

What are 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 2017.

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 Trainees over the summer, so they are ready to start work and enrol at college in 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.

Apprenticeships can last between one and four years depending on the qualification. 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 Apprenticeships

There are a number of Apprenticeships you may wish to consider:

Flintshire Trainees – aimed at School leavers or returners who have 5 GCSE's (A* - C including Maths and Welsh or English). 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 in the Recruitment Booklet)*

- Flintshire Higher Level Trainees - aimed at those who are considering university or the workplace. Applicants will have relevant 'A' levels and 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 or 7 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!

What will you get paid?

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

The rates are as follows:

16 – 17:	£4.05 per hour or £ 7813.17 per annum
18 – 20:	£5.60 per hour or £ 10803.40 per annum
21 – 24:	£7.05 per hour or £ 13600.71 per annum
25 and over:	£7.50 per hour or £ 14468.85 per annum

Multi skilled apprentice rates

Dependant on age the hourly rate will be between £4.50 and £6.96 and between £8,693.78 per annum and £13,436.17 per annum in the first year.

Flintshire Trainees – Traditional Level

This level of apprenticeship is aimed at school leavers or returners who have 5 GCSE's or equivalent (A*-C including Maths and English Language). Flintshire Trainees undertake a level 2 / 3 qualification framework usually over a two year period.

The opportunities that we have available this year are in the following areas:-

- Business Administration (11 placements)
- Health and Social Care (2 placements)
- ICT (2 placements)
- Advice and Guidance (1 placement)
- Libraries (1 placement)
- ICT/Warehousing(1 placement)
- Streetscene (4 placements)
- Multi-skilled (trade – 4 placements)
- AAT Finance
- Countryside

Please note that this opportunity is not open to those qualified above Level 3 (A-Level).

Flintshire Higher Level Trainees

This level of apprenticeship is 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.

The opportunities that we have available this year are in the following areas:-

- Leisure Sports Development
- ICT (Education)
- Building Surveyor

Flintshire Graduate Trainees

This level of apprenticeship is 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 or 7 in the relevant profession.

The opportunities available this year are:-

- Marketing – Leisure Services
- Management – Safeguarding team

How to Apply

- If you wish to apply for any of these placements you will need to complete the online application form available from the Flintshire website (www.flintshire.gov.uk). Follow the link to the Jobs and Careers page – Working for Flintshire – Current Jobs and Vacancies and apply online.
- The first thing you need to do is decide on the qualification that suits you best. You will need to look at the “Placement Outline” for that particular Apprenticeship, which are detailed in the Recruitment Booklet – see link below.
- 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.
- If you believe you have the appropriate skills, then please complete the application form available on the Flintshire website.
- **Please ensure you have a current up-to-date email address on your application form that we are able to contact you on.**

Interview and Recruitment Process

- We will hold two stages of interviews, firstly with our Human Resources and Learning and Development team, and secondly with the recruiting manager for your chosen placement. Please bring any certificates you have with you at the first stage interview.
- Please note the following dates for interviews (all stages of the interview process will be held at Northop College, Northop.).
- 1st Stage Interviews – week commencing 29th May 2017
- 2nd Stage Interviews – If successful after your 1st stage interview you will be invited to a 2nd stage interview which will take place on either the 13th, 14th or 15th June 2017 depending upon your availability.
- If successful we will commence our standard pre-appointment checks before our final offer of appointment and we will need to check your results once received on result day!!
- Once an appointment is accepted you will receive written confirmation, along with a start date. Please note that the provisional start date for this year’s intake will be Monday 11th September 2017. This will be confirmed at a later date.