



University of Central Lancashire

# Training 2000

INFORMATION  
FOR EMPLOYERS

# Apprenticeship Preparation Programme (APP)

Our Apprenticeship Preparation Programme is aimed at providing 16-18 year old learners the opportunity to gain real life work experience in the industry they are interested in

Part of the  
University of  
Central Lancashire



University of  
Central Lancashire  
UCLan



Apprenticeships

  
Traineeships



# What is the Apprenticeship Preparation Programme (APP)?

## Steps to success



We have students nearing the end of our Apprenticeship Preparation Programme and are now work ready. All they need now is an unpaid work placement.

Our students are looking for work placements in:

## Business Admin & Customer Service

### Duties could include:

- answering phone and email enquires
- filing
- data entry
- updating policies and procedures
- project work
- updating records
- printing, scanning, photocopying
- ordering supplies
- meeting and greeting
- social media/website

## Engineering & Advanced Manufacturing

### Duties could include:

- Production support
- Assisting in machinery operating -
- use of hand & power tools
- assembly
- materials handling
- basic maintenance
- milling & turning
- welding & fabrication
- electrical work
- basic mechanical duties
- machining
- fire & security
- CAD

## Accounting & Finance

### Duties could include:

- data entry
- using and updating accounting systems (Sage/ Xero)
- contacting clients
- booking appointments
- responding to enquiries
- assisting with tax and VAT returns
- recording financial transactions
- assist in payroll processing
- assist with audits

## Dental

### Duties could include:

- surgery preparation
- assist dentist
- passing instruments, materials and suctioning saliva
- reception duties
- meeting and greeting
- booking appointments
- patient follow ups
- general housekeeping duties

# We offer training and Apprenticeships in:

Accountancy

Business and Customer Service

Dental Nursing

Engineering & Advanced Manufacturing

Fire & Security

Healthcare

Leadership and Management

Optical

Scaffolding

**Need more information?  
Get in touch to discuss how Training 2000  
can support you with a work placement**

[www.training2000.co.uk](http://www.training2000.co.uk)  
01254 54659  
[businessdevelopment@t2000.co.uk](mailto:businessdevelopment@t2000.co.uk)

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