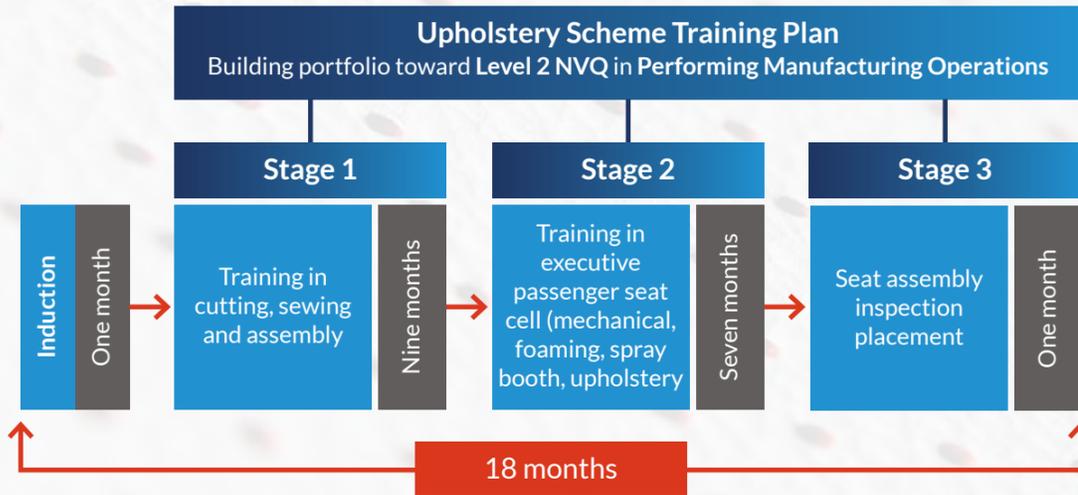


study method

- Mixture of 'on-the-job' training and classroom sessions
- Creation of a portfolio of evidence to demonstrate competence
- Training plans to capture work-based learning
- Assessment plan with regular feedback and regular reviews to check progress

scheme structure



here to support you

We are an enthusiastic, dedicated, and passionate crew, who fully believe that the future of the Company depends on the strength of its people to stimulate, challenge, and innovate new ideas. Collectively, we have over 150 years' experience from different areas of Ipeco, so we can assure any new candidate that they are in safe hands. Everyone within the training team promises to dedicate their time and effort to help you achieve your full potential.



investing in our future

Southend on Sea: in 2020 a brand new 130,000 ft² manufacturing facility, located on the new Airport Business Park, was completed with a further purpose-built Engineering & Assembly facility due to be finished in 2024.

The new facilities will allow Ipeco to amalgamate its extensive manufacturing operations under one roof and to restructure other activities to generate more efficiencies. This ongoing investment demonstrates a strong belief in Ipeco's continuing success and long-term future as a contributor to both the industry it serves and the local community.



how to find us

Ipeco Holdings Limited, Airport Business Park,
Cherry Orchard Way, Rochford SS4 1YH

contact us

Visit [ipeco.com/careers](https://www.ipeco.com/careers)
Email trainingcentre@ipeco.com
Call 01702 545118

03/2022



career builder schemes

upholstery

our pedigree

Launched in 1960 and now in its third generation of family ownership, Ipeco is a world leader in commercial and military aircraft crew seating and executive jet passenger seating, with a growing presence in the electrical galley insert sector.

We have been training engineering apprentices for over 60 years and you will often hear them described as the 'life-blood' of our company. We take great pride in the progress of our young people and owe much of our continued success to those who have taken the decision to join us.

Our training programmes offer recognised qualifications alongside unique work experience opportunities. Trainees can become design engineers, buyers, accountants, assemblers, CNC machine tool setter/operators or programmers – taking positions of responsibility within the Company at all levels – supervisors, managers and even vice-presidents!

By choosing to join the Ipeco family, you will develop the knowledge and skills to build a career and will play an important part in our future success.



"Every day I am impressed by individual achievements throughout the business and I welcome every new trainee to participate in the wonderful success story that is Ipeco."

Steve Johnson
CEO

upholstery scheme

Scheme purpose

To provide the necessary level of competence to complete all aspects of seat upholstery which includes:

- Development of upholstery patterns and templates
- Manufacture of seat covers using a variety of materials including leather, sheepskin, and fabrics
- Dressing of seat covers onto seat structures and seat sub-assemblies
- Use of state-of-the-art pattern cutting equipment
- Leather repair techniques

Scheme length: 18 Months

Entry requirements

- Open to all applicants aged 16 or over
- A genuine interest in Engineering and a desire to learn new skills
- Grade C (level 4) in GCSE Maths & English is desirable or an equivalent qualification

Qualifications gained

Level 2 NVQ Diploma in Performing Manufacturing Operations

Units to be studied:

- QPMO2/001 – Complying with statutory regulations and safety requirements
- QPMO2/021 – Contributing to effective team working
- QPMO2/004 – Preparing for manufacturing operations
- QPMO2/019 – Contributing to improving effectiveness in the workplace
- QPMO2/023 – Recording and reporting inspection and test results
- QPMO2/009 – Producing products by assembly operations
- Highfield Level 2 Award in Health & Safety within the workplace
- Level 2 Award in Employment Rights & Responsibilities

For more information or to apply please contact:
trainingcentre@ipeco.com



key learning objectives

Company induction

- Understand company history and position in industry
- Familiarisation with company structure and key people
- Understand key HR Policies & Procedures (including HR Website & HCM System)
- Introduction to training software used to deliver scheme
- Orientation within Ipeco (Tour, Fire Exits, Muster Points, Welfare Facilities etc.)
- IT Induction

Health & safety

- Familiarisation with Ipeco's Health & Safety Policy
- Understand relevant risk assessments and controls relevant to scheme
- Familiarisation with key people in Ipeco (H&S Rep, First Aid, Fire Marshalls etc.)

Quality

- Familiarisation with Quality requirements relevant to scheme
- Understand relevant Quality regulations, documentation, and policies
- Understand expectations of workmanship within Ipeco
- Drawing appreciation
- Inspection techniques

Skills

- Development of upholstery patterns and templates
- Competence in a variety of cutting techniques (including computer controlled cutting equipment)
- Working with a variety of materials to produce sewn covers for seats
- Dressing of covers onto seat frames and sub-assemblies
- Learn skills required to repair defects in leather covers

Behaviours

- Understanding of the build rate requirements of various teams
- Understanding of the efficiency & productivity requirements of the department
- Develop a continuous improvement mindset and approach
- Develop a good work ethic and 'can-do' attitude to work

