

# Guide for Employers



# Tullos Training Limited

Tullos Training Limited is a well established training company that has been at the forefront of training in Grampian since its formation in 1968. We offer high quality training solutions to meet employers demands for a skilled and flexible workforce from our purpose built facilities in Aberdeen's West Tullos Industrial Estate.

Enclosed you will find details of a comprehensive list of services on offer, from help with selection and recruitment of Modern Apprentices, through to quality management and consultancy services all designed to take the problems out of your training. With the value added feature that all our courses are infinitely flexible and responsive to the particular needs required by your organisation to meet the current and future demands of the manufacturing industry.

After you have had the opportunity to read about the services on offer, we hope that you will accept this invitation to visit and discuss your particular training needs. You will be in good company ; our clients come from major companies to smaller manufacturing supply and repair companies who have one thing in common - because whatever the size of the company, the quality of the engineer is of paramount importance, and good engineering depends on good engineers - the kind turned out by Tullos Training!



# Quality Assurance

Tullos Training Ltd. is a company registered in Scotland with charitable status. This company works with (and is contracted to) several national bodies and organisations to deliver vocational and educational training, qualifications and Modern Apprenticeship programmes within the respective frameworks for the industry sector concerned.

Skills Development Scotland  
Science Engineering Manufacturing Technologies Alliance  
Scottish Electrical Charitable Training Trust  
The Scottish Qualifications Authority  
City & Guilds  
Engineering Services Training Ltd.  
BESA  
British Plumbing Employers Council (BPEC)  
Scottish and Northern Ireland Plumbing Employers Federation  
(SNIPEF)

We are approved under the Scottish Quality Management System (SQMS), which is a harmonised quality management framework for vocational education and training in Scotland.

SQMS brings together quality criteria operated by key agencies: Scottish Enterprise, Highlands and Islands Enterprise, the Scottish Qualifications Authority and the Scottish Education and Lifelong Learning Department.

We are proud to be an accredited Living Wage Employer. This means that Tullos Training has committed to pay the Real Living Wage and deliver a fair days pay for a hard days work.

# Engineering Training

Tullos Training Ltd, has a long and successful history (going back to 1968) of providing skills training in the North East of Scotland.

Working in partnership with the Local Enterprise Companies, Industrial Lead Bodies and Sector Skills Councils such as the Science Engineering Manufacturing Alliance (SEMTA) ensures Tullos Training's programmes consistently achieve the level of competence required by the verifying authorities.

Tullos Training Ltd. cover various engineering disciplines, below is a short description concerning three of those areas:

## **Mechanical**

A fully equipped machine shop offers training in the precision skills of turning, milling and grinding using both manually operated and the latest CNC machines.

The workshops are equipped for training in mechanical maintenance and cover a range of disciplines including bench fitting, hydraulics and pneumatics.

## **Electrical and Electronics**

This section deals with electrical installation, testing, fault finding, maintenance and repairs to antional standars and codes of practice.

The electronics department provides training in DC, AC, semi-conductors, electronic circuiting, digital logic, PCB design and manufacture, electronic servicing, soldering, testing and fault finding.

## **Welding and Fabrication**

Tullos Training courses to recognised national standards, cover several welding processes including: Manual Metal Arc, MIG, TIG, and Oxy-Acetylene. Fabrication subjects include marking out, producing sheet metal components, plate work components and assemblies.

Throughout training, strong emphasis is placed on Health and Safety, including safe working practices and the economical use of materials and consumables.

### **Higher National Certificate (HNC)**

This qualification allows candidates to further their skills by achieving an SCQF Level 7 certificate in Mechanical Engineering, Electrical Engineering or Engineering Practice. Candidates should have a Mathematics qualification of SCQF Level 6 or above.



# Qualifications in Engineering

## Scottish Vocational Qualifications (SVQs)

The Scottish Qualifications Authority (SQA) is responsible for overseeing vocational qualifications and further education. SVQs provide a guarantee that someone can do a real job to the standard required by employers. They have been developed in partnership with industry and are specifically designed to meet the needs of employers and employees alike. SVQs are part of a concept designed to recognise competence in the workplace.

In engineering the classification of SVQs are by occupational area and are at 5 distinct levels:

**Level 1** - Operations

**Level 2** - Operations and Higher Skills

**Level 3** - Technicians and Craft Employees

**Level 4** - Technician Engineer

**Level 5** - Professional and Chartered Engineers

Each SVQ is made up of a number of units of competence, which describe what is expected of a competent candidate. In turn the units are broken down into elements of competence which are the standards the candidate should be able to achieve.

## The Modern Apprenticeship

Candidates are employed at the outset and follow a SEMTA approved framework starting with a Level 2 at Tullos Training Centre followed by a Level 3 within a company. This vocational programme is combined with an element of further education, which together, adds up to two vocational awards, an educational qualification and the SEMTA Modern Apprenticeship (MA) Certificate. A typical 4 year apprenticeship comprises:

- I. SVQ Level 2 (minimum 26 weeks at Tullos Training Centre)
- II. SVQ Level 3 (in the workplace with monitoring and assessments by a Tullos Training Officer)
- III. Educational qualification e.g. National Certificate (NC) in Engineering Practice (weekly or day release at Tullos Training Centre)

Tullos Training also runs similar Modern Apprenticeship schemes for the electrical contracting industry, heating and ventilation, refrigeration and air conditioning and the plumbing sectors.

### **Entrance**

Tullos Training helps bring young people and employers together as part of an ongoing recruitment process. For the applicant this involves a short test at the centre on general knowledge, mechanical comprehension and, most importantly, for those entering the electrical and electronics industries a colour blindness check. Entry qualifications vary from company to company but in most cases National 4 or above in Mathematics, Science, English and Craft related subjects are sought by most employers.



From Skills Development Scotland



# Plumbing, Gas, HVACR, FGAS

Tullos Training is the leading provider in North East Scotland for apprentice training programmes to national agreed standards for a range of occupations within the Plumbing, Gas, Refrigeration and Heating and Ventilation industry.

The apprenticeships are based on individual achievement, not on time served - although to complete the programmes and become fully training the apprenticeship takes approximately 4 years.

The training, carried out on block release at Tullos Training Centre and with the employer, will lead to the achievement of SVQ Level 3 awards in the chosed field such as:

Refrigeration and Air Conditioning  
Heating and Ventilation  
Plumbing  
Domestic Natural Gas Installation and Maintenance

The ACS gas assessment facility at Tullos is operated under NECEIC accreditation and enables experienced operatives working in the gas, plumbing and heating sectors to obtain gas safety certification covering core requirements and appliances. The facility is also used for other programmes, including Modern Apprenticeships, where gas safety forms part of the qualification to be acheieved.

FGAS assessments are carried out under City & Guilds accreditation, this five day course is aimed at practising RAC (Refrigeration and Air Conditioning) engineers and other who need to obtain the minimum legal qualification for leak checking, recovery and installation, service and maintenance of ACR equipment in accordance with FGAS regulations. The course is intended to ensure that candidates comply with the format, content and application of the FGAS Regulation EC517/2014.



# Business Administration

Business Administration apprenticeships are tailored to suit all office tasks. These include everything from using word/emails/spreadsheets to more specific units including recruitment, event organisation. These are offered in both SCQF Level 5 and SCQF Level 6.

## Logistics Operations

Logistic Apprenticeships are offered SCQF Level 7. These can be tailored to suit each individual and role within their employer. The units would include tasks such as, Optimise the Use of Logistics Resources, Manage Costs and Resources in Logistics Operations to Meet Customer Requirements, Manage and Implement Security Operations within Logistics, Schedule the Distribution of Supplies, Monitor and Progress the Delivery of Orders, Monitor the Transportation of Supplies.

## Management

Management Apprenticeships are offered at 3 different levels, they are offered at SVQ Level 3, 4 & 5. These are perfect for supervisors, managers and senior managers who are looking to further their own skills and knowledge.

Each level includes a vast variety of unit that can be tailored to suit each business. These include finance management, health and safety, recruitment, people management and decision making.

# Technical Skills

For the past almost 40 years Tullos Training in Aberdeen has been helping people to learn the skills required by employers for a wide range of jobs in almost every branch of industry.

We provide Modern Apprenticeship training programmes offering nationally recognised qualifications (vocational and educational) in the following areas:

Mechanical Engineering  
Electrical and Electronics  
Machining - Manual & CNC  
Welding and Fabrication  
Computer Aided Design  
Pneumatics  
Plumbing  
Heating & Ventilation  
Air Conditioning & Refrigeration  
Electricians- Contracting Industry  
ACS & FGAS

Technical skills are becoming more highly valued, well paid and well respected. Your nationally recognised qualifications will provide that you have the skills, knowledge, competence and experience required by your industry and gives you a sound basis to go on to develop your career to the highest level.

Ask for an application form today or apply via our website

[www.tullostraining.co.uk](http://www.tullostraining.co.uk)

# Adult Skills Training

Most companies want their employees to be flexible, interchangeable, multi-skilled and versatile. Due to advances in technology, changes in legislation, product development and rising labour costs firms need to keep their workforce up-to-date and in most cases training is the only way to achieve this.

At Tullos Training we offer a wide range of training courses covering many skill areas.

We have extensive workshops staffed by industry experienced instructors and lecturers for training in:

Electronics  
Instrumentation  
Electrical Installation and Maintenance  
Computer Aided Design  
Pneumatics  
Hydraulics  
Maching, turning, milling, manual and CNC  
Mechanical fitting  
Welding  
Sheet metalwork PLC Systems  
ACS & FGAS

Bespoke courses can be tailored to suit company requirements ranging from broad based general courses to full SVQ Level 2 or SVQ Level 3 programmes. Whatever the requirement, Tullos Training staff will discuss and prepare a training programme to suit the needs of both company and employee - and agree the most convenient timetable.



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