



Flintshire
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Flintshire Trainee – Business Administration Placement Outline

<p style="text-align: center;"><u>At Work</u> <u>Work Opportunities</u></p> <p>In the workplace you will be offered experience in the following areas:</p> <ul style="list-style-type: none"> • 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 • Some home working 	<p style="text-align: center;"><u>At College</u> <u>Learning Outcomes</u></p> <p>On your day release at College you will achieve the following learning outcomes:</p> <ul style="list-style-type: none"> • National Vocational Qualification – Level 2/3 in Business Administration • Key Skills – Work-related skills such as Literacy, Numeracy and Digital Literacy 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.
<p style="text-align: center;"><u>Skills</u></p> <p>If you decide to apply for a Flintshire Trainee placement, please highlight your experience / skill in the following areas on the application form.</p> <ul style="list-style-type: none"> • Communication skills • Team working • IT experience • Work experience • Organisational skills • 5 GCSEs Grade C/ 4 or above (or equivalent) including Welsh or English Language and Maths. • Maximum qualification Level 3. 	<p>This Placement Outline is appropriate for Business Administration Apprenticeships in the following areas:</p> <ul style="list-style-type: none"> • Pensions

Flintshire Trainee – Trade Placement Outline

<p style="text-align: center;"><u>At Work</u> <u>Work Opportunities</u></p> <p>In the workplace you will be offered experience in the following areas:</p> <ul style="list-style-type: none"> • Communicating with colleagues and customers • To work in a team • Gain an understanding of Health & Safety in the workplace • Practical use of hand and mechanical trade specific tools, drills, hand saws, scaffolds, mixers, heavy plant • Maintaining record systems both paper and electronic and researching and reporting specific information 	<p style="text-align: center;"><u>At College</u> <u>Learning Outcomes</u></p> <p>During your work based learning you will achieve the following learning outcomes:</p> <ul style="list-style-type: none"> • National Vocational Qualification – Level 2 & Level 3 for the appropriate Trade) • Key Skills – Work-related skills such as Literacy, Numeracy and Digital Literacy unless exempt. • Technical Certificates – This is an appropriate vocationally related qualification which is externally assessed by exam and may require attendance in college. The external exam assesses the core and trade specific units. • 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.
<p style="text-align: center;"><u>Skills</u></p> <p>If you decide to apply for a Flintshire Traineeship, please highlight your experience / skill in the following areas on the application form.</p> <ul style="list-style-type: none"> • 4 GCSEs at grade D/3 or above (grade C/4 or above for Electrical apprenticeship) including Maths and English/Welsh (1st Language) OR Successful completion of a relevant Level 1 programme which must include achievement of numeracy and literacy • Communication Skills • Relevant work experience • Organisational Skills • Maximum qualification Level 3. 	<p>This Placement Outline is appropriate for the trade apprenticeship in the following areas</p> <ul style="list-style-type: none"> • Electrician • Joiner • Builder