



# WELCOME





# Who are S&B Automotive Academy?

S&B Automotive Academy was established in 1970's and is a leading provider of automotive training.

Our apprentices are at the heart of everything we do.

We are committed to giving you the foundations and best opportunity to have a solid future.

To help us do this, we work very closely with industry bodies and employers to ensure all of our apprenticeship training is relevant and effective.

We work with employers of all types to offer a wide range of specialist apprenticeships and we deliver these within the following sectors: Automotive, Business Services, Leadership and Management.

We are committed to supporting you long after your apprenticeship and deliver many further qualifications and accreditations including routes such as MOT Tester and Vehicle Damage Assessor.



**Welcome** to S&B Automotive Academy. You are training with one of the best automotive training providers in the UK.



S&B prides itself in using exciting teaching methods and the very latest technology to help keep you engaged and motivated during your training. All of our profits are used to improve and develop our campus and provide great facilities for you including a subsidised cafe and gym. Our teaching and support staff are professional, approachable and well qualified and are always around to offer you guidance and advice. Remember, that we offer a whole range of management qualifications, professional accreditations and short courses that you and your employer may wish to explore on completion of your apprenticeship.

I would like to wish you every success in your training and future career.

A handwritten signature in blue ink that reads 'Phil Marsh'.

Philip Marsh  
Chief Executive Officer



# Your apprenticeship...

Apprenticeships mix on-the-job training with classroom learning. They provide you with the skills you need for your chosen career and prove that you have reached an industry recognised standard. As an apprentice you earn while you learn and receive other benefits as well. Apprenticeships are real jobs for real people and are nationally recognised as a great pathway into a huge range of careers. You can find out lots more about apprenticeships here: <https://www.gov.uk/education/apprenticeships-traineeships-and-internships>

Depending on your apprenticeship programme, you will attend up to 8 training blocks per year (each training block will last 1 week). Your training blocks will consist of technical and practical training in the classroom and workshop.

You will also attend Functional Skill lessons for maths and English (this varies depending on the programme and any prior certification).

S&B Automotive Academy is committed to and will ensure a minimum of 20% off-the-job training is delivered— this is split between S&B Automotive Academy 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





# Your first day...

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).

On arrival 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.



## What you will need to bring with you...

### Stationery

Pens, pencils, rubber, compass, protractor

A4 lined note pad, A4 ring binder

Certificates (English, maths and ICT if you have not already provided copies to us)

### Personal Protective Equipment (PPE)

Safety boots and overalls for all automotive apprentices (only)

# We look forward to meeting you soon!



# How to find us...

**S&B Automotive Academy**  
**Princess Street**  
**Bedminster**  
**Bristol**  
**BS3 4AG**

**Opening times:**  
**Mon- Fri 8:30- 4:30**



## For sat nav users:

To help ensure your satellite navigation system gets you to S&B Automotive Academy correctly, use the postcode BS3 4AG when setting your destination.

## Driving directions:

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 in to 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 ¼ 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.

## Car parking

Parking on campus is restricted. Visitors are asked to use the main entrance on Princess Street. When you arrive, please press the telecom and the barrier will be opened for you. Once you have been issued with your ID badge you will be able to use this for future access. We are unable to reserve parking spaces.

For more information contact Reception on 0117 953 3001.

## Travelling 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 ¼ 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.

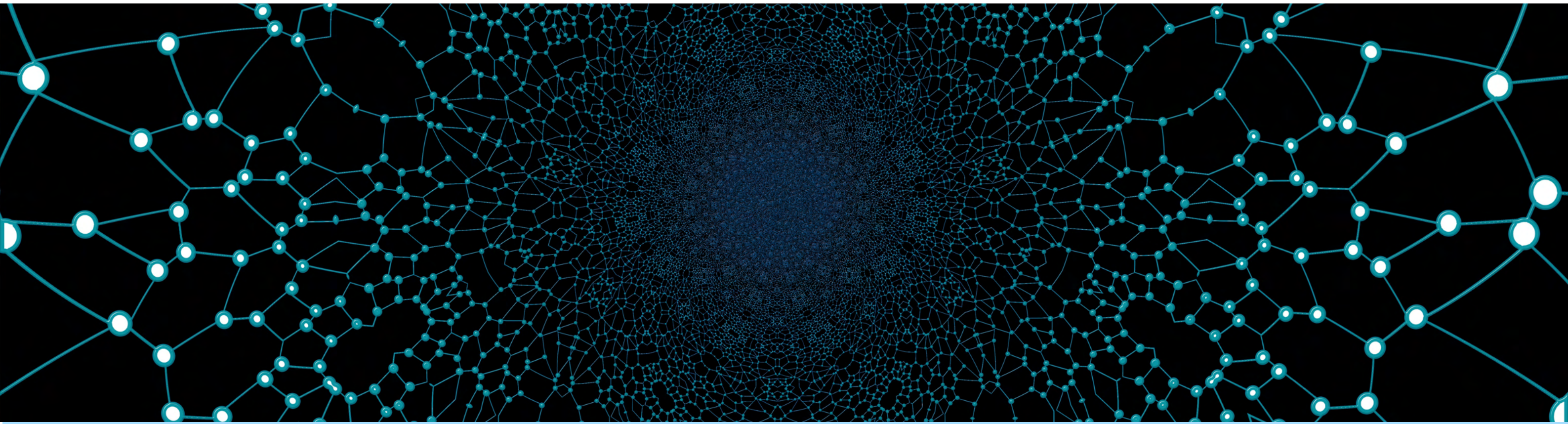
## Travelling by air:

Bristol Airport is only 7 miles away and offers both domestic and international flights.

For destinations and a full timetable contact the Bristol Airport Information Desk on T: 0371 334 4444



# Where else you'll find us...



<http://www.sandbaa.com>





# Our facilities...

Whilst training with S&B Automotive Academy; you'll have the opportunity to learn at our dedicated automotive training academy. Based in Bristol, our secured campus has been equipped with the latest automotive training equipment to support the development of the next generation of technicians.

S&B Automotive Academy's campus boasts five dedicated workshops :

HGV

Bus and Coach

Light Vehicle

Bodyshop

Accreditations and MOT

You'll study in interactive classrooms and have full access to our remote resources to give you the very best opportunity of success.



## Stay fit

Enjoy free access to our on site gym whilst you study with us

## Food and Drink

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.





# Your accommodation...

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

We work closely with **The Hilton Garden Inn Hotel** which is approximately 20 minute walk from the academy.

Breakfast and a two course evening meal is included at set times.

You will be given the menu for the week on your first day.



**Hilton Garden Inn**  
**Bristol City Centre**  
**Temple Way**  
**Redcliffe**  
**BS1 6BF**



## Arranging your accommodation

S&B Automotive Academy 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.



# Your travel...



If you do not live within a commutable distance of the academy and do not have access to your own transport\*, S&B Automotive Academy 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 in advance of your block with us.

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







## Pastoral Support

There are times when we all need some support. The academy has welfare officer who is available for apprentices or other learners to talk to either in person or my phone. The system works on an open door policy so an appointment is not necessary. You will find contact details for both the welfare and safeguarding officers as well as a number of independent organisations who can help at the end of this handbook. The staff at the academy are keen to listen to learners As well as regular feedback surveys, education / vocational specialist or with the welfare officer. Any issues are then dealt with by the learner welfare officer

## Learning support

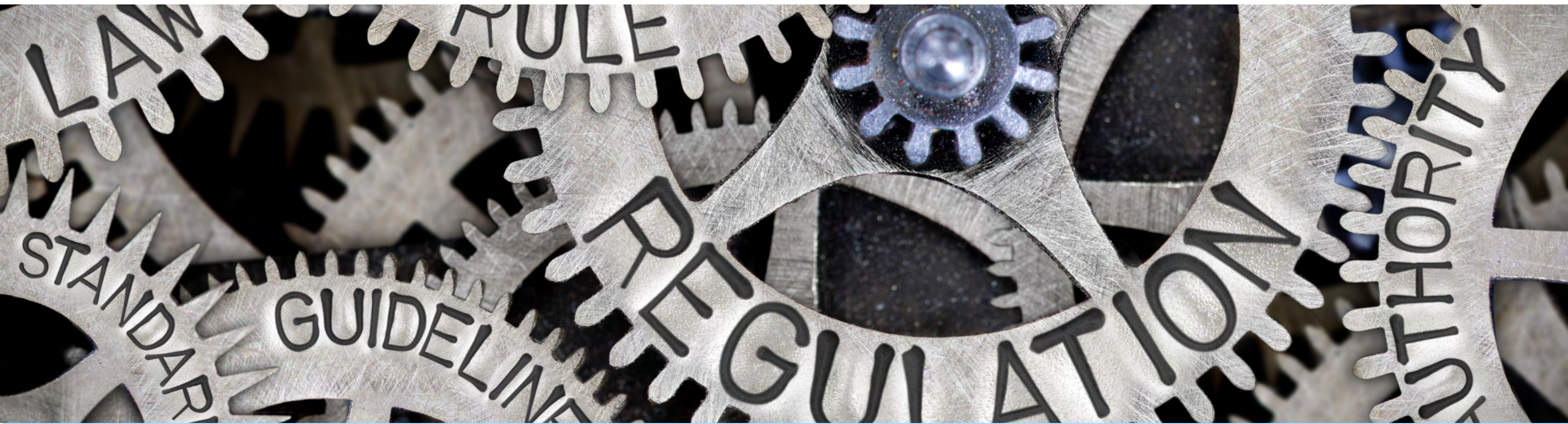
Support is available to all learners in relation to any disabilities, difficulties with learning or health related issues. Many learners work with support to ensure that they achieve their potential and succeed. If you need support with any aspect of learning there is a highly qualified support team who will work with you to agree a personalised package of support that will meet your needs and help you to achieve.

## Contact

S&B welfare support officer 07718 111877

Or drop in to the office at the academy





## Code of Conduct

The academy is a community with people from many backgrounds. We want you to feel as comfortable as possible when attending the academy but we do have some simple rules on conduct that we expect you to follow. They are designed to ensure your safety and that of others and to maintain a smart, professional atmosphere.

### We expect that you will

- treat other people, their belongings and ideas with respect
- not smoke anywhere on the academy campus
- not consume alcohol or use non-prescription drugs
- switch off phones during classroom or workshop sessions unless expressly exempted
- arrive for training sessions on time and properly prepared
- treat the buildings, equipment and facilities with respect
- use all personal protection equipment (PPE) issued to you when told to do so
- not swear or shout
- not drop litter or gum
- not resort to violence
- abide by the law



# 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.

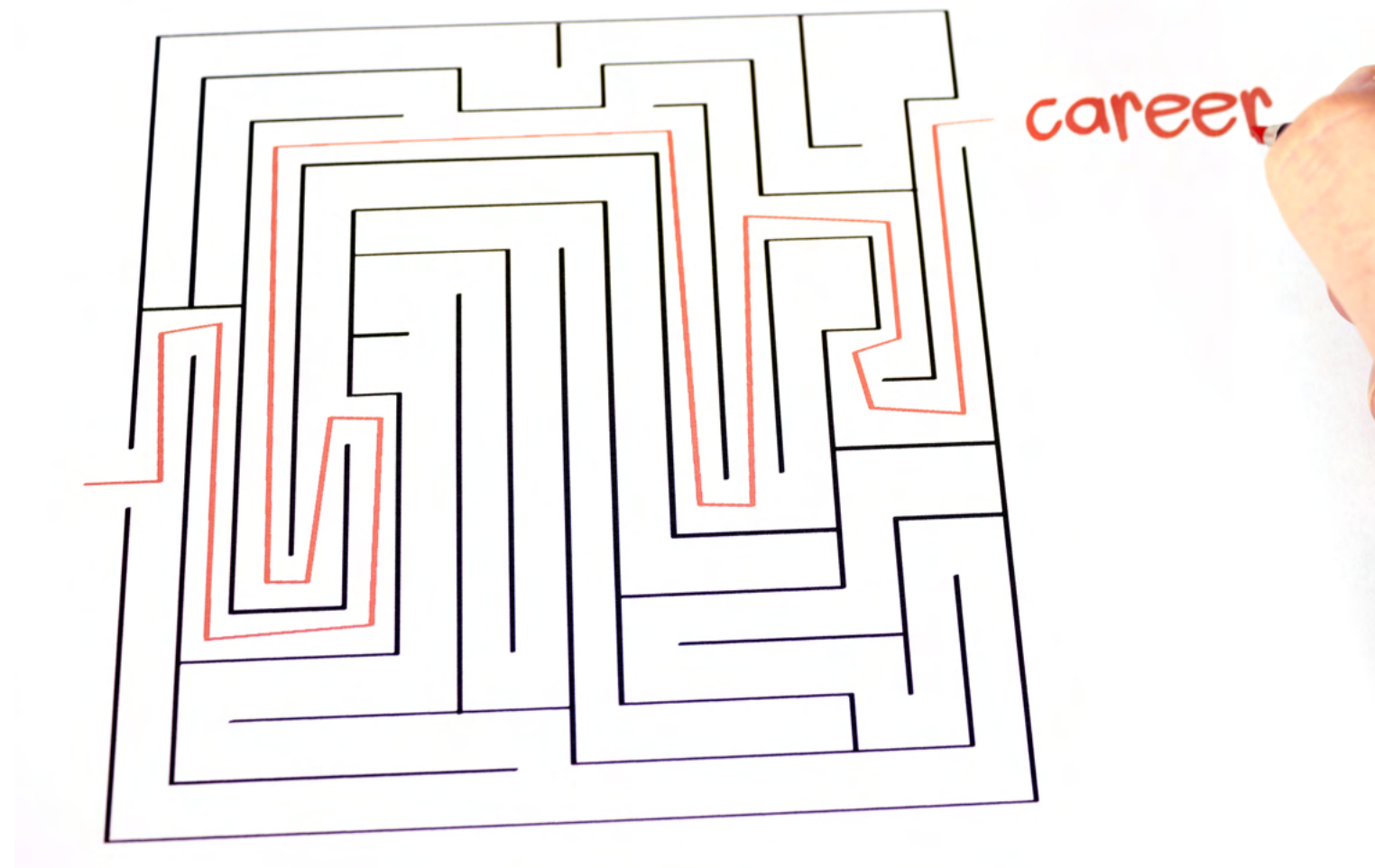
Enter a few details and your card will be with you within 7 working days, ready for you to start saving.

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



# Your future...

We are committed to giving you the foundations and best opportunity to have a solid future.



## What options do I have when I have completed my apprenticeship?

There are a number of career and further training paths that are open to you. You may continue to use and develop the skills you have learned with your employer – many managers and senior managers began their careers this way.

You may wish to continue to a higher level of training or gain accreditation to one of the industry bodies such as the Institute of the Motor Industry.

When you start your training programme you will be taken through a comprehensive induction that will help guide you through your training and the contents of your course. You can ask any of our staff at any time about possible career options or changes in your current training.



# 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 Lead 07718 111877

Email: [contactus@sandbaa.com](mailto:contactus@sandbaa.com)

Web: [www.sandbaa.com](http://www.sandbaa.com)