**JOB DESCRIPTION**

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| --- | --- | --- | --- |
| **Service:** | | Choose an item. | |
| **Department:** | | <Insert Department> | |
| **Job Title** | | <Insert Job Title> | Choose an item. |
| **Grade and Salary:** | | <Insert Grade & Salary> | |
| **Location:** | | <Insert Location> | |
| **Responsible to:** | | <Insert Responsible person> | |
| **A Modern Apprenticeship is a work-based training programme that leads to an industry approved qualification.** | | | |
| **Job Purpose** | | <Insert Purpose> | |
| **Key Duties and**  **Responsibilities** | | By the end of the apprenticeship programme the individual will be able to: | |
| <Insert Duties & Responsibilities> | |
| **Course of Study** | During the Apprenticeship you will undertake the following qualification: | | |
| <Insert Qualification> | | |
| This is a <??> year Modern Apprenticeship programme.  The successful candidate must be willing to undertake some self-study | | |
| **Other Duties** | The post holder may be required to perform duties, appropriate to the post, other than those given in the job specification as directed by the <???> Management Team. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations it will be necessary to update this job specification from time to time | | |
| **Date:** | 14/09/2018 | | |

**PERSON SPECIFICATION**

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| --- | --- | --- |
| **Service:** | Choose an item. | |
| **Department:** | <Insert Department> | |
| **Job Title** | <Insert Job Title> | Modern Apprenticeship |
| **Location:** | <Insert Location> | |
| **This is a Modern Apprenticeship Programme**  **A Modern Apprenticeship is a work-based training programme that leads to an industry approved qualification.** | | |
| **Essential Attributes** | | |
| **Minimum Qualifications:** | <Insert Min Qualification> | |
| **Skills / Abilities - General** | 1. <Insert Skills & Abilities – General> | |
| **Skills / Abilities**  **Specific to Post** | 1. <Insert Skills – Specific to Post> | |
| **Inter-personal /  Social Skills** | 1. <Insert Skills – Social> | |
| **Desirable Attributes** | | |
| **Experience:** | 1. <Insert Experience & Core Skills>   Core Skills  Communication SCQF level <??>  Numerousy SCQF level <??>  Working with Others SCQF level <??>  Problem Solving SCQF level <??> | |
| The post holder must carry out a course of study which will involve work place guided learning and some self-study | | |
| **Driving Licence** | Choose an item. | |
| **Date:** | 27/09/2018 | |

**Apprentice Progression Plan**

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| --- | --- | --- | --- | --- |
| **Service:** | Choose an item. | | | |
| **Date Completed:** | 27/09/2018 | | | |
| **Department:** | <Insert Department> | | | |
| **Job Title** | <Insert Job Title> | | | Choose an item. |
| **Location:** | <Insert Location> | | | |
| **Stage 1** | | **Stage 2** | **Destination Post** | |
| MA1 | | MA2 | Technician | |
| (Grade <HC??>) | | (Grade <HC??>) | (Grade <HC??>) | |
| (Spinal Point ??) | | (Spinal Point ??) | (Spinal Point ??) | |
| **Main Duties:**  Apprentices will be expected to follow routine working practices which indicate how the job is to be done and will apply existing rules and procedures to resolve routine problems, however guidance will be available as and when required.  The Apprentice will be free to plan, organise and schedule their own work.  Typically the Apprentice will obtain/give facts or information to help them or others to complete tasks through discussion, enquiries and/or interpretation and provide a support service to colleagues and/or customers and key stakeholders.   * <Insert specific Main duties>   **Qualification studied:**  <Insert Qualification>  **Areas of Supervision:**  The initial phase is a fully mentored introduction to the role and will be directed in all activity.  Apprentices will be required to demonstrate progression within the training scheme and relevant qualification. | | **Main Duties:**  As per MA1 plus -   * <Insert specific Main duties>   Typically the Apprentice will be able to work under his own initiative given standard systems of work and be able to implement Council Policies under the supervision of <Insert Depart> team managers. They will also be able to interpret and apply current standards and design guidance.  **Qualification studied:**  <Insert Qualification>  **Areas of Supervision:**  Support and advice will be available at all times during the day with daily and weekly reviews by the relevant <Department> team leader and line manager.  Apprentices will be required to demonstrate progression within the training scheme and relevant qualification. | **Main Duties:**   * + <Insert Destination Post Main duties>   **Qualification:**  Completion of <??> Modern Apprenticeship  **Areas of Supervision:**  The <??> will provide direction and line management.  The <??> will be expected to continue to work across the various teams in <Department> as needs demand. Day-to-day Supervision may therefore be from different Team Leaders as required.  The qualified <??> will be expected to undertake continuous professional development and develop areas of particular expertise to meet the changing needs of the Council. | |

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| DELETE TABLE – WHEN JPS IS COMPLETED |
| Job Description – Insert department & Post specific information. Update the date  Person Specification – Insert department & Post Specific information. Update the date  Apprentice Progression Plan – Insert information detailing specific main duties. Update the date  The template holds columns for a 2 year apprenticeship  If the apprenticeship is 3 or 4 years, please add more columns in.  The Job & Person Spec **must** be checked by the member of the MA team before the Authority to Recruit is submitted |