

Who Are We?

We are Eastern Region Training, where your aspirations and training needs are paramount to us. We believe that training matters and that's why we are so passionate about what we do.

As an established and well-respected training provider, we deliver motivational, challenging, and engaging training, that keeps our customers coming back to us time and time again. Our friendly team of specialist tutors are all experts in their fields, meaning you can relax knowing that you are in the very best of hands.

Our records show that our achievement rates are exceptionally high, this is a testament to our dedicated team, who all go the extra mile to ensure individuals' satisfaction and progression.

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Prospectus for Schools and Alternative Provision Providers



EASTERN REGION TRAINING

Where your aspirations and training needs are paramount to us.

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Meet the Team

With a full support team at your disposal, we take pride in ensuring all our young people benefit from having the correct learning package in place to meet their needs.



Clive



Katie



Jennie



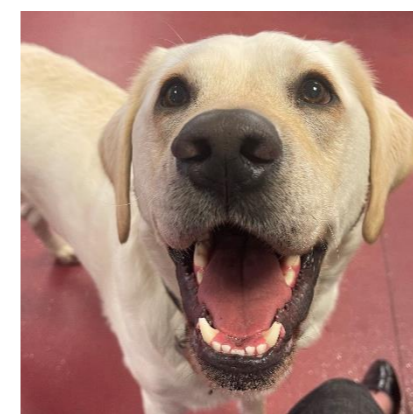
Aaron



Dominic



Ben



Monty



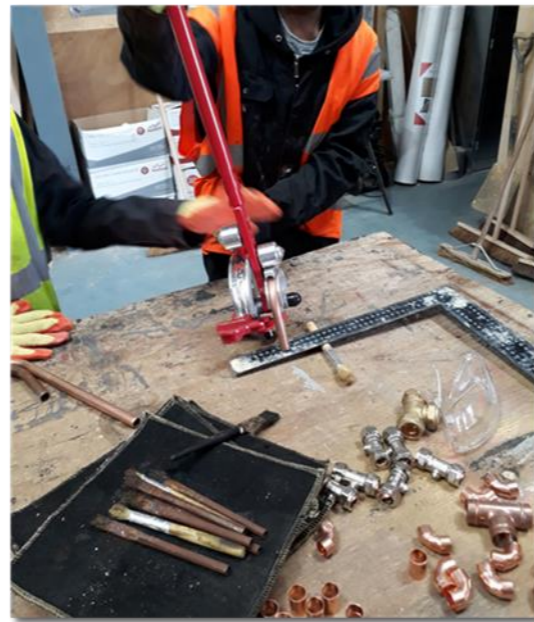
Erin



Kate

“Thank you for an amazing year”, “Wish we had 1 more year”, “Thanks for everything you did for us!!!”, “Thanks for all the hard work you and your team has put towards us” – *Chantry Academy students*

"I would like to take this opportunity to thank you for having (student name) with you for a work experience placement this year... We feel this experience is vital to our students' development into young adults and without you this would not be possible. We hope you felt the placement was a success and hopefully we will be able to call on you again next year to offer a place to one of our students." – *Claydon High School*



Our Programs for 13 – 16 Year Olds

Introduction to Motor Vehicle Maintenance and Repair (BTEC Level 1 Award)

Course Duration: 1 term | £60pp per session

Session Times: 09:30am – 11:30am | 12:30pm – 2:30pm

Progression: Basic Vehicle Body Repairs (NOCN Level 1).

This course is a great starting point to introduce the basic mechanical skills a student needs to work in the automotive repair industry.



The maximum number of pupils per group is 6. Our cohorts for this course start in **September**, in **January** and again in **April** (in correspondence with school term dates).

Learning aims:

Preparation for carrying out routine service tasks

- Access to servicing guidance, to include manufacturer's workshop manuals, owner's workshop manuals, labour time manuals.
- Use of routine vehicle servicing schedules.
- Technical data: parts databases, technical data manuals, component or consumable product labelling and data sheets.
- Safe working practices when carrying out motor vehicle servicing.
- Important general safety considerations when working in an automotive workshop, to include awareness of moving vehicles, impact, trapping and entanglement in moving parts or lifting equipment, use of appropriate personal protective equipment (PPE), maintaining a tidy work area.

the basic mechanical skills a student needs to work in the automotive repair industry.

- Safe working practices relevant to servicing procedures, to include safe handling of engine oil and other fluids, correct disposal of waste products, dealing with spillages, correct use of tools and equipment, including those using compressed air, avoiding contact with high temperature fluids or components.

Routine service tasks

- Safe removal, disposal, and replacement of service consumable items, to include engine oil, oil filter, air filter, fuel filter (diesel), spark plugs (petrol).
- Condition assessment, safe removal, disposal, and replacement of other items checked during a service, to include tyres, engine coolant, headlight and ancillary bulbs, fuses, brake pads or shoes, batteries, auxiliary drive belt, windscreen wipers.
- Fluid level checks and top up, to include engine oil, clutch fluid, brake fluid, power steering fluid, automatic transmission fluid, gearbox oil, differential oil, windscreen washer fluid, coolant.

Tools and equipment

- Safe and appropriate use of general and automotive workshop tools and equipment, to include general hand tools, airline and tyre inflator, tyre pressure gauge, pneumatic impact wrench, feeler gauges, tyre tread depth gauge, vehicle lifts and jacks, oil filter wrench.

Completing servicing records

- Servicing records, to include copies of any technical information used, service checklist, manufacturer's part number of any replacement parts used type and grade of any replacement fluids, vehicle registration number, manufacturer, model, year of manufacture, mileage.

Testimonials

“This is the first year we have been involved with Eastern Region Roof Training as part of an alternative provision for our students. Not only has it given them the fantastic opportunity to experience a variety of skills and lessons which we would never be able to offer at school, it has also helped their understanding of how the education they receive in a mainstream setting links directly to the types of occupations they are interested in.”

"The staff at ERT have worked incredibly hard with our students and no doubt have been instrumental in their success" ***Danny Payne, Westbourne Academy***

“I would like to thank you and your team for another fantastic year working with our students.” – ***Martin Weston, External Provision Head, Raedwald Trust***

“Chantry Academy are working in collaboration with Eastern Region Training Group to create a bespoke Trade Skills Academy for young people age 14+ who are disengaged with the curriculum on offer in mainstream education and/or those who may be at risk of exclusion or being disadvantaged. This project will not only benefit in helping the young people gain valuable craft skills and improve their future prospects but will also open the Eastern Region Academy to all schools across the county, upskilling young people to meet the skill shortages within the construction sector and local economy. In addition, we envisage that the motivation and engagement in the vocational learning they will undertake with Eastern Region Training Group will improve their attendance and achievement overall.” – ***Chantry Academy***

Schools Career Taster Events 2023

We are delighted to announce we are taking additional bookings for our **school taster events**.

The taster sessions are designed for school age students to “have a go” at installing roof coverings in a safe specialist roof training environment under the supervision of skilled roofing tutors. Our training models are floor based. We can take a **maximum of 12 students** at any given time.



The students will use a variety of hand tools and materials and where possible, students can listen to our apprentices talk about life as a roofing apprentice.

The sessions are either **AM** or **PM** and you will need to arrange **your own transport** to and from the centre.

Students must wear safety boots which we can provide (subject to our resources) and a high visibility vest.

All staff are **Enhanced DBS checked**. All activities have been risk assessed.

If you would like an opportunity to enhance your existing careers advice with a hands-on experience, please speak to our **Schools and Apprenticeships Lead, Kate** on **01473 744412**.

Basic Vehicle Body Repairs (NOCN Level 1)

Course Duration: 1 term | £60pp per session

Session Times: 09:30am – 11:30am | 12:30pm - 2:30pm

Progression: Introduction to Vehicle Valeting (NOCN Level 1).

Sessions can be once a week. We can accommodate single students or block bookings from schools, APs, CIC, and Trusts. The maximum number of pupils per group is 6. This course is aimed at Year 9, 10 & 11s.



Learning aims:

Be able to carry out repairs of simple body damage.

- Select Personal Protective Equipment and vehicle protection appropriate to the task.
- Follow safe working practices at all times.
- Select hand tools appropriate to the task.
- Use hand tools appropriate to the type of repair.
- Use the correct hand tool techniques to carry out repairs.
- Clean and store hand tools in line with manufacturers' recommendations.
- Use the correct procedures to prepare damaged areas prior to repair.
- Use the correct techniques and procedures to carry out damage repairs.
- State techniques used to check a repaired surface.
- Identify abrasive types, forms and grades required to carry out repairs.
- Carry out adjustments and maintenance of power tools used.

Introduction to Vehicle Valeting (NOCN Level 1)

Course Duration: 1 term | £60pp per session

Session Times: 09:30am – 11:30am | 12:30pm – 2:30pm

Upon completion of all 3 of our automotive courses, candidates will receive a Level 1 certificate in vocational studies.



Learning aims:

- Use safe working practices when valeting vehicles.
- Valet vehicle exterior to include:
 - Selection and use of appropriate cleaning tools, materials, and products for:
 - Washing and drying vehicle exterior ensuring removal of dirt, detergent, and water.
 - Restoring surface finish to bodywork, bright work, exterior trim, and glass.
 - Protecting surface finish including bodywork, bright work and exterior trim.
- Valet vehicle interior to include:
 - Selection and use of appropriate cleaning tools, materials, and products for:
 - Carpets
 - Upholstery
 - Plastic trim
 - Glass
- Demonstrate how to protect sensitive electronic components and the air intake prior to and during an engine bay valet.
- Select and use appropriate cleaning tools, materials, methods, and products to clean engine bay.
- Perform visual inspection of a valeted vehicle for cleaning residues and surface finish.
- Identify key findings of inspection and rectify any imperfections.
- Demonstrate appropriate ways to dispose of waste products in accordance with environmental guidance.

Behaviour	What is Required
Professional Judgement	Be able to work within own level of competence and know when to seek advice from others.
Commitment to Code of Ethics	Work within Rules and Regulations of Professional Competence and Conduct for the industry's recognised professional bodies.
Continuing Professional Development	Identify own development needs and take action to meet those needs. Use own knowledge and expertise to help others when requested.
Commitment to Equality and Diversity	Understand the importance of equality and diversity and demonstrate attributes so as to meet the requirements of fairness at work.
Communicate Effectively	Be able to contribute effectively to meetings and present information in a variety of ways including oral and written.
Work in Teams	Be able to work with others in a collaborative and non-confrontational way.
Demonstrate Innovation	Be able to identify areas for improvement and suggest innovative solutions.

The typical duration for this Apprenticeship is three years but this will depend upon the previous experience of the apprentice and access to opportunities to gain the full range of knowledge and understanding.

The following qualification will be gained:

A Level 4 qualification in Construction and Built Environment that meets the knowledge requirements of the standard and is approved by the industry's recognised professional bodies meeting the educational requirements for Technician status or the equivalent level of membership.

English and Maths:

Apprentices without Level 2 English and Maths will need to achieve this level prior to taking the end-point assessment. We deliver Level 2 functional skills (achieved through distance learning as a stand-alone qualification)

Link to professional registration:

This Apprenticeship will include the knowledge, skills and behaviours typically required to achieve Technician status or the equivalent with the industry's recognised professional bodies. The final assessment process for this Apprenticeship will typically be representative of the review process required for professional registration.

Skills	What is Required
Health & Safety	Identify risk of activities and encourage all employees to demonstrate safety conscious behaviours.
Sustainability	Assess, identify, and record the environmental impact of projects.
Construction Technology	Assist in the implementation of the most appropriate solutions for construction/roofing projects.
Project Management	Use effective management principles and be able to supervise construction/roofing workers.
Planning and Organising Work	Understand overall plan for project and measure and record progress against plan.
Monitor Quality	Assess and report on quality standards and assist in commissioning of finished construction/roofing projects.
Monitor Costs	Understand financial and legal constraints and measure and record progress against budget.

Knowledge	What is Required
Health & Safety	Understand risk assessment of activities and the importance of behaviours in safety-critical environments.
Sustainability	Understand the sustainability issues in projects across economic, social, and environmental aspects.
Construction Technology	Understand different construction/roofing methods and materials.
Construction Management	Understand management principles and the project management lifecycle.
Planning and Organising Work	Understand the importance of project planning and resourcing and be able to analyse different techniques
Monitor Quality	Able to define the quality required on a finished construction/roofing project
Monitor Costs	Understand the importance of cost control on a construction/roofing project

Introduction to Construction (NOCN Entry Level 3)

Course Duration: 3 terms | £60pp per session

Session Times: 09:30am – 11:30am | 12:30pm - 2:30pm

Progression: Construction Multi-skills (NOCN Level 1) or BTEC Firsts Construction and the Built Environment



The maximum number of pupils per group is 6. The NOCN Entry Level Award in Introduction to Construction (Entry 3) is designed to provide an introduction to the construction industry.

Learners will gain knowledge on how to prepare for a career in construction with plenty of hands-on experience using tools and equipment for the practical activities. They will gain an understanding about the different career opportunities in the construction industry, the importance of health and safety in construction, environmental issues relating to construction. learn hands-on construction skills, as well as use lots of different tools and equipment.

Learning aims and duties:

- Support the coordination of roofing site-based projects alongside supervisory and technical teams on an individual site, a range of sites or in an office environment.
- Identify the suitability of health and safety documentation, including risk assessments and method statements, to assist in ensuring sufficient planning has been carried out for tasks to be completed safely.

The maximum number of pupils per group is 6. Our cohorts for this course start in **September**, in **January** and again in **April** (in correspondence with school term dates).

Learning aims:

Carpentry

- Measure and cut timber and timber-based products to given dimensions.
- Form basic joints using hand tools.
- Join timber and/or timber-based products.
- Produce basic products, such as a frame or box, using basic joints and fixings.

Bricklaying

- Set out wall and return (minimum 1m each).
- Lay bricks dry at least two courses high.
- Know how to prepare mortar.
- Lay bricks using a stretcher bond at least four courses high.
- Finish joints.
- Check for plumb and level.

Painting

- Carry out surface preparation including cleaning, filling and smoothing surfaces as required.
- Undercoat surfaces.
- Apply coats as required to timber and one other surface.
- One surface must allow learner to cover a minimum area of 1.5m x 1.5m.

Site Supervisor Level 4 Apprenticeship (New Standard)

Course Duration: 36 months (approx.)

Apprentices attend college once every 2 terms, and work with their employer on 'on the job training'. Apprentices must have access to a PC to complete the coursework. The qualification will be achieved through a mixture of blended learning to include master classes, presentations, assignments, webinars, research and one to one review with your assessor. The apprenticeship will be completed from the workplace.



Learning aims and duties:

- Supervise PAYE operatives, contractors, and sub-contractors.
- The control of health and safety standards on construction/roofing projects.
- Recording, control and reporting of progress on a construction/roofing project.
- The minimisation of the environmental impact of construction/roofing projects.
- Control of quality of works on a construction/roofing project.
- Assisting commercial staff with the monitoring of costs on a construction/roofing project.

Learning aims and duties:

- Support the coordination of roofing site-based projects alongside supervisory and technical teams on an individual site, a range of sites or in an office environment.
- Identify the suitability of health and safety documentation, including risk assessments and method statements, to assist in ensuring sufficient planning has been carried out for tasks to be completed safely.
- Liaise with internal and external stakeholders to ensure the requirements of a project are met, ensuring records of the communications are kept in line with company processes.
- Ensure accurate contractual records are kept in relation to the planning of roofing projects.
- Support the production of resource lists, based on estimates, using technical drawings to identify the requirements of the project.
- Assist with the development of tenders relevant to the roofing project, ensuring records of tenders are kept and processed within the required timescales.
- Support the procurement of project materials, plant and sub-contractors.
- Support the progress of roofing projects, recommending, and proposing revisions of programmes and assisting with the planning of schedules of work.
- Support the implementation of appropriate contract quantities and cost monitoring systems to provide early warning of problems for all contract phases on site.
- Use surveying information to contribute to the measurement, evaluation, and review of project performance.

- Cut in to at least one floor/ceiling and one internal corner.
- Learner must use at least one undercoat product and two paint types.

Tiling

- Prepare surfaces to receive tile adhesive.
- Set out surface.
- Lay tiles to specification.
- Cut tiles and fix to a minimum area of 0.75m x 0.75m.
- Prepare grout.
- Complete grouting to specification.

Plastering

- Prepare surfaces to receive plaster.
- Perform suction test.
- Apply scrim as necessary.
- Plaster a minimum area of 1m x 1m.
- Complete plastering to specification.

Plumbing

- Measure and cut plastic / copper pipes to match specification (10mm tolerance).
- Assemble frames (minimum size 300mm by 250mm) using compression / push fit.
- Assemble frames using solder end feed.
- Attach frames to a board.
- Test frame to ensure no leak.

Construction Multi-skills (NOCN Level 1)

Course Duration: 3 academic terms | £60pp per session

Session Times: 09:30am - 11:30am | 12:30pm - 2:30pm

Progression: BTEC Firsts Construction and the Built Environment.

Sessions can be once a week. We can accommodate single students or block bookings from schools, APs, CIC and Trusts. The maximum number of pupils per group is 6. This course is aimed at Year 9, 10 & 11s.

This course is purely practical based, this means that your tasks will be hands-on giving you a good understanding of the principles of construction.

Candidates are assessed throughout the course through written, verbal and video evidence (subject to the student's/schools'/APs'/Trusts' permission).

The following are examples of what the assessments are based around:

Bricklaying

- ½ brick walls, Cavity walls, Solid walls, T-junctions, Blockwork walls, basic decorative features.



Roofing Support Technician Level 3 Apprenticeship (New Standard)

Course Duration: 12-18 months

Apprentices should be age **16+** years old and be office based. Mature students are welcome to apply. Students should have a grade **C** or above in **English** and **Maths** to complete this award. Employers are encouraged to support the apprentice with the necessary time and resources to complete the award.

Apprentices attend college once every 2 terms, and work with their employer on 'on the job training'. Apprentices must have access to a PC to complete the coursework. The qualification will be achieved through a mixture of blended learning to include master classes, presentations, assignments, webinars, research and one to one review with your assessor. The apprenticeship will be completed from the workplace.

This occupation is found in and throughout the construction and built environment sector, including construction contracting and associated supply chain subcontractors. Roofing Contracting Operations Technicians operate in a range of settings including estimating, planning, buying, site, quantity surveying and design and build roles. Site and office environments include industrial, commercial, residential, refurbishment, heritage, retail, and public sector projects.

The broad purpose of the occupation is working in an exciting and dynamic environment which could be in an office at the heart of the contracting organisations including versatile activities using digital processes and systems to secure future projects and to enable progress and completion of actual construction sites.



A Waterproof Membranes Installer works on a building site, or in domestic or commercial premises, installing waterproofing systems and related products, to both new and existing buildings. Waterproofing roofers apply protective membranes to flat roof structures to ensure they are watertight.

Learning aims:

- Carry out a range of job tasks including measuring, marking out, fitting, finishing, positioning, and securing.
- Clean, dry and prepare surfaces for specified system.
- Install vapour control layers to prevent vapour coming through the building to protect insulation.
- Install mechanically fixed and/or adhered insulation as required by the given specification.
- Install reinforced bitumen, single-ply and liquid applied waterproofing systems.
- Terminate waterproofing systems at the perimeter upstands and/or open edges to the given specification.
- Maintain and repair flat and/or pitched roofs (in excess of 10 degrees).
- Install perimeter details (edge trims, counter flashings termination bars).
- Work around outlets, pipes, soil and vent fittings, safety systems and roof lights.

On completion of this apprenticeship, waterproof membranes installers will have knowledge of:

- The principles of membrane waterproofing systems and how they are applied in routine tasks, such as, preparing surfaces, installing insulation, installing background materials, installing main roof coverings to include bitumen membranes, single ply and liquid applied systems, fixings, fittings and components, roof windows and lights.
- How to requisition membrane waterproofing materials, such as bitumen membranes, single-ply, liquid applied systems and related materials, fittings, and components.
- The differences between and the characteristics of warm, cold and inverted (waterproofing layer as the base) roofs.

Carpentry and Joinery

- Skirting and architraves, floor joists, flooring, door lining, hanging a door, window frames, fixed truss, units, and worktops.

Painting and Decorating

- Preparing surfaces, applying foundation and plain papers, painting doors/walls/ceilings/features/timber surfaces, producing standard decorative finishes.

Plastering

- Apply plaster to a range of backgrounds, form sand and cement screeds, prepare and fix plasterboard, apply render to a solid surface, Produce components from moulds.

Tiling

- Decorative features, internal and external angles, openings, obstacles, patterns.

During this course, you will study the following two NOCN units:

- Health and Safety and Welfare in Construction (includes hazards, risks, accidents & more)
- Developing Practical Skills (includes tooling, materials & practical sessions)

BTEC Firsts Construction and the Built Environment

Course Duration: 1 session a week over 1 academic year (+1 term if required) | £60pp per session

Session Times: 09:30am – 1:30 pm | 11:30pm - 3:30pm

This course is aimed at Year 10 & 11s.



Through a combination of practical experience and written assignments, this vocational qualification provides Level 2 learners with the knowledge, skills and understanding needed for a career in the construction sector.

This course will cover 4 units over the span over 1 academic year and is equivalent to a **GCSE**.

BTEC First Awards are primarily designed for use in schools as an introductory Level 1/Level 2 course for learners who want to study in the context of a vocational sector. The knowledge, understanding and skills learned in studying a BTEC First will aid progression to further study and, prepare learners to enter the workplace.

Learning aims:

Construction Technology

- Understand the structural performance required for low-rise construction.
- Explore how sub-structures are constructed.
- Explore how superstructures are constructed.

- How to requisition slating and tiling materials, such as tiles, slates, underlay, battens, fixings and related materials, fittings, and components.

All funding for apprenticeships now goes through the Digital Apprenticeship Service.

If you are in Suffolk or Norfolk, we will help to arrange a levy transfer for you which will go through the DAS above. This is where a bigger company gives excess funding to a smaller company.

The government pays up to £11,000 per learner. There can be a co-investment of 5% from an employer depending on your apprentice and circumstances. It is possible to request direct funding from the government through the DAS.

Level 2 Waterproof Membranes Apprenticeship (Standard)

This course is designed for learners age **16+** that want to pursue a career as a flat roofer. This course covers an **18-month** period.

We are especially keen to have school leavers and those between **16-18**. The course is open to any age group.



Candidates will attend day release off the job training at our training centre once a week. The remainder of the time is spent with the employer on site, gaining experience necessary for the end point assessment (**EPAO**).

Learning aims:

- Carry out a range of job tasks including measuring, marking out, fitting, finishing, positioning, and securing.
- Install plain tiles, interlocking tiles, natural slates, and fibre-cement slates.
- Install underlay, battens, and related roofing components.
- Install pre-formed lead and/or proprietary flashings.
- Install dry and wet fixed products to verges, hips, ridge and valleys.
- Install insulation and ventilation products for warm and cold roof construction.
- Install roof windows and flashing kits.

On completion of this apprenticeship, Slate and Tilers will have knowledge of:

- The principles of slating and tiling, and how they are applied in routine tasks, such as, setting out roofs, installing insulation, underlay and other background materials, installing main roof coverings, fixings, fittings and components, ventilation and dry fix systems, roof windows, mixing and applying mortar and installing pre-formed lead and/or proprietary flashings.
- How to use key dimensions relating to batten gauges and minimum and maximum head lap.
- How to strip and reclaim slates, tiles, and fittings for re-use.
- How to check areas to be covered, including correct installation of cavity trays, fascia board height, barge boards, hip and valley construction, penetrations, and masonry.

Construction Design

- Understand the work of the construction industry.
- Understand a client's needs to develop a design brief for a low-rise building.
- Produce a range of initial sketch ideas to meet the requirements of a client brief for a low-rise building.

Construction Mathematics

- Understand the effects of forces and temperature changes on materials used in construction.
- Use mathematical techniques to solve construction problems.

Practical options for this course include:

Please note: A group can only study one practical option.

Plumbing

- Understand tools, materials and equipment used for plumbing operations.
- Develop practical skills using safe techniques to undertake plumbing operations.

Carpentry

- Understand tools, materials and equipment used in carpentry and joinery.
- Develop practical skills using safe techniques to produce a timber frame.

Brickwork

- Understand tools, materials and equipment used for brickwork and blockwork.
- Develop practical skills and safe techniques to construct brickwork and blockwork.

Students will also have an opportunity to practice their skills in roofing, electrical, wall tiling, flooring, and block paving.

We have 100% pass rate for the past three years with students achieving Distinctions, Merits and Passes. The qualification can be achieved at either Level 1 or Level 2 (Dependent on the student)

20-Week Construction & Trade Skills Course

Course Duration: 20 weeks | £60pp per session

Session Times: 09:30 am – 12:00 pm | 12:45 pm – 3:15 pm

The maximum number of pupils per group is 6. If students are capable of attending full days, we can facilitate this at our centre. We can also write a bespoke program of learning to meet the needs of the student (s).

Our trade skills course has been designed for those that are looking for the necessary skills and knowledge to be competent and safe within the construction industry. Ideally you will be new to the construction industry. This course is ideal for Post-16, APs, Schools, CICS and Trusts.

Level 1 Certificate in Construction Skills:

- Plumbing
- Wall Tiling
- Joinery
- Bricklaying
- Roofing
- Painting and Decorating



This course is delivered through a combination of theory and practical sessions.

CITB Site Safety Plus Health and Safety Awareness (Optional)

- CSCS Green card on successful completion of the CSCS touch screen test and attending the One Day Site Safety Plus Health & Safety Awareness course.
- CSCS test booked separately

(Additional costs will apply for delegates wishing to attend the 1-day H&S course and CSCS touch screen test).

Progression Paths – Post-16

Level 2 Slate & Tile Apprenticeship (standard)

This course is designed for learners aged between **16-24** that want to pursue a career in Slate & Tile Roofing. This course covers an **18-month** period.

We are especially keen to have school leavers and those between **16-18**. The course is open to any age group, but normally our ceiling is **24 years old**.



Candidates will attend day release off the job training at our training centre once a week. The remainder of the time is spent with the employer on site, gaining experience necessary for the end point assessment **(EPAO)**.