

HETA

Engineering The Future

The Employers Guide: Apprenticeship Delivery

HETA are
proud to
work
with **over 400**
businesses

We are the largest specialist engineering
training provider in the Humber region.



Contents

A welcome from our Chief Executive.....	P3
Our Story.....	P4
Working With Us.....	P5
Our Locations.....	P6
Key Contacts.....	P7
A HETA Apprentice.....	P8-9
Benefits of Recruiting an Apprentice.....	P10
What Our Employers Say.....	P11
Our Learners: Your Apprentice.....	P12
Apprenticeship Standards.....	P13
Our Responsibilities as a Training Provider.....	P14
Company Responsibilities.....	P14-15
The Apprenticeship Levy.....	P16
How We Recruit.....	P17
Higher Education.....	P18
Humber ATA.....	P19

Contact Us:

 training@heta.co.uk  01482 826635

Connect with us on Social Media:

 HETA

 @HETA1967

 @HETA1967

 [HumberSide Engineering Training Association](#)



Hull (Head Office)

27-31 Dansom Lane South, Hull, HU8 7LA



Grimsby

Pioneer Business Park N, Newton Way, Grimsby, DN41 8FJ



Scunthorpe

Ram Boulevard Foxhills Industrial Estate, Scunthorpe, DN15 8OW

A Welcome from our Chief Executive

Since opening its doors in 1967, Humberside Engineering Training Association (HETA) has always taken enthusiastic and highly motivated young people and trained them to be engineers for a range of companies across the region as well as delivering training solutions designed to up skill and retrain professionals within the engineering sector.

Our expertise centres around an ability to understand the needs of your business and to be able to design and deliver a training solution to meet your needs. More than that, we understand what it takes to deliver training that makes a positive impact.

Our apprenticeship programme offers a comprehensive recruitment process in which our candidates demonstrate a high level of commitment, dedication and passion for engineering.

Our service also gives you the opportunity to train your staff beyond the apprenticeship standard into higher education and onto a degree programme, as well as industry recognised competency qualifications.

I hope that you find this guide useful in understanding what HETA can do for your business. We look forward to working with you soon.



Iain Elliott
Chief Executive



“We understand what it takes to deliver training that makes a positive impact”

Our Story

HETA is a not-for-profit charity 'Group Training Association' which delivers apprenticeships as well as both standard and bespoke upskilling training courses. The organisation was established over 50 years ago, in 1967 by a group of local companies who knew it was essential to bridge the gap between industry and education.

HETA provides accredited, industry-recognised training to an advanced level delivered by highly experienced staff and we have been playing a key role in developing and transforming workforces in the Humber region and beyond.

We are a trusted training provider with an exceptional track record, delivering solutions across a range of sectors. We work with an extensive list of companies, from sole traders to multi-nationals. Many of which are international household names. We provide a platform for many to progress their careers in engineering, manufacturing and other industries.

Our programmes are unique, specific to engineering and taught in industry standard workshops. This environment provides hands-on learning, allowing learners to acquire practical skills for use in real life and industrial working environments.

We work extremely hard to create the right environment for our students and course delegates to flourish. Our instructors all have experience of working in industry and teach all students to take ownership of their learning and responsibility for their actions as an engineer working in the industry.

Keep us to date with us as our story continues to develop by subscribing to our newsletter:

SCAN ME 



Working With Us

We make it our business to know your business; to identify your requirements and design a unique training plan to develop your workforce.

Our strategy is to immerse ourselves in your business and properly partner your company, get to know your culture and values, in order to truly understand your team and business needs.

We are constantly challenging the training norm; at HETA we believe in a collaboration culture where we get to know your business, the people, products and your strategies. This way we can deliver meaningful training programmes that are as unique as your business, an approach with proven results.

We can tailor our courses to meet your requirements and offer support and guidance throughout our work with you. We care about your staff and we care about your business.

Across the whole organisation, we have a great team of talented individuals, all of whom bring different skills and personalities to the HETA team.

A woman with brown hair tied back, wearing safety glasses and a green HETA uniform, is focused on working on a piece of machinery in a workshop. She is holding a red cable connected to the machine. The background shows a typical industrial setting with various tools and equipment.

We work with an extensive list of companies, from sole traders to multi-nationals

Our Locations

Hull

27-31 Dansom Lane
HU8 7LA

✉ admin@heta.co.uk

☎ 01482 826635

Grimsby

Pioneer Business Park
Newton Way
Grimsby
DN41 8FJ

✉ admin@heta.co.uk

☎ 01469 420770

Scunthorpe

Ram Boulevard
DN15 8QW

✉ admin@heta.co.uk

☎ 03303 331501



HETA boasts three sites across the Humber region, our Head Office in Hull and two Southbank locations, Grimsby and Scunthorpe respectively.

Our location and connectivity is key to our success and relationships with companies. Not only do we face Northern Europe, we are in the centre of the UK just 200 miles from London, Edinburgh and Rotterdam, 100 miles from Manchester and less than an hour from Leeds, York, Lincoln and Sheffield. There are good road and rail connections to most major cities and easy access to Europe and beyond through the ports and airport.

Our facilities will provide high calibre training for apprentices, plus upskilling opportunities to the growing number of national and international companies investing in the Humber region.

Our Team

Our team is composed of individuals with an abundance of experience in assisting businesses across the Yorkshire, the Humber and beyond to find appropriate, timely and high quality training.

Collectively, this means that we are well equipped to identify suitable training solutions for your workforce across all levels of our training delivery. From recruiting new talent as part of our apprenticeship programmes to developing skills within your existing workforce as part of our higher national or upskilling programmes, you can be confident that our team is on hand to support you in ensuring that your business is equipped with the right people, skills and succession plans to tackle and overcome the current skills shortage.

To find out more about our training solutions, contact our team today:

 training@heta.co.uk

 01482 826635

You can also visit our website:



Key Contacts



Helen Larkin

Area: West Hull, Selby & York
Email: helen.larkin@heta.co.uk
Phone: 01482 372673
Mobile: 07946 495559



Charlotte Hogben

Area: East Hull & Holderness
Email: charlotte.hogben@heta.co.uk
Phone: 01482 372677
Mobile: 07572 710617



Mick Wigglesworth

Area: North East Lincolnshire
Email: michael.wigglesworth@heta.co.uk
Phone: 01469 420773
Mobile: 07484 072062



Adam Wilson

Area: North Lincolnshire
Email: adam.wilson@heta.co.uk
Phone: 03303 331505
Mobile: 07710 707172

For any administration support, please contact:



Lucy Barker

Sales Administrator
Email: lucy.barker@heta.co.uk
Phone: 01482 826635

A HETA Apprentice

What is an Apprenticeship?

An Apprenticeship is a real job with training, enabling individuals to earn while they learn and gain a nationally recognised qualification. Hiring an Apprentice will help your business develop by creating a motivated, skilled and qualified workforce.

HETA Apprenticeships

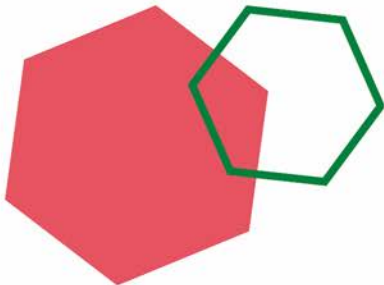
HETA recruits 210 new learners in August of each year across our three training centres. HETA delivers across 16 Apprenticeship Standards primarily at Level 3 to over 600 Apprentices across three cohorts.

Our mission is to provide every learner with the opportunity to progress from entry at Level 2, to accessing Higher Education at Level 6 and to give Employers support with the training of up and coming talent for their workforce.

Our Data

Our ambition is to be the provider of choice within the Engineering and Manufacturing sector and we are proud that our data speaks for itself:

- BTEC Level 3 Achievement Rate- 98% (21% Distinction, 36% Merit, 43% Pass)
- Overall EPA Achievement Rate- 94% (Distinction – 6.5%, Merit – 27.5%, Pass – 55%)*
- HNC Level 4 Achievement Rate - 88%
- HND Level 5 Achievement Rate - 100%
- Higher Education Entry - 64% of the above 100% to date





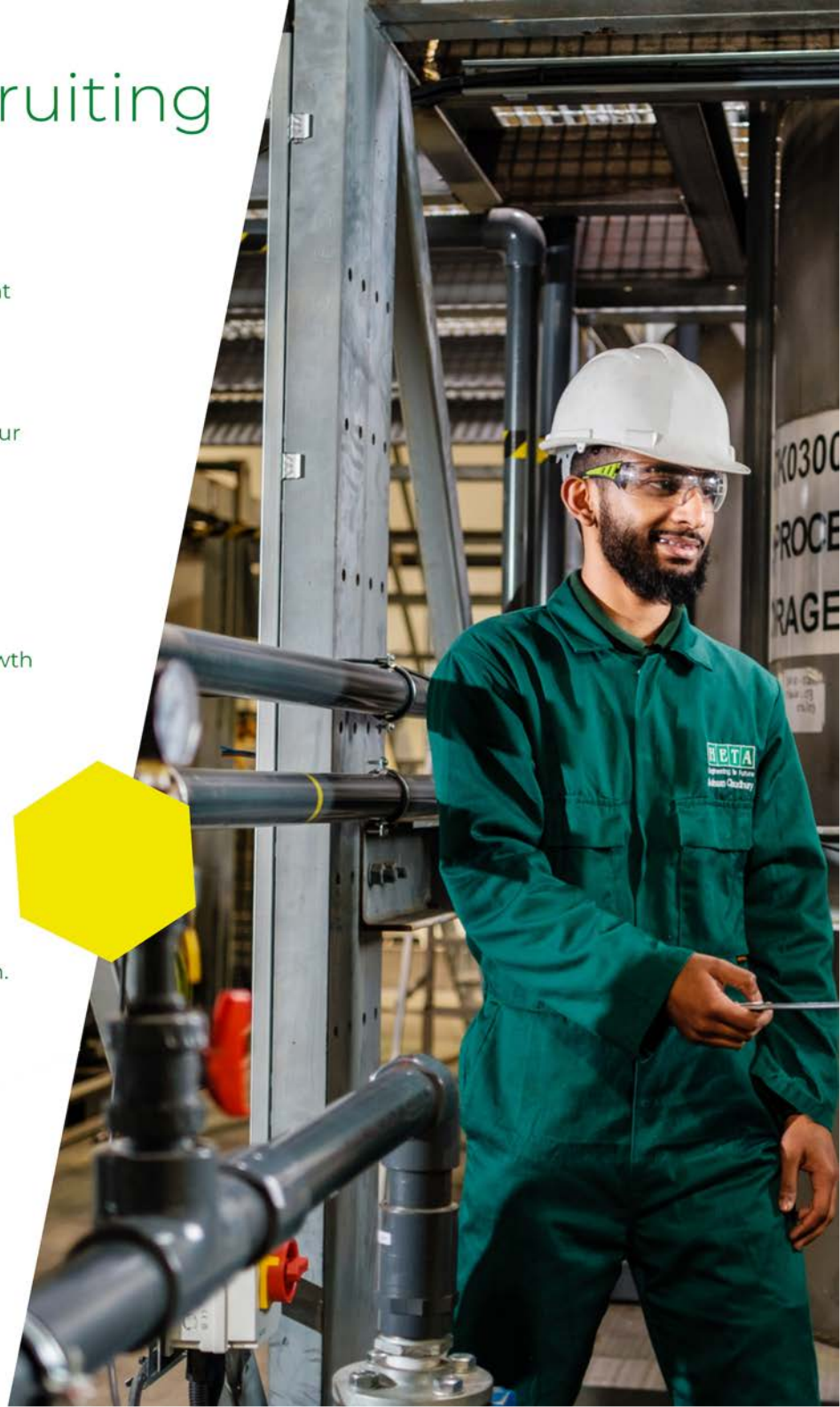
Our most recent OfSted Inspection graded our provision as 'Good' for the following reasons:

- The majority of learners gain their qualifications very well with some pockets of outstanding success rates.
- They develop extremely good vocational and personal skills and many gain promotions at work and go on to further and higher education.
- Teaching, learning and assessment are good with practical workshop training being very good. Objectives are set and learners' knowledge and understanding are checked regularly.
- Information, advice and guidance are excellent, with particularly good open days for employers, learners and parents, and guidance that matches learners to employers extremely well.
- Very supportive employers and trained company mentors provide very good opportunities for apprentices to develop the skills required to produce high quality commercial work.
- Training programmes are flexible, well planned and managed to meet the needs of employers and apprentices. The company is growing well to respond to sector needs.
- Particularly knowledgeable staff and managers from the engineering sector respond extremely well to learners and employers. Progression routes to extend learners' knowledge and competency in the sector are particularly well managed.
- The company has a highly inclusive and supportive culture that celebrates success and achievement well and results in a highly aspirational organisation.

*Data accurate as of 04.04.22 based on NOCN data

Benefits of Recruiting an Apprentice

- Support your local community's recruitment needs and develop new talent.
- Enable flexibility in your workplace.
- Increase responsibility and skills base for your existing staff.
- Have a competitive edge by showing a commitment to apprenticeships.
- Grow your business economically.
- Demonstrate your commitment to the growth and education of your employees.
- Build a loyal workforce.
- Introduce a new and fresh approach.
- Improve staff morale.
- Increase staff retention.
- Have a strategic and robust succession plan.





What Our Employers Say

HETA was established by employers and therefore we value your feedback on our apprenticeship delivery. In 2022 our employers rated us as a 5 star (excellent) provider and highlighted the following as key strengths:

- Communication with employers.
- Training facilities.
- Getting new apprentices started.
- Initial assessment of apprentices.
- Providing the right training at the right time.
- Improving apprentice skills.
- Adapting to employer needs.
- Working with small numbers of apprentices.

86%

of employers say that apprenticeship programmes enabled them to develop skills relevant to their organisation*

*GOV UK

*Data sourced from GOV.UK

Our Learner: Your Apprentice

HETA prides itself on the delivery of a unique programme of development for all apprentices that you recruit through us. Every learner will have been through a rigorous and robust process of development from initial application to commencing their apprenticeship with you. As a minimum, you can expect every apprentice that comes from our recruitment process to have been through the following:

- Strictly applied application criteria.
- Rigorous application and recruitment process.
- Robust interview processes.
- Eight hour working day to mirror industry.
- Strict dress code throughout the programme.
- Attendance and punctuality monitored and challenged.
- Detailed skills development programme in our state-of-the-art training centres.
- Development of industry specific knowledge and understanding through a technical qualification.
- Development of employability skills including mock interviews.
- Work experience embedded in the programme.
- CV development.
- Screening by HETA based on the job description organisations supply.
- Interviews arranged with organisations.

Apprentices you recruit from us will have developed the core skills of engineering, as well as the attitude and aptitude for work. They will also have embedded behaviours required of the workplace and demonstrate a readiness to contribute to your business.

- For every £1 invested in a Level 3, an average of £28 was returned.
- The average employer spends about £3000 and 27.5 days to hire a new worker.

Our free recruitment service not only saves you money but can help you make smarter hiring decisions.

Sources

*OneFile

**Glassdoor 2020





Our apprenticeship programme allows us to nurture a culture of drive, growth and innovation

Apprenticeship Standards

HETA offers a broad range of advanced manufacturing and engineering apprenticeship standards including:

- Maintenance and Operations Engineering Technician.
- Engineering Technician.
- Engineering Fitter.
- Metal Fabricator.
- Engineering Design and Draughtsperson.
- Pipe Welder.
- Plate Welder
- Installation Electrician and Maintenance Electrician.
- Building Services Engineering Ductwork Craftsperson.
- Building Services Engineering Service and Maintenance Engineer.
- Non-Destructive Testing Engineering Technician
- Level 4 Engineering Manufacturing Technician
- Level 4 Lead Engineering Technician

The above apprenticeship standards cover a diverse range of engineering specialisms including mechanical, electrical, fluid power, pneumatics, machining, maintenance, installation, fabrication and welding, manufacturing, project management and process operation.

To learn more about the different apprenticeship standards we offer, visit our page on [GOV.UK](https://www.gov.uk)

Our Responsibilities as a Training Provider

We Will:

- Provide information, advice and guidance on the appropriate apprenticeship standard.
- Carry out a full job role analysis to ensure matching to an apprenticeship standard.
- Provide CVs and interview opportunities for a range of learners.
- Carry out all necessary documentation for compliance with IFATE requirements.
- Carry out initial assessment with your apprentice.
- Organise and deliver off the job training.
- Undertake regular progress reviews with your apprentice and keep you informed of progress.
- Involve you in progress reviews and assessment processes.
- Register your apprentice for the mandatory qualification components.
- Undertake formative and summative assessment to ensure timely progression.
- Provide mentoring support for your apprentice.
- Ensure all aspects of the apprenticeship standard are delivered.
- Prepare your apprentice for End Point Assessment.
- Organise and coordinate End Point Assessment for your apprentice.

Company Responsibilities

- Provide an apprentice with a substantive job role.
- Pay an apprentice at least the national minimum wage.
- Provide an apprentice with your company induction.
- Ensure all employee contractual requirements are met.
- Provide a safe and healthy workplace.
- Enable an apprentice to undertake their off the job training.
- Support an apprentice to develop their skills in the workplace.
- Provide a supportive and motivating workplace.





- Engage with our team to undertake meaningful progress reviews.
- Contribute to the assessment of an apprentice where requested.
- Ensure that an apprentice receives support from an allocated mentor.
- Provide an apprentice with the opportunity to develop their skills and knowledge.
- Review your existing risk assessments to ensure risks to young people have been taken into account and acted upon.

On the Job Training Responsibilities:

At the commencement of the on-the-job training phase of the apprenticeship, one of our team will work with companies to:

- Scope the job role of the apprentice.
- Identify the skills, knowledge and behaviours to be developed in role.
- Agree how the skills, knowledge and behaviours will be developed.
- Identify named individuals responsible for delivering the on-the-job training.

The workplace mentor will be responsible for the following:

- Undertake formative assessment of the apprentices' progress.
- Provide feedback to the HETA Field Team Assessor on the progress of the apprentice.
- Contribute to apprentice progress reviews.
- Identify any additional off-the job training requirements.
- Ensure that the apprentice has exposure to tasks to develop the full range of skills, knowledge and behaviours.

EPA Responsibilities:

In the final year, apprentices will be booked in for their End Point Assessment (EPA). This is an independently verified series of assessments the apprentices must complete in order to successfully pass their apprenticeship. Although the EPA modules vary depending on the standard, typically this process consists of:

- Knowledge Based Exam
- Practical Observation
- Technical Interview

Once the apprentice's ability is at a sufficient level, they are entered into a stage called 'The Gateway'. This then gives them 3-6 months to prepare all of their documents in preparation to sit the EPA. Normally 'The Gateway' will be entered half way through Year 3. However, this can be triggered at any point, once the mentor is happy with the apprentice's competency. An employer's responsibility is to work with HETA and the apprentice to complete the necessary paperwork, arrange appropriate dates for the EPA and set the apprentice work for observations (where applicable).

The Apprenticeship Levy

All UK employers who have a total employee pay bill above £3m a year will pay the Levy. This includes public and private sector, charities and educational providers such as academy groups and universities. The Levy rate was set at 0.5% of your pay bill in the November 2015 Comprehensive Spending Review. Your 'pay bill' is your total employee earnings subject to Class 1 secondary NICs.

Employers get a £15,000 fixed annual allowance to offset against the Levy payment. Employers who operate multiple payrolls are able to claim one allowance for the Levy. An example: if you have a £3m pay bill, you have a Levy bill of £15,000 (at 0.5% of employer pay bill). The allowance is offset against this so your Levy payment is £0.00.

How does the government collect the Levy?

Payments are collected monthly by HM Revenue and Customs (HMRC) through Pay as You Earn (PAYE), alongside tax and National Insurance.

What can the Levy be spent on?

You can spend your Levy funds on apprentice training for either existing staff or new recruits as long as the training meets an approved apprenticeship standard and the individual meets the apprentice eligibility criteria.

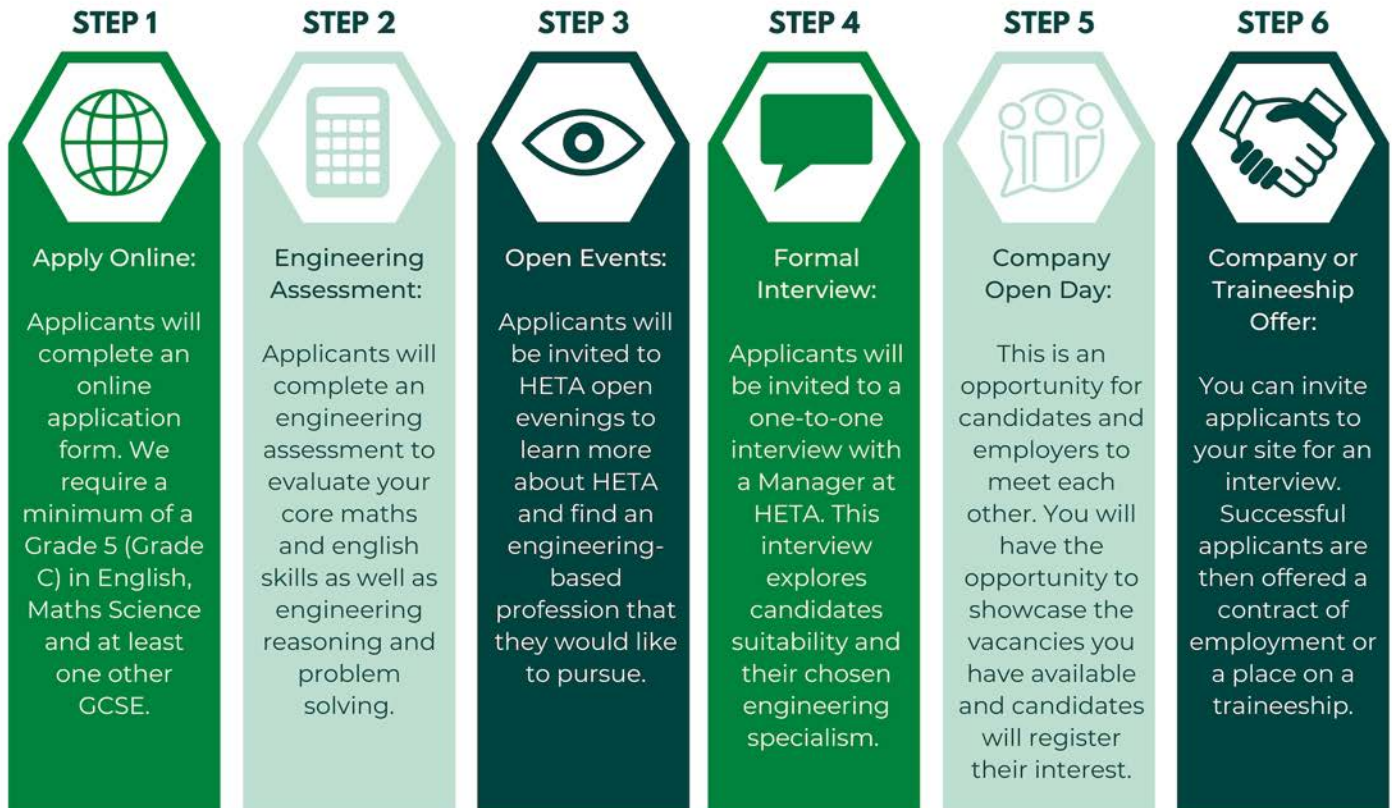
Apprenticeship Contributions



How We Recruit

At HETA, we select candidates for you by putting them through a rigorous 6-step selection process. This comprehensive recruitment process gives our companies the highest calibre of candidates available to select. The candidates show dedication and passion for engineering and those that pass the process show a high level of competency.

Our 6-step selection process is equal parts challenging and rewarding. We look for the best candidates who work hard, have a positive outlook and is ready for an apprenticeship.



Higher Education

What are Higher Nationals?

Our Higher National Programme are designed pathways at Levels 4 and 5, providing students with the ability to progress to further higher education study.

Higher National qualifications are equivalent to the first two years of an honours degree. They are also recognised by industry, so they have been designed to be taken as stand alone qualifications before entering the workplace.

There are a wide range of progression opportunities once your apprentices have completed their first year and gained their Level 3 technical qualification. This qualification, along with the skills and experience they have developed at HETA, means they are well prepared to progress onto higher education.

HETA offer HNC's and HND's in the following disciplines:

- Level 4 HNC in Engineering
- HND in Electrical Engineering
- HND in Mechanical Engineering



Why think about higher level study?

Higher level study offers a wide range of benefits to employers which include:

- Fill higher level skills gaps.
- Develop existing staff.
- Improve business outputs.
- Clear employee progression routes.
- Attract higher calibre Apprentices.
- Improve staff retention.

Course Structures:

Higher National Certificate (HNC)-
Level 4

The HNC is a Level 4 qualification made up of 120 academic credits. It is studied part-time over a course of 2 years. (40 weeks per year)

Higher National Diploma (HND)-
Level 5

The HND is a Level 5 qualification made up of a further 120 academic credits. It is studied part-time over the course of 2 year.

For more information about our HN programmes, scan the QR code or visit our website.



**NEW for
September '23**

**HNC will be
delivered in
Grimsby for the
first time**

Humber ATA

Due to increased demand by our client group, HETA have set up Humber ATA. Humber Apprentice Training Agency is a wholly owned subsidiary of HETA and can act as the employer for any apprentices that client companies wish to engage with but are unable to employ directly.

Hosting an apprentice through the Humber ATA enables companies to engage HETA apprentices by reducing employment risks or associated overhead costs. Humber ATA will act as the apprentice's employer and the apprentice will be placed with their 'host' company, to enable them to gain their apprenticeship qualification.

Humber ATA will promote and support the delivery of a high quality engineering apprenticeship programme through HETA involving companies who wish to use the services of an ATA.

Humber ATA supports the delivery of the HETA Apprenticeship Programme by offering a number of services including:

- Recruitment and selection of apprentices via the HETA Recruitment Process.
- Management of the apprentice's employment including all payroll, tax and National Insurance obligations.

HETA offer a
free
recruitment
service to
employers,
saving them
£3,000





Engineering The Future

Email: training@heta.co.uk

Hull: 01482 826635

Scunthorpe: 03303 331501

Grimsby: 01469 420770



HETA



HETA1967



HETA1967



www.heta.co.uk