



trusted to deliver™



Learner Information Pack for REME Apprentices



Welcome



The Royal Electrical and Mechanical Engineers (REME) and Babcock would like to welcome you to your Apprenticeship/Advanced Apprenticeship Programme. The programme is delivered by Babcock on behalf of the Director of Electrical and Mechanical Engineering Army (DEME (A)). Your programme forms part of your Phase 2 training and will be completed in most cases at your posting after Phase 2.

Who is Babcock?

Babcock is the UK's leading engineering and support services organisation with revenue of circa £3billion in 2010 and an order book in excess of £12 billion. We take great pride in the considerable depth and breadth of our people's expertise. Our 27,000 skilled staff design, build, manage, operate and maintain assets that are vital to the delivery of many key public services, both in the UK and overseas.

What is Babcock Training?

Babcock is the largest work-based learning provider in the UK, delivering learning programmes to over 20,000 learners nationwide and working with over 6,000 employers. Babcock's training business has a £50 million turnover, offices across England, Scotland, Wales and Northern Ireland and employs over 900 staff.

Training Mission Statement

Babcock seeks to be recognised as providing first class quality training, support and development to employers and learners across a wide range of sectors. Through high quality delivery of training and working in partnership with employers and Government bodies, Babcock aims to support employers develop their business and improve the work skills of all young people and adults across the UK. Babcock strives to influence positive change and ensure that all training, including Government funded provision, is employer led and employer focused.

What Army Apprenticeships does Babcock do?

Babcock is the largest provider of Apprenticeships to the Army with approximately 2000 apprentices on programme at any one time. Advanced Apprenticeships and Apprenticeships delivered by us, range from Engineering to Warehousing.

What are the benefits of the Apprenticeships?

Gaining an Apprenticeship brings many benefits, a few of them are:

- No cost to you, however, the Skills Funding Agency fund your Apprenticeship.
- Your Apprenticeship is recognised by the Engineering sector.
- Your Apprenticeship is based on your job role in the REME and is completed in your first posting, in most cases.
- It may help you with promotion and career prospects.
- Can help with your career after the Army.
- Provides a springboard for further qualifications and increases employability.



How do I get my Apprenticeship?



Your learning journey

Working with Babcock you will follow a journey that enables you to achieve your qualification. Your journey starts with your induction in your first week of the of Phase 2 training. As part of this induction process you will meet the Babcock staff and have an introduction to your Advanced Apprenticeship/Apprenticeship completing all the relevant paperwork.

Initial assessment

The next part of the learning journey is to complete an Initial Assessment, taking into account any prior experience, training or qualifications you may have. This process is carried out with a Babcock Vocational Learning Advisor. You will also receive literacy and numeracy diagnostic assessments to enable us to ensure you are at the correct level to progress through training and identify any assistance you may need.

Draw up the Individual Learning Plan (ILP)

To help manage your learning programme, an Individual Learning Plan (ILP) will be drawn up. This document will show your target qualifications broken down into units with a target date for achievement of each part of your programme. It will be individual to you and also include:

- Details of the training and learning support you will receive.
- The learning and training methods that will be used both by your employer and Babcock.
- How your progress will be measured and reviewed.

An Individual Learning Plan is a working document that will be regularly revised to reflect your achievement and your support needs.

Which Apprenticeship/Advanced Apprenticeship will I start on?

Apprenticeship in Engineering

- Armourer
- Shipwright
- Metalsmith
- Recovery Mechanic

Apprenticeship in Logistics (Warehousing and Storage)

- Technical Support Specialist

Advanced Apprenticeship in Engineering

- Vehicle Mechanic
- Land Systems Technician
- Aircraft Technician
- Avionics Technician

“ Can I progress on to an Advanced Apprenticeship from an Apprenticeship? ”

“ Yes. All trades have development routes to progress from Apprenticeships. ”

It is intended that all trades will eventually start on an Advanced Apprenticeship in the future.

Complete Induction

Babcock completes your induction onto the programme by registering you with awarding bodies and providing you with access to our resources (both on-line and written).



Start the Apprenticeship

There are five elements within your Apprenticeship/Advanced Apprenticeship. During the programme you will be working towards continuous assessment of your skills and knowledge. The elements are:

Employment Rights and Responsibilities

Your induction into the REME and elements of your Phase 2 training forms part of your programme called Employment Rights and Responsibilities (ERR) and cover 3 areas:

- Your rights and responsibilities as an employee.
- How your employer and sector policies affect you.
- How the wider public law and policies impacts on your job.



Functional Skills

You are required to achieve Functional Skills in numeracy, literacy and IT. These are specific qualifications within the apprenticeship that ensures you have the correct literacy, IT and numeracy skills for your REME Career. They are not the same as GCSE's as they look at skills needed for the workplace.

Level 2 and 3 Technical Certificates

This is the knowledge based element of your apprenticeship and may be at level 2 or 3 depending on your trade and Apprenticeship. How you achieve your Technical Certificate can be summarised below:

Level 2, achieved in Phase 2 (Bordon)

- **Metalsmith**, Diploma in Engineering and Technology.
- **Shipwright**, Diploma in Engineering and Technology.
- **Armourer**, Certificate in Engineering and Technology.
- **Recovery Mechanic**, Certificate in Engineering Support Services.

Level 2, achieved in Phase 2 (Bordon/Deepcut)

- **Technical Support Specialist**, Diploma in Warehousing and Storage.

Level 3, achieved in Phase 2 (Arborfield),

- **Aircraft Technician**, Diploma in Aircraft Maintenance.
- **Avionics Technician**, Certificate in Electrical and Electronic Maintenance.
- **Land Systems Technician**, 2 Diploma in Engineering Technology.

Level 3, achieved in Phase 2 and Field Army,

- **Vehicle Mechanic**, Diploma in Equipment Maintenance and Engineering.

Diplomas at Level 2 and 3

This is the competence based element of the programme and is based upon National Occupational Standards (NOS). These NOS are set by your sector lead body called a Sector Skills Council. It proves you are competent in your duties and that you have demonstrated this. Those trades undergoing the Level 3 NVQ Diploma in Engineering and Maintenance will also have to achieve a level 2 Diploma at Phase 2. How you achieve your Diploma can be summarised below:

Level 2, achieved in Phase 2 (Bordon), NVQ Diploma

- **Metalsmith**, in Performing Engineering Operations.
- **Shipwright**, in Performing Engineering Operations.
- **Armourer**, in Performing Engineering Operations.
- **Recovery Mechanic**, in Engineering Technical Support.

Level 2, achieved in Phase 2 (Bordon/Deepcut), Diploma

- **Technical Support Specialist**, in Warehousing and Storage.

Level 3, achieved in the Field Army, NVQ Diploma

- **Vehicle Mechanic**, in Engineering and Maintenance.
- **Aircraft Technician**, in Engineering and Maintenance.
- **Avionics Technician**, in Engineering and Maintenance.
- **Electronics Technician**, in Engineering and Technology.



If for whatever reason, you do not complete your Apprenticeship / Advanced Apprenticeship programme you can still receive a certificate for any of the elements that you have already achieved.

Work is Internally Verified

During and at the end of your journey the quality of your work will be internally verified to ensure that your learning meets the standards required by the awarding body and the industry in general.

Achievement of your Qualification



Following the completion of all the above stages in the journey, you will be awarded your qualification and your success will be fully recognized by your employer, Babcock, Industry and of course yourself. Babcock will apply for your Apprenticeship Framework certificate from the Sector Skills Council. This will be passed to you through your Vocational Learning Advisor.

Who will help me achieve my Apprenticeship?

There are five main people involved in your Advanced Apprenticeship - 'you', your Phase 2 Instructor / line manager, your Babcock 'Vocational Learning Advisor' and your 'Internal Verifier'. Below are each person's responsibilities.

Phase 2 Instructors deliver the elements of the Certificates and Diplomas achieved at Phase 2. They play a key role in the delivery, assessment and achievement of your Advanced Apprenticeship/Apprenticeship at Phase 2.

Your main point of contact with Babcock will be your 'Vocational Learning Advisor', who'll visit you regularly in your workplace and can be easily contacted via their mobile or in the Apprenticeship Office at Bordon or Arborfield.

Your responsibilities are:

- Attend planned meetings - you must immediately inform your Vocational Learning Advisor of any problems with regards to attending.
- Notify immediately your Vocational Learning Advisor of any accidents.
- Carry out any work set by your Vocational Learning Advisor in the required time-scales.
- Help identify opportunities for assessment in your workplace.
- Collect any evidence to show you have completed required tasks.

The Internal Verifier responsibilities are:

- Supporting you, your employer and your Vocational Learning Advisor.
- Ensuring you have access to fair assessment throughout your programme.
- Quality assuring your learning programme and the assessment process.
- Confirming assessment decisions made by your Vocational Learning Advisor.

You may also come across other people involved such as Quality Mentors from the Army Apprenticeship Team.

The Vocational Learning Advisor responsibilities are:

- Supporting you through your learning programme as identified in your Individual Learning Plan (ILP).
- Checking your current knowledge and setting your learning aims.
- Identifying opportunities for assessment and evidence collection and help you with evidence collection in your first unit.
- Maximise the evidence generated by your Initial Training.



Who else apart from the REME and Babcock is involved in the Apprenticeship?



The Army Apprenticeship Team

The Army Apprenticeship Team work with your employer, the REME, to ensure that your Apprenticeship programme delivers value for money and supports the Army's vision for all Phase 2 soldiers to undergo an Apprenticeship.



Office for Standards in Education (OFSTED)

OFSTED job is to contribute to the provision of better education and care through effective inspection and regulation.



Skills Funding Agency (SFA)

Skills Funding Agency (SFA) is responsible for funding your programme. They work in partnership with the Army Apprenticeship Team, the REME and Babcock to ensure that your Apprenticeship delivers value for money. Representatives from these organisations may occasionally visit you in your workplace to review the progress of the Programme. If you require more information your Vocational Learning Advisor will be happy to supply this.



Sector Skills Council (SSC) SEMTA

This is any industry specific organisation appointed by the Government to research, write and update occupational standards. All Apprenticeship frameworks are based on these occupational standards.



Awarding Body EAL

EAL are the awarding body that are responsible for issuing your certificate when you achieve your qualification. Therefore, they need to ensure your training and assessment is fair, valid and meets the standards they set. You may see a representative from the Awarding Body observing your Vocational Learning Advisor to ensure we are working to the required standards. They may also ask for your views.

What is a Review?

Reviews are conducted by Babcock on behalf of the Army Apprenticeship Team and the REME. They help to see where you are on programme, how you're progressing and identify any gaps in learning to make sure you have all the correct assistance to achieve your goal. As an Army Apprentice you will be reviewed on every visit by your Vocational Learning Advisor at least every 12 weeks, who will discuss some or all of the points below:

- What military training have you done?
- How are you progressing with your Apprenticeship?
- Set your learning goals to achieve towards your Apprenticeship by the next review.
- If you have any issues with training, health and safety or equality and diversity.
- What assistance do you need?

Equality, Diversity and Safeguarding



Babcock Equality and Diversity - Policy Statement

Babcock Training believes that fairness and equality of opportunity are a fundamental human right for all. The Company wholeheartedly supports the principles of equal opportunity and diversity for all its employees and learners on learning programmes

Babcock Welfare and Safeguarding - Policy Statement

Babcock International Group believes that it is always unacceptable for a learner to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all learners. This organisation is committed to safeguarding and promoting the welfare of learners and expects all staff, learners and employers to support that belief.

Every Child & Vulnerable Person Matters

Babcock is committed to ensuring the safeguarding and welfare of all learners throughout your Apprenticeship. Working with you and the employer we aim for you:

- To be working in a Healthy environment.
- To Stay Safe (through compliance of health, safety and welfare guidelines).
- Have good experiences, enjoy and achieve through your Apprenticeship.
- Make a positive contribution to society by ensuring your actions benefit others wherever possible.
- Gain relevant knowledge to enable you to progress and develop in your military career.

Equality Act 2010



The New Equality Act became law in October 2010. The Act harmonises and replaces previous legislation. The Equality Act covers the same groups that were protected by existing Equality legislation such as: age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity. These are now called 'protected characteristics'. The Act extends some protections to characteristics that were not previously covered, and also strengthens particular aspects of equality law. The Act protects protected characteristics against some or all of the following:

VICTIMISATION

Someone is treated badly because they have made/supported a complaint or grievance under Act.

HARASSMENT BY A THIRD PARTY

Employers are potentially liable for harassment of their staff by people they don't employ.

HARASSMENT

Employees can now complain of behaviour they find offensive even if it is not directed at them.

DISCRIMINATION BY PERCEPTION

Direct discrimination against someone because others think they possess a particular Protected Characteristic.

INDIRECT DISCRIMINATION

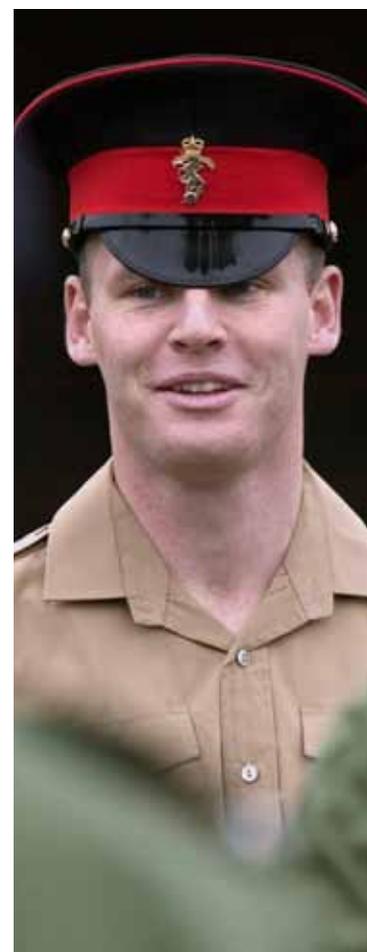
Can occur when you have a rule or policy that applies to everyone but disadvantages a particular Protected Characteristic.

DIRECT DISCRIMINATION

Someone is treated less favourably than another person because of a Protected Characteristic.

ASSOCIATIVE DISCRIMINATION

Direct discrimination against someone because they associate with another person who possesses a Protected Characteristic.



For more information please visit the following link: <http://www.babcocktraining.co.uk/info/theknowledge>

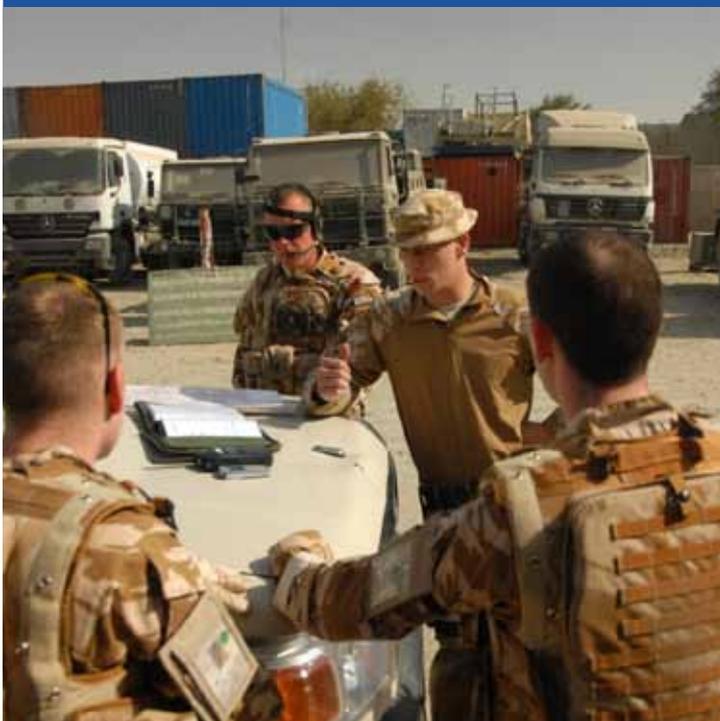
Appeals Procedure

If you are dissatisfied with an assessment decision from your Babcock Vocational Learning Advisor, you have the right to appeal. It is important that you realise the difference between the Complaints and Appeals procedure. The Appeals procedure relates specifically to the assessment process; the Complaints procedure is more general.

So, what steps should you take if you're not happy with an assessment decision?

1. If you feel you have not been fairly assessed at work, start by talking it over informally with your Babcock Vocational Learning Advisor.
2. If you're not happy with the answer you get, then take it further - make a formal appeal directly to the Vocational Learning Advisor who carried out your assessment; when you make it official, your Vocational Learning Advisor will record your appeal. To lodge an appeal, you'll need to set out in writing the point with which you disagree, and why, and the evidence in your portfolio that you believe meets the requirements.
3. If you're not happy with the response you get back from this first appeal, you can take it further and appeal to an Internal Verifier. You do not need to repeat the detail of your appeal, as all your documentation will be passed onto them.
4. If you're not happy with the response you get back from the Internal Verifier, you can appeal to a Lead Internal Verifier; and they will receive a copy of your documentation.
5. If you're not happy with the response you receive from the Lead Internal Verifier, you can appeal in writing to the Lead External Verifier, this person does not belong to Babcock, but to a separate organisation that assesses the overall standards. This Lead External Verifier will do their own investigation, which will result in one of two outcomes:
 - a. your appeal will be rejected or upheld or
 - b. the External Verifier will appoint an independent Vocational Learning Advisor/Assessor and ask you to re-submit your portfolio and be available for interview on an agreed date. The independent Vocational Learning Advisor/Assessor will then report to the External Verifier.
6. Your appeal will then either be rejected or upheld. The decision of the External Verifier is final.

Complaints Procedure



All contact details for the above people are available from your Vocational Learning Advisor.

A customer complaint may be regarded as any dissatisfaction expressed by an external or internal customer concerning the standard of service and support given by Babcock.

We have a complaints procedure that covers both our internal complaints and also the complaints made by external parties such as learners or employers.

Should you wish to make a complaint you should refer to your Vocational Learning Advisor or contact the office below, your complaint will be handled in the strictest confidence and you will not be victimised in any way. It will be investigated and you will be able to discuss your issues until we are able to come to a solution in which you are satisfied.

Babcock International Group

14a Building 65, Hazebrouck Barracks, Arborfield RG2 9NH
Tel. 0118 976 2202

You can also contact the Army Apprenticeship Team or your Designated Officer.
Your Vocational Learning Advisor can give you these details.



trusted to deliver™



Artwork produced by
Babcock Graphics Arborfield

