



Handbook 2025-26



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WELCOME

WELCOME TO THE ENGINEERING SKILLS ACADEMY (TESA)!

As a seasoned mechanical/mechatronics design engineer, who began his career through an apprenticeship, I am deeply passionate about the apprenticeship journey, drawing from my own experiences along the way.

Our mission, both at TESA and within your wider apprenticeship, is to provide you with high-quality training and my Team and I are committed to equipping you for your future careers in engineering.

My aim is to;

- develop you into a capable, competent Engineer;
- expand your horizons, ensuring you gain the knowledge, skills, and behaviours necessary to thrive in the ever-evolving world of engineering;
- prepare you to be socially responsible, engaged professional with the problem-solving abilities crucial for career success;
- offer you opportunities to develop the skills and knowledge demanded by employers, enabling you to work effectively in diverse and rapidly changing work environments; and
- ensure you are not only proficient in your chosen discipline but also fully developed in English and maths, with strong communication and teamwork skills, and the ability to analyse, innovate, and think critically.

TESA is a vibrant and dynamic learning environment, and I want you to enjoy your time with us. I and my Team will work with you to achieve the best possible results, empowering you to pursue your ambitions in further education and/or your career.

I look forward to welcoming you to TESA. If you ever want to discuss anything during your time with us, please do not hesitate to reach out to me.

Melvyn Parr
Director, Engineering Trust Training Ltd



KEY PEOPLE



STAFF CONTACT INFORMATION

All ETT staff who may work with you, either at TESA or in company can be contacted directly.

Scan the QR or go to

www.theengineeringtrust.org/about/staffcontacts



DAVID REES

Lecturer & Curriculum Lead L3 and L4

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d.rees@theengineeringtrust.org



SYMON GASKELL

Lecturer & Workshop Lead

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MELVYN PARR

Director of Delivery & Operations. Deputy Designated Safeguarding Lead (DDSL)

07807 348696

m.parr@theengineeringtrust.org



MARK VINGOE

Chief Executive. Designated Safeguarding Lead (DSL)

07939 296280

m.vingoe@theengineeringtrust.org

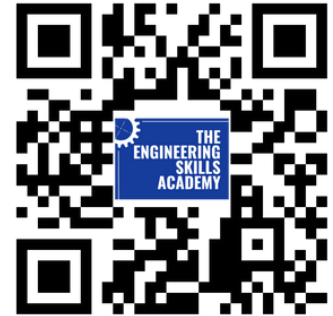
THE ENGINEERING SKILLS ACADEMY (TESA)

TESA COURSE INFORMATION PAGE

All the info. you need (listed below) when attending & learning at TESA is on our info. page via this [QR](#) or at

www.theengineeringtrust.org/tesa/course_information/.

This page will always be available and hold the most up to date information. Please share this page with your employer too.

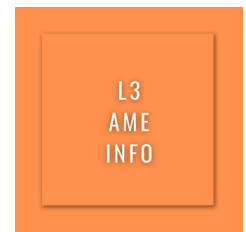
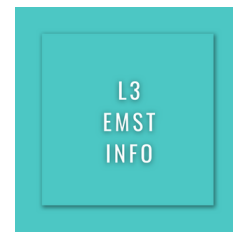


Dates you are required to attend

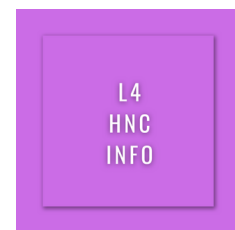
Course information for the L3 and L4.



Order in which units will be delivered.



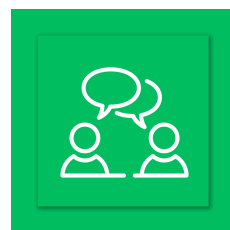
All you need to know about TESA



Staff contact details



Link to Absence Form



Link to Wellbeing Survey



Link to Policy & Procedure

THE ENGINEERING SKILLS ACADEMY (TESA)

AIMS

The aim of The Engineering Skills Academy (TESA) is to provide high quality engineering training to Apprentices and other learners. In order to do this, we have created a structure within which to deliver your qualification(s) in a professional learning environment that allows you to achieve. This handbook set out that structure and the vast majority of those who attend TESA follow the guidance and rules we set out in order to maximise their ability to learn.

ATTENDANCE & TIMING OF THE DAY

We expect you to attend TESA for all the dates set out in the **ACADEMIC CALENDAR** which can be found on this link or the QR code below.

www.theengineeringtrust.org/tesa/course_information/.

We expect you to arrive on time in the morning and be on time to each session throughout the day. 'On time' is sat in the room ready to learn by the time shown below.

08:30: Arrive

08:45 - 10:15: Session 1

10:30 - 12:00: Session 2

12:45 - 14:15: Session 3

14:30 - 16:00: Session 4

16:00 - 16:10: Record OTJ

16:10: Leave

ATTENDANCE AT TESA IS A DAY OF WORK.

You are being paid by your employer to attend therefore, your attendance and punctuality must match what is expected of you in the workplace.



TESA COURSE INFORMATION

SCAN THE QR TO GO TO OUR INFO. PAGE.



GETTING HERE

NO PARKING ON SITE

We have limited space and therefore Apprentices are not able to park at TESA for either cars, motor bikes or scooters. There is free parking close by in the The Range car park or on Launton Road (OX26 4JQ).

TESA

11 Wedgwood Road,
BICESTER
OX26 4UL



The Range car park



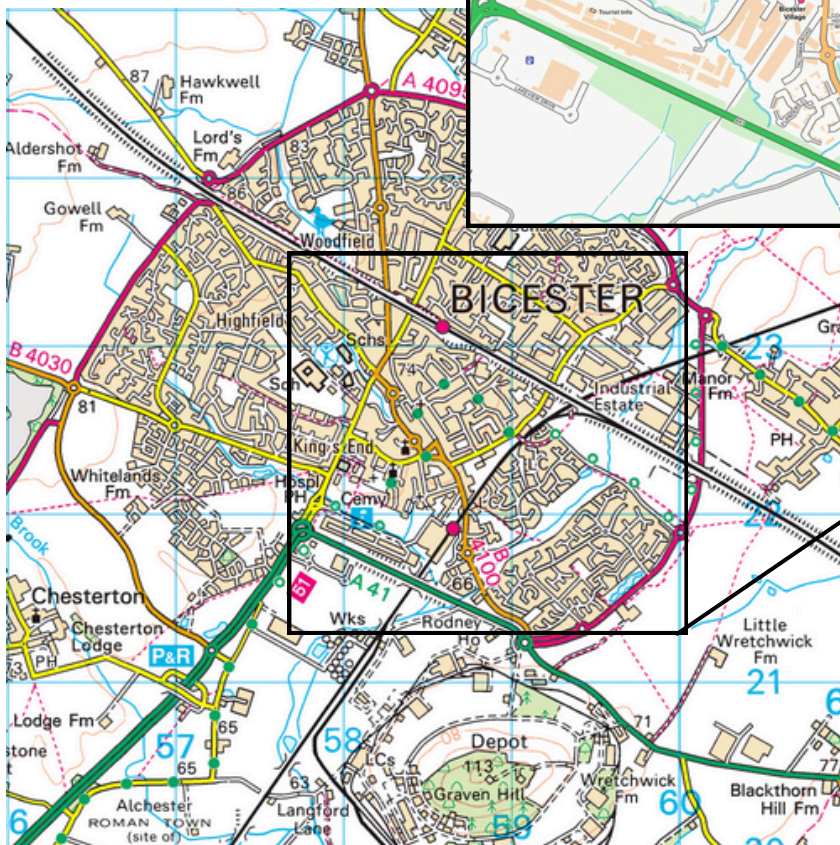
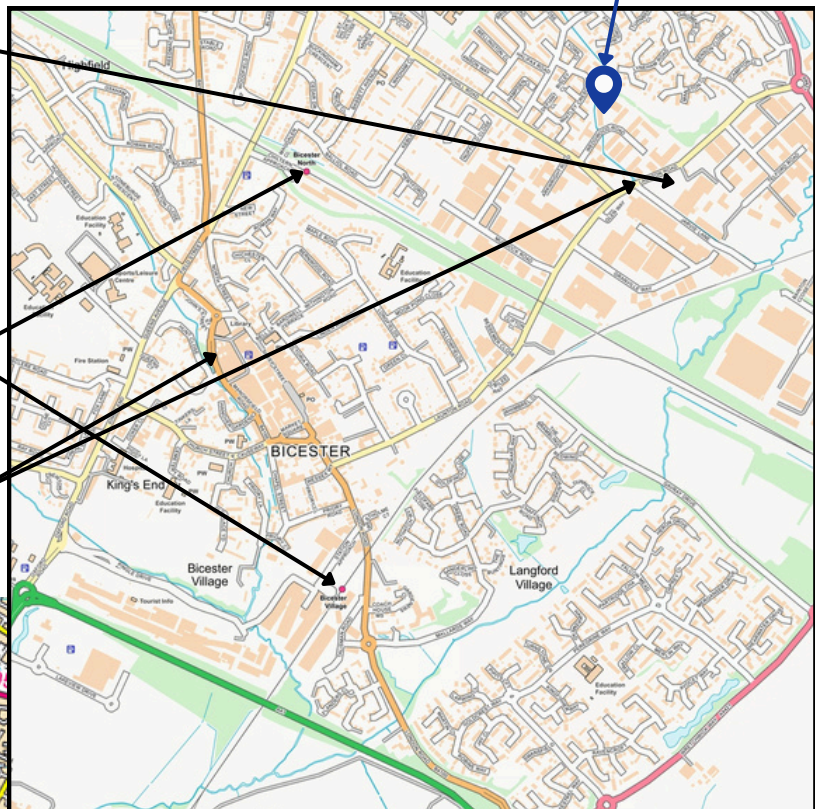
Bicycles & motorbikes
can be secured to the
rack at TESA



Bicester North &
Bicester Village



Bicester Town Centre
or Launton Road



CODE OF CONDUCT

B

BE ORGANISED

We expect you to be on time to work or TESA and prepared for the tasks you have to do that day. If you find yourself being consistently late or unprepared, then we expect you to take action to rectify this.

A

ATTENDANCE

Aim to have full attendance both at work and TESA. Only be absent for authorised reasons and make sure you contact the appropriate staff member at least 45 mins before the start of your day if you are going to be absent. You also need to complete the Absence Reporting Form (see p9).

L

LOOK AFTER ONE ANOTHER

Be vigilant of those you work with. If you feel that others may be the subject of bullying, harassment or unacceptable behaviour then report this to either your Training Officer or another member of the ETT team. We will not tolerate bullying, harassment or unacceptable behaviour of any sort.

With this in mind, we hope that others will in turn look after you. If at any point you feel you are being bullied, harassed or the recipient of unacceptable behaviour you should report this immediately, either to your Training Officer or another member of the ETT team.

U

UNLOCK YOUR POTENTIAL

You have been selected for this apprenticeship over numerous other applicants because both ETT and your employer believe you are the perfect candidate for the role and apprenticeship. Remember this and use it as your motivation to exceed expectation and show they made the right decision.

R

RESPECT

Earn respect from peers, your manager and other people you work with. We expect our apprentices to be inquisitive, polite, able to listen, hungry to learn and respectful to everyone. We encourage you to challenge us as and when you feel the need to, however this must be done in a constructive way and under no circumstances is shouting, arguing, physical violence or disruptive behaviour acceptable.

8 THINGS THAT TAKE NO TALENT BUT WILL GET YOU 100% RESPECT

- | | |
|-------------------|------------------|
| 1. BEING ON TIME | 5. BODY LANGUAGE |
| 2. BEING PREPARED | 6. ATTITUDE |
| 3. EFFORT | 7. ENERGY |
| 4. WORK ETHIC | 8. PASSION |

IMPORTANT INFORMATION

POLICY & PROCEDURE

These are important documents that set out how we operate as a Training Provider, how we will work with you, what we will do in any given situation and what we expect you to do. Please read them here:

<https://www.theengineeringtrust.org/policyandprocedure/>

HEALTH & SAFETY

We expect everyone to act responsibly when at TESA and you have a responsibility not to put yourself or others at risk of harm.

If you see anything in or around TESA which is a hazard that may cause somebody harm, please report it immediately to your course tutor.

You have a right to be safe whilst learning at TESA or in your place of work.

If you become ill whilst at TESA please speak with the tutor who can assess your situation and decide on the best course of action.

ACCIDENTS & NEAR MISSES

Please report all accidents and/or near misses to your course tutor however minor they may be. A qualified first aider will be on site at TESA who will be able to help you should you have an accident or suffer an injury.

WHAT TO DO IF YOU HAVE A CONCERN OR ARE WORRIED

If you have any concerns about your wellbeing, safety or rights, then you should inform your Trainer Officer, one of the Key Contacts (page 4) or your Company Mentor.

You can also complete our **WELLBEING SURVEY** at any point if you would like to inform us of how things are going in any part of your life or work.



COMMUNICATION IS KEY
Make sure you talk to us about the support you need or any aspect of your programme that is causing you concern

HOW'S IT GOING?

SCAN THE QR
TO GO TO
OUR
WELLBEING
SURVEY



IMPORTANT INFORMATION

EMERGENCY SUPPORT

If you are experiencing mental health issues or are worried you may cause yourself harm, you can talk to any ETT staff member or call the **SAMARITANS ON 116 123**. If you feel like you're in immediate danger, call the emergency services on 999.

SUPPORT

Your Training Officer, Tutors and all staff at ETT are here to support you. Everyone will need help at some point during their time on programme with ETT and we encourage you to be open and honest with us throughout your time learning at TESA.



ADDITIONAL LEARNING SUPPORT

SEN support is available to remove any barriers to your learning. You can access support for a diagnosed condition such as (but not limited to) Dyslexia, Dyspraxia, ADHD, Visual Impairment, Hearing Impairment, Autism. You can also access support if you feel you are not making progress at the same speed as your peers due to a specific learning need. During your enrolment onto the apprenticeship, we will have asked you about any specific needs so, we will hopefully already know the type of support you may need. However, it is never too late to tell us if you need support. Please speak to your tutor in the first instance who can then involve others to put in place the support.

ACCESSIBILITY

If you require any reasonable adjustment or have any specific needs to access TESA, either before you begin or during your time with us, please contact us a.s.a.p. Specific access arrangements are organised on an individual basis.

IMPORTANT INFORMATION

SAFEGUARDING

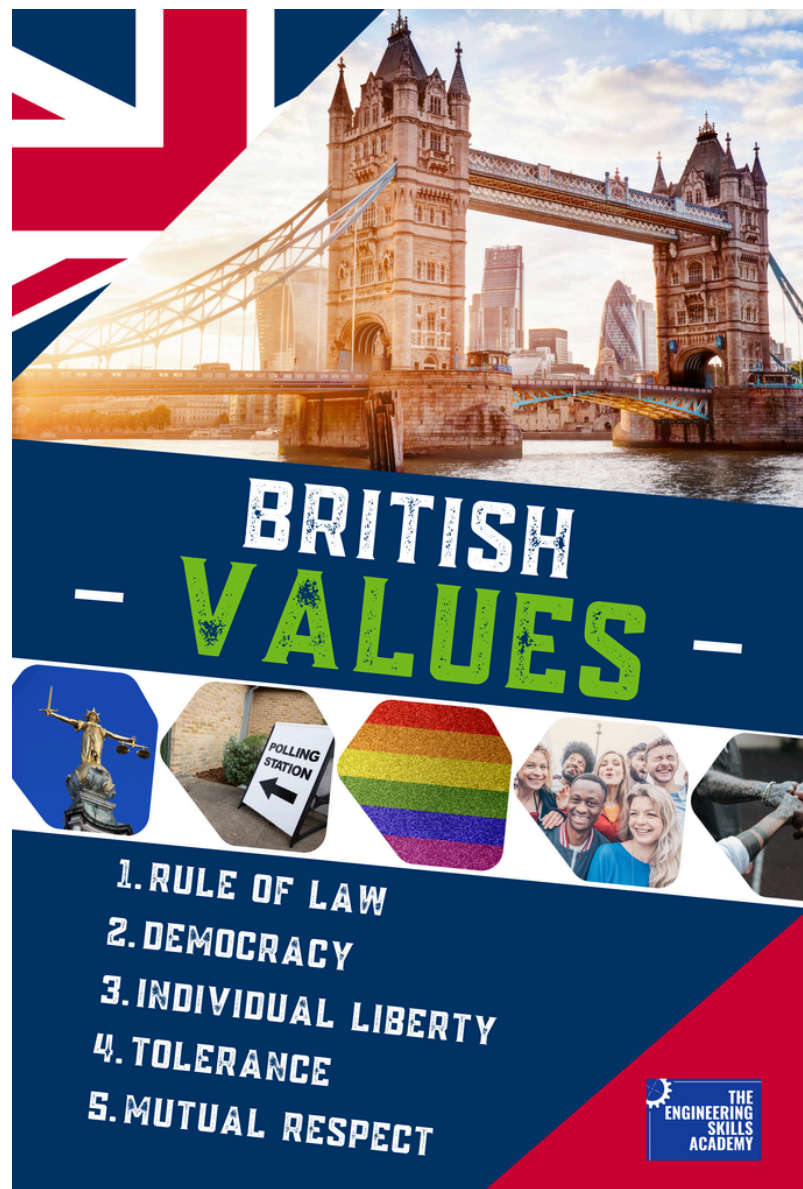
ETT are committed to safeguarding and promoting your welfare, health and development. This may mean ensuring your safety and care, ensuring you are offered the best life chances, protection from abuse and neglect, prevention of bullying and harassment or prevention against exposure to terrorism and extremist views.

You can talk to your Training Officer, Tutors or any member of the ETT staff team if you want to disclose information about yourself or if you are worried about someone else. Contact details for all the ETT staff team are on page 4, including Mark V who is the Designated Safeguarding Lead.

PREVENT

Prevent is part of the government's counter-terrorism strategy. ETT has a responsibility to protect you from extremist and violent views and to promote our fundamental British Values of the rule of law, democracy, individual liberty, tolerance and mutual respect.

Similar to above, you can talk to your Training Officer, Tutors or any member of the ETT staff team if you want to disclose information about yourself or if you are worried about someone else.



IMPORTANT INFORMATION

RECORDS

We share information with employer regarding your attendance, punctuality and performance.

ATTENDANCE AND PUNCTUALITY

You are being paid by your employer to attend therefore, your attendance and punctuality must match what is expected of you in the workplace.

We expect you to attend TESA for all the dates set out in the **ACADEMIC CALENDAR** which can be found on the link below, achieving as near to 100% attendance as possible.

www.theengineeringtrust.org/tesa/course_information/

If your attendance falls below an acceptable level, you are at risk of not achieving your qualification and you may be advised to withdraw from your course which, in turn, will affect your apprenticeship and employment. Please see our Absence, Disciplinary & Exclusion Policy & Procedure for more detail. Punctuality is important and makes a real difference to the delivery of your lectures. We encourage that you are always on time. If you are going to be late for a particular day or lecture, you must call your tutor prior to the start time. Contact details earlier in this document.

POLICY & PROCEDURE

SCAN THE QR TO GO TO OUR P&Ps



POOR ATTENDANCE PROCESS

All absences in all situations are reported to your employer. In the case of high levels of absence, the below two stage procedure will be followed.

Stage 1 Intervention

Attendance below 80% will lead to an informal discussion and improvement targets being introduced. All efforts will be made to help you improve including:

- conducting an informal meeting with you to discuss any issues/barriers that are impacting on your attendance at TESA;
- setting clear improvement targets for you to achieve which will be shared with your Training Officer and employer; and
- reviewing your attendance after a 4-week period. Should your attendance not improve or decline further then you will be moved to stage 2.

Stage 2 Intervention

Continued poor attendance will lead to formal discussion and the introduction of an Engagement Support Plan (ESP). Where attendance continues to be a concern in any part of your programme we will:

- conduct a formal meeting with you, your Training Officer and Employer to discuss any issues/barriers that are impacting on your attendance at TESA;
- set further improvement targets for you to achieve; and
- review your attendance after a 4-week period. Should attendance not improve or decline further then further meetings will take place with all parties involved.

Stage 2 forms part of our Formal Disciplinary Procedure as set out in the relevant Policy & Procedure.

IMPORTANT INFORMATION

ABSENCE

If you are unable to attend TESA for any reason, then we need to know. You can complete our **ABSENCE REPORTING FORM** either before the day if it is a planned absence or on that day (by 08:30) if last minute.

You must enter you manager's email address accurately so they are aware you will not be attending TESA and you must follow your employers' policies and procedures to inform them too.

ABSENCE DUE TO SICKNESS

If you are ill and unable to attend TESA, then you need to complete the **ABSENCE REPORTING FORM** by **08:30** on that day. You must also follow your employers' policies and procedures to inform them you are off work due to illness. If you become ill whilst at TESA please speak with the tutor who can assess your situation and decide on the best course of action.

PLANNED ABSENCE

If you need to miss a future date, then you can inform us by completing the **ABSENCE REPORTING FORM** prior to the date(s) you will miss. You **MUST** first agree the absence with your employer.

UNAUTHORISED ABSENCE

If you are absent and we don't have an **ABSENCE REPORTING FORM** we will call to find out where you are. If we can't speak to you we will contact your employer and/or emergency contact. Absence of this nature will be recorded as unauthorised.

HOLIDAY

It is expected that you plan holidays during the TESA shut down weeks. See the **ACADEMIC CALENDAR** for which weeks.

ABSENCE REPORTING FORM



SAVE THE LINK ON
YOUR PHONE SO YOU HAVE IT
WHEN YOU NEED IT!



IMPORTANT INFORMATION



COMPLAINTS

If you feel that we are not providing you with the services, help or support you were expecting, please tell us and we will act to resolve the situation as quickly as possible. In most cases issues can be resolved with your Course Tutor and/or Training Officer however, if you would like to submit a formal complaint, please follow our policy and procedure concerning this topic. The link to all our policies and procedures can be found on page 3 of this document.

BULLYING AND HARASSMENT

ETT takes a zero-tolerance approach to bullying and harassment. The act of hurting, humiliating, creating a hostile environment or giving unwanted attention violates a person's dignity and is unacceptable.

It may take many forms (but not limited to);

- Verbal such as unwanted jokes, remarks, propositions, malicious gossip, insults
- Non – verbal such as offensive literature, pictures, graffiti, isolation, exclusion
- Physical such as assault, restores, intimidation, aggressive behaviour

You can report any forms of bullying and harassment to your course tutor or any of the key contacts highlighted in this document.

EQUALITY AND DIVERSITY

We are committed to ensuring equality of opportunity for all who learn and work at ETT and TESA. We respect and value differences in race, gender, sexual orientation, disability, religion or belief and age. We work to remove conditions which could place people at a disadvantage, and we will actively combat bigotry. Read the relevant policy and procedure for more information.

POLICY & PROCEDURE

SCAN THE QR TO GO TO OUR P&Ps



IMPORTANT INFORMATION

STAYING SAFE ONLINE

Online safety encompasses Internet technologies and electronic communications; including computers, laptops, mobile phones, games consoles and wireless technology, as well as collaboration tools and personal publishing (social media).

We use computers, online resources and networks to enhance your learning and it is your responsibility to use them in the correct and safe manner. Our Information Technology Policy and Procedure sets out acceptable usage for using our I.T. facilities and our Social Media Policy and Procedure has further information about how to stay safe online.

HELP AND ADVICE

If you have any concerns about your wellbeing or online safety, then you should inform your Trainer Officer, course tutor, the ETT CEO or your Company Mentor.

Information and advice for staying safe online:
www.thinkuknow.co.uk/11_18/

Terrorist content. If you see anything that worries or disturbs you then report it anonymously via the iREPORTit app.

Download it here:

Apple iOS:

<https://apps.apple.com/app/id1527456430>

Android:

<https://play.google.com/store/apps/details?id=com.ravenscience.ireportit>



THINGS TO CONSIDER

Think before you post

Protect your online reputation as the removal of information you have shared publicly is difficult and can last forever.

Privacy

Keep your personal information secure and private. Find out how you can use the settings to restrict who can see your details, photos and posts.

Passwords

Keep them unique, keep them secure. Use a mix of numbers, letter and characters.

Feeling Uncomfortable

Don't reply to trolls, don't be afraid to block, unfriend and report anything that makes you uncomfortable or asks you to do something that doesn't feel right.

Fake Content and Scams

Don't take everything at face value. Don't click untrusted links, go to the companies' website independently and deal with them that way.

LEARNING AT TESA

DRESS CODE

TESA is a professional training environment and as such you must attend in appropriate clothing. You will be expected to remove outdoor clothing, coats and hats etc. in classrooms and workshops.

TWO OPTIONS

OPTION ONE: Company Branded Tops

You can wear the uniform your company has provided you.

OPTION TWO: ETT Branded Tops

If your company doesn't provide you with uniform, you will need to wear ETT branded tops. You can purchase these via the QR code and link below the pictures. Our expectation is that the cost of this will be met by your employer however it is your responsibility to confirm that with your manager.

Bottom Half

For classroom work, please wear smart jeans, trousers or skirt and smart trainers or shoes. If in the workshop, you will be required to bring PPE or clothes suitable for a workshop environment.

OUR EXPECTATION

You are expected to remove outdoor clothing, coats and hats etc. in classrooms and workshop. Persistently attending in unacceptable clothing will result in disciplinary action. See relevant section within this document. **Studying here is a day of work!**

Acceptable Clothing

- Company branded tops
- ETT branded tops
- Work trousers
- Smart jeans
- Work shorts or skirt
- Smart trainers/shoes

Unacceptable Clothing

- Any non-branded (company or ETT) tops
- Tracksuits
- Sports shorts
- Caps

Note: 'Company' means the business you are employed with to do your apprenticeship.



ORDER ETT UNIFORM

You, or your employer, can purchase ETT uniform at any time using the link or QR code below. Orders are placed and fulfilled by Teemill, so please ensure you read their T&Cs before purchasing.

<https://engineering-trust-training.teemill.com/>



The small print...

ETT cannot be held responsible for any loss due to incorrect ordering of uniform. Please ensure you are aware of Teemill's T&Cs and returns policy before you order and pay for uniform.

LEARNING AT TESA

PREPARE TO SUCCEED!
Coming prepared for your day will give you the best opportunity to achieve at a high level.

PREPARATION FOR LEARNING

To complete the course to a high standard you will need to come prepared for each day you attend. Your course tutor will inform you ahead of time of any specific equipment you need to bring to a session. Please talk to us if you have any concerns meeting the costs involved in obtaining any items listed here.



LAPTOP FOR EVERY SESSION

If for any reason you do not have a laptop (e.g. you have a desktop), we have some that can be used whilst you are at TESA. If you need to use a pool laptop, then please bring a memory stick with you to save your work to.

EQUIPMENT YOU MAY NEED

Below are items you may need during your learning at TESA, depending on the content of your learning.

CLASSROOM



Notebook, pen and highlighter (required every session)



Scientific calculator (required most sessions)



Mechanical pencil (required for specific sessions)



Geometry set and ruler (required for specific sessions)

WORKSHOP



Safety shoes or boots (you must provide)



Eye protection (pool glasses available)



Workshop gloves (pool glasses available)



Overalls or workshop coat (pool workshop coats available)

PURCHASE EQUIPMENT AT TESA

We have a small selection of equipment that you can purchase from us whilst at TESA should you forget an item required for that day. Please come to the office to purchase an item.

Items: Notebook, pen, scientific calculator, mechanical pencil, geometry set.

LEARNING AT TESA

Keep an eye on the notice boards around TESA, we have put posters up to remind you of the following aspects that must be followed.



MOBILE PHONES

Phone must be switched to off or silent during sessions and kept away from desks or the working area - put it in your bag or locker.

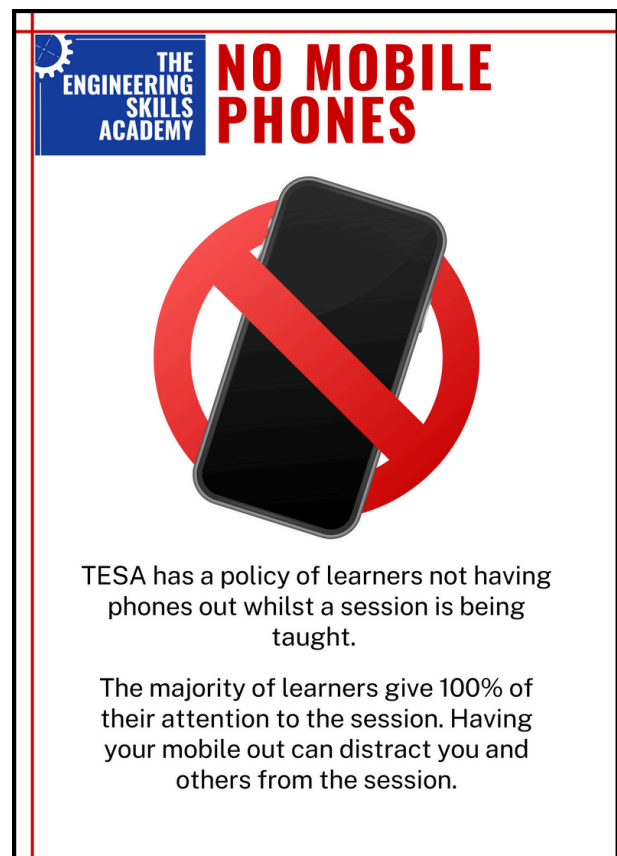
Persistent use of your mobile phone during sessions or interruptions because of your mobile phone will lead to disciplinary action - see relevant section within this document.

At times, your course tutor may give permission for you to use your mobile phone should it be required for the course. This is not a requirement, and other provision is available should you not have access to a mobile phone.

DOOR PASS

Please make sure you bring your door pass every day to TESA. These are vital for us to manage who we have in the building at any point in the day and is used as a register in case of fire.

- Tap your card in and out, EVERY TIME you enter or leave the building, even if the door is already open or you are only going out briefly.
- If you forget your card, come to the Visitor entrance and report to the office so we can give you a temp. card for the day.
- **If you lose your card, we will re-issue a replacement which you will need to pay £5 for.**



LEARNING AT TESA

FOOD

You must not eat during lectures - there are regular breaks through the day when food can be consumed. We have a vending machine at TESA from which you can buy snacks and there are two super markets within walking distance. **We encourage you not to have food delivered.** If you do, you must ensure it arrives within the lunch break. You will not be allowed to leave your session to accept the delivery and TESA staff will not accept it on your behalf.

DRINK

Please bring a refillable water bottle with you to avoid the need for single use cups. You can fill your bottle throughout the day from our water cooler. There is also Tea and Coffee making facilities for you to use and a vending machine. We only allow drink containers with lids into the classrooms - this is to reduce the risk of spillages.

SMOKING

We advise you, as part of a healthy lifestyle, not to smoke or vape. NHS help to quit smoking can be found here <https://www.nhs.uk/better-health/quit-smoking/>

We recognise that smoking is a personal choice and there is a designated smoking and vaping area to the far end of the TESA building. Please note;

- No additional breaks are given for the purpose of smoking/vaping.
- Neither smoking or any form of vaping are permitted within the building.
- Please only smoke/vape in the designated area outside the building.
- Please ensure you dispose of any rubbish or used cigarettes in the bin provided



LEARNING AT TESA

DISCIPLINE

Our **BEHAVIOUR MANAGEMENT SYSTEM** is in place to recognise positive behaviour and deal with negative behaviour. The purpose of this is to reinforce TESA as a professional learning environment, the structure of which is design to develop your professional behaviours as well as your engineering knoweldge and skills.

NEGATIVES WILL BE GIVEN FOR

1. Poor punctuality including at the start of the day and at the start or individual sessions.
2. Wearing unacceptable clothing.
3. Parking in an unauthorised place (anywhere in the car park outside TESA).
4. Being un-prepared for a lecture (not have the correct equipment).
5. Late submission of work.
6. Low level poor behaviour or disruption including use of a mobile phone during a session.
7. Low-level breaches of Health & Safety procedures or low-level non-compliance with risk assessments.
8. Any other behaviour or actions deemed to fall below expectation.

POSITIVES WILL BE GIVEN FOR HIGH QUALITY WORK, EFFORT, TEAMSHIP etc.

Teamship meaning: The condition, faculty, or practice of working as a team; collaboration; teamwork.

RECORDING & MEASURING

Negatives and Positives are recorded by ETT staff. You will be informed at the time if one is being given to you and why. These are monitored throughout your programme and will be included in the report sent to your employer on a monthly basis.

ACTIONS AND CONSEQUENCES

If you reach 3 Negatives within a calendar month, then an Informal Disciplinary Meeting will be arranged between you and ETT Staff to address your performance. ETT will deal with this informally, will confirm the discussion and actions from the meeting in writing however it will not form part of any formal disciplinary process. If you require a 2nd Informal Disciplinary Meeting within a calendar month, then a meeting will be held between you, your employer and ETT Staff to address your performance. This may be moved to our Formal Disciplinary process and further action taken if we feel your performance needs to be addressed formally. More detail can be found in our Absence, Disciplinary & Exclusion Policy & Procedure.

LEARNING AT TESA

PROGRESS AND ONE2ONEs

You will have a **ONE2ONE** with a Tutor periodically where you will be given feedback and progress updates. The ONE2ONE is a chance to review progress, review your work, talk about study skills, gain further learning advice and discuss your wellbeing. Any targets set, support with specific subjects and other advice and guidance can also be covered. Your ONE2ONE could be conducted as a Teams meeting or in person and may involve your Training Officer and/or Employer. Don't save things up for your ONE2ONE. Talk to your Course Mentor, Tutor, Training Officer or Employer as soon as an issue or question comes up, especially if you require additional support for any aspect of your apprenticeship or learning.

LEARNER VOICE

There are many opportunities for you to feedback to us including surveys and face-to-face 'Learner Voice' sessions. At the start of your studies, cohort reps are elected and will give us day-to-day feedback for their group regarding your experience of learning at TESA.

DIRECTED STUDY

You will see days within the phasing of your course that are marketed as **Directed Study**. **Attendance is required as normal on these days.**

Directed study days will be used for:

- ONE2ONEs
- Additional teaching (either individually or as a group)
- Completing assignments set by TESA tutors
- Complete work set by your Training Officer
- Reading ahead on the topics being covered in future sessions

YOU MUST PREPARE FOR DIRECTED STUDY DAYS TO MAKE THE MOST OF THE TIME!

These days are important both to keep on top of your work and to seek understanding of any topic you need clarified.



LEARNING AT TESA

SETTING ASSIGNMENTS

Each unit you study will generally have 3 assignments associated to it which provides evidence that can be assessed and graded.

The purpose of the assignments is to deliver valid, reliable, fair, and manageable assessment. The assignments will be varied to give you differing opportunities to achieve to the best of your ability. All assignments will be set in a clear manner so you understand what you are required to do and what can be achieved. Clear assessment briefs will be given to you when an assignment is set and include;

- the tasks set and nature of evidence (content) you need to produce,
- the method(s) and requirements of assessment,
- clear deadlines for submission of work, and
- the importance of time management and meeting deadlines.

MEETING DEADLINES

It is of paramount importance that you meet the deadlines set for each assignment. Failure to do so will put you at risk of not achieving your qualification and you may be advised to withdraw from your course which, in turn, will affect your apprenticeship and possibly your employment. You will generally be given two weeks to complete an assignment.

SUBMISSION OF ASSIGNMENTS (EVIDENCE) VIA ONEFILE

All assignments are submitted electronically via OneFile with only one submission allowed for each assignment. You must submit:

- evidence that meets the criteria set out in the assessment brief, and
- a signed and dated declaration of authenticity confirming you have produced the evidence yourself.

RESUBMISSION OF ASSIGNMENTS (EVIDENCE)

See specific guidance within the [Course Information Document](#) relevant to your course for the rules surrounding this topic. Each document can be found on the Course Information Page.

ASSESSMENT FRAMEWORK

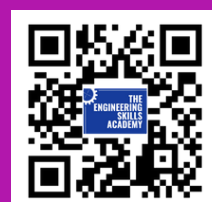
TESA retains records of assessment for each learner. Records include assessments taken, decisions reached and any adjustments or appeals. Your course tutor (the assessor) will:

- formally record and confirm the achievement of specific assessment
- complete a confirmation that the evidence they have assessed is authentic and is your own work.

TESA COURSE INFORMATION

SCAN THE QR TO GO TO OUR INFO. PAGE. OR...

www.theengineeringtrust.org/tesa/course_information/



LEARNING AT TESA

Mitigating Circumstances

These are short term, exceptional circumstances, outside of your control, which prevent you from sitting or submitting an assignment within the specified deadline. The circumstances could relate to the health, personal life or your employment which are preventing you from completing or submitting the assignment on time.

CONTACT YOUR TUTOR BEFORE THE DEADLINE IF YOU ARE NOT ABLE TO MEET IT.

They may, on receipt of appropriate evidence (which you must provide), extend a deadline up to a maximum of five working days (Saturday and Sunday not included). See full policy and procedure for details.



Appeals against Assessment Decisions

You have the right to appeal an assessment decision. Please follow the relevant policy and procedure to ensure you follow the correct process.

Malpractice & Plagiarism

Plagiarism, cheating, collusion and attempting to obtain an unfair academic advantage are forms of academic misconduct and are entirely unacceptable.

Plagiarism is attempting to pass off other people's work and ideas as your own.

Plagiarism can include:

- copying from another learner
- copying from books or the internet
- paraphrasing
- subcontracting the work to someone else
- submitting the same piece of work for two different purposes
- use of AI to complete work

See full policy and procedure for further details and other forms of academic malpractice.

POLICY & PROCEDURE

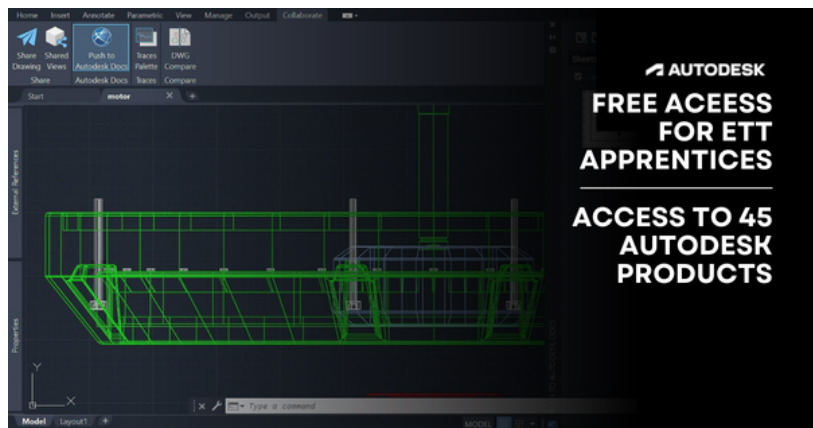
SCAN THE QR TO GO TO
OUR P&Ps



LEARNING AT TESA

Free Autodesk Software for Apprentices

Apprentices enrolled with ETT can get free access to Autodesk software through the Autodesk Education Plan. This includes industry standard tools like AutoCAD, Fusion 360, Revit, Inventor, and more.



What you get

Full-featured versions of Autodesk products.
Cloud-based collaboration tools.
Renewable one-year license.

Requirements

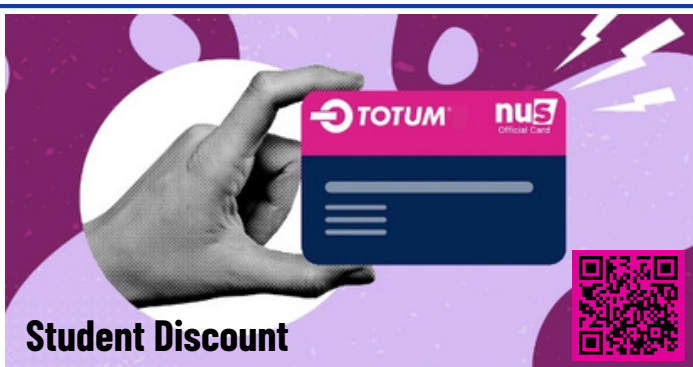
Must be enrolled in an accredited apprenticeship.
Verification of apprentice status.

Important Note

These tools are strictly for educational purposes & must not be used for commercial activities.

How to set your account up

1. Go to the Autodesk Education Portal.
<https://www.autodesk.com/education/home>
2. Create an Autodesk Account
 - Fill in your personal details and select your role as 'Student'.
3. Verify Your Eligibility
 - You will need to ask ETT for a letter to upload as proof of enrollment.
 - Autodesk uses a third-party service (SheerID) to verify your status.
4. Choose Your Software
 - Once verified, browse the available products.
 - Select the software you need and click Download.
5. Install and activate



Student Discount

TOTUM is part of NUS and allows apprentices to enjoy all the perks of student discounts. Upgrade to TOTUM+ for free PASS ID, international discounts, cashback, giveaways, and more. Sign up, get verified and start saving an average of £550 per year.



A community led by you, the apprentices. The Association of Apprentices (AoA) is a not-for-profit social enterprise designed to help you fulfil your potential.



"The mind is not a vessel to be filled, but a fire to be kindled."
Plutarch



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