



National Apprenticeship Scheme

THINK BRIGGS.



Complete Forklift Range; Access and Plant Equipment;
Trusted Service Partners; Leading Management Information;
Your Unique Solution; Think Briggs.



Welcome to Briggs Equipment

Welcome to the Briggs Equipment UK apprenticeship scheme. Our 4 year scheme is a blend of on the job training combined with college block release leading to an NVQ level 2 & 3 Construction & Plant Maintenance qualification.

Briggs is the exclusive UK distributor for Hyster and Yale ranges of forklift trucks and other materials handling equipment. At Briggs, we recognise that across the technical sector there is a clear shortage of people joining the industry so we're delighted to welcome you in to the team. We are both passionate and committed to our long term strategy and by delivering a professional apprenticeship scheme we will continue to improve our customer focused service delivery whilst providing strong employment opportunities.

Briggs believes that by supporting your development and training, you will become the engineers of the future. Over the next four years you can expect to complete a comprehensive apprenticeship programme which incorporates on the job practical training complemented by classroom-based learning at Stafford College. You will develop advanced skills and knowledge enabling you to

carry out repair and maintenance on a wide variety of forklift equipment ranging from 1 to 52 tonne, further enhanced by training on plant equipment commonly used in the construction industry.

You will be assigned a dedicated mentor who will support you through your 4 year programme. Successful completion of year 2 results in an NVQ level 2 in Construction and Plant Maintenance accredited by the Construction Industry Training Board (CITB). Year 3 gives you the opportunity to complete a level 3 advanced apprenticeship also accredited by the CITB. In year 4, a personal development plan will be created which focusses on your current role and career aspirations.

During the first 3 years of the scheme you will attend Stafford College on a block release basis for 15 weeks per annum. Your travel, accommodation and meals will be provided by Briggs during these periods.

A residential outward bound experience, annual Apprentice of the Year Awards and work placement in one of our European manufacturing partner locations, all form part of your exciting apprenticeship programme with Briggs.

4 Year Apprenticeship Programme Overview

YEAR 1

All apprentices will attend Stafford College for a period of 15 weeks on a 2 and 3 week block release. As well as being taught the fundamentals i.e. engines, hydraulics etc., apprentices will be learning basic engineering tasks skills i.e. cutting, filing, drilling, measuring metals and constructing a simple object from “raw material” such as simple engineers vice or “G clamp”. This will provide a good foundation to become a competent engineer.

What to expect in your first week...

Week 1: APPRENTICE INDUCTION

Day 1

AM

Meet the team

- Apprenticeship structure and programme overview
- Introduction to the team and key staff within the structure of the business; group session with an overview of their work history, general likes and dislikes. Getting to know each other.
- Tour of the building highlighting ‘do’s and don’ts’, evacuation procedures in case of fire, PPE restricted areas and no go areas.
- Introduction to the new “Apprentice Diary” and paperwork
- Expectations
- Issue of PPE – safety shoes, gloves, goggles etc.
- Issue of uniform

PM

HR induction programme

- Health and safety policy
- Company legal
- Responsibilities
- Equal opportunities/Grievance procedure
- Sickness Policy
- Grievance Procedure
- Absence Policy
- Smoking Policy
- Alcohol, Drugs and Substance Abuse Policy
- Health and safety; guide to Safety Book

Day 2

- Manual handling
- Employee and employer responsibilities for preventing accidents
- Identifying causes of accidents and injuries
- Demonstrating lifting techniques
- Poor practice
- Written test and evaluation

Day 3

- Company history
- Product line core and non -core
- Brief explanation of product types
- Parts distribution process
- Touching the metal
- Workshop visit

Finish 1.00pm



Day 4

AM

Toolbox Talks

- Jump starting / charging
- High pressure hydraulics
- BE Rewarded
- Spillages
- COSHH
- PPE
- Hand tools
- Working at height
- Lone working

PM

NVQ qualification Briggs and Stafford College Represented

- In-depth explanation of the qualification
- Demonstration of how to complete paperwork
- Practical exercises
- ILP understanding
- Targets and expectations

WEEK 1: APPRENTICE / MENTOR MEETING

Day 5

- Joint session for mentor and apprentice
- Expectations
- Relationship
- Support functions and boundaries
- Differences between coaching and mentoring

On completion of the initial induction the apprentice will be expected to attend their allocated field or workshop based place of work. They will have a base to work from but may venture out with other engineers to gain valuable knowledge and experience. The mentor will support the apprentice on a day to day basis as they carry out their daily duties and will be the first point of contact if any issues arise. If the mentor cannot sort the issue out this will be escalated to the apprentices immediate line manager or the training department.



YEAR 1

Stafford College 15 weeks per year Block Release Level 2 - 2 Year Programme

CITB Accredited Course in Plant and Construction Maintenance level 2

- 15 week programme broken down into 2 and 3 week blocks
- Induction to the College on first visit
- Times to be assessed; 12 months (minimum of 50% completion)
- Use of hand tools and tool making
- Welding basics
- Fabrication

All apprentices will be given a yearly planner for the forth coming year with their individual learning schedule, eg.

Briggs Apprentice Year 1 Planner

Week No	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Date	22/08/2016	29/08/2016	05/09/2016	12/09/2016	19/09/2016	26/09/2016	03/10/2016	10/10/2016	17/10/2016	24/10/2016	31/10/2016	07/11/2016	14/11/2016	21/11/2016	28/11/2016	05/12/2016	12/12/2016	19/12/2016
NVQ2 Yr1 Briggs																		
Apprentice 1																		
Apprentice 2																		
Apprentice 3																		
Apprentice 4																		
Apprentice 5																		
Apprentice 6																		
Apprentice 7																		
Apprentice 8																		
Apprentice 9																		
Apprentice 10																		
Apprentice 11																		
Apprentice 12																		
Apprentice 13																		
Apprentice 14																		

	Stafford College (students staying in accommodation to arrive on the Sunday Night)
	Induction
	Apprentice meeting
	Product familiarisation
	Character building course
	Workshop /Field Placement
	Apprentice of the year
	3 monthly Review in Location by Internal Verifier
	Mentor /Apprentice meeting /sessions

College block release dates example

Week No	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	
Date	22/08/2016	29/08/2016	05/09/2016	12/09/2016	19/09/2016	26/09/2016	03/10/2016	10/10/2016	17/10/2016	24/10/2016	31/10/2016	07/11/2016	14/11/2016	21/11/2016	28/11/2016	05/12/2016	12/12/2016	19/12/2016	26/12/2016	02/01/2017	09/01/2017	16/01/2017	23/01/2017	30/01/2017	06/02/2017	13/02/2017	20/02/2017	27/02/2017	06/03/2017	13/03/2017	20/03/2017	27/03/2017	03/04/2017	10/04/2017	17/04/2017	24/04/2017	01/05/2017	08/05/2017	15/05/2017	22/05/2017	29/05/2017	05/06/2017	12/06/2017	19/06/2017	26/06/2017	03/07/2017	10/07/2017	
NVQ2 yr1 A																																																
ER1-N2DCPLA																																																
Briggs Equipment																																																
ER1-N2DCPLA																																																
NVQ2 Yr2 A																																																
ER2-N2DCPLA																																																
NVQ2 Yr2 B																																																
ER2-N2DCPLB																																																
NVQ3 Yr3 A																																																
ER3-N2DCPL																																																
NVQ3 Yr3 B																																																
ER3-N2DCPL																																																
Hours pr/wk			60	60	60	60	60	60	60		60	60	60	60	60	60	60			60	60	60	60	60	60	60		90	90	90	90	90	90			60	60	90	90	90		30	60	120	120			
Timetable ref			1	1	2	2	2	3	3		1	1	1	2	2	3	3			1	1	2	2	3	3	3		4	4	4	4	5	5	5			1	1	5	5	5		6	7	8	8		

below:

Briggs Equipment development training

- Driver training (age restricted) 18 years+
- Outward bounds character building course (1 week)
- 4 weeks per year in a workshop environment or 4 weeks per year in a field based role (depending on apprentice's current role).
- Quarterly apprentice meetings as a group
- Quarterly 1-2-1 meetings with the internal verifier to discuss progress
- Mentor to attend college training for ½ day during first or second year to get an understanding of the course and relationship between college and Briggs Equipment.

Assessment

- Each quarter the apprentice will be assessed via his Mentor/Manager
- Annually each apprentice will have a yearly assessment to see if they are following the programme and are on track (this will be recorded in an "Apprentice Diary")
- The assessment will allow us to review progress and understand if they have the capability to continue on and complete the apprenticeship

Apprentice of the Year

To raise the profile of the Apprenticeship Scheme and encourage Briggs Equipment's apprentices to reach the highest standards in all areas of the apprenticeship programme there will be an award made to the best scoring apprentice of each of the years. Apprentices will be measured equally against four targets.

- 1 **On the job training** report using the 3 monthly performance review meeting notes
- 2 **VCO portfolio evidence** The portfolio of evidence compiled by the apprentice to show his/her measure of competence will be assessed against the quality of presentation, the accuracy of content against the performance criteria set out in each unit element and the number of completed units against the objective target set per year. Marks out of twenty will be given for each part.
- 3 **Skills Test** During skills testing the apprentices will be monitored by the Technical Training Instructors to assess the apprentice's performance with regard to safety, mechanical skill, accuracy, attitude and housekeeping. Marks out of twelve will be given for each part.
- 4 **College Progress** To be input from Stafford College.

Other considerations After the above measurements are taken other factors will be considered such as the apprentice's attendance and timekeeping over the year and any other notable achievements above and beyond that the apprentice have made.

Apprentice of the Year Award

The best apprentice of each year will receive an award in the form of a monetary credit. This credit will be spent on tools of his choice. The selected tools will be presented to the winner at the Apprentice of the Year Presentation.

Merit awards to the next best two apprentices of the year will also be made.

Apprentice of the Year Presentation

The Apprentice of the Year awards will be made by Briggs' Directors and in the presence of the Apprentice's manager, training department, apprentice's family and staff from our service providers.

In 2017 Brad Webb (pictured below) won 'Apprentice of the Year' and colleague Lee Ryan was a very close runner up.



YEAR 2

Stafford College 14 weeks

Block Release Level 2 - 2 Year Programme

Briggs Equipment development training

- Driver training (age restricted)
- 4 weeks per year in a workshop environment or 4 weeks per year in a field based role (depending on your current role).
- Quarterly apprentice meetings as a group
- Quarterly 1-2-1 meetings with the internal verifier to discuss progress
- Mentor to attend college training for ½ day during first or second year to get an understanding of the course and relationship between college and Briggs.



College Training

Times to be assessed; 12 months (completion of Level 2 in Plant Construction and Plant Maintenance is expected by year end)

Assessment

- Each quarter the apprentice will be assessed via his Mentor/Manager
- Annually each apprentice will have a yearly assessment to see if they are following the programme and are on track (this will be recorded in an "Apprentice Diary")
- The assessment will allow us to review progress and understand if they have the capability to continue on and complete the apprenticeship

YEAR 3

Stafford College 13 weeks Block Release Level 3 - 1 Year Programme

In Year 3 the college will concentrate on teaching apprentices the diagnostics and repair of equipment, giving the apprentices the necessary skills to diagnose faults and think logically. This is a very important part of an engineer's role within our business due to the high cost of parts, so correct diagnosis is our key to success.

Briggs Equipment development training

On successful completion of year 2, the apprentice will be qualified to level 2 certification allowing them to carry out specific tasks on their own such as Preventative Maintenance and simple remove and replace activities, which is the beginning of their journey working on their own unsupervised. Apprentices will be monitored closely by the training department, along with their line managers and mentors to ensure that the individual is not exposed to lone working too early in their career.

- Workplace placement; all apprentices to spend a minimum of 4 weeks per year in various key departments developing their skill set and understanding of the wider business.
- 4 weeks per year in a workshop environment or 4 weeks per year in a field based role (depending on your current role).
- Quarterly apprentice meetings as a group.
- Quarterly 1-2-1 meetings with an internal verifier to discuss progress.

Internal - Technical Training

Hyster /Yale Fortens/Veracitor Certification course	3 DAYS
Hyster/Yale Reach Truck (D435/D489	2 DAYS
Hyster/Yale low level warehouse (E438-E444)	3 DAYS
Hyster/Yale JXN/T 20VT/VF	2 DAYS

College training

Assessment

- Each quarter, the apprentice will be assessed via his Mentor/Manager.
- Annually each apprentice will have a yearly assessment to see if they are following the programme and are on track (this will be recorded in an "Apprentice Diary").
- The assessment will allow us to review progress and understand if they have the capability to continue on and complete the apprenticeship.



YEAR 4

Development Year

“Spreading your wings”

After successfully completing the first 3 years, the apprentice will technically be a fully qualified engineer certified to a level where he can legally perform the duties of his fellow colleagues. At this point the apprentice will begin to carry out day to day duties on their own. The support of a mentor and fellow engineers will still be at their disposal and most definitely required in the early stages of this year. As confidence grows within the individual task and duties will be increased in line with their abilities.

Year 4 will give the apprentice the opportunity to further develop their skills by attending technical training courses that are specific to their requirements, for example, if they are in the big truck sector, they will attend product courses on big trucks, with the opportunity to specialise if applicable.

College Training

After Year 4

In addition to technical courses further academic courses will be available (optional)

■ Level 4 Advanced Troubleshooting / Master technicians

- 12 month programme for the candidate that shows the skills and drive required to complete this satisfactorily

■ Level 4 Workshop Introduction to Service Management

- 12 month programme for the candidate that shows the skills and drive required to complete this satisfactorily

External Manufacturer Training

With the support of our manufacturing partners, we plan to give all apprentices the opportunity to experience working in one of the factory locations visited in year one. They will spend a week working on the production line gaining valuable experience of the production process.

H8.00 – 45.00XM Ton IC Truck – HYG Nijmegen
36-48 months

1.5T-5ton IC equipment – Craigavon
36-48 months

Warehouse equipment – Masate (Italy)
36-48 months

Internal - Technical Training –

VNA MANUP training	3 days
Reach stacker (D222)	3 days
Minor works training	3 days

Assessment

- Each quarter the apprentice will be assessed via his Mentor/Manager.
- Annually each apprentice will have a yearly assessment to see if they are following the programme and are on track (this will be recorded in an “Apprentice Diary”).
- The assessment will allow us to review progress and understand if they have the capability to continue on and complete the apprenticeship.

Fourth Year Awards

As with every other year in their apprenticeship programme, the best apprentice of year four will receive an award in the form of a monetary credit to be spent on tools of his choice.

All apprentices that have completed their 4 year apprentice programme will be presented with their Briggs certificate and the accredited certification from the CITB.



4 Year Programme Completion

YEAR 5

What do I do now?

On completion of the 4 year programme, all apprentices will have the opportunity to apply for a full time role as a qualified service engineer. Whilst a full time role is not guaranteed, Briggs Equipment has committed to do the utmost to offer jobs to all of our successful apprentices. We will be investing a lot of time and money into their futures so the last thing we want is to see apprentices go elsewhere in the industry.

Just because the apprenticeship has finished this does not mean our investment in our employee has now stopped. We will continue to train and develop our

engineers and support them through whatever career path they decide to follow in the future

Our apprentices are the future of Briggs and for the right candidate it will be a very rewarding career with amazing prospects. Many of our Managers and Directors began as Apprentices, so with hard work and determination there are no limits to where you can go within Briggs.



Apprenticeship Case Study

Name:	Lee Ryan
Location:	Haydock workshop/Stafford College
Qualification:	Diploma Level 2 and NVO Level 2 in Construction Plant or Machinery Maintenance
Key achievements:	Runner up for Briggs' 'Apprentice of the Year Award 2017.'

How did you hear about the Briggs apprentice scheme?

"I found the role on the government apprenticeship website. I already knew that I wanted to go into engineering and an apprenticeship seemed like the logical way forward."

What made you apply for the role?

"Compared to other engineering apprenticeships advertised this role paid well, which I believe shows that Briggs' are serious about their apprentices. It is all about the quality and the training rather than just coming to work to be a cheap labourer as you could be in other companies. On a personal level, I have always enjoyed working with my hands and building things. I knew engineering was for me after I did a week's work experience in an engineering firm during Year 10 at school and really enjoyed it. "

What have you enjoyed about the apprenticeship?

"I've enjoyed working on lots of different types of machinery, there is always something new to learn and it keeps me on my toes. I'm kept nicely busy in the workshop and all of my colleagues and my mentor is sound, working with good people makes such a difference."

Would you recommend the apprenticeship to other young people?

"It's a really good scheme on offer here and I would definitely recommend it to anyone looking towards a career in engineering. Briggs does a lot to look after you, for example, they put you up in a nice hotel whilst you are studying, they make sure that your meals are paid for, there is a pool car available for you, they even supply you with your own tools, all of which I know is really appreciated by all of us on the scheme. Not only that but the salary is well above the national minimum wage for apprentices which definitely makes you feel like you are valued by Briggs even from the get go, there is a great social side to the company with all of the charity activity and fundraising and there are good options for career advancement later on. Many of Briggs' directors started their careers as apprentices!"

Gary Grundy, Briggs' workshop manager, believes Lee has a bright future:

"Lee began the year steadily showing potential early on, with the support of the team around him and his drive to succeed he has improved as the year went on achieving all the targets given to him. Lee is proving to be an asset even at this early stage in his career completing tasks within his team of which a fully qualified engineer would be proud of. If Lee continues to improve and fulfil his potential he will become a very successful engineer for the future. The Apprentice of the year award was a very close run race between Lee and Brad and both of them should be proud of their achievements in 2017."

Outward Bound Course



Aim

To equip delegates with the skills and behaviours to become strong advocates of Briggs Equipment, as their roles become increasingly independent and customer-facing.

Learning Objectives

- Build and demonstrate **trust**, in preparation for lone working in the future.
- Develop **positive communication** skills to be **strong advocates of the business**.
- Develop **problem solving skills** and discuss how to implement them in the work place.
- Experience a fun and adventurous programme to build **professional relationships** with colleagues.
- Take **personal responsibility** for actions.

How this will be achieved

- An intense action centred, challenging and adventurous programme will create an ideal learning environment to explore capabilities applicable to the work environment.
- Individual projects undertaken during the course will be focused on specific learning outcomes which relate to one or more of the course aims.
- Where appropriate, individual sessions will be supported by appropriate underpinning theory and language relevant to the organisation.
- The programme will be progressive in nature and allow for periods of review and reflection, enabling participants to consolidate learning points and foster a cycle of continuous improvement.

SUGGESTED PROGRAMME: DAY ONE

Time	Learning objective	Experiential project / practical session	Session outcomes	Related theory & approach
AM				
Lunch				
PM	Introduction to all Learning outcomes.	Arrival and short presentation over lunch about the course. High impact water activity to set apprentices expectations for the week.	Welcome to centre. Understanding of programme Aims and Outcomes. Understanding of learning environment.	Solution focused problem solving. Plan do Review Cycle
Evening meal				
Eve	Develop problem solving skills and discuss how to implement them in the work place. Experience a fun and adventurous programme to build professional relationships with colleagues.	Performance review. Prepare for next day's task.	Recap of learning and preparation for next day.	How to plan/ break down briefs/ organise time/ goal setting/ aims grid.

SUGGESTED PROGRAMME: DAY TWO

Time	Learning objective	Experiential project / practical session	Session outcomes	Related theory & approach
AM	<p>Develop positive communication skills to be strong advocates of the business.</p> <p>Develop problem solving skills and discuss how to implement them in the work place.</p> <p>Build and demonstrate trust, in preparation for lone working in the future.</p>	Water day – this will be based off site at the centres water sports facility in Aberdyfi itself. Tasks will be problem solving based requiring the apprentices to work as a team with focused communication in response to tasks.	<p>Complete brief led rafting session.</p> <p>Team self-led review of the morning.</p>	<p>Comfort zones – processing any anxiety felt over the tasks in hand.</p> <p>Solution focused problem solving.</p>
Lunch				
PM	<p>Develop problem solving skills and discuss how to implement them in the work place.</p> <p>Experience a fun and adventurous programme to build professional relationships with colleagues.</p>	Water day – this will be based off site at the centres water sports facility in Aberdyfi itself. Tasks will be problem solving based requiring the apprentices to work as a team with focused communication in response to tasks.	<p>'Open afternoon' of choice of water based activities.</p> <p>Communicating with the other team.</p>	<p>Communication components.</p> <p>Maslow's hierarchy of needs.</p>
Evening meal				
Eve	<p>Develop problem solving skills and discuss how to implement them in the work place.</p>	<p>Performance Review.</p> <p>Prepare for next day's task.</p>	The group has strong awareness of own abilities ready to further develop in the next sessions.	<p>Building blocks of team development.</p> <p>Prisoner, Protestor, Passenger, Participant, Pilot.</p>

SUGGESTED PROGRAMME: DAY THREE

Time	Learning objective	Experiential project / practical session	Session outcomes	Related theory & approach
AM	<p>Develop positive communication skills to be strong advocates of the business.</p> <p>Build and demonstrate trust, in preparation for lone working in the future.</p>	Preparing for Self-led Hill day.	<p>Negotiating with other groups for expedition route.</p> <p>Plan and present a clear route to your trainer.</p>	Team/ Task /Individual and how these three areas interact in given situations.
Lunch				
PM	<p>Develop positive communication skills to be strong advocates of the business.</p> <p>Develop problem solving skills and discuss how to implement them in the work place.</p> <p>Build and demonstrate trust, in preparation for lone working in the future.</p>	Depart on Hill day on route chosen by delegates with the aim of achieving the highest summit possible.	<p>Follow planned route.</p> <p>Walk to campsite/ cabin.</p> <p>Keep the team Safe and together.</p>	Apply all theory covered so far.
Evening meal				
Eve	<p>Build and demonstrate trust, in preparation for lone working in the future.</p> <p>Experience a fun and adventurous programme to build professional relationships with colleagues.</p> <p>Develop positive communication skills to be strong advocates of the business.</p>	<p>Night out in the welsh mountains.</p> <p>Performance review.</p> <p>Prepare for next day.</p>	<p>Spend a safe night in the mountains in a tent or cabin.</p> <p>Work as a team to make sure everyone is fed and has somewhere to sleep.</p> <p>Look after VIP.</p>	Mindsets how to apply a Growth Mindset on the hill.

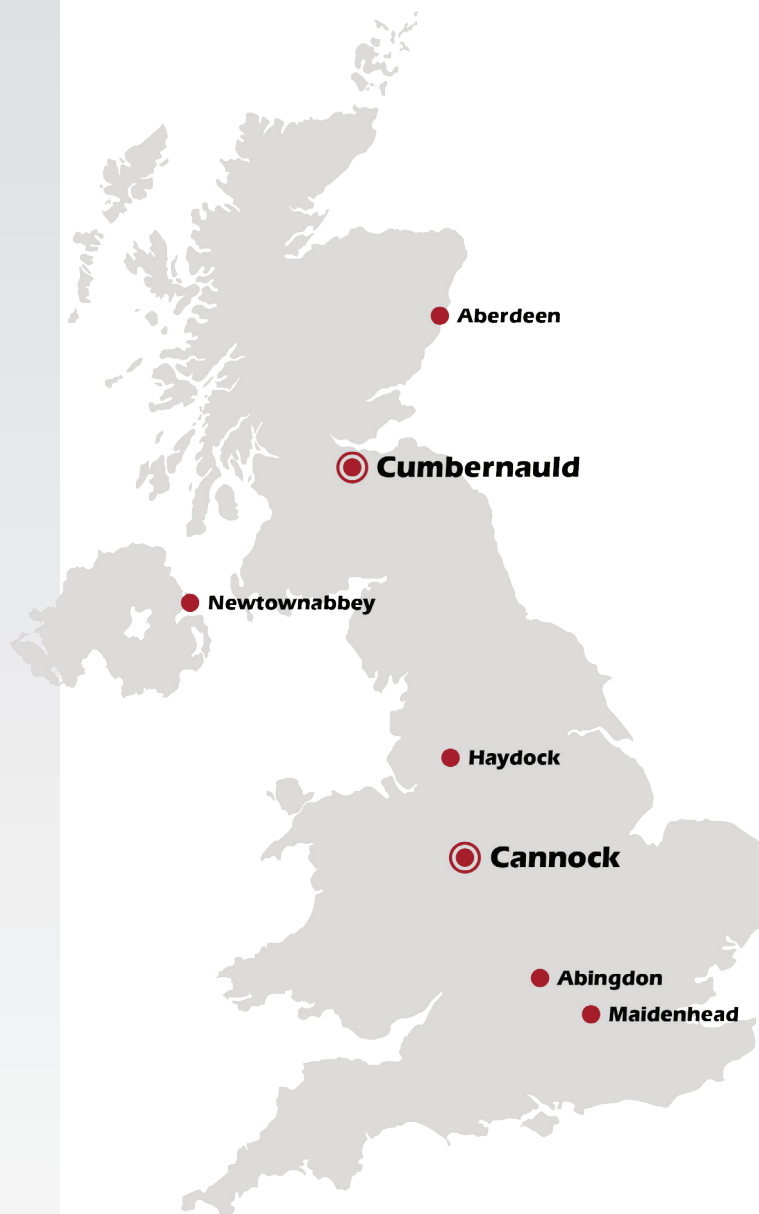
SUGGESTED PROGRAMME: DAY FOUR

Time	Learning objective	Experiential project / practical session	Session outcomes	Related theory & approach
AM	Implement all Learning outcomes for the week.	Self-led activity Rocks/Water to showcase everything the team has worked on so far. This could be a self-run Abseil or sailing the cutter without an instructor on board.	Showcase all skills/ theory learnt so far.	All relevant theory to be applied.
Lunch				
PM	Implement all Learning outcomes for the week.	Self-led activity Rocks/Water to showcase everything the team has worked on so far. This could be a self-run Abseil or sailing the cutter without an instructor on board.	Showcase all skills/ theory learnt so far.	All relevant theory to be applied.
Evening meal				
Eve	Evaluate all Learning outcomes for the week.	Review of the week. Preparing for presentations. Potential for an evening BBQ and fire.	Show learning and understanding of all work undertaken so far.	All relevant theory to be applied.

SUGGESTED PROGRAMME: DAY FIVE

Time	Learning objective	Experiential project / practical session	Session outcomes	Related theory & approach
AM	Showcase all Learning outcomes for the week.	Presentations and final reviews, finish off from the night before. Challenge Wall competition. Apprentices will host their presentation in our new building Llys Matthew followed by a slide show of the week and a buffet lunch.	Demonstrate apprentices understanding of how the course has developed them within a professional context.	All relevant theory to be applied.
Lunch				
PM		Depart from centre		
Evening meal				





To find out more contact

T: 03301 23 98 50

E: think@briggsequipment.co.uk

Briggs Equipment UK Limited

Orbital Way,
Cannock
Staffordshire,
WS11 8XW

©Copyright Briggs Equipment UK Ltd. 2006
V01082016

THINK BRIGGS.



Complete Forklift Range; Access and Plant Equipment;
Trusted Service Partners; Leading Management Information;
Your Unique Solution; Think Briggs.