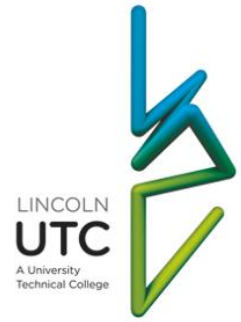


JOB DESCRIPTION: ENGINEERING TECHNICIAN APPRENTICE

WORKING HOURS: 40 hours per week, term time only

REPORTING TO: Head of Engineering / Engineering Technician



1. PURPOSE OF THE ROLE

To undertake an Engineering Technician apprenticeship within Lincoln UTC's Engineering department, developing the practical skills, technical knowledge and professional behaviours needed to support the college's engineering workshops and students.

The apprentice will work alongside experienced engineering staff and develop skills across manual machining, CNC, CAD/CAM, fabrication, welding, workshop preparation, equipment maintenance and health and safety.

2. MAIN RESPONSIBILITIES

- Follow Lincoln UTC policies and procedures, particularly those relating to safeguarding, health and safety and workshop practice.
- Prepare workshops, equipment, tools and materials for practical lessons and activities.
- Develop practical skills in conventional turning and milling and CNC machining, including Denford, Boxford and Emco equipment with Fanuc controls.
- Develop CAD/CAM skills and support the manufacture of components and products from engineering drawings and digital designs.
- Assist engineering staff with practical demonstrations, projects and workshop activities.
- Support students with practical tasks, including the use of drawings, tools, machinery and measuring equipment.
- Develop skills in inspection and quality control, including accurate measurement and recording of results.
- Assist with the safe use, care and basic maintenance of machinery and equipment, reporting faults when identified.
- Develop experience using specialist equipment including CNC plasma cutting and MIG, TIG and MMA welding, subject to training and authorisation.
- Assist with workshop stock, tooling, consumables and materials.
- Maintain appropriate apprenticeship and training records and provide evidence for the apprenticeship portfolio.
- Attend apprenticeship training, assessments and progress reviews and work towards the required apprenticeship standard.
- Demonstrate reliability, punctuality, teamwork, initiative, good communication and a willingness to learn.
- Undertake other reasonable duties appropriate to the role and level of competence.

3. MANAGEMENT AND SUPERVISION

The apprentice will report to the Engineering Technician and Head of Engineering.

This is a developmental role, and the apprentice will receive appropriate training, supervision and support. Machinery, fabrication and welding activities will only be undertaken once the apprentice has received the necessary training and demonstrated competence.

As skills develop, the apprentice will be given increasing responsibility and may support students during practical activities under the direction of engineering staff.

4. CONTACTS

The role will involve regular contact with:

- Students and apprentices (as such will need to undertake a DBS check)
- Engineering teachers and technicians
- Head of Engineering and other UTC staff
- Apprenticeship tutors and assessors
- Suppliers, contractors and engineering professionals

5. WORKING ENVIRONMENT

The role is primarily based within Lincoln UTC's engineering workshops and teaching areas.

The apprentice will work with machinery, tools, materials and equipment and must follow all safety procedures and instructions. The role may involve standing for extended periods, manual handling and working in a busy workshop environment.

The apprentice may also support employer engagement, visits and engineering events where appropriate.

6. APPRENTICESHIP DEVELOPMENT

The apprentice will be expected to make satisfactory progress towards the relevant apprenticeship standard and qualifications, applying learning from formal training within the workplace.

Progress will be reviewed regularly, with development targets agreed with the apprentice, workplace supervisor and apprenticeship provider.

JD agreed by: Head of Engineering

Name: _____

Signature: _____

Date: _____

JD agreed by: Apprentice

Name: _____

Signature: _____

Date: _____