

## Role Summary

The Modelmaker Apprenticeship Level 6 is a three-year programme officially approved by Skills England, which incorporates the BA(Hons) Degree with a partner university and combines working with learning. The Modelmaker Apprentice will spend 20% of the contracted time in academic training and 80% will be utilised to learn through practice, leading to academic qualifications.

The offer of an apprenticeship will be conditional upon the applicant securing a place on the Level 6 Modelmaking course at our educational provider. Please note that we are unable to offer Tier 2 sponsorship for this role. Eligibility for apprenticeship is defined by the Funding Rules set by the government and assessed by the Training Provider/ University. The applicant must be eligible to work in the UK.

## Role Definition

Job Title: Modelmaker Apprentice  
Reporting To: Project Supervisor on a day-to-day basis and ultimately to the Head of Modelmaking

## Responsibilities

- Assist with the making of physical models using a range of hand tools, machinery and digital tools as instructed by your nominated modelmaker.
- Complete assigned training projects on time and record evidence as required.
- Prepare drawings, presentations, and models.
- Plan workload to deliver on time and ahead of target.
- Develop, where required, model samples and modelmaking techniques for further discussion by the design team.
- Record evidence of professional experience in accordance with the requirements of the BS(Hons) modelmaking course and assigned manager.
- Assist with preparing exhibitions and presentations offsite as instructed by Modelshop Partners and/or Workshop Managers.
- Assist with unloading and prompt storage of deliveries to the workshop.
- Assist with the safe lifting and moving of models within the office campus under direction of Modelshop Partners and/or Workshop Managers.
- Work to the Health & Safety ("H&S") requirements.
- Ensure all works are carried out using the relevant personal protective equipment ('PPE')
- Contribute, or otherwise assist, as required.
- Equity, diversity & inclusion (EDI) is a core priority. To support and champion the embedding of this focus as a collective workforce responsibility, EDI should be integrated, where relevant, into all workstreams.
- Thorough knowledge of and compliance with F+P procedures and standards.

## Qualities and Skills Required

- Portfolio demonstrating evidence of 3D making, manufacturing, and/or model making skills
- Strong conceptual and design talent.
- Fundamental understanding of the design process.
- 2D / 3D CAD and Adobe Suite skills an advantage.
- Able to operate in a dynamic and changing environment.
- Confidence in working in a complex and international environment.
- Strong time management skills to balance working and learning commitments.
- Resilient to cope with conflicting demands

- Able to prioritise duties and work effectively under pressure and meet deadlines efficiently and effectively budget.
- Able to demonstrate ability to undertake the above responsibilities.
- Legally able to work in the country in which the position is based.
- Excellent organisational skills.
- Able to manage sensitive and sometimes confidential information.
- Self-motivated and able to take responsibility.
- Able to demonstrate initiative and a proactive approach to daily tasks.
- Good interpersonal skills and able to work independently and as part of an effective team.
- Flexible attitude.
- Able to build good relationships at all levels, internally and externally.
- Able to work as part of an effective team assisting and supporting team members.

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the postholder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the postholder.