias - can lead onto HNC.

Key Skills

- Communication
- Application of Number
- Information Technology
- Working with Others
- Improving Own Learning.

You will also learn about Employment Rights and Responsibilities.

Is it exam or assessment?

The NVQs are achieved through Work Based assessment. Key Skills will require externally set assignments.

Next Step

- Advanced Apprenticeships
- Full-time Employment
- Can lead to Foundation Degrees and can lead to and be accredited within Higher Education in consultation with your employer.

Apprenticeship

For information on Apprenticeships please contact
Chiltern Business Training on tel: 01582 861607

Apprenticeship in Administration

Length

- Up to 2 years on day release
- On and off the job training whilst in employment
- Placements are available through Chiltern Business Training.

What do I need?

Applicants must be aged 16-23 and have completed secondary education.

All applicants will be invited to an initial assessment.

What will I study and do?

An apprenticeship framework consists of:

NVQ Level 2

- EDI NVQ Administration

Technical Certificate

- EDI Certificate in Administration

Key Skills

- Communication
- Application of Number.

You will also learn about Employment Rights and Responsibilities.

Is it exam or assessment?

The NVQs are achieved through work based assessment. Key Skills and Technical Certificate will require externally set assignments.

Next Step

- Advanced Apprenticeships
- Full-time employment.



Apprenticeship in Customer Service

Length

- Up to 3 years on day release
- On and off the job training whilst in employment
- Placements are available through Chiltern Business Training.

What do I need?

Applicants must be aged 16-23 and have completed secondary education.

All applicants will be invited to an initial assessment.

What will I study and do?

An apprenticeship framework consists of:

NVQ Level 2

- EDI NVQ Business Administration or
- City and Guilds IT User

NVQ Level 3

- Edexcel NVQ Customer Service Level 3

Technical Certificate

- Edexcel Award in Customer Service

Key Skills

- Communication Level 2
- Application of Number Level 2.

You will also learn about Employment Rights and Responsibilities.

Is it exam or assessment?

The NVQs are achieved through work based assessment. Key Skills and Technical Certificate will require externally set assignments.

Next Step

- Advanced Apprenticeships
- Full-time employment.



Apprenticeship

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Apprenticeship in Information Technology

Length

- Up to 2 years on day release
- On and off the job training whilst in employment
- Placements are available through Chiltern Business Training.

What do I need?

Applicants must be aged 16-23 and have completed secondary education.

Applicants must have an aptitude and enthusiasm for Information Technology.

All applicants will be invited to an initial assessment.

What will I study and do?

An apprenticeship framework consists of:

NVQ Level 2

- City and Guilds NVQ IT User Level 2

Technical Certificate which can include one of the following:

- OCR CLAIT Plus
- OCR CLAIT Advanced Level 3.

Key Skills

- Communication
- Application of Number.

You will also learn about Employment Rights and Responsibilities.

Is it exam or assessment?

The NVQs are achieved through work based assessment. Key Skills and Technical Certificate will require externally set assignments.

Next Step

- Advanced Apprenticeships
- Full-time employment.



Business Solutions with Chiltern Business Training

Business Solutions with Chiltern Business Training

Chiltern Business Training is the business division of Dunstable College and is the first point of contact for many of South Bedfordshire's companies with the College. The scope of the work undertaken by CBT is wide, encompassing a number of government funded contracts. In addition, CBT delivers a wide range of company training, advice and consultancy.

Operating out of professional training facilities at the Kingsland Skills and Enterprise Centre in Houghton Regis gives CBT the ability to comfortably host courses and seminars. With a large number of expert trainers and consultants that work in association with CBT a holistic approach to a company's training requirements is at the centre of the service provided. Flexibility to deliver training at a company premises and the ability to deliver at a time when required by the customer are winning CBT an enviable reputation with local companies.

CBT has an ever increasing range of provision to reflect local demand and deals across a number of sectors, including engineering, manufacturing, care, business, warehousing and logistics.

Additionally CBT offers a wealth of short courses (both accredited and non-accredited) to meet business needs.

These include:

- Health & Safety Awareness
- Environmental Awareness
- Financial Awareness
- Marketing & Sales
- Supervisory and Management
- Business Process and Design
- Customer Service Skills
- Human Resources Management.

To see how Chiltern Business Training could help your business, call our business development team on 01582 861607 or email cbtsales@dunstable.ac.uk.

What our customers say

"CBT has consistently delivered high quality training in an innovative and refreshing way, resulting in improved skills and productivity."

Stanbridge Precision Turned Parts Ltd

"The business review provided us with a great opportunity to review the future strategy. CBT is now working with us to implement the plan effectively."

J&J Design

"I would like to thank CBT for producing a programme that addressed our business concerns; this has produced real value for our team. You really listened to our needs."

D-Mec Services

