

APPRENTICE ENGINEER - Workshop/ Field Service Apprentice 2023 (National)

Role:	Apprentice Engineer		
Reports to:	Engineering Manager	Date compiled:	November 2022
Responsible for:	Budget	<ul style="list-style-type: none"> None 	
	People	<ul style="list-style-type: none"> You will be supervised and supported day to day by a qualified Engineer, who will act as your Mentor. You will report to a line manager for your area (Engineering Manager). A member of the Apprentice Technical Training team will support you in completing your qualification, you will have regular 121 review meetings with an Apprentice Technical Trainer, your line manager and mentor. 	
	Process	<ul style="list-style-type: none"> You will be expected to follow Health & Safety and Engineering processes, including safe systems of work, for which training will be provided. 	
Role Purpose:	<ul style="list-style-type: none"> You will complete the Briggs Equipment Group 4-year Apprentice Engineer training programme, to train to become a fully qualified Engineer. Briggs Equipment Group Engineers fault find, maintain, service and repair, mechanical, electrical and hydraulic systems, located within an ever-growing range of Materials Handling and Powered Access Equipment. Years 1 to 3 of the programme include completing the 3-year apprenticeship qualification, which dependent on location will be either: <ul style="list-style-type: none"> Level 3 Lift Truck and Powered Access Engineering Technician Apprenticeship standard Level 7 Modern Apprenticeship Diploma in Lift truck Maintenance and Repair Competence (SCQF)* Work will be carried out on customer's premises and at Briggs Equipment Group workshop locations within your specified region. <p>Programme Overview:</p> <ul style="list-style-type: none"> Year 1 - You will complete on-the-job training by shadowing your mentor and other Engineers. You will learn to support an engineer and perform basic tasks under supervision. Year 2 - You will continue to work under the supervision of your mentor, and will begin to perform tasks alongside qualified engineers, where your work will be checked and signed off by qualified engineers. Year 3 - You will be able to independently perform servicing and minor repairs on equipment that is familiar to you, where your completed work will be checked and signed off by a qualified engineer. 3rd Year Apprentices who have a valid full driving licence** and successfully complete Briggs' driver training, may be eligible to be issued with a Company van (for field-based roles). Year 4 – Subject to successfully achieving your apprenticeship qualification, you will progress to the 'Improver' year. You will be qualified to independently perform servicing, minor and major repairs, and sign off your own work. You will be able to receive assistance from more experienced engineers on unfamiliar equipment. During this 4th year you will develop your independent on-the-job practical experience, and undertake further internal training, to make the transition to become a fully-qualified Engineer upon successful completion of the programme. <p>*Level 3 Apprenticeship in England & Wales is approximately equivalent to a Level 7 Apprenticeship in Scotland</p> <p>**Apprentice Engineers will ordinarily need to obtain a full UK Driving Licence by the end of the 3rd year of their programme, to be considered for a permanent contract as a fully qualified Engineer.</p>		
Main Accountabilities and Responsibilities:	<ul style="list-style-type: none"> Attend our chosen apprenticeship training provider on a block release basis for 5/6 weeks per year, approx. one week every 2 months (additional attendance may be required subject to individual needs). This may require you to travel away from home and stay overnight. Current apprenticeship training providers are either, FTEC in Swindon or GTG in Glasgow.* Complete all requirements of your apprenticeship qualification, including submitting training related documentation and assignments on time and in the approved format, and achieving the required standard 		

in all practical and theoretical assessments.

- Attend and successfully complete all internal and external training required in relation to your role, this may include online self-directed learning and in person attendance courses at our Head Office based in Cannock.
- Complete on-the-job training, including shadowing and supporting your mentor.
- Keep a diary of all daily activities up to date at all times (diary format will be provided and coaching given on how to complete this).
- Ensure job sheets (online documentation) relating to equipment fault finding, maintenance, service and repair, are completed to Company standards and submitted on time, and that a copy is kept for referencing purposes (your mentor will demonstrate how to complete this).
- Ensure all parts required to complete tasks are ordered.
- Maintain a clean and orderly working area and ensure the company vehicle is maintained to a high standard and correctly stocked.
- Provide a high level of customer service and address any customer queries.
- Follow all reasonable and lawful instructions, including those relating to Health and Safety.
- To follow all safety and compliance rules and procedures and recognize customer or engineer safety related matters and bring them to the attention of your mentor, Line Manager or the safety team.
- Project a professional image by wearing the Company Uniform at all times whilst on duty and at external and internal training courses.

*Accommodation, meals & travel expenses will be provided by the Company whilst attending training away from your normal working location.

Additional Responsibilities:

- The following responsibilities are standard to all Briggs Equipment Job Descriptions;
- To be aware of, adhere to, and implement all legislative requirements consistent with overall duties of this role, to comply with all company policies
 - To promote and adhere to the organisation’s culture and values

BRIGGS VALUES

Safety First

We place the safety of our colleagues and customer above all else in the development and delivery of our practices, processes, products and services

Innovate and Improve

We challenge ourselves to find better ways of doing things, so we can be the very best at what we do

Build Trust

We take the time to understand the individual and their needs and fulfil our promises by consistently doing things well

Easy to work with

We are flexible in our approach and ensure that our way of doing things is simple and accessible and keeps us connected to our customers

It’s our business

We are entrepreneurs and embrace every opportunity to develop and grow our business and to be charitable

PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment (see list below)
Education and Qualifications			
3 GCSEs at grade 4 / C or Scottish National 5 Grade C or above in English, Science & Mathematics (or equivalent)		✓	AF, CQ
Experience, Skills & Knowledge Extensive 5 years Substantial 3-4 years Significant 2-3 years			

Demonstrable 1-2 years *Experience should be at role level.				
Basic knowledge of the principles of health and safety		✓		I
Basic IT skills i.e., email, websites, text documents		✓		AF, I
Able to complete apprenticeship qualification tasks independently, managing and prioritise own workload, work to deadlines under pressure		✓		AF, I
Clear, polite and professional, verbal and written communication skills, to work effectively with mentor, line manager, customers and other members of the Briggs Equipment Group teams		✓		AF, I
Understanding of the principles of good customer service		✓		AF, I
Ability to follow instructions and problem solve		✓		AF, I
Prior work or voluntary work experience			✓	AF, I
Personal Attributes				
Enthusiasm for all aspects of engineering, including mechanical, electrical, hydraulic - i.e., hobbies related to maintenance/repair, work or voluntary experience, topics studied at school/college		✓		AF, I
Willingness to learn, adapt and a consistent positive attitude is key to success		✓		I
Comfortable working outdoors in inclement weather conditions		✓		I
Comfortable completing both manual labour and administrative tasks		✓		I
AF	Application Form	CQ	Certification of Qualification	
I	Interview (may include presentation or occupational test where appropriate)	R	References	