



Content

Welcome	03
Structure	04
Responsibilities	05
Process	07
Level 3 Non Destructive Technologies Tech	09
Off-The-Job Training	13
Reviews	15
Maths & English	16
Portfolio of Evidence	17
Digital Tools	19
Safety	21
Feedback	23
Careers in NDT	24
Resources	25

APPRENTICE HANDBOOK



LAVENDER INTERNATIONAL

QUALITY, FLEXIBILITY & TRUST



Welcome



Thank you for signing up to Lavender International's apprenticeship programme.

This guide is designed to help you make the most of your apprenticeship, understand the process, and learn about the support you'll receive to successfully reach your Apprenticeship Assessment.

LEARN THE LAVENDER WAY



Lavender International NDT



Lavender International NDT Services



@lavender_ndt

Structure

The Structure of Apprenticeship Standards

APPRENTICE COMMITMENT

At the beginning of your induction, your tutor will provide you with an overview of your responsibilities in the programme. Your commitment will include:

- **Attend training sessions and track your progress:** Participate in all scheduled training sessions and make sure to document evidence needed for your off-the-job training.
- **Engage in learning activities:** Take part in the learning tasks within each module, including self-directed study and any research.
- **Complete coursework and assessments:** Finish all coursework, assignments, and exams required for the successful completion of your apprenticeship.
- **Participate in progress review meetings:** Attend regular progress meetings and contribute actively to discussions on your development.
- **Communicate any challenges:** Let your manager or tutor know about any concerns, including learning support needs or welfare concerns, that could impact your training plan.

By following these guidelines, you'll stay on track and make the most of your learning journey.



OFF-THE-JOB TRAINING (OTJ)

Off-the-Job (OTJ) training is dedicated time you spend working on tasks and activities that contribute directly to the completion of your course. It is a government requirement designed to ensure you have ample opportunity to succeed in developing both personal and technical skills.

Your employer has committed to providing you with time during working hours to complete OTJ activities. This is intended for you to work on assignments, complete activities, and take actions set by your tutor that support your learning goals.

OTJ training is separate from the supervised work experience required for NDT certification. You will need to log your OTJ hours using Smart Assessor (e-portfolio platform).

Responsibilities

Apprentice Responsibilities

Meet Objectives/Deadlines

Your goal is to successfully complete the apprenticeship programme by developing the skills, knowledge, and behaviors required for the standard. Stay consistently aware of your progress throughout the apprenticeship by:

- Submitting monthly records in Smart Assessor to support your off-the-job training.
- Meeting deadlines for tasks and assignments to prepare for your Apprenticeship Assessment.

Progress Reviews

Every 8-10 weeks, you'll have a progress review with your tutor and manager to discuss your achievements and development within the programme. It's important to actively participate in these reviews, reflecting on how the programme is benefiting both your growth as an employee and its impact on the organisation.

Each review will last about 45 minutes to an hour.

Feedback

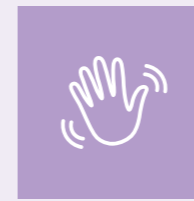
Your tutor and manager will provide regular feedback on your performance and portfolio of evidence to support your development, and ensure you acquire the skills and knowledge essential for your role.

Online Platform

You'll have access to our online platform, customised to your chosen methods. You are expected to review the course content and complete end-of-module assessments to support your learning progress.

Let your Tutor know if:

- You need to cancel a visit (**48 hour notice minimum**)
- If you feel you are behind programme
- You need help understanding concepts
- You need additional support or adaptations to your training
- You require extra support or time
- You have health or wellbeing concerns
- You have any concerns at work or at home



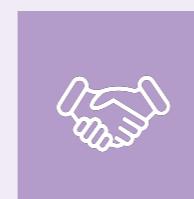
Learning

- Face-to-face or remote sessions with your tutor
- Regularly review your delivery model to stay aligned with programme goals
- Apply learning through workplace tasks and employer-led activities
- Engage in independent study and self-learning on the online platform
- Collect evidence for your portfolio and improvement plan in preparation for the Apprenticeship Assessment



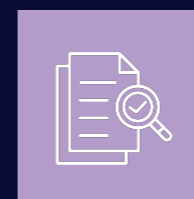
Progress reviews

- Attend and actively participate in your progress reviews
- Complete objectives set by your tutor to maintain steady progress
- Every 4 months, revisit your skills scan to assess your growth in knowledge, skills, and behaviours



Off-the-job training

- Off the job hours are planned in accordance to the activities set in the delivery model
- Conduct off-the-job training during working hours
- Record off the job activities every month on Smart Assessor



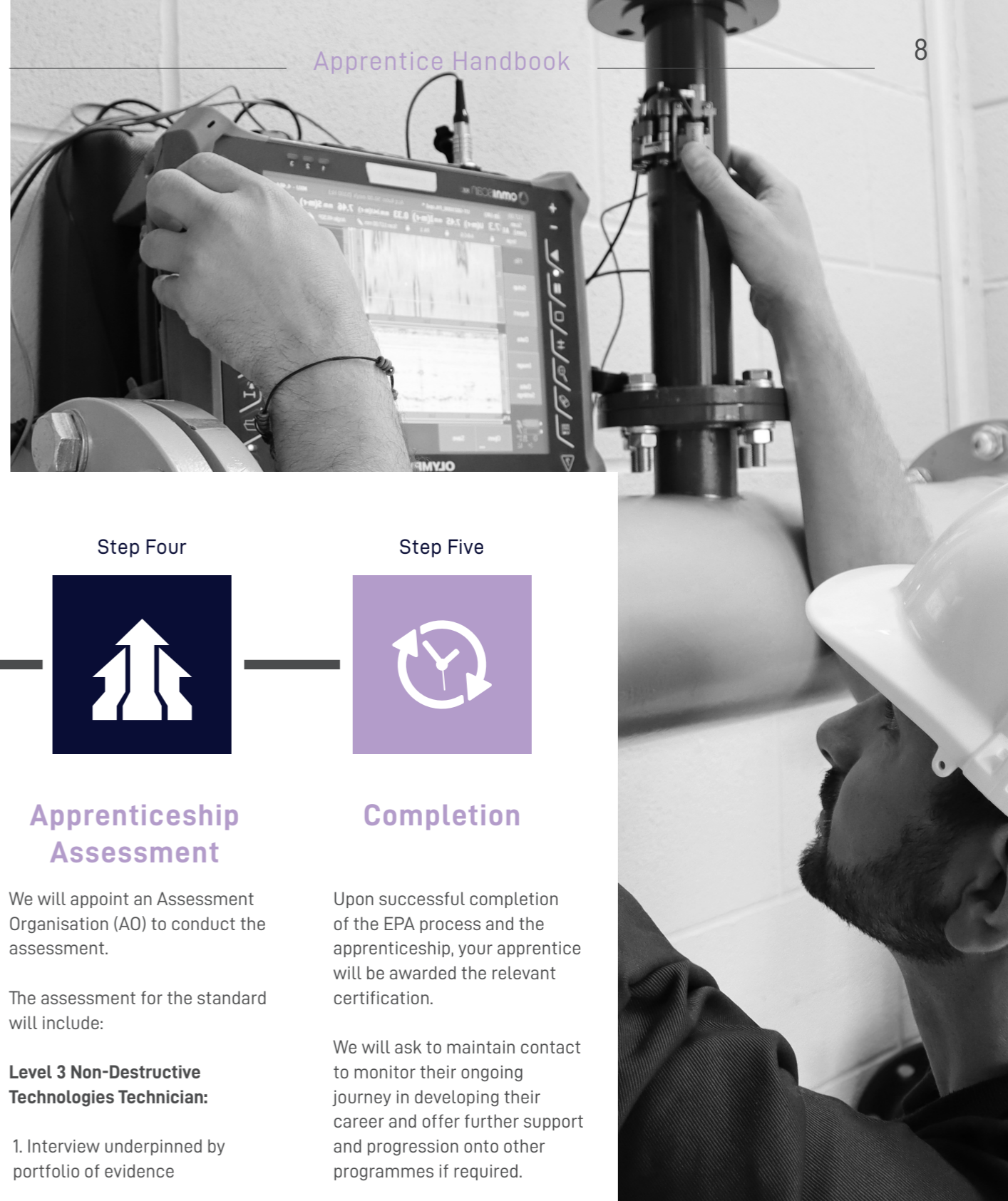
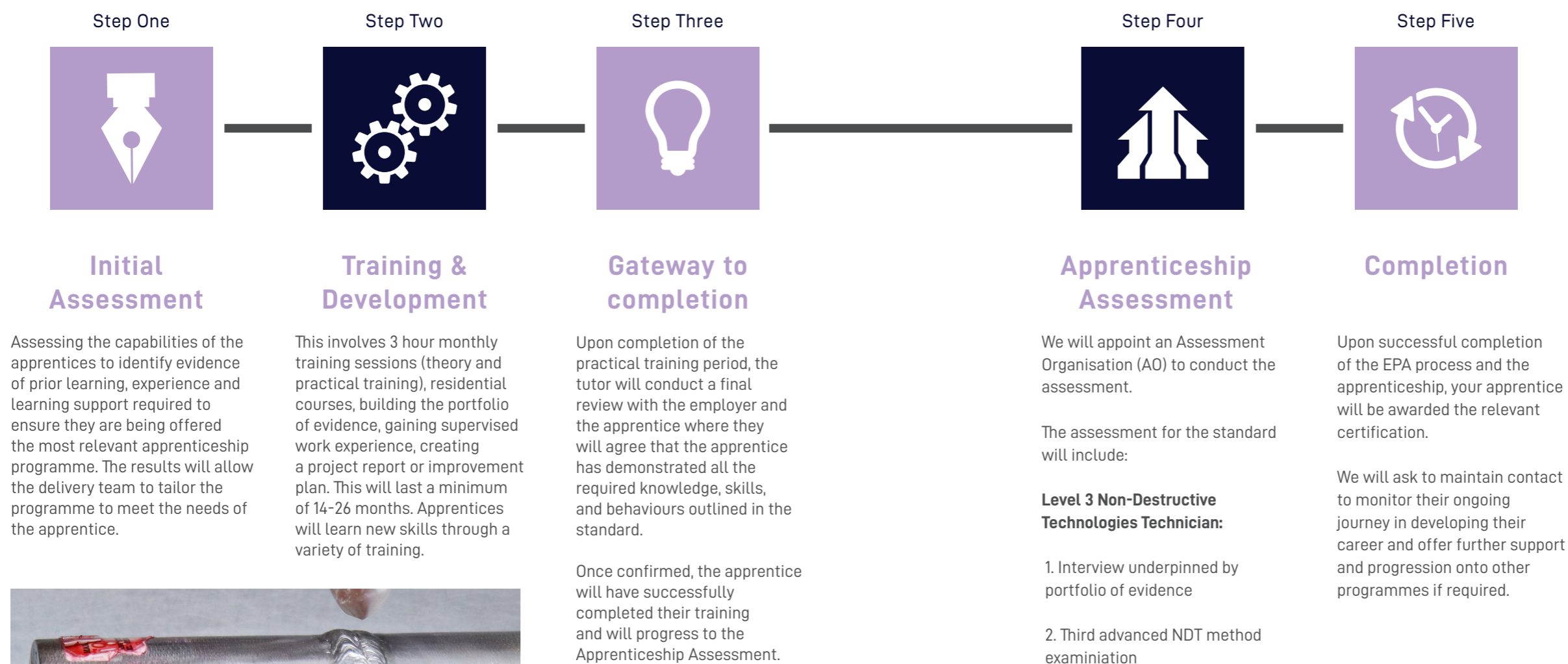
Gateway

Agreement on readiness for Apprenticeship Assessment with the employer. This is when the practical training period ends and the external organisation will be in contact to book your Apprenticeship Assessment.

Apprenticeship Process

A Summary of the Apprenticeship Process

This outlines significant phases of the apprenticeship journey, starting with the initial assessment through to completion of the programme. The delivery of the scheme requires collaboration among three essential stakeholders: the apprentice, the training provider and the employer, ensuring successful completion of the programme.



Level 3 Non-destructive Technologies Technician

This apprenticeship is designed to provide skills to organise and co-ordinate the NDT activity. This includes testing equipment, establish resources needed and assess the asset's condition. You will collect samples, conduct NDT tests and analyse the outputs. NDT technicians' complete documentation, write reports and also coach and support other team members.

Training and delivery of the programme



Gateway



End-Point Assessment

Lead Provider Assessment

- ❑ Basic NDT awareness and principles.
- ❑ Environmental awareness, technological development and innovation in the engineering sector.
- ❑ Product Technology.
- ❑ British Values, Diversity and Inclusion, Health & Safety, Teamwork, Leadership and Project Management skills.
- ❑ Knowledge and practical skills for **three NDT methods**.
- ❑ The training adopts a hybrid approach with a mixture of face-to-face and remote delivery.

Tasks to prepare for the Apprenticeship Assessment

- ❑ Build the portfolio of evidence with witness statements, inspection reports, H&S courses, online research, gantt chart, risk assessments, CAD drawings, written instructions, work experience hours and annotated photographs.
- ❑ Record off-the-job training towards your apprenticeship.
- ❑ Record supervised work experience to gain certification.
- ❑ Write an improvement plan on an area of the business.
- ❑ Study the chosen NDT methods through the online training modules.

Employer's Briefing and Review

- ❑ Codes of conduct, behaviours and company methodology.
- ❑ Employer to support the apprentice create and assign an NDT improvement plan.

Employer's Final Review

- ❑ Determine that the knowledge requirements stipulated in the standard have been met.
- ❑ Ensure that the skill requirements stipulated in the standard have been met.
- ❑ Determine that the behaviour requirements stipulated in the standard have been met.
- ❑ Provide feedback on the apprenticeship scheme.
- ❑ Once the apprentice is in 'Gateway to completion' the Assessment Organisation will be in touch with the apprentice to book the final assessment.

Review of portfolio of Evidence and Achievements

A review of all evidence and achievements will be carried out. This includes reviewing the improvement plan, course attendance, end-of-course test, examination results, log book for work experience hours, CPD, awards, certificates and employer's reports and assessments.

The interview underpinned by a portfolio of evidence is taken, followed by the PCN or EN4179 Level 2 complex non-destructive technologies assessment. Once both assessments have been completed and the results are known and combined, the apprenticeship will be graded and awarded.

1. Interview underpinned by a portfolio of evidence

The interview will be structured to give the apprentice the opportunity to demonstrate the KSBs. They will assess competence against: planning work, project management, H&S, sustainability, equipment and materials, quality assurance, teamworking, leadership, digital and information technology and CPD.

The duration of the interview will last **at least 75 minutes**.

The panel will comprise of two interviewers knowledgeable in NDT and the apprenticeship process.

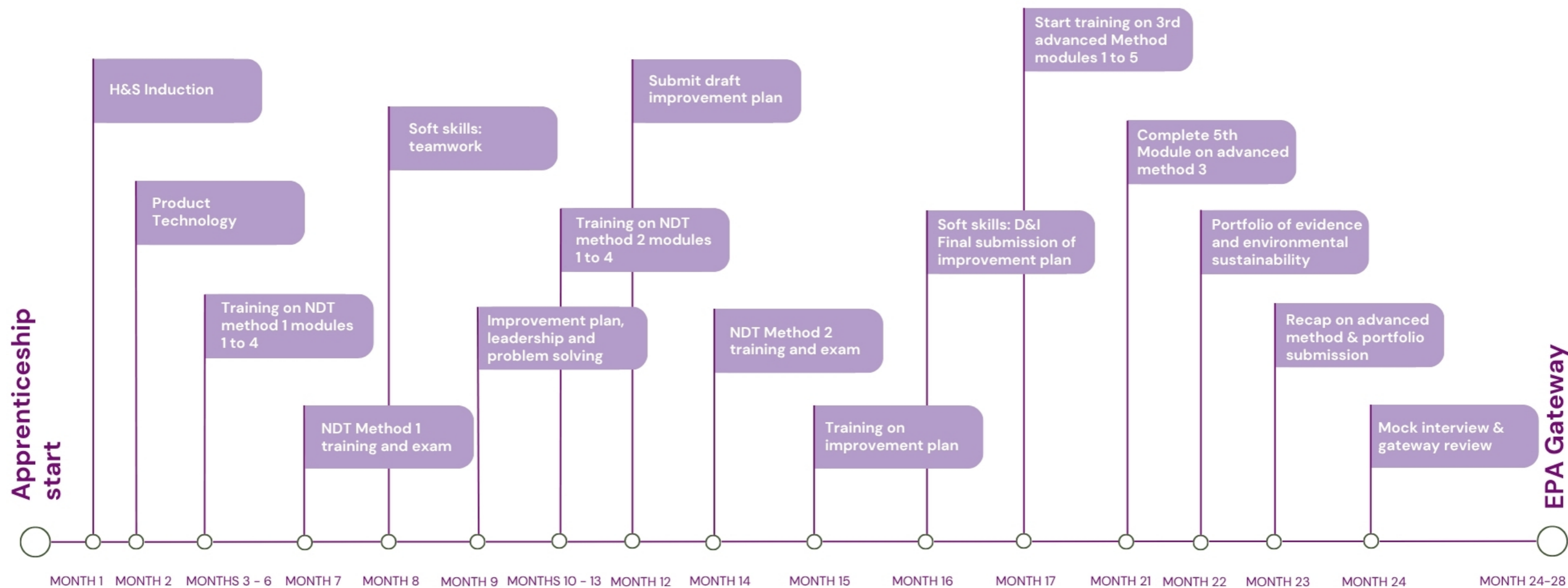
2. Level 2 complex non-destructive technologies qualification

This will be a two to three week assessment which will examine theory and practical tests associated with PCN or EN4179 Level 2 complex method.



Delivery Milestones

Level 3 Non-Destructive Technologies Technician



EPA – two components:

1. Interview underpinned by portfolio of evidence
2. 3rd advanced NDT assessment conducted

METHOD DELIVERY

- NDT method 1, 4 x modules (including two practical)
- NDT method 2, 4 x modules (including two practical)
- NDT method 3, 5 x modules and 1 recap (including two practical)

'Off-The-Job' Training

(OTJ)

Off-the-job training is defined as learning that takes place outside of your regular day-to-day work duties and directly contributes to completing your apprenticeship.

If you acquire new skills or knowledge while being paid at work, and it aligns with your NDT apprenticeship, this can count as off-the-job training.

How can it be covered?

Your whole apprenticeship journey is fully mapped out and planned with activities you will be expected to complete during the course of your apprenticeship programme. Below are some examples of the more common types of activities:

- Teaching of theory. e.g. lectures, training day attendance.
- Shadowing other staff or being mentored.
- Research for your improvement plan and spending time writing the report.
- Studying your online learning modules.
- Creating a risk assessment, gantt chart, CV.
- Learning support provided by the employer.
- Health and safety briefings/toolbox talks.
- Reading new procedures and following written instructions.
- Writing assessments and assignments.
- In-house training programmes and CPD – which links directly to the apprenticeship Standard. This could include professional and informal discussions.
- Self-study that includes reading, watching videos or research.



How will it be recorded?

You will log your off-the-job training hours using Smart Assessor. The activities are added to the first induction session which you will refer to throughout your programme. You will be expected to complete the OTJ activity every month and it will be reviewed and signed off by your tutor.

Once the OTJ activity form has been signed off by your tutor, you will be able to see an increase in 'OTJ hours' in the portfolio dashboard. If you are minus OTJ hours then you will need to update the form to stay on track.

Examples of OTJ:

Activity	DM8 (OTJT Activity) - Complete BINDT product techn...	Complete BINDT Product Technology on the online pl...		Delivery Model	18/11/2025		1440		Evidence:
Activity	DM7 (OTJT Activity) - Introduction to NDT common m...	Read the 'Introduction to NDT Common Methods' loca...		Delivery Model	18/11/2025		150		Evidence:
Activity	DM5 (POE) - Create and upload a risk assessment	Create and upload risk assessment		Delivery Model	18/10/2025		90		Evidence:

Date Completed

11/11/2025

Hours Completed

24

What did you Learn?

I learned a large amount of information on this course beginning with The introduction to Industrial materials which introduced me to some of the basic material types as well as classifications, Following this I learned of the classifications and sub molecular properties and what makes alloys metals and their properties different. The next few sections introduced me to how the Materials are produced and how different methods of production can overall affect properties. It taught me about basic NDT methods and also taught me of new methods that I have not learned about before giving me a further awareness of the wider NDT techniques in other industries. Ultimately the course taught me the wider use of NDT and how it a crucial role in the manufacturing world to protect lives quality of production and the impact it makes in engineering.

How will this benefit your Apprenticeship?

It has taught me that there is more to the materials that I am working with giving me an incite on how to test properties and the overall types of NDT that can be used and further developed in the near future and what may progress, I also now have a wider awareness on how materials develop their properties in the manufacturing processes and machining.

Top Tip: When logging off-the-job training hours for apprenticeships, be specific about what you've learned. It's crucial to clearly describe the skills or knowledge you gained during the training; otherwise, it may not be recognised as valid off-the-job training.



Reviews

You will participate in mandatory formal progress reviews with your Manager and Tutor at least every 8 to 10 weeks. The goal of these reviews is to assess your progress and ensure you remain on track with the programme.

Managers will be asked to participate in every review.



The progress review is a valuable opportunity to monitor your progress and identify objectives and tasks that need to be accomplished related to your knowledge, skills, and behaviours.

During the review, discussions will cover topics such as the delivery model, training completed, the progress with the NDT methods, off-the-job training, learning support, Maths and English, career development, future goals, building your portfolio of evidence, safeguarding awareness, British values, Health and Safety, and the Prevent strategy.

Learner Support Plans

For learners identified at the start as having LLDD or SEND, or where tutors recognise this during training, our team provides 10 weekly support plan calls. These sessions focus on discussing teaching strategies to support each apprentice's individual learning needs. This includes reviewing areas such as reading, writing, information processing, organisation, focus, and confidence, as well as identifying and implementing appropriate reasonable adjustments.

Maths & English



To progress to the Apprenticeship Assessment, apprentices need to achieve either Level 1 or Level 2 Functional Skills in Maths and English, depending on their apprenticeship programme. If you haven't achieved a GCSE grade 4-9 (A-C) or equivalent, our dedicated Functional Skills tutor will provide monthly remote sessions to help you meet this requirement.

We'll start with a diagnostic assessment through our online tool, BKSB, to identify your current skill level and pinpoint areas for improvement. You'll then attend monthly sessions until you're ready to take the exam.



If you have already achieved a GCSE grade 4-9 (A-C), we will continue to support skill enhancement in these areas. This includes integrating English and Maths training throughout the programme.

For example, our NDT tutors will assist with mathematical formulas and equations, as well as spelling, punctuation, and grammar when working on inspection reports, projects, and reading standards and written instructions.

Meet our dedicated functional skills tutor: Laura Young



Laura holds a Bachelor's degree in English and a PGCE with Qualified Teacher Status. With over 15 years of experience, she has taught learners of all abilities, including those with SEND and SEMH needs, across Key Stages 3 to 5.

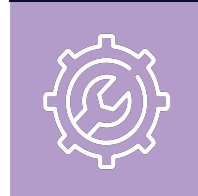
She delivers engaging, well-structured lessons designed to motivate students and make learning objectives clear, using interactive and creative teaching methods.

Portfolio of Evidence



To demonstrate to your manager and tutor that you have understood the necessary knowledge, skills, and behaviours for your job, you must collect evidence in a portfolio.

This portfolio will be built over the course of your apprenticeship and submitted for your endpoint assessment.



It's crucial to start gathering evidence from the beginning of your apprenticeship to avoid falling behind. The portfolio will be reviewed during regular check-ins and helps your tutor assess your level of competence.



Evidence Ideas:

Career development	Apprentices up-to-date CV, record of CPD and forward plan
	Appraisals and employer/team feedback
NDT Method(s)	Record of formal NDT training, this can include results notice, training certificates, work experience logbook
	Inspection reports, practice written instructions for the selected method(s), annotated photographs of defects
	Evidence of product technology online course certificate
Project Report	Improvement plan - mind map, plan, draft and final copy. This should include: <ul style="list-style-type: none"> • Resources/cost/quality/safety • Implementation of QA/NDT systems • Technical data, standards used, relevant maths • Limitations of standard tests, applied solutions • Project management (gant charts)
Health and Safety	Health and safety training certificates, including CCNSG, site inductions, working at height, confined spaces and first aid
	Toolbox talks
	Risk Assessments
	Health and safety relevant to the ndt method
Behaviours	Presentations or technical talks
	Witness testimony - evidence of communication, working as a team, courage, compassion and environmental awareness
	Gantt chart
	Award certificates
	Evidencing mentoring other employers, client interactions and feedback examples

Online Tools



Smart Assessor

Smart Assessor is an electronic portfolio designed to support you throughout the programme. Here's how it can help you:

Monitor upcoming sessions: Keep track of your scheduled sessions and progress reviews for the upcoming month.

Review tutor actions: Check the actions and activities set by your tutor.

Upload evidence: Submit any evidence you've created for your tutor to review and provide feedback.

Track your progress: Measure your progress against the delivery model.

Record off-the-job training: Document your off-the-job training hours and monitor your progress.

Access resources: Explore training and wellbeing resources available to you, including reviewing your support plans if required.



BKSB

BKSB is a learning and support system for English and Maths. We use BKSB to establish the skill level of apprentices in Maths and English and to diagnose where there are gaps in their knowledge and understanding. This supports the apprentices who require functional skills or, if they already hold GCSE, it will help them to further improve and enhance their abilities.



Microsoft Teams

As we operate in a hybrid model, Microsoft Teams will be used for online training sessions, reviews, group activities, apprenticeship forum and functional skills training. This will involve screen sharing, using the chat box, turning on your camera, and actively participating in discussions.



Lavender International Online Platform

We have a dedicated online platform which contains learning materials to support your studies.

This platform includes theory training for your chosen NDT method(s). Each month, you'll be required to complete a module that corresponds with your tutor's session. After reviewing the theory content, you'll need to complete a set of multiple-choice assessment questions to reinforce your knowledge. Access to the next module will be granted once your monthly training session is complete.

The platform features valuable theory content developed by our NDT tutors, along with graphics, images, videos, and quiz questions to accommodate different learning styles.

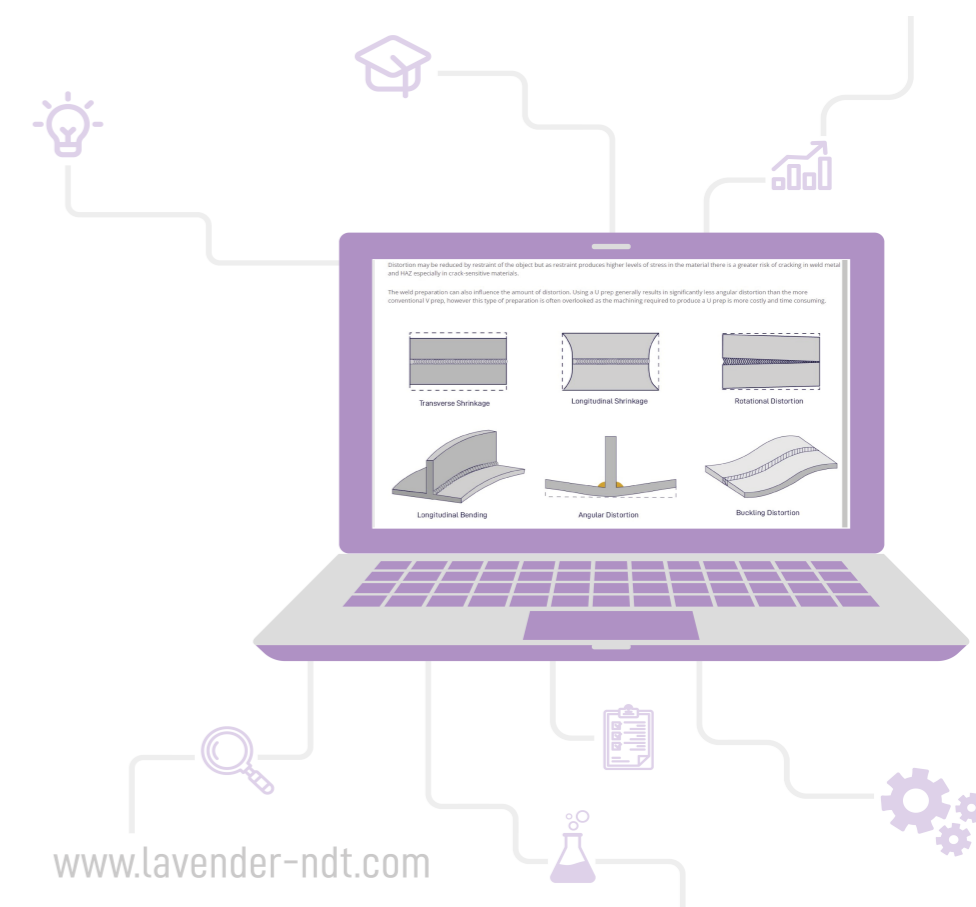


Apprenticeship Community Hub

We have a LinkedIn group so apprentices can connect with each other, share resources and develop your skills, as well as catching up on what's been going on within the NDT industry.

The group is used to highlight employee achievements and success stories so share any news you think your peers might be interested in.

[Sign up here](#)



Safety

Throughout the programme, we don't just focus on developing your technical skills; we also emphasise interpersonal skills. We cover a range of topics, including safeguarding, the Prevent strategy, equality and diversity, and British values.



DIVERSITY AND INCLUSION

We are committed to ensuring that all apprentices are treated equally, regardless of age, disability, race, nationality, religion, gender, or sexual orientation. Our goal is to create a positive and inclusive learning environment where diversity is respected.

We expect all staff and apprentices to treat each other with courtesy and respect. Clear policies on conduct and respect are in place, and we work to uphold these standards throughout Lavender International.

If you experience or witness any discrimination, harassment, or bullying, please inform your tutor so we can address it promptly. We believe in fair treatment for everyone and have policies to support this.



E-SAFETY

You will likely be expected to send emails, browse the internet, and use our e-portfolio system. Being online can sometimes make both adults and young people vulnerable, so during our program, we will provide guidance on staying safe. This will include tips on updating passwords, accessing legitimate websites, and using emails and Teams securely.



BRITISH VALUES

1. Democracy - Engineers often work in diverse teams where input from every member is valued, promoting a culture of open communication and shared decision making.

2. Rule of Law - Following guidelines aligns with the principle of the rule of law, emphasising adherence to industry regulations, safety standards, and ethical guidelines.

3. Individual Liberty - Engineers have the liberty to explore new ideas, propose creative solutions, and use their skills to solve problems.

4. Mutual Respect and Tolerance - Engineering projects often involve collaboration with people from diverse backgrounds, cultures, and expertise. A commitment to tolerance promotes an inclusive environment where diverse perspectives are valued.



PREVENT

The Prevent strategy, introduced by the government in 2011, aims to reduce the threat of terrorism by preventing individuals from becoming involved in or supporting terrorism. It addresses both violent and non-violent extremism, which can create environments exploited by terrorists.

The strategy has five key objectives:

- Ensure apprentices and staff understand their role in preventing extremism.
- Promote shared values and support apprentices' voices.
- Foster inter-faith and intercultural dialogue to build understanding.
- Ensure a safe, inclusive environment free from bullying, harassment, and discrimination.
- Provide support and guidance for apprentices at risk.



SAFEGUARDING

The term safeguarding is used to define actions taken to protect vulnerable groups from harm. We have a professional duty to provide children and vulnerable adults with appropriate safety and protection from abuse and/or neglect. Examples of abuse may include but are not limited to:

- Physical Abuse
- Emotional Abuse
- Financial Abuse
- Sexual Abuse
- Neglect
- Discrimination
- Self-neglect/harm
- Cyber Abuse

We are committed to providing a safe learning environment for all our Apprentices in addition to promoting ethical behaviour, and providing children/ vulnerable adults with a sense of being valued. Should you have a safeguarding issue, in the first instance please speak with your Tutor. If your Tutor isn't available or you feel you can't speak to them, you can speak with the **Designated Safeguarding Lead (DSL): Julie Goodfellow** who can be contacted on: 07842432919 or email julie.goodfellow@lavender-ndt.com



HEALTH AND SAFETY

All apprentices have the right to work and study within a healthy and safe environment. We ensure that all facilities used for training delivery or apprenticeship placements adhere to all H&S regulations as outlined in the Health and Safety at Work Act (1974), by conducting an initial risk assessment followed by ongoing reviews of health and safety practices and procedures.

You are likely to have your procedures in place for Health and Safety. We encourage employers to communicate to apprentices the importance of Health and Safety and outline the sanctions that might apply should the apprentice fail to follow your guidelines.

Feedback

We expect your time with us to be a positive experience, but we accept that sometimes you will have concerns. The complaints and appeals processes are reflected below.

We want to involve you in shaping, developing, and improving our learning programmes and learning delivery.

Lavender International is committed to the implementation of a coherent strategy of employer and apprentice engagement. The aim is to foster strong and long-lasting relationships with the companies we work with, involving effective participation and feedback in our continuous improvement process.

A variety of methods are used to support engagement.



Complaints Procedure

A comprehensive complaints procedure is in place, this can also be found on our website in student information:

www.lavender-ndt.com



Apprentice Surveys

We regularly conduct surveys with our apprentices throughout the programme. These surveys, conducted online, help us assess satisfaction and gather valuable feedback. The survey results are analysed and used to drive improvements in our delivery.



Apprentice forum

We have set up an apprentice forum that brings together apprentices from various programmes to discuss areas for improvement. These discussions focus on what's working well and what can be enhanced to improve our delivery.



Apprentice case studies

We carry out case studies to gain deeper insights into your experience, which may be used to encourage others to join the industry.



Careers in NDT

What are the career prospects after your apprenticeship?

NDT professionals work in one of the most exciting and diverse industries, with opportunities in aerospace, construction, offshore drilling, manufacturing, motorsports, and even theme parks. A career in NDT offers opportunity, security and job satisfaction. This field opens the door to a wide range of career paths, from roles like technicians, engineers, and researchers to positions as managers, educators, trainers, and even business owners.

Throughout your apprenticeship, you'll receive career guidance to help you explore the fantastic opportunities available to you after the programme.

Training and Development

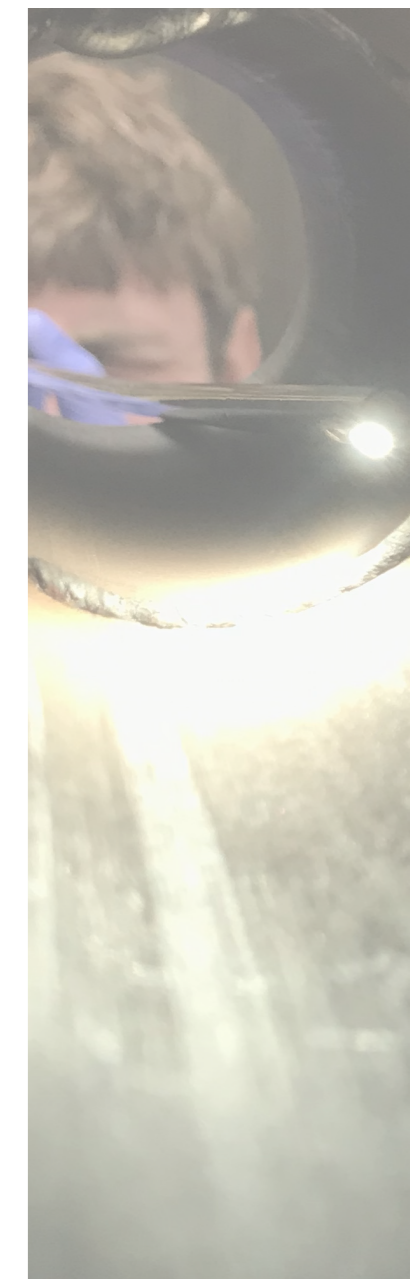
There are several options to expand on your career as an Technician, this includes:

- Progressing to the Level 6 NDT Engineer Degree Apprenticeship
- Expand your expertise in additional NDT methods including Phased Array, ToFD, TFM
- Gaining experience in other departments, such as Weld Inspection
- Training as a Rope Access Inspector
- Manage a team of technicians

Expected Job Roles

As you progress throughout your NDT career, you may expand your role to become:

- NDT Technician
- Advanced Technician
- NDT Consultant (Responsible Level 3)
- Self-employed NDT technician
- NDT Tutor, Technical Sales
- Management role (Project Manager, Department Manager)
- Quality Control Manager
- Plant inspector
- Research and Development in NDT



Resources

Useful links and contacts

Designated Safeguarding Lead

julie.goodfellow@lavender-ndt.com

Department of Education

The Department for Education (DfE) who are responsible for funding education and skills providers in England.

www.gov.uk/government/organisations/education-and-skills-funding-agency

Apprenticeships

www.apprenticeships.org.uk

Health and Safety Executive (HSE)

www.hse.gov.uk

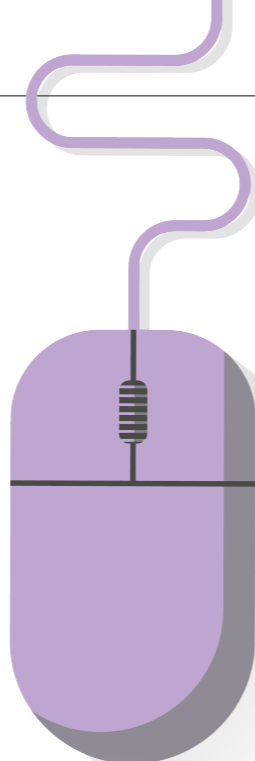
Wages and Working Hours

www.direct.gov.uk

Skills England

Skills England is an executive non-departmental public body, sponsored by the Department for Education. You can view the standard including KSBs, and EPA plan here:

Level 3 Standard: <https://skillsengland.education.gov.uk/apprenticeship-standards/st0288-v1-1>



LEARN THE LAVENDER WAY

UK Headquarters
Unit 7, Penistone Station
Sheffield
South Yorkshire
S36 6HP
T: +44(0) 1226 765769
E: apprenticeships@lavender-ndt.com

UT and Advanced Ultrasonics
Technology Centre
Advanced Manufacturing Park
Brunel Way
Rotherham
South Yorkshire
S60 5WG

