

# find a future with fife council



Thank you for your interest in this position

**Enterprise & Environment, Building Services**

## Apprentice Electrician

Fife Council is the largest employer in Fife and we want young people like you to join us.

You bring the skills and enthusiasm - we've got the jobs!

And we'll help you learn while you earn a wage, supporting training and development opportunities that will help you move your career on.

If you're reading this, something caught your eye.  
So go on, apply!

If you have any queries about the job information pack or application process, please contact the Transactions Recruitment Team. You can do this by telephoning 03451 550088, (VOIP 2100 if internal to Fife Council), or by emailing [transactions.recruitment@fife.gov.uk](mailto:transactions.recruitment@fife.gov.uk). The Transactions Recruitment Team are located in Fife Council, Fife House, Glenrothes, Fife, KY7 5LT.

We value diversity and are striving towards equality of opportunity. All applicants will be considered fairly and on merit.

# Job Profile



<b>Post Title:</b>	Apprentice Electrician	Reference Number: I399.01
<b>Directorate and Service:</b>	Enterprise and Environment – Assets, Transportation & Environment, Building Services	
<b>Reports to:</b>	Tradesperson	
<b>Grade:</b>	TD5AP	
<b>Job Purpose:</b>	To work on all aspects of Fife Council, Building Services activities, which can range from maintenance and repair to new build.	
<b>Key Tasks &amp; Responsibilities:</b>	<p>To work under the direct instruction of a trades person, or alone to develop skills and knowledge for the chosen trade, demonstrating an enthusiasm and willingness to achieve a high degree of competence.</p> <p>Work to specified attendance times and varied work patterns.</p>	
<b>Special Conditions:</b>	<p>The apprentice will attend the appropriate college and training programme for development and must achieve milestone targets related to the completion of the SVQ Level 3 framework as agreed on the Individual Training Plan.</p> <p>Failure to meet these targets may result in the termination of the apprenticeship. In the case where an apprentice completes the SVQ framework an enhanced rate of pay will be awarded accordingly.</p> <p>You will be required to sit a competence test within the last 6 months of the apprenticeship period.</p> <p>Initial recruitment will be 1<sup>st</sup> year applicants only.</p> <p><b>Trade Apprentice vacancies are restricted to applicants who live in Fife. You must be aged between 16 and 24 on or by the advertised start date. (Alternatively successful applicants can start at 15 years old however your 16<sup>th</sup> birthday must be by 30<sup>th</sup> September of that year. A School Leavers Form and National Insurance number is mandatory).</b></p>	

# Job Profile



## Special Conditions cont'd:

### SECTT Pre-Entry Test

To organise a SECTT Pre-Entry Test please contact:

Scottish Electrical Charitable Training Trust (SECTT), The Walled Garden, Bush Estate, Midlothian EH26 0SE

Tel: 0131 445 5659 Fax: 0131 445 5661

Email: [admin@sectt.org.uk](mailto:admin@sectt.org.uk)

Please note that SECTT are an independent body therefore Fife Council cannot be held responsible for any arrangements made between Candidates and SECTT.

Attributes	Essential	Desirable	Assessment
<b>Experience</b>	<p>Appreciation of the Electrical Industry.</p> <p>Knowledge of tasks undertaken by an electrician.</p>	<p>Any previous employment including work experience (full/part time)</p>	<p>Application</p> <p>Skills test</p> <p>Interview</p>
<b>Education, Qualifications Training and Professional Memberships.</b>	<p>Educations and qualification requirements are that you will have sat and passed the SECTT pre entry test or will have made arrangements to sit the test (see special conditions).</p> <p>Applicants should have achieved or be expecting to achieve:</p> <p>3 National 5's, or 3 Standard Grades at credit level to include English, Maths and a relevant Science subject.</p> <p>And/or an NC, SVQ1 or an NPA in the relevant engineering trade will be considered as alternative qualifications in line with SCQF Matrix, for more information please refer to <a href="http://www.scqf.org.uk">www.scqf.org.uk</a>.</p> <p>The ability to achieve an SVQ Level 3 (SCQF Level 6).</p>	<p>Knowledge of the use of information technology in construction</p> <p>Be able to demonstrate other relevant experience in the construction trade</p> <p>Additional qualifications e.g. Higher English, Maths &amp; Physics, Chemistry or Engineering Science.</p>	<p>Application</p> <p>Skills test</p> <p>Interview</p> <p>Confirmation of Passing Pre-Entry Test Via SECTT</p> <p>Certificates</p> <p><i>(Please note that Prelim results will be accepted at interview stage but SQA certificates will be required before any offer of full time appointment can be confirmed)</i></p>

# Job Profile



Attributes	Essential	Desirable	Assessment
<b>Skills, Abilities &amp; Knowledge</b>	Ability to work within a team Ability to work at heights Ability to work in confined spaces Ability to follow instructions Ability to cope with outside working environment. Demonstrate an understanding on the demands of the job	Knowledge of tools  Knowledge of materials  Appreciation of safety	Application Skills Test Interview
<b>Interpersonal &amp; Communication Skills</b>	Ability to communicate using various methods with colleagues and clients		Application Skills Test Interview
<b>Health &amp; Physical Attributes</b>	Ability to provide a regular and effective service.  You may be required to travel out with Fife to attend college to achieve this qualification.		Pre-employment health screening
<b>How We Work Matters</b>	<a href="#">OD12 How We Work Matters</a> details the behaviours are required for successful performance in the role. <ul style="list-style-type: none"> <li>• Working Together</li> <li>• Delivering Results</li> <li>• Taking Ownership</li> <li>• Customer Focus</li> <li>• Embracing Technology and Information</li> </ul>		Application Interview