



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:

- Social Services – Administration team
- Streetscene and Transportation – Administration team
- Benefits Service
- Revenues Service
- Housing – 1 x Admin team / 1x Capital works
- Social Value Team
- Archives
- Youth Justice Team
- HR – Employment Services

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 Communications
- IT Infrastructure
- IT Workplace Technologies
- IT Business Support and Performance (Planning and Environment)

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

Flintshire Trainee – Customer Service 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
- Providing an efficient service to the customer
- Using IT in a work setting applying various software packages
- Practical use of office equipment
- How to deal with customers and provide appropriate advice and guidance
- Maintaining record systems both paper and electronic

At College Learning Outcomes

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

- **National Vocational Qualification – Level 2/3/in Customer Service**
- **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 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 Welsh or English Language and Maths.
- Maximum Level 3 (A-Level) qualification
- Welsh language skills at level 4 (Speaking and Listening)

This Placement Outline is appropriate for Customer Service Traineeships in the following areas:

- Connects and Contact Centre

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 a range of Streetscene services (including Highways, Waste and Recycling, Street Cleansing, Street Lighting and Grounds Maintenance)
- Additional qualifications such as HGV and Forklift Truck driving in the second year

At College Learning Outcomes

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

- **National Vocational Qualification** – Level 2 in Horticulture
- **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 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
- 3 GCSEs (A*-G / 1 – 9) or equivalent (or relevant experience)
- Maximum level 3 qualifications

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

- Streetscene Services (2 placements available based at the Alltami Depot)

During the second year if you are able to drive we will support you in obtaining a HGV licence

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 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 Maths/ English language or Welsh - 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"> • Builder • Plasterer • Joiner • Painter & Decorator • Highways Construction

Flintshire Trainee – 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
- Practical use of hand and mechanical trade specific tools, appropriate to the role
- Maintaining record systems both paper and electronic and researching and reporting specific information

At College Learning Outcomes

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

- **National Vocational Qualification** – Level 2 (level 2 & Level 3 for Electrician)
- **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.

Skills

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

- Level 1/2 in a relevant trade or 3 GCSEs (A* - C / 4 – 9) including Maths/ English language or Welsh
- Communication Skills
- Relevant work experience
- Organisational Skills
- Maximum qualification Level 3

This Placement Outline is appropriate for Electrician Apprenticeship:

- Streetscene and Transportation – Street lighting section

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
- Some home working

Skills

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

- Communication skills
- Team working
- Work experience
- Organisational skills
- 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

At College Learning Outcomes

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

- **Relevant Degree level qualifications**
 - BEng (Hons)
Low Carbon Energy, Efficiency & Sustainability
 - BSc Applied Data Science

This Placement Outline is appropriate for Degree Apprenticeship in the following areas:

- Planning, Environment & Economy
- Governance

Flintshire Trainee – Childcare Placement Outline

At Work Work Opportunities

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

- Communicating with colleagues and children
- Working in a team
- Gaining an understanding of Health & Safety in the workplace
- Preparing materials for activities
- Preparing healthy snacks and drinks
- Providing an inclusive, enriched play environment

At College Learning Outcomes

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

- **National Vocational Qualification** – Level 2 in Childcare, Learning and Development
- **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
- Work experience with children
- 3 GCSEs Grade D/ 3 or above (or equivalent) including Welsh or English Language and Maths.
- Maximum qualification Level 3.
- Welsh language skills at level 1 (Speaking and Listening)

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

- Flintshire Creche and Childcare Service

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 Management
- Housing and Prevention Services

Flintshire Trainee – Civil Engineering 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 to create CAD drawings and design
- Maintaining record systems both paper and electronic
- Assisting with structural inspections
- Researching and reporting on procurement information
- Supporting on design projects

At College Learning Outcomes

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

- **National Vocational Qualification** – Level 3 diploma in construction and the built environment
- **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
- Problem Solving 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 Civil Engineering Apprenticeships in the following areas:

- Streetscene and Transportation