

## A few words from the Chief Executives Office

A Happy New Year to all our clients. Thank you for your business in 2018.

2019 will no doubt bring new challenges as well as business opportunities. Plans for centre refurbishment including new equipment and website are in hand alongside the expansion of course provision. Our new training facility for electrical installation and testing is expected to be operational from February 2019. This month we are seeking accreditation against the Matrix Standard which will recognise OTC's commitment to ensuring that all our customers receive the right level of information and guidance to meet their needs.

The transition from Apprenticeship frameworks to new Apprenticeship Standards is gathering pace. The new Standards are tailored to each individual profession and include assessment and grading of behaviours, skills and knowledge in addition to on-programme and final assessment. Designed by employers, for employers, OTC is expanding its programme offer to meet the demands from both the engineering and professional services sectors for these new standards.

On behalf of OTC staff, I would like to wish you all the best for 2019 and I do hope the opportunity arises for our organisations to work together soon.

## New courses available to book in 2019!

- ★ NVQ Pneumatics Level 2 Unit in Assembling and Testing Fluid Power Systems
- ★ The 18<sup>th</sup> Edition Wiring Regulations
- ★ Ladder Safety / Working at Height
- ★ COSHH Training
- ★ Control of Contractors and Permit to Work
- ★ Harness Use and Inspection
- ★ PUWER Assessments

Please contact Natalie on 0161 624 5360 to discuss your course requirements further and for full course listings, including dates and prices, please visit our website [www.otctraining.co.uk](http://www.otctraining.co.uk).

## Training/Conference Room Hire for 2019

We now have newly decorated and refitted training/meeting rooms available for bespoke hire and would welcome you to come and take a look at our impressive facilities. Please call on 0161 624 5360 and speak to Natalie for more information and competitive pricing.

**Samuel Lees Training Room**



**Platt Brothers Training Room**



The above training rooms are available from £60 half day/£110 full day

**Abraham Stott Boardroom**



The boardroom is available from £30 half day/£50 full day

# OTC E-News Issue 10 - continued

## Workshop Update

We are very pleased to announce that the donation of a 'Pick and Place Machine' has now been safely delivered and is currently in the process of being reassembled by our 2 apprentices from Hellermann Tyton, our generous donors.

We are looking forward to this machine being operational as it will be invaluable to the learning experience for both electrical and mechanical apprentices.

As of this February, we are going to be offering The **18th Edition**, which is the very latest update to the wiring regulations and is an essential qualification for anyone working in the electrical industry.

We currently have the following dates available for this 3 day course: 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> February, 2019.

## Staff Update



Andrew Pollitt, our new Business Development Advisor, brings a wealth of Sales experience from his previous roles within the recruitment industry.

Craig Smith joins us as our Business Services Assessor/Functional Skills Tutor. He has a vast knowledge of delivering frameworks and developing/delivering standards and integrating timely progression of functional skills.



Mark Rolland, our new Cleaner/Handyman, joined our team in December.

We welcome you all to OTC and are very pleased to have you on our team.

## Latest Awards at OTC



'**Employee of the Quarter**' for December 2018 goes to Natalie Howard. Natalie was nominated and subsequently given the award because she has gone above and beyond her job role in recent months, picking up a range of tasks to help the centre maintain its professionalism and service to customers; she has supported the work around GDPR and put in a lot of time and work regarding the new website project. This willingness to take on additional responsibilities has not gone unnoticed by colleagues who wanted Natalie to be recognised in that regard.

'**Apprentice of the Quarter**' for December 2018 is to be given to Jonathan Keating. The Senior Management Team have been advised that Jonathan is progressing very well in centre and he also shows a lot of initiative in his work place. His manager is very happy with his attitude to work and also says the quality of his work is of a high standard.



## Considering taking on an Apprentice?

We currently have an impressive talent bank already for 2019 of over 30 Business Admin and Customer Service apprentices and over 40 engineering candidates ready for immediate starts.

For further information please contact Melanie on 0161 624 5360 or alternatively you can email [m Bailey@otctraining.co.uk](mailto:m Bailey@otctraining.co.uk)

## Upcoming Events

OTC are proud to be supporting the National Apprenticeship week, from the 4<sup>th</sup> to 8<sup>th</sup> March 2019, when we will be hosting information events and guided tours of our training centre.