



AT THE FOREFRONT OF
AUTOMOTIVE TRAINING AND APPRENTICESHIPS

WELCOME PACK

“Training programmes are exceptionally well-planned and managed.”

Ofsted 2018



WELCOME

TO S&B AUTOMOTIVE ACADEMY

We provide some of the best apprenticeship programmes in the country. The Academy has a dedicated and well-trained team of teaching and support staff who will give you full support, advice and guidance throughout your programme.

We want you to feel safe and happy during your programme.

On your **first day** please try to arrive fifteen minutes before your start time (which can be found on the timetable you will receive shortly) and make your way to Reception where you will be issued with a photo ID card and door security pass.

We have a café which serves hot and cold food available throughout the day. Pool tables and a student common room are also available for you to use during break-times.

We look forward to meeting you soon.

Discounts, for Apprentices!

NUS Apprentice extra, the discount card for UK Apprentices with loads of discounts in-store and online, helping your hard earned cash stretch a little

Buying an Apprentice extra card is easy and you can do it on the site below.

All you need is your debit/credit card and a photo.

Search '**Automotive**' in the apprentice provider list and select S&B Automotive Academy

Enter a few details and your card will be with you within 7 working days, ready for you to start saving.

<http://www.apprenticeextra.co.uk>



Travelling to the Academy

By Rail:

Ensure you make your way to Bristol **Temple Meads Station** (not Bristol Parkway).

Turn left outside the station (along the main road) and head towards Fowlers Motorcycles, which will be on your right hand side. Proceed along York Road. Continue for about $\frac{1}{4}$ of a mile until you reach Spring Street, which is on the left-hand side. Turn down York Road and then take the second right into Princess Street.

By Road:

Traffic in Bristol can be very heavy so please allow extra time for your journey.

At junction 19 of the M4 join the M32 into Bristol. Continue to the end of the M32 and turn left into Bond Street. Keep to the far right hand lane and go under an underpass into Temple Way until you reach a large roundabout. Take the left-hand exit (signed A37/A38/Temple Meads) still keeping to the right hand lane. Temple Meads Station is on your left. Then, after a set of traffic lights there are 4 lanes, take the second from the right (A38) and follow the road around to the right along York Road (A370). Fowlers Motorcycles will be on your left and the river on the right. Continue along for about $\frac{1}{4}$ of a mile and go straight on through traffic lights. Take the next left into Spring Street and then the second right into Princess Street.



Parking and Opening times

Parking is available at the Academy, free of charge. We advise learners not to park outside of the Academy as you may receive a parking ticket.

The Academy is open from 8am to 5pm Mon-Thurs, 8am – 4.30pm Friday.

Accommodation

If you do not live locally to Bristol, S&B can arrange accommodation **providing it has been agreed with your employer.**

We work closely with local host families who are near to the Academy.

- A safe home-from-home environment
- Breakfast and a home-cooked evening meal
- Regular DBS security checks
- Annual landlord's gas safety certificates.

Many of our apprentices have built a close relationship with their hosts and often stay with the same host for the duration of their apprenticeship.

Most host families live in residential areas a bus-ride away from the Academy. Weekly tickets can be purchased from local shops with a Pay point facility, online from **First Bus** or via the First Bus app.

<https://www.firstgroup.com/bristol-bath-and-west>

S&B are not responsible for paying bus fares between your homestay and the Academy.

Arranging your Accommodation

S&B will make all the arrangements for you. Our Learner Welfare Lead will be in contact with you prior to your first training block at the Academy to discuss any allergy and/or dietary requirements.

We will provide you an information pack regarding your accommodation by email before commencing your programme with us.

Travel

If you do not live locally to Bristol and do not have access to your own transport*, S&B can arrange travel for you providing it has been agreed with your employer.

*(Please note learners using company cars to travel to the Academy should ensure they have permission from their employer and the correct insurance in place.)

Our Learner Welfare Lead organises travel either by rail or flights. Your tickets will be emailed to you approximately 4-6 weeks in advance of your block with us.

Please ensure we have your most recent email address and kept up to date.



What you will need to bring with you

Stationery

- ✓ Pens
- ✓ Pencils
- ✓ Rubber
- ✓ Compass
- ✓ Protractor
- ✓ A4 lined note pad
- ✓ A4 Ring binder
- ✓ Certificates (English, maths & ICT if you have not already provided copies to us)



Personal Protective Equipment (PPE)

-For all **Automotive** apprentices (only)

- ✓ Safety boots
- ✓ Overalls

Academy Facilities

S&B has state of the art facilities including fully equipped bus and coach and light vehicle workshops, parts store room, paint spray booth and numerous classrooms equipped with computers and other resources.

We have an on-site subsidised café serving hot and cold food and drink, pool tables and a learner common room which is available for use during break-times.

Support and guidance

Our Learner Welfare Lead and Learner Engagement Officer are available to provide information, advice and guidance alongside support to learners.

Apprenticeship Training

Depending on your apprenticeship programme, you will attend up to 8 training blocks per year (each training block will last between 1 and 2 weeks). Your training blocks will consist of technical and practical training in the classroom and workshop. You will also attend maths, English and ICT lessons (this varies depending on the programme and any prior certification).

S&B is committed to and will ensure a minimum of 20% off-the-job training is delivered – this is split between S&B as the training provider and your employer. Details and amount of your 20% off-the-job training can be viewed in your 20% training plan and commitment statement. Where maths and English is required, training for this will be in addition to your 20% off-the-job.

Off-the-job training is a statutory requirement of your apprenticeship.

Online Resources

You will be set up with an account to access your online logbook and resources to use in order to complete your apprenticeship. We have a wide ranging number of resources and quizzes to help you complete your apprenticeship successfully

Learning Support

S&B is committed to providing equality of opportunity in education, training and employment for all learners. Learners who either self-declare a disability or learning difficulty or have documented assessments such as Dyslexia Statement or Education, Health and Care Plan (EHC) will be treated equally and all support requirements will be assessed and an appropriate support plan put in place which would be reviewed on a regular basis.

We can also arrange for phone support and webinars with our teachers for additional training and revision.

Useful Contacts

For information about timetables, your apprenticeship or general enquiries please contact:

S&B Automotive Academy Reception

0117 953 3001

For information about travel, accommodation or concerns please contact:

Learner Welfare Officer 07718 111877 or 07912274145

Unit A, Princess Street, Bedminster

Bristol BS3 4AG

Email: contactus@sandbaa.com

Web: www.sandbaa.com