

Apprenticeships

An Apprenticeship with Southern Electric Contracting is not only rewarding but varied and interesting. There are plenty of opportunities to learn a wide range of skills and become qualified in a trade.

What is an Apprentice?

“A person who enters into a contract to undertake a training programme designed to make them competent in a range of skills, to the benefit of both the trainee and the employer”

We apply all of these principles to our apprentice training programme. As a company we are committed to ensuring that all apprentices receive high quality training covering a broad range of skills. This is backed up by an elite band of Electricians who have been specially selected to pass on their wealth of experience and technical knowledge to our apprentices.

In return for all this, we expect every one of our apprentices to demonstrate their commitment by undertaking all aspects of the training programme with enthusiasm and determination, and to a high degree of success.

What to expect from your apprenticeship

As part of our commitment to providing the best training possible, all apprentices are registered on an approved Apprentice Training Scheme. This is enhanced by additional training tailored to suit the Company's own standards, creating what is probably one of the most comprehensive apprenticeship schemes on offer in the Building Services Industry today.

All apprentices begin their training period with a week long Induction Course which is usually held during July or August. The course covers everything you will need to know ranging from the essentials of Health and Safety to how you get paid and everything in-between. At the end of the Induction Course you will join your local depot in readiness for the start of your college training.

There are four stages to our Apprenticeship scheme. Progression through the stages depends on you passing the required tests and completing your NVQ* portfolio, however the quicker you learn, the quicker you can progress. On average, it usually takes around four years to complete the training programme from start to finish.

The four stages of an apprenticeship are detailed below:

- **Stage 1** – The first stage of your training programme will be split between attending college and assisting qualified staff on-site.
- **Stage 2** – Your college based training continues into the second stage of the programme but around 80% of your time will now be spent on-site. By this stage you should find yourself assisting qualified staff with basic installation work. The remaining 20% of your time will be spent at college learning advanced theory.
- **Stage 3** – You will now spend almost all of your time gaining experience on-site. You will begin to carry out tasks with minimum supervision and as your confidence and ability increase the amount of supervision will reduce further. You will also need to continue to collect evidence for your NVQ* Portfolio.
- **Stage 4** – You will now be expected to plan and carry out a range of routine tasks on your own. The range and complexity of the tasks will be gradually increased as your skills develop. Your Apprenticeship ends when you achieve the NVQ* level 3, and any other component parts of the apprenticeship framework, including Key Skills and any appropriate trade tests.

Each stage takes approximately 1 year to complete. Periods spent on-site will normally be within our Building Services Business but there will be opportunities to spend time within other, more specialised, work streams.

Record of Training

Throughout your apprenticeship you will need to keep a record of your training and on-site activities in a training diary. This will help you build up the evidence needed to complete your NVQ* Portfolio.

Progress Reviews and Assessments

You will have regular progress reviews during your period of training when you will be expected to show a high level of self motivation and achievement. Your college will also carry out regular assessments of both your practical skills and your NVQ* Portfolio.

How do I Apply?

We normally invite you to apply any time from October until the closing date for applications which is the end of February each year.

If you are aged between 16 and 18 and would like to apply you will need to have, or expect to achieve, four GCSE's at grade C or above or equivalent. One of these must be Maths and ideally the others will include, English, Science and a craft related subject such as Design Technology.

Applications are particularly welcome from college students also studying for a relevant qualification. You will also need to demonstrate a genuine interest in having a career in the Building Services Industry. Any practical experience, such as DIY, car or bike maintenance etc. will support your application. Please check the map at the back of the folder and make sure that you either live near or are within easy travelling distance of one of the listed locations.

Selection Process

The selection process is split into three separate stages:

1. Initial short listing of applications
2. A number of ability tests designed to measure your natural aptitude for work of a technical nature
3. An interview with the local manager which will include a number of practical assessments

* SVQ in Scotland

Progression to the next stage within the selection process will be dependent on meeting certain standards and benchmarks.

If you are successful you will be asked to undergo a thorough medical that will include drug and alcohol screening. A final decision and any offer of employment will be based upon the satisfactory results of the medical examination. For safety reasons, we may be unable to offer employment to individuals with certain medical conditions such as colour blindness or epilepsy.

Terms and Conditions of Employment

Listed below are the basic terms and conditions that you may wish to know about before applying for a place on the scheme. The full terms and conditions are normally sent with the offer of employment; however a copy can be obtained by contacting our Personnel Department if required.

Hours of Work

You will normally work a basic 37 hours per week, Monday to Friday although in some areas a basic week can be 40 hours.

Holiday Entitlement

All employees are entitled to 22 days paid holiday each year, plus any statutory holidays.

Please note that it will be a condition of your contract that holidays are not taken during college attendance times or other previously scheduled training.

Salary

Payment will be made by credit transfer directly into your Bank or Building Society Account on or around the 23rd of each month.

Grading

If you have no formal electrical/mechanical/plumbing qualifications when you start your apprenticeship with us you will be graded as a stage 1 apprentice. If you do have a relevant formal qualification then you will be graded at the stage appropriate to your qualifications, provided that they fully satisfy the grading criteria and you have the necessary practical experience.

Travel Arrangements

You should expect to make your own way to the local office or worksite and your college or training centre.

Benefits

As an apprentice you will be entitled to the following:

- Personal Tool Kit
- Free Corporate Clothing
- Financial assistance for driving lessons (up to a max. of £500)
- Pension Scheme (for over 18's)

Southern Electric Contracting Ltd
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RG1 8BU

Tel. 0118 953 4091
www.sec.eu.com

If you are interested in an apprenticeship with us and meet the minimum selection criteria, please complete the enclosed application form, marking it clearly with which depot you are applying for, and return to the Training & Development Department at the address opposite.