

# APPRENTICESHIPS AT NORBAR - CNC

**Year 1** - Full Time studying Level 2 Foundation Competencies (formerly known as PEO)

**Year 2** - 1 day per week studying the first year of The Advanced Manufacturing Engineering Certificate (formerly the BTEC). 4 days per week following a Norbar Internal Training Plan.

**Year 3** - 1 day per week studying the second year of The Advanced Manufacturing Engineering Certificate.

**Year 4**- Structured Training Plan at Norbar

There may be an opportunity for further education depending on the success of the apprenticeship and the future needs of the job role at Norbar, but there is no guarantee.

Entry requirements: - Numeric grades of at least 5 and above including Maths, English and a Science.

College holidays: - You will be expected to come back into Norbar during Christmas, Easter and half-terms or take some annual leave.

Communication: - You will be expected to maintain regular contact with the Head of HR to discuss progress and expenses.

You will also be expected to regularly communicate with The Engineering Trust and your Training Officer.

Expenses: - Norbar will reimburse mileage expenses or train fares. Up to £300 will be offered to support a suitable lap top. Books and other writing equipment will not be reimbursed.

## Terms and Conditions

You will be employed on a 4-year Apprentice contract.

Whilst in Company, the general hours of work will be 7.30am – 4.30pm Monday – Thursday with a 30-minute unpaid break for lunch and 7.30am – 12 midday on a Friday.

Whilst at college you will be expected to attend the college for the hours required to successfully achieve your apprenticeship.

You will be automatically enrolled into Norbar's pension scheme (if eligible) after 3 months' service. The standard contribution is 5% or 6% which is matched by the Company with an additional ½%. You can also choose a salary sacrifice option.

Free life assurance of 3 times your basic salary is also available.

With 27 weeks' service by October of each year you will be eligible for a non guaranteed profit related bonus payable in November and if you have 27 weeks' service by December, you will be eligible for a non guaranteed profit related bonus payable in March of the following year.

Current salary rates (Pay Award Pending)

## CNC

Year 1 - £8.53 per hour (c £16,266 per annum approx)

Year 2 - £10.14 per hour (c £20,405 per annum approx)

Year 3 – Training rate of end role

Year 4 – Training rate of end role