



SmartScreen Factsheet

Mechanical Manufacture: Apprenticeship Training Manual



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City & Guilds SmartScreen

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About this manual

This Apprenticeship Training Manual provides apprentices with a range of practical tasks to allow them to apply their knowledge and skills. It is designed to support formative learning by allowing the apprentice to track their progress and record evidence.

The tasks are mapped to the Engineering Operative and Engineering Technician apprenticeship standards and have been devised to prepare apprentices for the requirements of their end-point assessment. The tasks contain the following features:

- information about the practical activity that enables apprentices to practise a particular skill
- an assessment task sheet so the apprentice can detail the PPE, procedure and any issues encountered during the practical activities
- a work inspection sheet that apprentices can complete when carrying out an inspection of components

- a risk assessment table to ensure that apprentices always comply with the necessary health and safety requirements and understand the importance of this
- a detailed technical drawing to support apprentices with their practical activity
- an opportunity for apprentices to reflect on their learning and for employers and trainers to provide feedback.

The tasks should cover all the skills and behaviours required for the apprenticeships, but the tasks do not need to be completed in the order given in the manual. Employers and training providers should feel free to assign the tasks in any order.

The tasks in this manual will also be available on Learning Assistant, City & Guilds' e-portfolio solution, from spring 2022. Subscribers to the SmartScreen package may use the files on any e-portfolio of their choice provided that the SmartScreen subscription is maintained.

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