**Job Title: Aircraft Engineering Apprentice**

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| **Role Purpose (position scope)** |
| A training and development role aimed at developing Aircraft Engineering Apprentices into qualified and competent Aircraft Maintenance Fitters/Technician capable of working on or maintaining aircraft of all types from small civil aeroplanes to airliners. Under direct supervision Apprentices will learn how to carry out approved maintenance processes using approved technical data and approved tools to ensure the continuing airworthiness of the aircraft on which they work. Reporting to Draken Europe’s Talent and Career’s Development Manager the Apprentice is engaged on a three-to-four-year long training program. On successful completion of all training objectives apprentices should qualify for award of a NVQ Level 3 Extended Diploma in Aeronautical Engineering. Further Part 66 Licensing Training can be provided by the business following analysis of business requirements. |

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| **Line Manager** | **Dotted Line** | **Direct Reports** | **Dotted Line** |
| Talent and Careers Development Manager | Reporting Manager Head of Training and Development | None | None |

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| **Key Responsibilities** |
| * Be aware of Draken’s Safety first culture and know how to locate and use the Safety, Health and Environment (SHE) Technical standards.
* Under direct supervision apply countermeasures identified in applicable Risk Assessments to appointed operations/tasks that they are involved in.
* Understanding the different roles and functions of the Draken Europe organisation and how they interact.
* Undertaking work activity following company processes, procedures and equipment, including understanding where to find the appropriate approved technical data.
* The control and security of any Company material or equipment provided during training.
* The cleanliness of their immediate working area at all times.
* Demonstrate excellent time keeping and punctuality in their reporting to an appointed workplace mentor or Supervisor, working in an efficient and timely manner to meet their allocated training tasks.
* Developing and agreeing their Personal Training Development Plan with their Line Manager ensuring they attend all scheduled meetings to monitor their progression throughout the scheme and aid their continuing development.
* Ensuring attendance of all training and completion of coursework relating to obtaining relevant qualifications to complete and pass chosen apprenticeship standard.
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| **Core Competencies** |
| **EXPERIENCE & QUALIFICATIONS*** Must hold or be predicted to obtain required grades before the apprenticeship start date in physics, maths and English language- GCSE grades 9-4 (A\*-C) or Equivalent
* Previous experience working with hands or within engineering in a personal or professional environment is desirable but not essential.

**PERSONAL SKILL & ATTRIBUTES*** Confident communicator.
* Awareness of Safety issues and how they apply in an aerospace environment.
* Self-motivated with and excellent work ethic.
* Passionate individual who is keen to learn and develop skills within an engineering environment.
* Ability to work to set procedures, policies and follow instructions.
* Excellent work ethic and able to take responsibility for own workload to ensuring all deadlines are met in relation to chosen qualification and apprenticeship standard.
* Able to adapt to surroundings and work well alone and as part of a team.
* Due to the remoteness of our site and the requirement to attend training at an external providers location access to own transportation is desirable.
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| **Key Measures** |
| * Meeting training and development milestones as per their training development plan.
* Completion of all NVQ Level 2 coursework by end of Year 1.
* Completion of all NVQ Level 3 coursework during Year 3.
* To achieve a minimum pass mark of 65% in all NVQ Level 3 examinations in order to achieve apprenticeship standard pass grade.
* Completion of End Point Assessment (EPA) pack one month in advance of due date to allow for internal review with the business and qualification supplier.
* To ensure a good attendance rate, time management and level of professionalism is maintained throughout all training sessions provided by either the business or external suppliers.
* To ensure attendance of a minimum of 90% of all Part 66 module training (if required) along with achieving a minimum pass mark of 75% in all Part 66 Licence module theory exams and essays.
* Achieve required hours for supervised experience outlined for on-the-job training (OJT) in line with apprenticeship or regulatory standard in either MET or CAP 741 Logbooks.
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Job Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_