

APPRENTICESHIPS.

A GENIUS DECISION.

INFORMATION PACK

**CIVIL ENGINEERING
APPRENTICE
HIGHWAYS & MUNICIPAL**



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A WORD OF WELCOME

We would like to welcome you to Gwynedd Council's Apprenticeship Information Pack!

If you're looking for the perfect opportunity to start your career but not sure where to start, following an Apprenticeship could be the next step for you.

The aim of our handbook is to offer guidance to individuals who are at an exciting stage of choosing their desired career path, providing an overview of our opportunities as part of Gwynedd Council's Apprenticeship Scheme.

Choosing apprenticeship route is just the beginning of your journey as it can lead you to a number of exciting paths, such as securing a permanent job, or allowing you to continue to develop your skills and follow higher level apprenticeships.

We are confident that the majority of the information you need is to be found in the handbook, but we would like to take this opportunity to emphasise that it is a living package and therefore changes can be made as our circumstances change.

We hope that this handbook will inspire you to follow an apprenticeship and that our opportunities will appeal to you.

Thank you for taking the opportunity to consider our apprenticeship opportunities, and do not hesitate to contact us if you require any further information.



A WORD OF WELCOME



As a Council, we want to ensure good jobs for the people of Gwynedd and as one of the largest employers in the county, it is important that we continue to develop a quality workforce for the future. offers experience of working alongside specialist officers, as well as ensuring training, developing skills and qualifications while working, the scheme will be a great foundation for people looking to pursue a professional career here in Gwynedd and contribute to our aim of ensuring good job opportunities for the county's young people.

Councilor Nia Wyn Jeffreys
Cabinet Member for Corporate Support

When you think about what local government does, what is the first thing that comes to your mind: Tax collection, litter picking or running libraries perhaps? If one of these answers comes first, you are absolutely right, but you may not be aware of the range of services and other functions that local government undertakes. Every day, Gwynedd Council provides a wide range of services across our County including educating our children, caring for our people, cleaning our streets, looking after our well-being and promoting our local businesses so that they can succeed. The main thing that enables us as a Council to succeed in doing this above all is the staff who work here. The Council is full of people who have chosen to work here because they want to help the people of Gwynedd and make a difference to the communities and the environment in which we live.

Geraint Owen
Head of the Corporate Support Department



WHAT IS AN APPRENTICESHIP?

An apprenticeship is an opportunity to develop your career by working with experienced people, getting qualifications and earning a wage at the same time!

Apprenticeships are designed around frameworks and standards that are a combination of nationally recognised qualifications.

To become an apprentice you will have to be in employment. As your employer we will offer you workplace experiences in your chosen field, and we will support you to successfully complete your apprenticeship.

As a Council we are delighted to be able to offer the highest quality opportunities and look forward to welcoming our apprentices to our organisation.

FAQs

Who can apply for an apprenticeship?

Anyone can apply if they are 16 or over, living in Wales and not in full-time education.

Where would the training be held?

You would be released from work, to study in College or University or you could follow a distance-learning programme, if the provision is work-based only.

How many hours must an apprentice work?

The apprentice must be employed for at least 16 hours a week.

Which qualifications will I study?

This is dependent on the apprenticeship programme. Apprenticeship frameworks include qualifications for all levels.

What will be the length of the apprenticeship?

Apprenticeships can take between 12 and 36 months to complete, dependant on the specific needs of the qualifications and placement

Is there an age limit?

No, but there is a priority for young people between the ages of 16 to 19.

CIVIL ENGINEERING

The Highways and Municipal Department looks after assets and provides important services in order to ensure a clean and safe environment for the residents of Gwynedd. They are responsible for maintaining Highways, street lighting, street cleaning, and waste collection and recycling.

As an apprentice in the highways and Municipal field you will be expected to be part of a number of projects completing county maintenance work as well as working on dual carriageways.

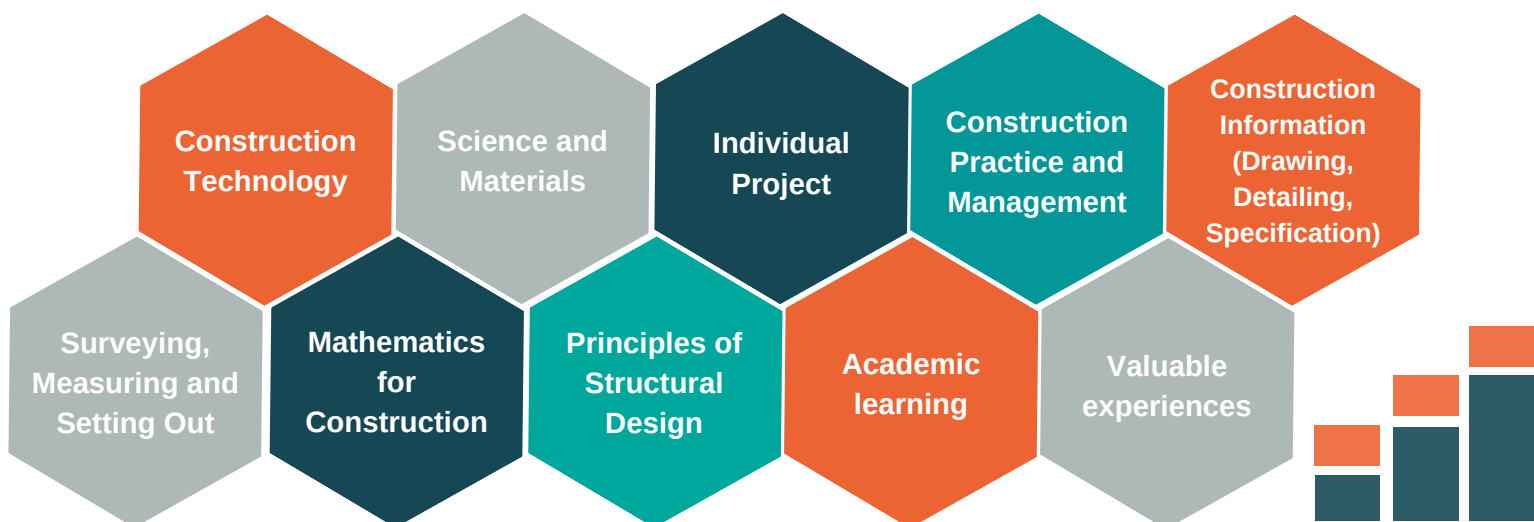
Maintaining highways is important to ensure that Gwynedd's businesses and residents are able to move freely and safely within the County and in order to ensure this, the Council maintains 2,697 kilometers of county roads together with 199 kilometers of Trunk Roads (namely highways of importance). on behalf of the Welsh Government).

Gwynedd Council is also responsible for leading a partnership of seven Councils in North and Mid Wales to manage and maintain 1100km of trunk roads (the Welsh Government's major national highways). We also have an agreement to maintain the A55 across Anglesey which is a unique arrangement.

In addition to this, our Highways works Service is responsible for the maintenance and dealing with accidents and incidents arising from severe weather.

This Apprenticeship integrates academic learning and provides valuable experiences working in the field. As a result, you as an apprentice will gain practical experiences and develop a greater understanding of design, construction and planning.

We are looking for an individual with an interest in Civil Engineering who is willing to learn and develop their skills while working. We are also looking for an individual who can communicate with confidence, work as part of a team, and demonstrate their potential to succeed as an apprentice.



What opportunities will be available to me as I follow my apprenticeship?

Following an apprenticeship will open many doors for you and offer various opportunities to develop your skills and prepare for the world of work.

CONTINUOUS DEVELOPMENT

An important part of doing an apprenticeship is to ensure that you continuously develop. During the apprenticeship you will be assessed through a combination of the following methods:

- Completion of portfolio of evidence
- Observations in the workplace
- Theoretical tasks and tests

DELIVERY METHODS

The apprenticeship will be delivered through a combination of the following methods:

- Experiences at work
- Sessions in the college to complete tasks and theory tests

THE NEXT STEPS

On successful completion of this program, you will have a number of options for the future in terms of education and the world of work.

You could specialise or choose a job in the following areas:

- Civil Engineering
- Structural Engineering
- Highway Engineering



THE BENEFITS

There are many benefits from following an apprenticeship route.
Here are just a few of them...

Learn skills essential to the job

Whilst working with experienced staff, you will have the opportunity to learn from team members, develop your skills and gain confidence in your field.

01

02

Gain valuable experiences

As you take on the role of an apprentice you will have the opportunity to learn about your responsibilities as you work. We will take into account that you have no previous experience in the field, and offer you the best possible opportunities to learn!

Complete recognized qualifications in your field

The qualifications you follow are sure to open new doors for you. They are qualifications recognized by employers, and our apprenticeship fields are developing rapidly in present time.

To receive training of the highest standard

You will complete your qualifications working closely with an educational organisations. The organisation will depend on your area, but all organisations are committed to providing our apprentices with a high quality service.

03

04

Receive experienced support and assistance

While working in your field, you will have a placement mentor, and a mentor from the College who will offer you support. They can help you in your day to day role, or with your college work - just ask!

05

06

Self Development

Gwynedd Council encourages all staff to continue to develop themselves once they have secured a post. You will have the opportunity to develop yourself further and take advantage of our in-house courses once you are in your role.

And of course, by following an apprenticeship in Gwynedd Council you will...

**EARN A
SALARY
WHILST
YOU WORK**

If going to College or University doesn't feel like the next natural step for you, taking an apprenticeship would enable you to work, earn, gain a qualification and benefit from the valuable work experience. If you live in Wales, over 16 years of age, and not in full-time education, an apprenticeship can be the perfect opportunity for you to develop your career.

**WORK IN A
WELSH
ENVIRONME
NT**

Gwynedd Council can also offer you the opportunity to work every day in a Welsh environment. The Welsh language is part of our culture, and receiving an apprenticeship with us would be the perfect opportunity for you to be part of this atmosphere.



THE BENEFITS

In addition there are many benefits to be gained from working for Gwynedd Council

- ✓ You will work in a Welsh environment
- ✓ You will be able to join the Local Government Pension Scheme
- ✓ You will have 24.5 days holiday, plus 8 days bank / public holidays
- ✓ You will be part of our Flexible Hours Scheme
- ✓ You will benefit from a range of internal and external training and development opportunities.
- ✓ Take advantage of a cycle to work scheme
- ✓ Being part of the credit union
- ✓ Benefit from discounts in local and national stores
- ✓ Take advantage of the Children's Play Scheme
- ✓ Support for a healthy life

WHAT IS AN APPRENTICE'S SALARY?

This is Gwynedd Council's Apprentice Scale (in line with the National Minimum Wage).

Apprentice (age)	Annual salary
16 - 17	£8,913.27
18 - 20	£12,656.08
21 - 22	£16,128.78
23+	£17,189.88



THE APPLICATION PROCESS



Step 1:
The Application
Form



Step 2:
Experiences



Step 3:
Preparation



Step 4:
The Recruitment
Centre

THE APPLICATION FORM

- Use the guidance on the Apprenticeship website to complete your application.
- Be mindful of your spelling and grammar, and remember to re-read your application before you submit it.

EXPERIENCES

- Try to tailor your experiences to correspond with what we are looking for.
- Use a variety of experiences that offers the best overview of your skills.
- If you are unsure of what to include, ask a friend, a tutor, or someone you trust to give you ideas and advice!

PREPARATION

- It would be wise to research into the Council before applying to learn more about the challenges we are facing at the moment.
- Summarise in a sentence why you are applying, and list your strengths - you will be surprised at what you have to offer!

THE RECRUITMENT CENTRE

- Congratulations on securing your place at the recruitment centre!
- Remember why you have applied for an apprenticeship.
- Remember what you have to offer.
- Remember to be yourself and enjoy the day!



APPLICATION GUIDANCE

It is important that your application focuses on information that is relevant to the job, and that it is presented concisely and clearly.

You should look carefully at the Person Specification to ensure that your application meets our requirements.

When completing the Further Information section of your Job Application, we will ask you to answer specific questions following a structure and guidelines, and stick to the word count.

We will consider the following when we shortlist.

1

You can use examples of your employment, experiences you have gained through school or college, work experiences, hobbies or / and voluntary work you have completed.

2

As communication and language accuracy in Welsh and English is essential, we encourage all applicants to complete the form in Welsh.

3

Following the structure and guidelines that have been identified will be advantageous in terms of application.

4

When describing your examples, you should detail your skills, strengths and experiences.

Skills - What you can do.

Strengths - The skills you do best.

Experiences - What you have done that demonstrates your skills and strengths.



WHAT MAKES THE PERFECT APPRENTICE?



SHOW THE APPROPRIATE BEHAVIOUR AND ATTITUDE

- Be fair and able to treat others with respect
- Be helpful and courteous



SHOW COMMITMENT TO WORK

- Be responsible for carrying out the duties of an apprentice role to the highest level
- Fulfil all required duties
- Understand the importance of equal opportunities



CONTRIBUTE TOWARDS RESULTS OF WORTH

- Contribute to the success of the organisation, the team and service
- Be able to organise your own time



WORKING AS PART OF A TEAM

- Be able to work as part of a team
- Contribute towards team meetings and communicate regularly and effectively with other team members



COMMUNICATING WITH CONFIDENCE

- Be able to communicate with confidence in Welsh and English
- Be able to show the appropriate skills to communicate effectively with any audience



COMMITMENT TO LEARNING

- Commit to your development to fulfil your job and apprenticeship
- Continuously identify and implement personal development needs



UNDERSTAND WHAT IS REQUIRED TO WORK FOR THE COUNCIL

- Understand the challenges that is facing the Council
- Pursue opportunities to be creative and innovative
- Ensure that the people of Gwynedd is central to everything that you do



CREATING AN EFFECTIVE APPLICATION

IMPORTANT POINTS (which we will consider when shortlisting)

- As communication and language accuracy in Welsh and English is essential, we encourage you to complete the form in Welsh
- Following the structure and guidelines below will be beneficial to your application
- In your examples, you should detail what you did and the impact it has had
- Write no more than 200 words per point below

1. WHY APPLY FOR THIS APPRENTICESHIP?

Explain why you're applying for this apprenticeship in particular. Remember to note your interest in the field and why this apprenticeship appeals to you.

2. APPROPRIATE BEHAVIOUR AND ATTITUDE

Describe one event that shows you demonstrated correct and professional behavior or responded positively to a difficult situation you faced – e.g. showed respect, positive attitude, collaboration, motivating people, using appropriate language.

3. COMMITMENT TO WORK

Describe one event that shows you contributed to outcomes of value when working on a task or project.

4. CONTRIBUTE TO RESULTS OF WORTH

Describe one event that shows you contributed to the success of a project or event.

5. WORK AS PART OF A TEAM

Describe one event that shows you worked effectively as part of a team.

6. COMMUNICATE WITH CONFIDENCE

Describe one event that shows you communicated confidently orally or in writing to individuals or to a group.

7. COMMITMENT TO LEARNING

Describe one event that demonstrates your willingness to learn.

8. UNDERSTAND WHAT IS REQUIRED TO WORK FOR THE COUNCIL

Explain why you want a career with the Council

CREATING AN EFFECTIVE APPLICATION

Are you keen to fill in an application form but not sure how to structure your answers? How about using the PREP method?

P

POINT

Start by answering the question: "I believe that..."

I believe that one of my main strengths is my written communication skills.

R

REASON

Then give an explanation: "And the reason why I believe this is..."

I believe this because I can structure my answers clearly on paper, and take the time to construct my answer before noting it.

E

EXAMPLE

Provide an example that supports your situation: "For example, only last week..."

For example, I managed to persuade my school council that our football team needed a new kit by writing them a letter.

P

POINT

Finish by summarising your point: "And that's why I believe that..."

I believe that this is a good example of how I have succeeded by using my written communication skills.



THE RECRUITMENT PROCESS

Here is an overview of the recruitment process:

STEP	WHAT?	HOW?	WHEN?
1	Online application	<ul style="list-style-type: none"> Complete your online application. We will shortlist by 12/05/21 Only shortlisted applicants will be contacted. STEP 2 will accommodate up to 4 applicants. 	07/04/21 until 06/05/21
2	Recruitment Centre	The Recruitment Centre will be a combination of tasks and an interview.	20/05/21
3	Appoint	We will appoint on the basis of assessing the information from the recruitment centre and references.	June 2021

The Recruitment Centre is a great opportunity for you to show your potential to become an apprentice.

If you are not familiar with a Recruitment Centre, here are a few points that may help you:

- The main purpose of the Recruitment Centre is to ensure that you have the opportunity to show your potential, behaviour and attitude.
- We will assess candidates using the principles of the Perfect Apprentice.
- The Recruitment Centre will consist of two tasks and an interview.
- The tasks will focus on the content of the following elements - communication and creativity, behaviour and attitude.
- During the interview, we will ask five questions. We will give everyone a copy of these questions before the interview. You will be expected to answer one of the questions in English.
- Don't worry, we will present the expectations in full at the start.

