



Flintshire Trainees

at Flintshire County Council

Recruitment Pack
2015



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 2015.

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 earning money, at the same time.

At Flintshire we recruit 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's the opportunity to get hands-on experience and on-the job training, whilst gaining industry recognised qualifications.

Traineeships 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 dependant 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 English). Apprentices undertake a level 2 / 3 qualification framework usually over a two year period.
- Flintshire Higher Level Trainees - aimed at those who are contemplating University or the workplace. Applicants will have relevant "A levels" and undertaken an appropriate level 4 / 5 qualification.
- Flintshire Graduate Trainees – aimed at those wanting to enter the workplace post university and obtain professional qualifications. Graduates will have a degree and undertake professional qualifications at level 5 / 6 in relevant professions.

Work Experience

Your workplace experience will involve doing a job of work that is 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!

Opportunities available:

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

Flintshire Trainees Level 2 / 3

- Business Administration NVQ 2/3 (12 placements)
- Customer Service NVQ 2/3
- Sports Development NVQ 2/3
- AAT – Accountancy NVQ 2/3
- Food Production and Cooking NVQ 2
- Countryside Management NVQ 2
- Schools and Management Information – IT User Level 2
- Trade (5 placements)

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

Flintshire Higher Level Apprentices Level 4 / 5

- Sports Development
- ICT

Please note that the Higher Level Apprenticeships are not open to those qualified above Level 4.

Graduate

- Energy Conservation
- Social Services Policy and Research
- Graduate Trainee Surveyor

Eligibility

Graduates will have a degree and undertake professional qualifications at level 5 / 6 in the relevant profession.

On the Supporting Statement of your application form, you must state which opportunity you are interested in.

What will you get paid?

All our trainees are paid National Minimum Wage. The hourly rate / salary is dependant on age. The rates are as follows:

16 – 17:	£3.79 per hour or £7311 per annum
18 – 20:	£5.13 per hour or £9896 per annum
21 or over:	£6.50 per hour or £12539 per annum

*Trade Apprentice rates vary depending on discipline.

The Process and How 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 (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 Traineeship, which are enclosed within this pack. 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 go on to 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.

For more information on the placements available and the service areas they are working in, please visit our microsite page (www.trainees-flintshire.co.uk). Please note you will be directed back to the main Flintshire Recruitment page to apply.

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 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 including English and Maths or equivalent.
- Maximum qualification Level 3 (A-Level).

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

- Business Support Services (Education and Youth)
- Capital Works Team (Community and Enterprise)
- Directorate Support Services (Environment)
- Facilities Services (Organisational Change)
- Financial Assessment Team (Children's Services) x 2
- Housing Asset Management x 2
- Learning and Development (People and Resource)
- Legal Services (Governance)
- Revenues and Benefits (Community and Enterprise)
- Youth Provision (Youth Service and Youth Justice)

Please highlight your preferred placement in the Supporting Statement of the application form

Flintshire Trainee – Customer Services 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 customer complaints
- 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 – NVQ 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 Traineeship, **please highlight your experience / skill in the following areas on the application form.**

- Communication skills
- Team working
- IT experience
- Work experience
- Organisational skills
- Minimum Level 2 (GCSE's) Grade C English and Maths
- Maximum Level 3 (A-Level) qualification

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

- Housing Asset Management
- Flintshire Connects

Please highlight your preferred placement in the Supporting Statement of the application form

Flintshire Trainee – Sports Development 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
- 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 – NVQ 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 Traineeship, **please highlight your experience / skill in the following areas on the application form.**

- Communication skills
- Team working
- IT experience
- Work experience
- Organisational skills
- Minimum Level 2 (GCSE's) Grade C English and Maths
- Maximum Level 3 (A-Level) qualification

This Placement Outline is appropriate for Sports Development in the following areas:

- Active Flintshire – Sports Development

Please highlight your preferred placement in the Supporting Statement 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
- Minimum Level 2 (GCSE's) Grade C English and Maths
- Maximum Level 3 (A-Level) qualification

This Placement Outline is appropriate for AAT Accountancy Traineeships in the following areas:

- Education and Youth Finance

Please highlight your preferred placement in the Supporting Statement of the application form

Flintshire Trainee – Food Production and Cooking 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 food safety when storing, preparing and cooking food
- Producing a range of hot and cold foods

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 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
- Minimum Level 2 (GCSE's) Grade C
- Maximum Level 3 (A-Level) qualification

This Placement Outline is appropriate for Food Production and Cooking Traineeships in the following areas:

- Facilities Catering

Please highlight your preferred placement in the Supporting Statement of the application form

Flintshire Trainee – Countryside Management 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
- Developing and improving access to the countryside
- Preparing plans for parks, woodland, grassland and forestry
- Working in the local heritage centres

At College Learning Outcomes

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

- **National Vocational Qualification – NVQ 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 (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
- Minimum Level 2 (GCSE's) Grade C
- Maximum Level 3 (A-Level) qualification

This Placement Outline is appropriate for Countryside Management Traineeships in the following areas:

- Greenfield Valley Heritage Park
- Countryside Services

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 including English and Maths or equivalent.
- Maximum qualification Level 3 (A-Level).

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

- IT Schools Management Information

Please highlight your preferred placement in the Supporting Statement of the application form

Flintshire Trainee – Trade 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 in the appropriate Trade
- Organisational Skills

This Placement Outline is appropriate for the following Trade Apprentices:

- Plumber
- Plasterer
- Bricklayer
- Electrician
- Joiner

Please highlight your preferred placement in the Supporting Statement of the application form

Higher Level Apprentice – Sports Development 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
- Report Writing and some Project Management

At College Learning Outcomes

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

- **National Vocational Qualification** – Level 4 / 5
- **Key Skills** – Work-related skills such as Communication, Application of Number and IT unless exempt.
- **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
- Organisational skills
- Project skills
- Team working
- ICT
- 2 A-Levels or equivalent including P.E
(Maximum level of qualification Level 4)

This Placement Outline is appropriate for the following Sports Development Apprentices:

- Active Flintshire – Sports Development

Please highlight your preferred placement in the Supporting Statement of the application form

Higher Level Apprentice – ICT Placement Outline

At Work Work Opportunities

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

- Communicating with colleagues and customer at all levels of the organisation both orally and in writing
- Working in a team and as an individual
- Using IT in a work setting utilising various software packages
- Managements of business relations between IT and our customers. Working as a customer advocate within IT and as a point of contact for queries, complaints or requests
- Working with managers and technical colleagues to help identify and deliver IT solutions to meet their business requirements
- Management and maintenance of IT business systems
- Organising meetings and assisting with follow up activities
- Report Writing and statistical analysis
- Providing support in the management of formal projects
- Marketing of IT and promotion of our services through our intranet and self-service facilities.

At College Learning Outcomes

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

- **National Vocational Qualification** – Level 4 / 5
- **Key Skills** – Work-related skills such as Communication, Application of Number and IT unless exempt.
- **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
- Organisational skills
- Project skills
- Team working
- ICT
- 2 A-Levels or equivalent (Maximum level of qualification Level 4)

This Placement Outline is appropriate for the following Apprentices:

- I.C.T Higher Level

Please highlight your preferred placement in the Supporting Statement of the application form

Graduate – Energy Conservation 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 Energy Efficiency in a wide range of buildings with a variety of functions
- Using IT in a work setting applying various software packages
- Researching and reporting specific information
- Report Writing
- Project Management on a variety of energy schemes
- Specific experience within the Energy sector including associated legislation
- Gain knowledge of Renewable Energy technologies
- Utility Tariffs and contracts

At College Learning Outcomes

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

- **Qualification** – Chartered Institute of Energy Management
- **And/Or** – Masters degree in Energy Management

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
- Team working
- Project Management
- ICT skills
- Degree (or equivalent) in Energy Management/ Electrical or Mechanical Engineering/ Building Surveying/ Environment
- Your passion about the subject

This Placement Outline is appropriate for the following Energy Conservation Graduate Traineeship:

- Energy Unit

Please highlight your preferred placement in the Supporting Statement of the application form

Graduate – Social Services Policy and Research Placement Outline

At Work Work Opportunities

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

- Researching current, and projecting future, social care needs
- Data analysis and evaluation
- Researching service models that promote wellbeing, including community based support
- Supporting the transfer of local authority services to employee/ citizen/ service user led service models
- Report Writing and Presentation Skills
- Process Mapping and Project Management
- Specific experience within the Social Care sector
- Communicating with citizens 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 – Level 5**
- **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.**

- Research and evaluation experience
- Communication skills
- Organisational skills
- Project Management
- Team working
- ICT skills
- Degree (or equivalent) at 2:2 or above

This Placement Outline is appropriate for the following Social Services Graduate Traineeship:

- Social Work (Policy, Research, Law)

Please highlight your preferred placement in the Supporting Statement of the application form

Graduate – Trainee 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**
- **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.**

- Research and evaluation experience
- Communication skills
- Organisational skills
- Project Management
- Team working
- ICT skills
- Degree (or equivalent) at 2:2 or above

This Placement Outline is appropriate for the following Graduate Trainee Surveyor apprenticeship:

- Capital Works Unit

Please highlight your preferred placement in the Supporting Statement of the application form