

Job Title	Engineering Apprentice
Reporting to	Engineering Training Manager
Post Number	JD962v4
Department	Engineering
Location	Engineering Training Procurement Building

Job Purpose

- To develop the practical skills and fulfil the academic requirements to become competent and certified engineer for the engineering department at HPUK.
- To undertake and satisfactory complete all aspects of the 4 year “Apprenticeship scheme”.

Main activities and responsibilities

- Complete a BTEC level 3 diploma in Mechanical/Electrical Engineering.
- Complete NVQ Level 3 qualification for a designated Pathway.
- Collect evidence to support the NVQ process and for future reference.
- Undertake a continual review process
- Complete all training appropriate to the requirements of the engineering department.
- Become competent in the skills sets required of a qualified engineer at HPUK.
- To undertake a planned rotational scheduled visit to all engineering departments and any other HPUK areas required.
- For final year placement within the apprenticeship program to undertake specific job role training.

Scope of the role

The Apprentice will be responsible:-

- Under the Health and Safety at Work Act 1974 for all work activities that affect themselves & others.
- For their own conduct and behaviour.
- For the general housekeeping of all nominated work areas and associated assets advising your direct report of any concerns.
- For all company assets.

- Personal Protection Equipment (PPE) to ensure that it's worn when required and that it is in good operational condition.
- All tools and equipment provided in the interests of safety & for the purpose of carrying out work duties.
- For their time management.

The Apprentice will:-

- Develop decision making skills during the course of the apprenticeship period.
- Conduct themselves in a professional manner at all times.
- Maintain effective communications with direct report for all engineering / personal issues.
- Develop a thorough understanding of reporting and handover procedures.
- Comply with all policies and standard operating procedures at HPUK.
- Adhere to the "safe working" practices of HPUK.
- Will undertake any additional training.

Technical skills

- You will need at least four GCSE's level 4 (C) or above, including Maths, English and Science.
- You need to be over the age of 18 years by 1st September.

Behavioural skills

- Someone who puts aside their personal goals and works well with others.
- A person who has excellent communication and listening skills.
- A person who is enthusiastic, motivated, flexible, reliable, proactive, passionate and a team player.
- When required capable in taking the initiative with recommendations for action and continuous improvement.
- A person who is creative, innovative and an excellent problem solver.

Authorised by:		Accepted by:	
Manager's name:		Job Holder's name:	
Signature:		Signature:	