

Division: Apprentices

Post Title: Pre-Apprentice

Grade: National Minimum wage applicable

Job Purpose: To undertake a work experience placement lasting between 12 weeks & 1 Year.

Main Duties: The following list is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Assist operational areas in the provision of services.
2. Use and maintain necessary tools and equipment in accordance with applicable codes of practice.
3. Work towards gaining competence in a number of tasks in relation to the service area for example, relevant health and safety legislation.
4. Assist with the maintaining of a clean and tidy work environment following supervisor/mentor instructions at all times.
5. Attend training courses and complete all required work within target timescales as set out in your individual learning plan, reviews, college time tables and tutor instructions.
6. Attend reviews with appointed Apprenticeship Manager and Mentors to discuss all aspects of progress.
7. Assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures
8. Promote and implement the Council's Equality Policy in all aspects of contribution to the programme.