



## Interpretation and Boston Lodge Works Project



### Engineering Administration trainee

#### Training Plan

	Question/Task	Response/Description
1	<b>Name and description of Trainee Position</b>	<p><b>Engineering Administration trainee</b></p> <p>The trainee in this position will work with the Works Administrator, the Operations Manager and the Engineering Volunteers Leader to support production administration (making sure the workshops have the right materials at the right time), supporting general site management, undertaking staff and volunteer administration from timesheet records to tracking competencies in a database, supporting the operations department when needed.</p> <p>This will suit a young person who prefers to learn on the job and is keen to get involved in an engineering environment and find out about the range of skills needed to keep the workshops and therefore the trains running smoothly.</p> <p>They will receive professional mentoring from within the FfWHR organisation. The trainee will be supported through a programme of training and development, including appropriate qualifications.</p>
2	<b>Training Manager</b>	<ul style="list-style-type: none"> <li>• Day to day management by Works Administrator</li> <li>• Mentor – to provide professional insight and identify opportunities for further development according to interest</li> </ul>

	<b>Question/Task</b>	<b>Response/Description</b>
<b>3</b>	<b>Specific skills to be taught</b>	<ul style="list-style-type: none"> <li>• An appreciation of all areas of FfWHR engineering works and operations</li> <li>• General Administration for Boston Lodge staff and Operations Department</li> <li>• Timesheets (recording hours against external capital projects, staff and volunteers)</li> <li>• Procurement</li> <li>• Ordering equipment for works staff/ raising invoices</li> <li>• Database managements for recording staff/volunteer competancies</li> <li>• Monitoring energy use and helping track developing sustainability</li> </ul>
<b>4</b>	<b>Induction content (eg Health and Safety, specific challenges and requirements of working safely on or alongside a working railway line, history of the railways, customer service skills development and training etc)</b>	<ul style="list-style-type: none"> <li>• Health and Safety at Work</li> <li>• Purpose of this traineeship</li> <li>• Formal company induction - Who are we? The hierarchy of the vast FfWHR family</li> <li>• FfWHR Values &amp; Behaviours</li> <li>• Specific challenges and requirements of working safely on or alongside a working railway line</li> <li>• History of the WHR and FfWHR railways</li> <li>• Background to the NLHF Interpretation and Boston Lodge Project</li> <li>• FFWHR IT systems</li> </ul>
<b>5</b>	<b>Qualification to be gained by trainee</b>	Potentially City & Guilds Level 2/3 Diploma in Business Administration
<b>6</b>	<b>Details of any external training required for trainee (eg day a week at college)</b>	1 Year Student membership of a professional organization/institute
<b>7</b>	<b>Who will deliver the training internally?</b>	<ul style="list-style-type: none"> <li>• Works Administrator - Day-to-day</li> <li>• Work Placement Officer to oversee training programme and offer pastoral care</li> </ul>

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		<ul style="list-style-type: none"> <li>General Managers Office Manager (FfWHR) - professional mentoring to encourage areas of interest and identify training and development opportunities</li> </ul>
8	Existing qualifications/ accreditation of trainers	Extensive productions administration and operational experience of FfWHR.
9	Any further 'Training the trainer' required?	No
10	Placement with another heritage organisation	Minimum of 1 x week with a placement partner – to be identified according to the development needs of the trainee
11	Placement in other heritage/cultural /environmental organisations?	To be arranged by Infrastructure Manager or linked to other projects FfWHR consultants may have links to.
		<b>RECRUITING CANDIDATES</b>
12	What personality type might this course appeal to? Aptitudes/passions/interests	<p>People who might be interested in applying:</p> <ul style="list-style-type: none"> <li>Young people in Gwynedd looking to develop skills and broaden their career options</li> <li>Existing apprenticeship / trainee programme participants at Grŵp Llandrillo Menai / North Wales Training</li> <li>Staff at FfWHR with an interest in developing administrative skills in an engineering/operating environment</li> <li></li> </ul>
13	What are the minimum qualifications/skills required for trainee	<p>The suitable candidate must have:</p> <ul style="list-style-type: none"> <li>At least five GCSE's including Maths and English or equivalent NVQ2. Candidates with higher qualifications welcome to apply.</li> <li>Attention to detail and good organisation</li> <li>Good IT and maths skills</li> <li>Good communication skills (written and oral)</li> </ul>

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		<ul style="list-style-type: none"> <li>Welsh speaking highly desirable Interest in working in an engineering environment</li> </ul>
14	Where to recruit candidates?	<ul style="list-style-type: none"> <li>Advertise locally via social media</li> <li>Grwp Llandrillo Menai / other local colleges</li> <li>Online via Facebook and Twitter/ company website</li> <li>Careers Wales</li> <li>Indeed and findajob</li> </ul>
15	What specific equipment, materials and safety clothing will be required? Estimate of cost per trainee per year	<p>Uniform &amp; safety clothing</p> <ul style="list-style-type: none"> <li>Safety boots</li> <li>High vis vest</li> <li>FfWHR branded shell and waterproof jackets</li> </ul> <p>IT</p> <ul style="list-style-type: none"> <li>Laptop/computer</li> </ul>
		<b>HELP WITH ONWARD EMPLOYMENT OR TRAINING</b>
16	What career paths/training opportunities are available once the course comes to an end?	<p>All trainees will be offered the following as part of their training programme in order to ensure they are 'work-ready':</p> <ul style="list-style-type: none"> <li>Shadowing other FfWHR staff members (including other traineeships) to find out about other areas of work</li> <li>Guidance re CV writing</li> <li>Interviewing skills workshop</li> <li>References provided by relevant manager/s</li> <li>Qualification/Certificates</li> <li>Possible ongoing administrative role within FfWHR</li> <li>Work experience and working alongside other heritage organisations etc. to network and build contacts for the future is included in the training</li> <li>Opportunities to take a lead role at volunteer events and guide, model skills and impart knowledge</li> <li>Working alongside and training new and less experienced volunteers</li> </ul>

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17	<b>How could FFWHR help trainees find further employment and training opportunities after the course ends?</b>	<p>References</p> <p>Personal recommendations</p> <p>Networking opportunities and introductions.</p> <p>Job fairs and associated seminars and events:</p> <ul style="list-style-type: none"> <li>• Museums</li> <li>• Heritage sites</li> <li>• CADW - Wales</li> <li>• English Heritage</li> <li>• National Trust</li> <li>• Country Parks</li> <li>• Heritage Railway museums /organisations</li> </ul>
18	<b>What would be the best method for each trainee to record and demonstrate their experience for future employers/further training?</b>	<p>CPD log – to be undertaken at the start of the traineeship what do you know now, what do you need to know, what would you like to develop further, and for this to be reflected on and shared at the end, assisted by:</p> <ul style="list-style-type: none"> <li>• Weekly written and photographic progress reports</li> <li>• Record of all training undertaken (written, photographic, certificates etc.)</li> <li>• Record of all shadowing instances within the organisation and things learnt</li> <li>• Record of all placements undertaken</li> <li>• Record of all mentor-related activity</li> <li>• Certificates and exam information to evidence achievement – external training/accreditations</li> </ul>