

**Job Code 301**

**Apprentice Carpenter**

**Reporting to:**

**Site Manager/Sub-contractor**

**Purpose:**

To assist with carpentry duties leading to a qualification at Level 2

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<b>Achieving Results</b>
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- The Level 2 provides the opportunity for construction operatives who specialise in the discipline of carpentry to demonstrate their competence in the Occupational Standards, as defined by CITB. Apprentices are expected to achieve a broad knowledge and understanding and complete skill training to become qualified within carpentry. The qualification is aimed at those individuals wishing to join the construction industry as carpenters.

<b>Managing the Process</b>
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- Work areas are kept clean and tidy
- Conform with regulations regarding Personal Protective Equipment
- Maintain statutory requirements for Site Health & Safety
  - Has a sound Health & Safety awareness
  - Tools and equipment are maintained to the required standard
  - Reporting to site manager daily
  - Sign in and out daily
- Health and Safety - All employees have a statutory duty to look after their own safety and to give due consideration for the safety of others. Employees also have specific responsibilities as set out in the Company Health and Safety Policy.
- Equality & Diversity - All employees must comply with the Company Equality and Diversity Policy, ensuring that at all times behaviour is fair and non-discriminatory.

<b>Serving the Customer (Internal and External)</b>
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- Works closely with supervisors and manager to ensure work is delivered to standard
- Asks for feedback regularly
- Understands who the ultimate customer is and the importance of the internal customer

<b>Delivering Quality</b>
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- Compile Portfolio in conjunction with College Tutor / Assessor
- Ensure consistent attendance at college
- Acts professionally at all times
- Passes the CSCS Health and Safety Test (operative level)
- Holds a trainee CSCS card

<b>Technical Skills and Knowledge</b>
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	Basic	Intermediate	Advanced
Microsoft Word			
Microsoft PowerPoint			

<b>Training Matrix</b>
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A training matrix for this role, which includes all the compulsory training which is required, is published on the People Development site in INSITE. Full course descriptions explaining the content of these courses are also available on INSITE.