

APPRENTICES

RECRUITMENT

**FREQUENTLY
ASKED
QUESTIONS**

MAY 2011

westridge



● speed ● reliability ● quality ● cost ● flexibility ●

www.westridgeconstruction.co.uk

CONTENTS

ABOUT APPRENTICES	3
What is an Apprentice?.....	3
What do I need to become an Apprentice at Westridge?	3
ABOUT THE JOB	4
Is this a part time job?.....	4
What hours will I be working?	4
How much holiday will I get?	4
What will I be paid?	4
When will I be paid?	4
Will I need a Bank Account?.....	4
Will I still have a job after my training is completed?	4
ABOUT THE TRAINING	5
Will I need to pay for my training: course, books, etc.?	5
How will it work?	5
Will I have a Mentor/Coach?	5
ABOUT REQUIREMENTS	5
Will I be expected to drive?	5
How far might I have to travel?.....	5
Do I have to wear a Uniform?	5
ABOUT YOUR EMPLOYMENT WITH WESTRIDGE	6
Will I be a Number or a Person?	6
How will I fit in straight from school into a working environment?.....	6
What if I want to change careers and/or am slightly older?.....	6
ABOUT YOU	7
What can I expect to get from this?	7
Do I have What it Takes?	7
What if I don't like it/want to quit?	7

ABOUT APPRENTICES

What is an Apprentice?

An apprentice is a person who will go through a 3+ years training programme with Westridge with a view of becoming a Carpenter or a Painter & Decorator (dependent on your chosen discipline). The training is a combination of internal on-the-job (on-site) and day release at college on a Foundation course and an NVQ Level 2 in your chosen discipline.

What do I need to become an Apprentice at Westridge?

You will need a good basic education to GCSE level or equivalent. Maths and English will be helpful.

You will have the following attributes:-

- Alert, quick thinking
- Flexible and adaptable to carry out varied tasks
- Hard working and committed
- Able, willing and determined to learn
- Able to get on with people
- Enthusiasm to learn and understand
- Be reliable

ABOUT THE JOB

Is this a part time job?

No. This is a full time permanent job. You will be working 4 days and attend college 1 day a week. You will be expected to work full time (5 days) during college closedown periods.

What hours will I be working?

Your working hours will be 7.30 am to 5.00 pm with half an hour for lunch. We do not normally work weekends or Bank Holidays.

How much holiday will I get?

You will get 20 days holiday per year, in addition to Bank Holidays. For every two consecutive holiday years you are with Westridge you will gain an extra day for loyalty, up to a maximum of 5 days.

What will I be paid?

You will be paid £4.20/hr in your first year and this will rise incrementally with every year of training you complete. We appreciate that this may seem low but being in full-time training (even when at work), day release at college and low productivity from an apprentice are factors in determining this wage.

When will I be paid?

You will be paid weekly, with one week in arrears on a Thursday of the following week.

Will I need a Bank Account?

Yes. You will need a bank account as your salary and any expenses incurred will be paid by BACS (electronic transfer) directly into your account.

Will I still have a job after my training is completed?

Westridge develop people for the future of their business and hope that every employee we train is going to stay with us for a long time and be part of the team.

Westridge agrees to employ you for a minimum 4 year period and to teach and instruct you until the expiry of this fixed period. Continuation of employment is by mutual agreement.

This employment is on the basis of successfully completing and passing the relevant course(s) of study, namely:-

Relevant Foundation Course
and Relevant NVQ Level 2
(or agreed equivalent) at a college determined by the Employer

ABOUT THE TRAINING

Will I need to pay for my training: course, books, etc.?

No. Westridge will bear the full cost of your training throughout the duration and you will be paid to attend college. We will also pay any expenses of travelling to college if required. However, you will be required to successfully complete the course.

How will it work?

You will be enrolled at college on a relevant course (as stated above). This usually starts in September of any year, and you will attend college 1 day a week.

In conjunction with the college course, you will go through on-the-job practical training on site enabling you to collect the required evidence to complete your NVQ.

Will I have a Mentor/Coach?

Yes. You will have designated mentor/coach who will be an experienced trades person and/or a foreman.

ABOUT REQUIREMENTS

Will I be expected to drive?

You will not be expected to drive at the start, however you will be encouraged to pass your driving test as soon as is reasonably practicable as you will eventually need to be able to get to different places of work on your own, and for your convenience.

How far might I have to travel?

We aim to keep the staff working as local as possible, however due to the nature of the business you might, at times, be expected to travel further afield. In these instances you will be paid travelling expenses.

Do I have to wear a Uniform?

You will be required to be dressed appropriately and wear the required Personal Protective Equipment (PPE).

The PPE consists of:-

- Steel toe cap boots
- Hard Hat
- High Visibility Vest
- Goggles
- Gloves

The Company will provide you with the relevant required PPE free of charge.

ABOUT YOUR EMPLOYMENT WITH WESTRIDGE

Will I be a Number or a Person?

We are a people business! We have approachable staff and operate an 'open door' policy. We all share in the good and the bad. We tell all our staff what is happening in the business through regular Team Briefs and a yearly Company Brief.

We organise local community events, barbeques, bowling evenings and Christmas parties for our staff and their families.

How will I fit in straight from school into a working environment?

Everybody's expected to contribute in their role. You will be part of a team where everyone supports and helps each other to achieve the Company objectives, so that we can all share in the benefits and profits of our good work. We offer recognition and awards to those who excel.

What if I want to change careers and/or am slightly older?

Our Apprenticeships are open to everyone. However, if you are a career changer or are slightly older you will need to bear in mind that Apprenticeships are not covered under the National Minimum Wage for the first two years of their training. Although we pay more than the government guideline of minimum £100 per week to our Apprentices, you will need to decide whether your financial commitments will allow you to take a possible drop in wages.

ABOUT YOU

What can I expect to get from this?

A training programme fully supported by Westridge which will lead you to a competent trades person.

A career progression path dependant on the level of your training, your abilities, performance and ambitions.

A job within an organisation that will support you, help you and reward you for your loyalty and hard work.

Do I have What it Takes?

A mix of skills is required to achieve the full level of training, and you should end up with these:-

- Good communication skills
- Good at working with people at all levels
- Be a practical person
- Be able to work on many different projects

What if I don't like it/want to quit?

Initially, you will be on a three month's probation period within which you can give one week's notice. After this you will be required to give us one month's notice should you wish to quit.

However, we will try and find out what the problems are, why you do not like what you are doing and if there is anything we can do to help before you make your choice to quit your training/leave the Company. We would expect you to talk to us before making such a decision.

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