



**R&S** BUILDING  
SERVICES  
ENGINEERS

# Heating & Ventilation Advanced Apprenticeship

## Overview

R&S Building Services Engineers is a medium sized business established in 1988 providing mechanical and electrical services to a variety of clients many of whom are 'Blue Chip' companies.

## Role

This is a full time role over a 4 year period.

In this role the candidate will be required to undertake a 4 year Heating and Ventilation Advanced Apprenticeship which will consist of a Level 3 NVQ and a Level 3 City & Guilds Course, (based at Gloucester College).

The role is predominantly site based; carrying out installation, maintenance and break down activities on mechanical plant and equipment associated with building Heating & Ventilation systems. The candidate will primarily be working within the Mechanical team to achieve the goals of the team. During the first period of the apprenticeship the individual will work alongside skilled members of the team supporting their efforts to achieve the team objectives whilst learning from them the skills and knowledge required to progress the apprenticeship to the next level. As the apprenticeship progresses the candidate will be expected to become more and more self sufficient, take on more individual responsibility and become more independent of other members of the team eventually working alongside skilled engineers completing the same work.

At the successful completion of the apprenticeship the candidate will have obtained a nationally recognised Level 3 NVQ in heating and ventilation systems and a City & Guilds qualification to match.

R&S require all employees to be flexible in their work environment, during the initial stages of the apprenticeship the candidate will be expected to fulfil the role of Mechanical Assistant when working with a skilled engineer. On other occasions the candidate may be required to take responsibility for and carry out roles which may not fall directly under his/her job description. In such cases the individual is expected to cooperate with the company and complete the tasks as requested. Additional training will be given for these additional roles, (if required) and a person will not be required to carry out such tasks unless they have been deemed competent to do so.

The work will be carried out within an industrial/commercial environment on Client's premises, the candidate will be expected to travel as part of his/her roll and the job will involve night working as well as working away from home.

It should be noticed that at the end of the apprenticeship there is no guarantee of future employment with R&S Building Services Engineers Ltd.

Directors: - A.P.Norton M.I.E.T & D.C Yiend Eng.Tech L.CIBSE

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REGISTERED IN ENGLAND NO: 2284482 VAT REGISTRATION NO: 473 8362 21



## Qualifications/Skills Required

- Three GCSE Grades A-C or 9-4 including English, Mathematics and a science/technical based subject.
- Driving, (if the individual does not have a current driving license he/she will be expected to obtain a license as quickly as is reasonably practicable).

## Key Competencies

- Be motivated.
- Willing & able to learn; both in a work and school environment.
- Able to work alone or within a team; supporting team activities and working towards key team objectives.
- Able to follow instruction.
- Communicate; both verbally and written
- Pay attention to detail and accuracy.
- Be good at problem solving.
- Adaptable.
- Time manage self and role.

## Terms and Conditions

See staff handbook plus:

Working hours: -	Normal working hours are 0800 – 1630. (40 hours per week)
Overtime: -	At Directors' discretion
Holidays: -	20 days paid plus statutory bank holidays
Sick pay: -	Statutory sick pay
Pension: -	Workplace pension scheme (NEST)
Trial Period: -	3 months
Travel:-	The candidate will be expected to get to and from his/her place of work without assistance from the Company.

R&S require all its employees to fully adopt the health and safety culture generated within the company and to fully participate and take an active role within the Health and Safety initiatives run by the company. You are expected to read and follow the Health & Safety Policy produced by the Company.

You will be responsible for:-

- Ensuring that self and others within your influence work safely and comply with any 'Method Statements/Risk Assessments' and/or company 'Safe Systems of Work' which may apply to the task at hand.
- Reporting of all accidents, incidents or near misses that occur whilst carrying out your role/at work.
- Reporting of any and all concerns, Health & Safety or otherwise to the appropriate person.
- Playing an active role/participating in the Health & Safety Committee Meetings.

As a representative of the company you are expected to act accordingly. At all times co-operating with the Client when on their premises, providing a positive, helpful attitude that promotes the company image, (see Code of Conduct in the Employee Handbook).