

APPRENTICESHIPS AT NG BAILEY

An Apprenticeship is a job with training, allowing apprentices to earn a real wage whilst studying towards nationally-recognised qualifications. Our current range of programmes are delivered in partnership with a national network of colleges, delivering some of the best training in the industry. Apprentices attend college on either a day release, or block release basis, and then return to the workplace to put their knowledge and skills in to practice.



All of our apprentices are provided with an Individual Learning Plan, tailored to their specific training needs. Apprentices also receive regular progress and pastoral reviews from our college partners, as well as support and guidance from our dedicated Apprentice Training Advisors.

APPRENTICESHIP SCHEMES

NG Bailey recruits on to a variety of Apprenticeship schemes each year, leading to different career paths within the company.

Electrotechnical (Electrical Installation) Advanced Apprenticeship

The Electrotechnical Apprenticeship will equip individuals for a career as an electrician, installing and maintaining electrical systems and equipment in buildings and structures. Tasks will include; installation of electrical equipment and systems, carrying out inspections and testing on installations, identification and repair of faults and electrical commissioning.

The Apprenticeship consists of:

- Level 3 NVQ Diploma in Installing Electrotechnical Systems and Equipment
- Level 2 Functional Skills in Maths, English and ICT
- Employee Rights and Responsibilities
- AM2 Practical Assessment

The Apprenticeship scheme lasts for four years. The Diploma will be taught and assessed both on-the- job (in the workplace) and off-the-job (at college). This Apprenticeship scheme is site-based and will include extensive outdoor work on building sites and partially completed structures.

Heating and Ventilation Advanced Apprenticeship

The Heating and Ventilation (H&V) Apprenticeship will prepare individuals for a career as a heating and ventilation engineer, specialising in industrial and commercial buildings and structures. Duties will involve the installation, assembly, fitting, testing and commissioning of ductwork and pipework systems. You will also learn how to effectively maintain and service H&V systems and equipment.

The Apprenticeship consists of:

- Level 2 NVQ Diploma in Heating and Ventilating Industrial and Commercial
- Level 3 NVQ Diploma in Heating and Ventilating Industrial and Commercial
- Level 2 Functional Skills in Maths, English and Level 1 Functional Skills in ICT
- Employee Rights and Responsibilities

The Apprenticeship scheme lasts for four years. The Level 2 and Level 3 Diploma will be taught and assessed both on-the- job (in the workplace) and off-the-job (at college). This Apprenticeship

scheme is site-based and will include extensive outdoor work on building sites and partially completed structures.

Building Services Engineering Advanced Apprenticeship (Project Management or Design)

This technical Apprenticeship is designed to equip individuals for a career as a Building Services Project Engineer. Duties will include designing and managing site installations, producing CAD drawings, compiling tender documents and project management.

Apprentices will work across different departments on a rotation basis, examples include; estimating, planning, design and contracting. Towards the latter part of the apprenticeship, individuals will be managing their own packages on projects and will have the skills and confidence to deliver these to deadlines and to meet required safety and quality standards.

Within this apprenticeship there is the option of apprentices specialising in either project management or design. Apprentices will follow a standardised programme for years 1 and 2 of the Apprenticeship, then will have the opportunity to specialise in years 3 and 4.

The Apprenticeship consists of:

- Level 3 NVQ Certificate in Engineering Technology and Project Management
- BTEC National Diploma in Building Services Engineering
- Level 2 Functional Skills in Maths, English and ICT
- Employee Rights and Responsibilities

The Apprenticeship scheme lasts for four years. The BTEC Diploma will be taught off-the-job (at college) whilst the NVQ will be assessed in the workplace by NG Bailey's Professional Development manager. This Apprenticeship scheme offers a combination of office-based and site-based work. Site-based projects will include extensive outdoor work on building sites and partially completed structures.

Procurement (Buying) Higher Apprenticeship

Every organisation needs to buy goods and services so that it can operate. This apprenticeship will equip individuals with the skills and knowledge needed for a career as a buyer. As part of the apprenticeship, individuals will also work towards professional membership of the Chartered Institute of Purchasing and Supply (CIPS).

Tasks will include communication and negotiation with clients and suppliers, monitoring budgets and cost forecasting, sourcing of good and management of small procurement projects/tasks.

The Apprenticeship consists of:

- Level 4 NVQ Diploma in Business and Administration
- Level 4 Diploma in Professional Administration
- Level 2 Functional Skills in maths, English and ICT
- Employee Rights and Responsibilities
- Chartered Institute of Purchasing and Supply (CIPS) foundation level accreditation

The Apprenticeship scheme lasts for three years and will be predominantly office-based, with occasional site and supplier visits. Study will consist of on-the-job and off-the-job training and apprentices will be expected to manage their study time effectively.

FREQUENTLY ASKED QUESTIONS

What qualifications do I need to apply?

For the Procurement and Building Services Engineering Apprenticeships, applicants must have a minimum of 5 GCSEs (or equivalent) grades A*- B, to include English, maths and a science.

For the Electrotechnical and Heating and Ventilation Apprenticeships, applicants must have a minimum of 5 GCSEs (or equivalent) grades A*- C, to include English, maths and a science.

Is there an age limit?

Apprentices must have completed school year 11, or be a minimum of 16 years of age on their start date. There are no upper age limits; Apprenticeships are open to everyone, regardless of age.

What does it cost?

Nothing! All training costs are covered by the company and apprentices earn a wage from day 1. NG Bailey's wages are highly competitive and are reviewed regularly against other companies in the sector.

Will I have to stay away from home?

Off-the-job training is managed by our affiliated network of colleges, spread across the country. Apprentices may be required to stay away from home whilst at college, for up to two weeks at a time, throughout the year. Any apprentice staying away from home will be placed with one of our carefully selected and approved landlords. The company performs regular checks of landlord accommodation to ensure the highest standards of cleanliness, Health and Safety and care.

Should apprentices be required to stay away from home whilst attending college, their travel and accommodation costs will be met by the company.

Where will I be based?

NG Bailey's operations are divided into a number of regions; apprentices are assigned to a region and will be expected to work within that area. Whilst we try our best to assign apprentices to local jobs, we ask that apprentices are flexible in terms of their location. We cannot always predict which jobs we are going to win, or where the work will develop. We also look to develop our apprentices as far as possible, so if development opportunities come up further afield, we will encourage apprentices to go for them!

How do I apply?

Apprenticeship vacancies will be advertised on our company website from late January - March 2015. Visit www.ngbailey.com/careers for more information.

The application process consists of an online application form, psychometric tests and a company assessment day. Successful apprentices will commence with NG Bailey in September 2015.

Who should I contact for more information?

Visit the careers section of the NG Bailey website www.ngbailey.com/careers and use the 'contact us' facility.