



# Flintshire Trainees

## at Flintshire County Council

### Recruitment Booklet 2016



# **What are Flintshire Trainees at Flintshire County Council?**

As part of our on-going commitment to help people develop the skills and knowledge they need to gain employment, we will be recruiting a number of trainees to start in Autumn 2016.

Flintshire Trainees receive a mixture of work-based training and education. As a Flintshire Trainee you learn on the job, building up knowledge and skills, achieving qualifications and earn money, all at the same time.

At Flintshire we recruit our Trainees over the summer, so they are ready to start work and enrol at college in the September. For the Council, it is an excellent way to develop people with the skills and experience required. For you, it is the opportunity to get hands-on experience and on-the job training, whilst gaining industry recognised qualifications.

Placements can last between one and four years depending on the qualification and level of placement. Usually Trainees are work based for four days and college based for one day a week, again this is dependent on the structure of the qualification.

## **Types of Placements**

There are a number of placements you may wish to consider at the following levels:

- Flintshire Trainees – aimed at School leavers or returners who have 5 GCSE's (A\*-C including Maths and English Language). Flintshire Trainees undertake a level 2 / 3 qualification framework usually over a two year period.  
*(qualification requirements may vary depending on placement – for further information on each placement see the Placement Outlines section within this document)*
- Flintshire Higher Level Trainees - aimed at those who are considering University or the workplace. Applicants will have relevant "A levels" or relevant level 3 qualifications and will undertake an appropriate level 4 / 5 qualification.
- Flintshire Graduate Trainees – aimed at those wanting to enter the workplace following University and obtain professional qualifications. Graduates will have a degree and undertake professional qualifications at level 5 / 6 in the relevant profession.

## **Work Experience**

Your workplace experience will involve doing work activities relevant to the qualification you are undertaking. You will be offered experience in the following areas:

- Communicating with colleagues and customers
- Team working
- Gaining an understanding of Health & Safety in the workplace
- Specific work experience in the relevant occupation you have chosen.

On top of all this you get paid!

### **Placements available:**

If you are interested in becoming a Flintshire Trainee, the opportunities we have available for this year are as follows:-

### **Flintshire Trainees Level 2 / 3**

- Business Administration Level 2/3 (9 placements available)
- AAT Level 2/3
- Health and Social Care Level 2/3
- ICT Level 2/3
- Streetscene Operative Level 2/3 (4 placements available)
- Street Lighting/ Electrical Level 2/3
- Fleet Workshop/ Mechanical Level 2/3

**Eligibility: Please note that these placements are not available to candidates qualified above Level 3 (A-Level).**

### **Graduate Trainees**

- Environmental Health Registration Board (EHRB) Accreditation - 12 month placement
- Building Surveying Level 5/6

**Eligibility: Graduate Trainee applicants must have a relevant degree and will undertake professional qualifications in the relevant area as part of their Apprenticeship.**

For further detail on these placements, including the different Business Administration opportunities available, please see the Placement Outline section within this document.

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### **What will you get paid?**

All our trainees are paid National Minimum Wage/ National Living Wage. The hourly rate / salary is dependant on age.

The rates are as follows:

16 – 17:	£3.87 per hour or £7,466.34 per annum
18 – 20:	£5.30 per hour or £10,225.22 per annum
21 – 24:	£6.70 per hour or £12,926.22 per annum
25 and over:	£7.20 per hour or £13,891 per annum

## **The Process and How to Apply**

For more information on the placements available and the service areas that they are based in, please visit our microsite page ([\*\*www.flintshire.gov.uk/trainees\*\*](http://www.flintshire.gov.uk/trainees)). This will direct you back to the main Flintshire Recruitment page to apply.

If you are interested in any of the placements mentioned above, you will need to complete the online application form available from the Flintshire website.

The first thing you need to do is decide on the qualification that suits you best and then consider which placement you are interested in applying for. You will need to look at the “Placement Outline” for that particular placement, which are enclosed within this document.

*Note: On the supporting statement section of your application form, you must state which placement(s) you are interested in applying for. Candidates are able to state a 1<sup>st</sup> and 2<sup>nd</sup> preference.*

*i.e*

*1<sup>st</sup> – Business Administration (Pensions)*

*2<sup>nd</sup> – Business Administration (Learning and Development)*

You will notice that at the bottom of each “Placement Outline” there is a skills and experience box. This highlights the skills and experience we will be looking for from you.

Please ensure that you demonstrate these skills and experiences within your application.

**All applicants should have a current up-to-date email address on your application form that we are able to contact you on.**

We aim to contact all applicants by email within 2 weeks of the closing date.

## Flintshire Trainee – Business Administration Placement Outline

### At Work Work Opportunities

In the workplace you will be offered experience in the following areas:

- Communicating with colleagues and customers both orally and in writing
- Working in a team
- Gaining an understanding of Health & Safety in the workplace
- Using IT in a work setting applying various software packages
- Practical use of office equipment
- Maintaining record systems both paper and electronic
- Setting up meetings and assisting with follow up activities
- Researching and reporting specific information

### At College Learning Outcomes

On your day release at College you will achieve the following learning outcomes:

- **National Vocational Qualification** – Level 2/3
- **Key Skills** – Work-related skills such as Communication, Application of Number unless exempt.
- **Technical Certificates** – These are appropriate vocationally related qualifications which are externally assessed (by exams) and in most cases will require attendance at College.
- **Employment Rights and Responsibilities** – This ensures you have a full understanding of your responsibilities and rights as workers.

### Skills

If you decide to apply for a Flintshire Trainee placement, **please highlight your experience / skill in the following areas on the application form.**

- Communication skills
- Team working
- IT experience
- Work experience
- Organisational skills
- 5 GCSE's Grade C or above (or equivalent) including English Language and Maths.
- Maximum qualification Level 3 (A-Level).

This Placement Outline is appropriate for the nine Business Administration Apprenticeships in the following areas:

- Pensions Administration (2 placements available)
- Youth Service/ Youth Justice
- School Services
- Learning and Development
- Transportation
- Public Protection
- North East Wales (NEW) Homes
- Connah's Quay High School

**Please highlight your preferred placement in the supporting statement section of the application form**

## Flintshire Trainee – AAT Accountancy Placement Outline

### At Work Work Opportunities

In the workplace you will be offered experience in the following areas:

- Communicating with colleagues and customers both orally and in writing
- Working in a team
- Gaining an understanding of Health & Safety in the workplace
- Using Finance software packages
- Practical use of office equipment
- Maintaining record systems both paper and electronic

### At College Learning Outcomes

During your work based learning, you will achieve the following learning outcomes:

- **AAT Foundation** – Internal tests at the end of each unit and an external exam at the end of the year
- **AAT Intermediate** – Internal tests at the end of each unit and two external exams throughout the year
- **AAT Technician** – Internal tests at the end of each unit and three external exams throughout the year
- **Key Skills** – Work-related skills such as Communication, Application of Number and IT.
- **Employment Rights and Responsibilities** – This ensures you have a full understanding of your responsibilities and rights as workers.

### Skills

If you decide to apply for a Flintshire Traineeship, **please highlight your experience / skill in the following areas on the application form.**

- Communication skills
- Team working
- IT experience
- Work experience
- Organisational skills
- 5 GCSE's Grade C or above (or equivalent) including English Language and Maths.
- Maximum Level 3 (A-Level) qualification

This Placement Outline is appropriate for AAT Accountancy Apprenticeship in the following area:

- Education Finance

**Please highlight your preferred placement in the supporting statement section of the application form**

## Flintshire Trainee – Health and Social Care Placement Outline

### At Work Work Opportunities

In the workplace you will be offered experience in the following areas:

- Communicating with colleagues and customers both orally and in writing
- Working in a team
- Gaining an understanding of Health & Safety in the workplace
- Maintaining record systems both paper and electronic
- Caring for others in a respectful way
- How to provide a service to customers with tact and diplomacy

### At College Learning Outcomes

During your workbased learning, you will achieve the following outcomes:

- **National Vocational Qualification – NVQ Level 2/3**
- **Key Skills –** Work-related skills such as Communication, Application of Number unless exempt.
- **Employment Rights and Responsibilities –** This ensures you have a full understanding of your responsibilities and rights as workers.

You will also attend workshops at college to develop your underpinning knowledge and essential skills.

### Skills

If you decide to apply for a Flintshire Traineeship, **please highlight your experience / skill in the following areas on the application form.**

- Communication skills
- Team working
- IT experience
- Work experience
- Organisational skills
- Level 1 or equivalent
- Maximum Level 3 (A-Level) qualification

This Placement Outline is appropriate for Health and Social Care Apprenticeship in the following areas

- Residential Homes – rotate within the county

**Please highlight your preferred placement in Section 12 of the application form**

## Flintshire Trainee – Information Technology Placement Outline

### At Work Work Opportunities

In the workplace you will be offered experience in the following areas:

- Communicating with colleagues and customers both orally and in writing
- To work in a team
- Gain an understanding of Health & Safety in the workplace
- Experience of resolving IT problems or creating IT solutions in a work environment
- Maintaining record systems both paper and electronic
- Setting up meetings and assisting with follow up activities
- Research and report specific information
- The opportunity to become involved with Hardware and Software support, Voice and Data Network Support within Schools

### At College Learning Outcomes

During your work based learning you will achieve the following learning outcomes:

- **National Vocational Qualification** – IT User LEVEL 2
- **Key Skills** – Work-related skills such as Communication, Application of Number unless exempt.
- **Technical Certificates** – These are appropriate vocationally related qualifications which are externally assessed (often by exams) and in most cases will require attendance at college. For ICT this is ITQ Level 1 and 2
- **Employment Rights and Responsibilities** – This ensures you have a full understanding of your responsibilities and rights as workers.

### Skills

If you decide to apply for a Flintshire Traineeship, **please highlight your experience / skill in the following areas on the application form.**

- Communication skills
- Team working
- IT experience
- Work experience
- Organisational skills
- 5 GCSE's Grade C or above (or equivalent) including English Language and Maths
- Maximum qualification Level 3 (A-Level).

This Placement Outline is appropriate for ICT Apprenticeship in the following area:

- IT (Infrastructure)

**Please highlight your preferred placement in the supporting statement section of the application form**



## Flintshire Trainee – General Operative Placement Outline

### At Work Work Opportunities

In the workplace you will be offered experience in the following areas:

- Communicating with colleagues and customers
- To work in a team
- Gain an understanding of Health & Safety in the workplace
- Practical use of relevant tools and machinery
- Experience range of Streetscene services (including Highways, Waste and Recycling, Street Cleansing, Street Lighting and Grounds Maintenance)

### At College Learning Outcomes

During your work based learning you will achieve the following learning outcomes:

- **National Vocational Qualification – NVQ Level 2 / 3**
- **Key Skills –** Work-related skills such as Communication, Application of Number and IT unless exempt.
- **Technical Certificates –** This is an appropriate vocationally related qualification which is externally assessed by exam and will require attendance in college. The external exam assesses specific units. Includes Health and Safety.
- **Additional –** Certificates in Manual Handling and First Aid
- **Employment Rights and Responsibilities –** This ensures you have a full understanding of your responsibilities and rights as workers.

### Skills

If you decide to apply for a Flintshire Traineeship, **please highlight your experience / skill in the following areas on the application form.**

- Communication Skills
- Work Experience
- Team Work
- Organisational Skills
- 3 GCSES (A\*-D) or equivalent – or relevant experience

This Placement Outline is appropriate for General Operative Apprenticeships in the following area:

- Streetscene Services (4 placements available)

**Please highlight your preferred placement in the supporting statement section of the application form**

## Flintshire Trainee – Street Lighting/ Electrical Placement Outline

### At Work Work Opportunities

In the workplace you will be offered experience in the following areas:

- Communicating with colleagues and customers
- To work in a team
- Gain an understanding of Health & Safety in the workplace
- Use IT in a work setting – new mobile working systems
- Practical use of hand and mechanical trade specific tools, drills, hand saws, scaffolds, mixers, heavy plant
- Maintaining record systems both paper and electronic
- Potential loan or diarised working
- Research and report specific information

### At College Learning Outcomes

During your work based learning you will achieve the following learning outcomes:

- **National Vocational Qualification** – NVQ Level 2 / 3
- **Key Skills** – Work-related skills such as Communication, Application of Number and IT unless exempt.
- **Technical Certificates** – Intermediate Craft Award. This is an appropriate vocationally related qualification which is externally assessed by exam and will require attendance in college. The external exam assesses the core and trade specific units. There is also a mandatory CITB external exam in Health and Safety.
- **Additional** - Certificates in Manual Handling and First Aid
- **Employment Rights and Responsibilities** – This ensures you have a full understanding of your responsibilities and rights as workers.

### Skills

If you decide to apply for a Flintshire Traineeship, **please highlight your experience / skill in the following areas on the application form.**

- Communication Skills
- Work Experience
- Level 1 - Electrical
- Organisational Skills

This Placement Outline is appropriate for Street Lighting/ Electrical Apprenticeship in the following area:

- Streetscene Services

**Please highlight your preferred placement in the supporting statement section of the application form**

## Flintshire Trainee – Fleet Workshop/ Mechanical Placement Outline

### At Work Work Opportunities

In the workplace you will be offered experience in the following areas:

- Communicating with colleagues and customers
- To work in a team
- Gain an understanding of Health & Safety in the workplace
- Use IT in a work setting
- Practical use of hand and mechanical trade specific tools, drills, hand saws, scaffolds, mixers, heavy plant
- Maintaining record systems both paper and electronic
- Potential loan or diarised working
- Research and report specific information

### At College Learning Outcomes

During your work based learning you will achieve the following learning outcomes:

- **National Vocational Qualification** – NVQ Level 2 / 3
- **Key Skills** – Work-related skills such as Communication, Application of Number and IT unless exempt.
- **Technical Certificates** – Intermediate Craft Award. This is an appropriate vocationally related qualification which is externally assessed by exam and will require attendance in college. The external exam assesses the core and trade specific units. There is also a mandatory CITB external exam in Health and Safety.
- **Additional** - Certificates in Manual Handling and First Aid
- **Employment Rights and Responsibilities** – This ensures you have a full understanding of your responsibilities and rights as workers.

### Skills

If you decide to apply for a Flintshire Traineeship, **please highlight your experience / skill in the following areas on the application form.**

- Communication Skills
- Work Experience
- Level 1 - Mechanical
- Organisational Skills

This Placement Outline is appropriate for Fleet Workshop/ Mechanical Apprenticeship in the following area:

- Streetscene Services

**Please highlight your preferred placement in the supporting statement section of the application form**

## Graduate – Environmental Health (EHRB) Placement Outline

### At Work Work Opportunities

In the workplace you will be offered experience in the following areas:

- Communicating with colleagues and customers both orally and in writing
- Working in a team
- Using IT in a work setting applying various software packages
- Researching and reporting specific information
- Report Writing
- Experience working within the Public Protection sector
- Gain knowledge of appropriate legislation

### At College Learning Outcomes

During your work based learning you will achieve the following learning outcomes:

- **National Vocational Qualification** – EHRB accreditation
- **Key Skills** – Work-related skills such as Communication, Project Management, IT skills
- **Employment Rights and Responsibilities** – This ensures you have a full understanding of your responsibilities and rights as workers.

### Skills

If you decide to apply for this placement, **please highlight your experience / skill in the following areas on the application form.**

- Communication and organisational skills
- Work experience
- Team working
- Project Management
- Degree (or equivalent) in Environmental Health or related topic
- Your passion about the subject

This Placement Outline is appropriate for Environmental Health Graduate Apprenticeship in the following area:

- Public Protection (Environmental Health)

**Please highlight your preferred placement in the supporting statement section of the application form**

Please note that this is a 12 month apprenticeship

## Graduate – Building Surveyor Placement Outline

### At Work Work Opportunities

In the workplace you will be offered experience in the following areas:

- Data analysis and evaluation
- Report Writing and Presentation Skills
- Process Mapping and Project Management
- Specific experience within the Capital Works and Housing Standards sector
- Assist in the delivery of Capital Works contracts in line with the Welsh Housing Quality Standards (WHQS)
- Communicating with stakeholders and with colleagues at all levels of the organisation both orally and in writing
- Using IT in a work setting applying various software packages

### At College Learning Outcomes

During your work based learning you will achieve the following learning outcomes:

- **National Vocational Qualification** – Building Surveying Level 5/6
- **Key skills** – work related skills such as Project Management, Communication, use of IT
- **Employment Rights and Responsibilities** – This ensures you have a full understanding of your responsibilities and rights as workers.

### Skills

If you decide to apply for a Flintshire Traineeship, **please highlight your experience / skill in the following areas on the application form.**

- Communication and organisational skills
- Work experience
- Research and Project Management
- Team working
- ICT skills
- Relevant degree 2:2 or higher (or equivalent) or professional qualification

This Placement Outline is appropriate for a Building Surveyor Graduate Apprenticeship in the following area:

- Regeneration Service

**Please highlight your preferred placement in the supporting statement section of the application form**