



Swift Crafted Ltd's Apprenticeship Scheme

Swift Crafted Ltd is a Carpentry, Joinery and Fit Out specialist established in 1987 who predominantly operates in the South East of England. We offer Intermediate Apprenticeships in Carpentry at Level 2 with opportunities to progress to a Level 3 advanced Apprenticeship for the right candidate. The training period for an Apprentice who progresses to and achieves a Level 3 Advanced Apprenticeship with us is three years.

Academic Entry Requirements: None, although Level 1 Maths and English would be an advantage.

The Apprentice will be expected to:

- Work on site gathering work experience in a real environment with a dedicated buddy/mentor and under the guidance of a Senior Project Manager where they will learn the necessary skills to become a skilled tradesman.
- Attend a college or learning provider on a regular day release basis to complete and achieve the Apprenticeship Framework.
- Enter a learning agreement via the CITB where the training provider is CITB approved.
- Keep Swift Crafted Ltd fully informed of progress whilst studying and supply copies of reports and certificates to Head Office.
- Apply for and meet the necessary requirements to carry a CSCS card.
- Supply their own tools or enter into a loan agreement with Swift Crafted Ltd in order to purchase the required tools (*see list on next page*). PPE such as Hi Vis, Safety Boots, Eye Protection and dust masks will be provided by Swift Crafted Ltd.
- Work well in a team and adapt to different situations/people.
- Demonstrate drive, a willingness to learn and genuine interest in the trade.
- Move location from time to time as project come to an end and a new site opens. *Swift Crafted Ltd predominantly work in London and the South East and will endeavour, where possible, to locate an apprentice within a reasonable travelling distance from home.*

Swift Crafted Ltd will:

- Support and mentor the Apprentice to enable them to gain the necessary skills and practical knowledge to successfully achieve their Carpentry and Joinery NVQ qualification.
- Pay the Apprentice in line with the current Construction Industry Joint Council (CIJC) Working Rule Agreement pay scale and structure.

- Where possible Swift Crafted work with the CITB to ensure that the apprentice attends a CITB approved college or learning provider, see list below, (*NB: Swift Crafted will need to approve the choice before an application is made so that the most recent Ofsted report can be consulted to determine the suitability of the provider*).

Barking & Dagenham College	London
Basingstoke College	South East
Bexley College	London
Brockenhurst College	South East
Building Crafts College	London
Central Sussex College	South East
Chichester College	South East
City College Brighton & Hove	South East
CONWL	London
Croydon College	London
East Berkshire College (Langley)	South East
East Surrey College	South East
Eastleigh College	South East
Farnborough College	South East
Hackney College	London
Northbrook	South East
Oxford & Cherwell College	South East
Reading College	South East
Southampton City College	South East
East Kent College (Thanet)	South East

- **List of tools that would be required for site:**

- 1) 20 cm Torpedo Level
- 2) Double Plumb Spirit Level
- 3) Punch Set
- 4) Block Plane
- 5) Set of Bevel Edge Chisels
- 6) Oilstone
- 7) Hard Bottom Toolbag
- 8) Set of Pliers
- 9) Set of Screwdrivers
- 10) Combination Square
- 11) Pry Bar
- 12) Stanley Knife and blades
- 13) Wireless Combi Drill with 2 batteries
- 14) Coping Saw
- 15) 5m Tape Measure