

# BEST

an HVCA group company

**BUILDING ENGINEERING SERVICES TRAINING LTD**

## THE BEST CAREER OPPORTUNITY

Looking for a career in the

**HEATING, VENTILATING, AIR CONDITIONING AND REFRIGERATION INDUSTRY?**

### Personal Attributes

Applicants should be:

- practically minded
- interested in mechanical installation work
- able to communicate at all levels
- good organisers
- physically fit
- hard working and conscientious



### Benefits

If successful, you will:

- be employed by a company
- be paid a wage
- be trained to SVQ Level 3
- be monitored through the duration of your training
- become a qualified engineer

## BEST HAVE APPRENTICESHIPS ON OFFER IN THE FOLLOWING TRADES...

### HEATING & VENTILATING FITTER/WELDER

**What?** Install a variety of systems from central heating, hot and cold water, air-conditioning and gas.

**Where?** Industrial and commercial buildings.

**Skills?** Installing components to a high standard, and welding.

### SERVICE & MAINTENANCE ENGINEER

**What?** Monitor, repair and maintain building services engineering equipment relating to heating, ventilating, lighting and air conditioning.

**Where?** Carry out work in occupied and unoccupied premises.

**Skills?** Maintaining parts, diagnosing and rectifying faults.

### REFRIGERATION & AIR CONDITIONING ENGINEER

**What?** Design, install, repair and maintain refrigeration and air conditioning systems.

**Where?** Occupied and unoccupied industrial and commercial buildings.

**Skills?** Learn to install, repair and maintain systems to very high standard. You will acquire an understanding of electrics.

### DUCTWORK INSTALLER

**What?** Erect ductwork and components for a range of ventilation and air conditioning systems.

**Where?** Occupied and unoccupied industrial and commercial buildings.

**Skills?** Install, repair and maintain systems and their components.

### SHEET METAL FABRICATOR/WELDER

**What?** Manufacture and erect ductwork components for ventilation and air conditioning.

**Where?** Workshops, building sites and occupied or unoccupied industrial and commercial buildings.

**Skills?** Manufacture components to a very high standard.

### GAS INSTALLATION & MAINTENANCE ENGINEER

**What?** Ensure the safe installation and maintenance of gas-fired appliances and their systems.

**Where?** Domestic properties, offices, factories and new buildings.

**Skills?** Installation of all gas equipment: cookers, fires, etc. Develop skills in commercial and industrial plant and electrical control systems.

### BUILDING SERVICES ENGINEER/TECHNICIAN

**What?** Create and maintain a comfortable, energy-efficient and safe environment within buildings.

**Where?** An **office environment**, you will attend site meetings on building sites.

**Skills?** Preparation of detailed drawings and specifications, estimating costs, and ensuring correct installation of systems on site.

#### What Qualifications Will I Need?

Standard Grades - 4 and above, preferably in the following:  
Maths, English, Science/Physics and a Technical subject.

#### Will I have to take a test?

Multiple choice Mathematics Assessment

#### What will I achieve at the end of my apprenticeship?

SVQ Level 2 and 3 Modern Apprenticeship.  
Building Services Technician, will undertake an NC course, and will require credit level Standard Grades and/or Highers.

#### What are Working Conditions Like?

You may be working on building sites, which can be cold, wet and dirty as well as in workshop conditions. Be prepared to work on ladders, scaffold and at heights. You may also work in premises, such as hospitals, coalmines, nuclear power stations, oil rigs and offices. All work has to be carefully planned to ensure minimum disruption to client's activities and takes into account all Health and Safety requirements, which are a particularly important aspect of the job.

#### Where will my training take place?

You will be trained by your Employer and at College.

If you are interested in pursuing a career in any of the above trades, please complete and return the attached Application Form to:

**Meg Robertson, BEST Ltd, Unit 4, Bush House, Bush Estate, Penicuik EH26 0BB**

## APPLICANT INFORMATION SHEET

### Applicant Pack

- Please read the following information carefully and only send in the required information if you are sure that a career in the HVACR industry is for you.
- There is a great commitment required to produce evidence from site over the three or four years of your apprenticeship. During your college attendance you will be required to pass knowledge tests regularly - failure to do so will stop you continuing at college. You must also produce site evidence as required to form a portfolio.
- Excellent attendance at college and on site is expected, and essential, if you are to complete your apprenticeship.
- You will be working in difficult conditions, for example small spaces, heights, and you could be outside in all weather conditions. All these factors must be taken into account before you submit your application.
- The plus side is that you will achieve a Level 3 qualification and Modern Apprenticeship, you will be fully employed, receive a good wage, earn while you learn, and you are entering an excellent industry.
- If you are not successful in gaining an apprenticeship in the year of submitting your application form, you must contact BEST and notify us if you still want to be considered for an apprenticeship in the following year.
- **All the above requires commitment, dedication and hard work, and with such an industrious approach to your course, you should qualify as a competent engineer.**

### SUBMITTING YOUR APPLICATION

Should you wish to proceed with your application you must submit the following:

1. A completed **Application Form**
  - all boxes **must** be completed, **otherwise the form will be rejected**
  - if you are 15 or under, and do not yet have your National Insurance Number or your preliminary Standard Grade results, **you must state this in your letter** or, again, your application will be rejected.
2. The completed and signed **Information Exchange Sheet** which allows us to provide your personal details to colleges and employers, or anyone else we deem fit in order to place you with a company.
3. A letter, in **your own words and hand writing** which should be as follows:
  - properly laid out, including addresses and date
  - why you feel you should be offered an apprenticeship
  - what interests you about an apprenticeship and the HVACR industry
  - state what your interests and hobbies are, particularly if they demonstrate that you are good with your hands e.g. working on cars or motorbikes, joinery etc
  - state whether you have held any positions of responsibility e.g. team captain of a club
  - state what work experience you have had, and what skills you felt you gained from this, and why you liked or disliked it.

**Should you fail to complete any of the above your application form will be rejected and you will not be informed of this, unless you enclose a stamped addressed envelope in which we can return your application.**

## **IF YOUR APPLICATION IS ACCEPTED...**

You will be invited to sit an assessment, at a venue as close to you as we can manage, as follows:

The Assessment Paper consists of 50 Multiple Choice Mathematical Questions. These questions are to a Standard Grade Level.

If you are successful in the BEST assessment, your details will be added to our database and circulated to any employer who is looking for an apprentice. There is no guarantee that BEST will be able to place you with an employer and we therefore urge you to write letters to, and call companies, in order to look for an apprenticeship yourself – look at companies by going through the relevant sections of your Yellow Pages or [www.Yell.com](http://www.Yell.com).

If an employer is interested in interviewing you, BEST, or the company, will be in touch to arrange a suitable time. You should make yourself available for any interview opportunities that arise and, if you cannot attend an interview, you should let someone know as soon as possible as another applicant could take your place.

## **INTERVIEW SKILL TIPS**

- If your letter, or telephone message, states that you should respond to an invitation to an interview, you should do so at the earliest opportunity.
- You should dress smartly for your interview.
- Arrive promptly for your interview, make sure that you know where you are going and contact your local bus or train company to get times of local transport. You can get a map from the internet at [www.streetmap.co.uk](http://www.streetmap.co.uk) or call the company for directions if you do not have internet access.
- Maintain eye contact with your interviewer throughout the session.
- Do some research into the company, look on the internet or call the company in advance and ask them if there is any information they can send to you.
- Make sure that you know what kind of apprenticeship you are being interviewed for e.g. Heating & Ventilating or Service & Maintenance etc. and ensure that you know what the apprenticeship involves. If BEST write to you, with details of your interview, the apprenticeship type will be stated on your letter.
- Prepare some questions you can ask during or at your end of the interview e.g. how many people work for the company; how many years the company has been trading; what kind of duties will you undertake as an apprentice.

## **IF YOU ARE SUCCESSFUL**

- If you are successful in finding an apprenticeship, BEST will monitor your training throughout the 3 or 4 years, reviewing you every 10-12 weeks from when you start until you receive your final certificates.
- Your employer will be sent details of your college start dates approximately one month in advance - start dates are usually in August or September.
- You will complete an induction at college during your first or second week and this is when you will meet your Training Adviser who will look after you during your apprenticeship. At this point you will be given contact details for both the office and your Training Adviser. During this time if you have any queries, problem or issues you would like to raise, BEST are always here to help and you should not hesitate to contact us using any of the numbers you are provided with.

**IF YOU HAVE DECIDED THAT THE HVACR INDUSTRY IS FOR YOU, THEN  
GOOD LUCK IN YOUR SEARCH FOR AN APPRENTICESHIP**

**Please tear off and retain these sheets for your information**



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**BUILDING ENGINEERING SERVICES TRAINING LTD**

**APPRENTICESHIP APPLICATION FORM**  
 (REVISED FOR APPLICATIONS FROM 2008/2009 INTAKE ONWARDS)

It is important that you complete all sections fully as your form will not be processed if we receive an incomplete application. If you require help in completing the form, please call us on 0131 445 5900.

**PERSONAL DETAILS**

First Name: ..... Surname: .....

Address: .....

County: ..... Postcode: .....

Tel No: ..... Mobile No: .....

Email: ..... Do you check your email regularly? YES/NO

Date of Birth: ..... Sex (male/female): .....

SQA Candidate No: .....  
 (You must complete your SQA Candidate Number - you can obtain your SQA Candidate Number by calling 0845 279 1000)

National Insurance No: .....  
 (You must complete your NI Number - you can obtain your NI number by calling 0845 600 0643)

Driving License No: ..... Full/Provisional/None (*please delete as applicable*)

**EDUCATION**

Name of School: ..... Date left or intend to leave school: .....

Subjects Studied	Exam Level	Prelim Result	Final Result	Date passed

**WORK EXPERIENCE**

Location	Date from	Date to	Skills	Paid/Voluntary?

## HOBBIES/INTERESTS

Please detail any hobbies/sports, posts of responsibility (e.g. team captain) and prizes/awards gained in your spare time

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## HEALTH & CIRCUMSTANCES

Do you have any health or special needs requirements that could affect you working in the Building Engineering Services industry, particularly at heights or near dangerous machinery (Please tick box)	YES	NO	DETAILS
Are you colour blind?	YES	NO	
Are you registered disabled?	YES	NO	

## TRAINING PROGRAMME

As there are limited places available your application will be sent to employers in different areas of the industry, unless otherwise indicated by you. If you only want to be considered for an apprenticeship in a specific discipline, please state below.

I only wish to be considered for the following discipline: - (e.g. Refrigeration).....

State if you are interested in an office based position e.g. Building Services Technician YES/NO

## FURTHER INFORMATION

How did you hear about BEST's Apprenticeship scheme?

School (Please name below)	Careers Office (Please name below)	Careers Evening (Please name below)	Other (Please detail below)

## EQUAL OPPORTUNITIES POLICY

BEST requires its entire staff to operate its policy of equal opportunities and not to discriminate against any person on grounds of sex, race, colour or national origin. Will you please assist in the monitoring of this policy by ticking the appropriate box below? The information provided in this section will not be used in the selection process. All information is voluntary and will be treated in the strictest confidence.

Bangladeshi	Black African	Black Caribbean	Black Other	Chinese	Indian	Pakistani	White	Other

**Signature of Applicant:** ..... **Date:** .....

Please enclose any additional information you think may support your application - e.g. a reference from your school or employer. Please append extra sheets if you do not have enough space on the form to provide all the information you wish to inform us of.

Should you not be successful in gaining an apprenticeship in the year of submitting your application form, you must contact BEST and notify us if you still wish to be considered for an apprenticeship in the following year.

If you wish for your application to be acknowledged, please enclose a stamped addressed envelope.

Please return your completed form and letter to:

**Meg Robertson, BEST Ltd, Unit 4 Bush House, Bush Estate, Penicuik, Midlothian EH26 0BB**

**Have you included?**     Application Form (**fully completed** and including NI and SQA numbers)  
                                   Handwritten Letter stating why you would like an Apprenticeship  
                                   Information Exchange Statement (signed and dated)

**Your application will not be considered if any box on the application form is incomplete or you have failed to submit all information as above.**



## **INFORMATION EXCHANGE STATEMENT**

The Skillseekers Programme is funded by the Scottish Enterprise Network. It is necessary for relevant information regarding yourself, relating to your training and subsequent course of your career, to be passed to the Scottish Enterprise Network to enable it to monitor, audit and evaluate the Programme.

Evaluation may include requesting you to complete a questionnaire issued by or on behalf of Scottish Enterprise and/or Scottish Ministers.

By agreeing to participate in the Programme, you consent:

- a) to the relevant information being passed to, and received from:
  - 1. public authorities concerned with economic and/or skills development (including the Scottish Enterprise Network, Scottish Ministers, the European Commission and/or government departments); and/or
  - 2. awarding bodies for vocational qualifications; and/or
  - 3. Scottish Enterprise Network from such awarding bodies; and/or
  - 4. awarding bodies for vocational qualifications; and/or
  - 5. prospective employers; and/or
  - 6. college and training Centre; and/or
  - 7. careers Offices; and/or
  - 8. BEST's PR company
  - 9. press for marketing purposes e.g. if you win an award.
  
- b) to such public authorities contacting you either directly or through duly authorised agents to assist them in the monitoring, audit and/or evaluation of the Programme and the assessment of the impact of the Programme.
  
- c) to colleges providing training information and progress reports, including SQA Navigator reports, in all years of your course, regardless of course fee responsibility, to BEST, at BEST's request.

## **INFORMATION EXCHANGE CONSENT**

I have read and understood the above statement and give my consent to the processing of Relevant Information to myself.

Trainee Signature: .....

Trainee Name: .....

Date: .....