



Flintshire
Academi
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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
- Some home working

At College Learning Outcomes

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

- **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.

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 GCSEs Grade C/ 4 or above (or equivalent) including Welsh or English Language and Maths.
- Maximum qualification Level 3.

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

- Revenues Service
- Streetscene and Transportation – Administration team
- Benefits Service
- Flying Start
- Housing – 1 x Admin team / 1x Capital works
- Payroll
- Pensions
- Domestic Energy

Please highlight your 1st & 2nd choice placement in the supporting statement section 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 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 (often 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 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 /4 or above (or equivalent) including Welsh or English Language and Maths
- Maximum qualification Level 3 (A-Level).

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

- IT Business Systems

Flintshire Trainee – Housing Placement Outline

At Work Work Opportunities

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

- Communicating with colleagues and tenants 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

At College Learning Outcomes

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

- **National Vocational Qualification** – Level 2/3 in Housing Practice
- **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.

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 GCSEs Grade C/ 4 or above (or equivalent) including Welsh or English Language and Maths.
- Maximum qualification Level 3.

This Placement Outline is appropriate for Housing Apprenticeships in the following areas:

- Housing

Flintshire trainee – Youth Worker 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 	<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 • 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. <p>Employment Rights and Responsibilities – This ensures you have a full understanding of your responsibilities and rights as workers</p>
<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 Youth Worker Apprenticeship in the following area:</p> <ul style="list-style-type: none"> • Youth Services

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"> • Level 1/2 in a relevant trade or 3 GCSEs (A* - D / 3 – 9) including Welsh or English Language and Maths • 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"> • Plasterer

Flintshire Trainee – Graduate 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
- Gain knowledge of appropriate legislation
- Work experience in an appropriate role related to the qualification

At College Learning Outcomes

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

- An appropriate Chartered Institute qualification or Master's degree at level 5/6 or 7

Skills

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

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 a related topic
- A passion for the subject

This Placement Outline is appropriate for the Graduate apprenticeship in the following areas:

- Legal Services (CILEX/CPQ Level 5)
- Accountancy (CIPFA/CIMA)
- Environmental Health Officer (Post-Graduate registered Environmental Health Practitioner – 12 months)
- Bio Diversity (MSc Environmental Science)

Flintshire Trainee Degree Apprenticeship 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
- Researching and analysing data
- Researching and reporting qualitative information
- Report Writing
- Project Management
- Work experience in an appropriate role related to the qualification

At College Learning Outcomes

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

- BEng (Hons)
Low Carbon Energy, Efficiency & Sustainability

Skills

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

- Communication skills
- Organisational skills
- Work experience
- Team working
- 48-72 UCAS tariff points from appropriate level 3 qualification such as A Levels
- 5 GCSEs at grade A*-C, including Maths and English Language/Welsh
- Maximum Level 4 (A-Level) qualification

This Placement Outline is appropriate for the Graduate apprenticeship in the following areas:

- Housing Capital Maintenance & New Build Development