

Apprentice/Trainee Management Development Plan

Introduction

The duration of the training plan will be 4 years.

Proposed Subject Areas:

- Recruitment – entry requirements
- Induction – training
- Familiarisation – training / development
- External supplementary training / development
- Assessment process – timescales

Recruitment – Entry Requirements

It is anticipated that recruitment will commence in June/July 2013. Scheme opportunities will be advertised at local Schools six form colleges.

Completion of the Company Staff Application Form along with the projected relevant A Level results will enable the applicant to enter into the recruitment procedure. Minimum GCSE requirements are 5 GCSE grades A* - C which must include Mathematics and English and preferably Business Studies and I.T.

The interview process will include a formal interview and I.T testing in Microsoft Word and Excel.

Induction Training

New Apprentice / Trainees will be subject to a full company induction. The induction will be completed within the first week of commencing employment and subject areas covered will include, Health and Safety; Work Place Risk Assessment; Fire Evacuation Procedure; Manual Handling; Personal Protective Equipment; Company Policies & Procedures; Introduction to other functions.

Familiarisation – Training / Development

Along with the standard company induction Trainees will also complete specific development in other functions of the Company.

Familiarisation training and development will ensure the Trainees have a greater awareness of the Company's processes, which in turn will give a more competent professional individual who will be able to judge and make accurate business decisions.

Familiarisation Training / Development will take place in the following functions – Administration, Commercial, Sales and Business Development, Stock Management, Operations, Estimating, Project Management, Design, Logistics and IT.

Harsco Infrastructure

12 Humber Way, Avonmouth. BS11 8AE
T: 0117 316 7323

F: 0117 316 7324

Job Specific Training and Development

On the job training and development within various areas of the Business, Eg:- Administration and Sales will form the bulk of the trainees learning. Initially the Trainee will be given simple tasks, however, once the trainee's confidence and competence grows tasks will become more varied and complex.

Examples of tasks / jobs are summarised as follows – (This time frame maybe changed)

(First 3 months):

- Product training
- Health & Safety - Risk Assessment, COSHH, PPE.
- IT – Oracle awareness and functionality.
- Customer Service Expectations.

(3 to 6 months):

- Business Pricing Model
- Handling Customer Complaints
- Sales Techniques.
- Stock Management

(6 to 9 months):

- Margin Control and Quotation Building
- Environmental Procedures
- Material Management - Logistics

(9 to 12 months):

- Estimating
- Commercial and project management
- Design
- Payroll entry
- Oracle Procurement

Note: Special projects deemed as a development opportunity for the trainee can be given within any phase of training and will be solely dependant on the trainees ability (competence) to perform the tasks given.

External – Supplementary Training / Development

On the job training will facilitate the biggest part of the trainees learning. However externally based training courses may be attended by the trainee as part of their development.

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Assessment Process – Time Scales

The trainee will be subject to 4 performance assessments in year 1 (one every 3 months). Thereafter the assessments will twice a year providing suitable progress has been made. The trainee will be assessed against performance factors and personal characteristics and given an overall performance rating. The Trainee's Team Leader or Manager will complete these assessments and discuss with the trainee.

Trainee Centred Learning

Harsco Infrastructure recognises that its future depends upon developing people who can continue to manage and implement robust cost effective transactions and projects. The Harsco Infrastructure is, therefore, prepared to invest time and resources to ensure the Apprentice / Trainee Management Scheme bears fruit. In turn the Company expects trainees to fully participate in the learning process by being self starters, flexible, motivated, excellent attendance and time keepers, reliable and creative / show initiative.

Each trainee will produce a written report to coincide with each three monthly assessments. The report will include detail on the task / jobs completed, learning experience gained and any opportunities for improvement. At the end of the first year the Trainee will be required to conduct a management presentation.

It is expected that the trainee will spend time in all departments during the first and second year. At a later point the trainee will be placed in an area where they have shown flair or natural ability / experience that should be developed. Trainees may also be given specific projects to carryout during this period. At the end of the second year the Trainee will be required to conduct a management presentation.

Remuneration

Starting	£12,000 p/a
After completion of year 1	£13,000 p/a
After completion of year 2	£14,150 p/a
After completion of year 3	£15,500 p/a

There after the apprentice will be placed in an area of the business where they have shown flair or natural ability.

All incremental pay increases are subject to performance review and satisfactory development along with completion of specific training tasks.

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The Benefits of Apprenticeships to the Harsco

There are actually many benefits to Harsco and we will consider these here:

Harsco will take over the training of the apprentice and this means that we can give them the exact training that we feel will benefit the business. Using apprentices can give the business a cost saving by not needing to hire so many skilled staff. Trained staff will be used to train apprentices to fill these roles and this will be a far more cost-effective way of doing things.

One of the other benefits of having apprentices is that it can actually motivate other staff members to be more productive. By helping and spending time with the apprentice they will pick up on their eagerness and motivation and that way the apprentice can have something to teach the rest of the team.

An apprenticeship scheme adds new blood to a business and at the end of the day will improve the effectiveness of the company. Apprentices certainly add value to businesses. There are great benefits of apprenticeship schemes and it is a win-win situation for both sides of the equation. These days competition is harder than ever in many industries but having apprentices on board is always going to be a great asset.