

APPRENTICESHIPS.

A GENIUS DECISION.



FLEET TECHNICIAN APPRENTICE (MECHANIC)

INFORMATION PACK 2023

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NTENANCE



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We would like to welcome you to Cyngor Gwynedd's Apprenticeship Information Pack.

If you are looking for the perfect career development opportunity but are not sure where to start, pursuing an Apprenticeship could be the next step for you. Apprenticeships are just the start of the journey as it can lead you to many exciting paths, such as securing a permanent job, or allowing you to continue to develop your skills by pursuing higher level apprenticeships.

We hope that the pack will inspire you to pursue an apprenticeship and that our opportunities will appeal to you. Thank you for taking the opportunity to consider our apprenticeship opportunities, and please do not hesitate to get in touch if you need any further guidance.

Make the wise choice. Choose an apprenticeship with Gwynedd Council.

I look forward to reading your application.

Alun Lloyd Williams

Cyngor Gwynedd Talent and Apprenticeship Leader

WHAT?	PAGE
WHAT IS AN APPRENTICESHIP?	3
CYNGOR GWYNEDD APPRENTICE	4
THE JOB	5
LEARNING	6
OPPORTUNITIES	7
BEING AN APPRENTICE	8
THE RECRUITMENT PROCESS	9
TO FINISH	10

FACTS

The Council serves over 120,000 residents every day

There are over 6000 staff working in the Council

The Council owns over 400 buildings across the County

The Council offers over 100 services

WHAT IS AN APPRENTICESHIP?

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OVERVIEW

An apprenticeship is an opportunity for you to develop your career by working with experienced people, gaining qualifications and getting paid at the same time!

Apprenticeships are structured around frameworks and standards that are a combination of nationally recognised qualifications.

To be an apprentice you will need to be in employment. We as your employer will offer you workplace experiences in your chosen area, and support you in successfully completing your apprenticeship.

We as a Council are proud to be able to offer the highest quality opportunities to our residents, and look forward to welcoming our apprentices to our organisation.

GENERAL QUESTIONS

Who can apply for an apprenticeship?

A person can apply for an apprenticeship if they are over 16 years old, live in Wales and are not in full time education.

How long will the apprenticeship be?

Our apprenticeships take between 24 and 36 months to complete, depending on the specific requirements of the qualifications and placements.

How many hours does an apprentice have to work?

An Apprentice must be employed for at least 16 hours a week. Our apprenticeships are usually full-time, at 37 hours a week.

Is there an age restriction?

No, but 16 to 19 year olds have priority

What qualification will you be studying?

This will depend on the route you follow. The Apprenticeship frameworks include qualifications at all levels.

Where will the training take place?

You will be released from work to study at a College or follow a distance learning program if provision is in the workplace only.

APPRENTICE SALARY?

AGE	ANNUAL	MONTHLY
16 to 17	£ 9,279.84	£ 711.88
18 to 20	£ 13,176.98	£ 1,010.84
21 to 22	£ 17,710.79	£ 1,358.64
23+	£ 18,328.16	£ 1,406.00

BENEFITS

- 26.5 days annual leave
- 8 days annual bank holiday
- Flexible working - Working from home, in the office or a mix of both
- Best working terms and conditions in the area
- Benefit from a wide range of training and development opportunities both internally and externally
- Take advantage of a cycle to work scheme
- Being part of the credit union
- Profit from discounts in local and national stores
- Take advantage of the Child's Play Scheme if you have children
- Support for you to have a healthy life and reassurance that there is a work-life balance

APPRENTICESHIP ROUTE

- ☒ Valuable workplace experiences
- ☒ Working towards qualifications
- ☒ Receive a fair wage whilst studying

WHAT'S IMPORTANT?

Here are the important things to remember when working as an apprentice with the Council:

- Demonstrate the right behavior and attitude
- Show commitment to the work
- Contribute towards providing the best services for the people of Gwynedd
- Work effectively as part of a team
- Communicate with confidence
- Be prepared to learn new things
- Understand what is required to work for the Council

OUR PROMISE TO ALL APPRENTICES

We will ensure that we give priority to these things:

- **balance between life and work**
- **Good salary and clear career progression**
- **focus on well-being**
- **Flexibility in your way of working**
- **Giving full consideration to diversity and climate change**

OVERVIEW

It is essential that all applicants for this post have already completed a Level 1 qualification in Vehicle Maintenance and Repair due to Health and Safety requirements in the workplace.

The Glan yr Afon Workshop is one of three vehicle maintenance workshops that Gwynedd Council have across the county and is an essential part of the Fleet Service. The workshop is used mainly for the maintenance of vehicles located in the Arfon area of the county. At the workshop you will find the latest equipment required to maintain vehicles. With everything from diagnostic equipment to electronic recording devices, the workshop gives its staff the opportunity to work with the latest technologies to maintain the Council's fleet.

THE WORK

The Fleet Service, which is part of the Highways and Municipal Department, plays an essential role in the ability of all Gwynedd Council's departments to provide a service for the people of Gwynedd. With 450 vehicles on its fleet, it is essential that these vehicles are maintained to a very high standard.

There is a wide range of vehicle types within the fleet, from small cars to large sweepers, from minibuses to waste collection vehicles and it gives its staff and unique experience from a vehicle maintenance perspective.

Would you like to develop your skills and knowledge alongside gaining a qualification whilst working with heavy vehicles?

This is a great opportunity for you to be able to work within one of the Fleet Services vehicle maintenance workshops. You will get an opportunity to work under supervision as a Fleet Technician (Mechanic) and be part of an experienced and knowledgeable vehicle maintenance team. You will have the opportunity to inspect, diagnose faults and repair a wide range of vehicles. This apprenticeship gives you the information, the skills and abilities that you require to be a competent worker in this field. This apprenticeship gives you a great foundation to learn about the field.

THE INDIVIDUAL

We are looking for an enthusiastic, honest, polite individual who is ready to learn and keep an open mind, who can work within a team effectively and work independently or under limited supervision. We are looking for an enthusiastic individual to contribute to the workshop's activities.



OVERVIEW OF APPRENTICESHIP

TITLE: Heavy Vehicle Maintenance and Repair Level 2 and 3

LOCATION: Coleg Llandrillo Menai

LENGTH: 2 years

METHOD: Face to face

OVERVIEW:

If you are looking for a career as a lorry or bus mechanic, or technician, and have already completed a Foundation in Engineering Level 1 course, then the Heavy Vehicle Maintenance and Repair Level 2 course is for you.

This Level 2 course helps you build on the technical skills and academic knowledge you learnt at Level 1. The course focuses on practical, hands-on learning, delivered in realistic workshops. It brings your abilities up to an industry level and prepares you for a career as a lorry mechanic or technician.

In addition to attending the course, it is recommended that you gain work experience in a local garage. Work experience is essential if you are to make the required progress in your vocational skills and progress to Level 3.

What opportunities will be available to you in pursuing your apprenticeship?

Following an apprenticeship will open many doors for you and offer you various opportunities to develop your skills and prepare for the world of work.

REGULAR DEVELOPMENT

An important part of doing an apprenticeship is to make sure you develop regularly. During the apprenticeship you will be assessed through a combination of the following methods:

- Complete a portfolio of evidence
- **Workplace observations**
- **Theory tasks and tests**

LEARNING METHODS

The apprenticeship will be delivered through a combination of the following methods:

- Work-based experiences
- **College sessions to complete some theory tasks and tests**

NEXT STEPS

On successful completion of this program, you will have many choices for the future, in terms of education and the world of work.

You can specialise or choose a job in the following areas

- Heavy Vehicle Mechanic
- Technician Heavy Equipment Fitter Diagnostic
- Technician

BEING AN APPRENTICE

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There are many benefits to pursuing an apprenticeship route at Gwynedd Council, including the following.

1

Develop skills essential to the job

While working with experienced staff, you will have the opportunity to learn from team members, develop your skills and gain confidence in your field.

2

Gain valuable experiences

As you take on the role of apprentice you will have the opportunity to learn about your responsibilities as you work. We will take into account that you have no previous experience in the field, and offer you the best possible opportunities to learn!

3

Complete recognised qualifications in your field

The qualifications you are pursuing are sure to open new doors for you. They are employer-recognised qualifications, and the areas of our apprenticeships are developing rapidly.

4

Develop yourself

Gwynedd Council encourages all staff to continue to develop themselves once they have secured a job. You will have the opportunity to further develop yourself and take advantage of our in-house courses once you are in the role.

5

Receive experienced support and assistance

While working in your field, you will have a placement mentor, and a College mentor who will provide you with support throughout. They can help you in your day-to-day role, or with your college work - just ask!

6

To receive training of the highest standard

You will complete qualifications working closely with an education institution. The organisation will depend on your area, but every organisation is committed to providing our apprentices with the highest quality service.

7

Earn a wage while working

If going to College or University doesn't feel like the next step for you, pursuing an apprenticeship will enable you to work, earn a wage, gain a qualification and benefit from valuable work experience.

8

Working in a Welsh speaking environment

We can offer you the opportunity to work every day in a Welsh atmosphere. The Welsh language is part of our culture, and accepting an apprenticeship with us would offer you the perfect opportunity to be part of this atmosphere.

8



Gwefan Cyngor Gwynedd



[Prentisiaethau Cyngor Gwynedd](#)



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OVERVIEW OF THE RECRUITMENT PROCESS

Here is an overview of the recruitment process

STEP	WHAT?	HOW?	WHEN?
1	Online application	<ul style="list-style-type: none">• Complete an online application form• Shortlisting• We will only contact shortlisted candidates	July
2	Recruitment Centre	<ul style="list-style-type: none">• The recruitment centre will run over a day• The centre will be a combination of tasks and questions• The centre will be run online	15 August
3	Appointing	<ul style="list-style-type: none">• Appointments will be made on the basis of assessing the information from the recruitment centre• We will discuss the references before making an appointment	August

OVERVIEW OF THE RECRUITMENT CENTRE

- The purpose is to ensure that you have the opportunity to demonstrate your potential, behaviour and attitude
- The Recruitment Centre will include tasks and questions
- The tasks will give you the opportunity to demonstrate your behaviour and attitude
- We will give you a copy of the questions shortly before the interview
- You will be expected to answer one of the questions in English
- Don't worry, we will fully introduce the process and expectations to you at the outset

FOR MORE INFORMATION



www.instagram.com/prentiscg



www.facebook.com/prentiscg



www.twitter.com/talentgwynedd



prentisiaethau@gwynedd.llyw.cymru



www.gwynedd.llyw.cymru/swyddi

WHAT NEXT?

1. Follow us on social media to find out more about the Apprenticeship Scheme
2. **Do some research into the Council and the job**
3. **Open an account on the Council Jobs Website**
4. **Follow the Application Guidelines. If you would like support in writing your application please contact Gwaith Gwynedd on: 01286 679211 or gwaithgwynedd@gwynedd.llyw.cymru**
5. Remember the deadline

We hope the information in the pack has inspired you to apply for the job. Make the wise choice for your future

Choose an Apprenticeship

GOOD LUCK!