

TECHNICAL TRAINEES

RECRUITMENT

FREQUENTLY ASKED QUESTIONS

JUNE 2010

westridge



● speed ● reliability ● quality ● cost ● flexibility ●

www.westridgeconstruction.co.uk

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We aim to be better today than we were yesterday, better tomorrow than we are today, and so to become recognised as the best contractor in our area of operations.

ABOUT TECHNICAL TRAINEES

What is a Technical Trainee?

A Technical Trainee is a person who will go through a 4+ years training programme with Westridge with a view of becoming an Estimator, Quantity Surveyor or Site Manager. The training is a combination of internal on-the-job (in various departments) and day release at college.

What do I need to become a Technical Trainee at Westridge?

You will be either pursuing or hold 5+ GCSE's, or equivalent, at (predicted) minimum grade 'C' to include Maths and English and ideally Science.

You will have the following attributes:-

- Alert, quick thinking
- Good literacy, numeracy and IT skills
- Flexible and adaptable to carry out varied tasks
- Hard working and committed
- Able, willing and determined to learn
- Able to get on with people

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?

When in the office you will be working Monday to Friday from 8.30 am to 5.30 pm with an hour for lunch. When based on site, your working hours will be 7.30 am to 5.00 pm with half an hour for lunch. We do not 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 £9,000 in your first year and this will rise incrementally with every year of training you complete.

When will I be paid?

You will be paid monthly, on the 28th of every month, or the Friday before if the 28th falls on a weekend or a Bank Holiday.

Will I need a Bank Account?

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

What can I expect to earn at the end of my training?

At the end of 4 years training you can expect to earn £15,000 - £18,000, dependent upon your ability and performance.

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.

ABOUT THE TRAINING

You will be required to carry out and complete training requirements based on the Building Industry Technical Training Scheme (BITTS). The Company will provide suitable training and guidance.

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

- BTEC National Certificate in Building Studies
- Higher National Certificate in Building Studies
- Further studies leading to a BSc Hons Degree

(or agreed equivalent) at a college/university determined by the Employer.

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). The start is in September every year and you will attend college 1 day a week.

In conjunction with the college course, you will go through BITTS programme of approximately a years which will take you through each department within the business at various times over this period and at different time scales in each department (please refer to the indicative schedule in your handout). This will enable you to gain awareness and knowledge of the workings of the business and how each area links to another. It will also show Westridge where your talents lie so that we can progress your career accordingly.

Should you wish to do so, your training could continue with a BSc Hons degree with a day release at University and one of the Chartered Membership routes (please refer to your handout for further information on these).

Will I have a Mentor/Coach?

Yes. You will have designated mentor/coach within each department during your college course and BITTS programme and support from mentor/coach throughout your further studies, as required.

ABOUT REQUIREMENTS

Will I be expected to drive/have transport?

Yes as you will need to be able to get to different places of work on your own, and for your convenience.

If you are not of legal age to drive yet, 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?

Office environment necessitates smart casual dress. On site 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.

If I'm coming straight from school, how will I fit 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.

ABOUT YOU

What can I expect to get from this?

A training programme fully supported by Westridge which may lead you to a BSc Hons and an MSc as well as Membership with CIOB and/or RICS which are internationally recognised Construction Organisations.

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
- Excellent negotiating skills
- Good at working with people at all levels
- Good IT skills
- Be a logical, practical problem solver
- Handle many different projects
- Be entrepreneurial

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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