

A guide on how to apply for an apprenticeship



Learn
Earn
Qualify



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About this Guide

The purpose of this guide is to fully explain what an apprenticeship at City Building is, how it is delivered and what would be expected of you, if you were successful in gaining a place.

It is important that you read the full guide, as it lays out the step-by-step process from application stage until the day you commence the programme.

It will offer hints and tips on how to increase your chances of securing a place over the many hundreds of young people who apply, each year.

It will fully inform you of what City Building expect of a young person, allowing you to be sure that this is right career path for you.

A City Building apprenticeship is challenging, life changing and rewarding! You will learn and develop skills and abilities that will be attractive to employers across the world and create lots of opportunities during your working career!

City Building (Glasgow) LLP have an ethos of developing our workforce from apprenticeship and beyond, very rarely advertising jobs externally. If employees work hard and are determined, there are opportunities to progress through the organisation, resulting in a well informed workforce who understand the business and strengthening the culture.

However, please remember completing an apprenticeship at City Building does not guarantee the offer of a job at City Building.

Possible routes to promotion are:




Other opportunities if employed may arise that would require City Building supporting you on fully funded college or university courses and continual personal development (CPD).

City Building Apprenticeships

Around 60 apprenticeships are available each year, and depending on City Building's ongoing workload, will determine the apprenticeship places available in:

- Administration (2-year programme, office based)
- Carpentry & Joinery
- Electrical Installations
- Domestic Plumbing & Heating
- Painting & Decorating
- Lift Engineering
- Heating Engineering
- Plastering
- Wall & Floor Tiling



4-year programme of college placements and on-site work experience.

Gaining a place on the apprenticeship programme means you will be working towards a highly qualified course, SQA accredited to Scottish Credit & Qualification Framework levels 6 to 7, which is the equivalent to a Higher National Certificate (HNC).

<https://www.sqa.org.uk/sqa/71387.html>

The Recruitment Process

City Building's recruitment programme is as follows.

1. Complete application form via Glasgow Guarantee
2. Complete a numeracy and literacy test online
3. Pass a colour vision test (trade dependent)
4. Practical testing
5. Attend a final interview
6. Attend a drug and alcohol screening test

This guide will help you apply for an apprenticeship by giving you informed advice and hints on how to stand out from the crowd, to gain an apprenticeship.

Apprenticeship places are very competitive therefore it is in your interest to apply for as many as possible to have a good chance of gaining one.

The following links are for organisations who also recruit apprentices.

Scottish Electrical Charitable Training Trust <http://www.sectt.org.uk/>

The Scottish and Northern Ireland Plumbing Employers' Federation <https://snipef.org/>

Construction Industry Training Board <https://www.citb.co.uk/>

The next few pages will explain in detail, how to register with Glasgow Guarantee.

Candidate Eligibility - Glasgow Guarantee

Criteria for School Leavers:

- Candidates must attend a Glasgow School, or live in Glasgow and attend a non-Glasgow school.
- Candidates must have left school in the past 3 months or should be eligible to leave school in the next 3 months.

There is 1 entry route to register:

- Eligible to leave school 3 months prior to, and 3 months after the official school leaving date:
 - Winter Leavers: 1st October – 31st March
 - Summer Leavers: 28th February – 31st August

Criteria for College Leavers:

- Candidates must be living in the Glasgow City Council postcode boundary.
- Candidates must be due to leave college in the next 3 months.

Criteria for Non-School/College Leavers:

- Candidates must be unemployed or underemployed (part-time or 0 hours contract).
- Candidates must be living in the Glasgow City Council postcode boundary.
- Candidates must be referred by a Glasgow Guarantee approved Employability Provider and assessed by them as being job ready.

If you require further information in relation to the Glasgow Guarantee registration process, please contact guarantee@glasgow.gov.uk. If you require further information in relation to the City Building vacancy, please contact cbapprenticerecruitment@citybuildingglasgow.co.uk.

REGISTRATION PROCESS

The registration process includes the following steps:

- Online registration form
- Email address verification

Candidates will have access to their account and be able to view vacancies after they submit the online registration form. However they WILL NOT be able to apply for any vacancies, until all the above areas are complete, and the candidate has been approved by Glasgow Guarantee.

Registrations can only be approved once all areas have been completed and the school leaving date is verified. Glasgow Guarantee will refer to the School Winter and Summer Leavers List, (which is provided by Glasgow City Council, Education Services, OR 16+ Data Hub) to confirm and verify school leaving date.

READY TO WORK?
[Click here to register and access our jobs](#)

Are you...

- Living in a Glasgow City Council postcode or currently attending a Glasgow City Council school
- Unemployed/underemployed *working part time or 0 hours contract job
- Job Ready - able to access and sustain employment, with or without support

And

- Leaving education within 3 months

Or

- Supported by an employability provider

Or

- Under threat of redundancy and supported by PACE

We have lots of job opportunities available only for you!

READY TO RECRUIT?
[Click here to register and advertise your job](#)

Are you...

- A business operating within the Glasgow boundary, who employs less than 250 staff?
- Committed to implementing Fair Work First principles, including payment of the Real Living Wage to all staff (including apprentices) and providing appropriate channels for effective workers voice?

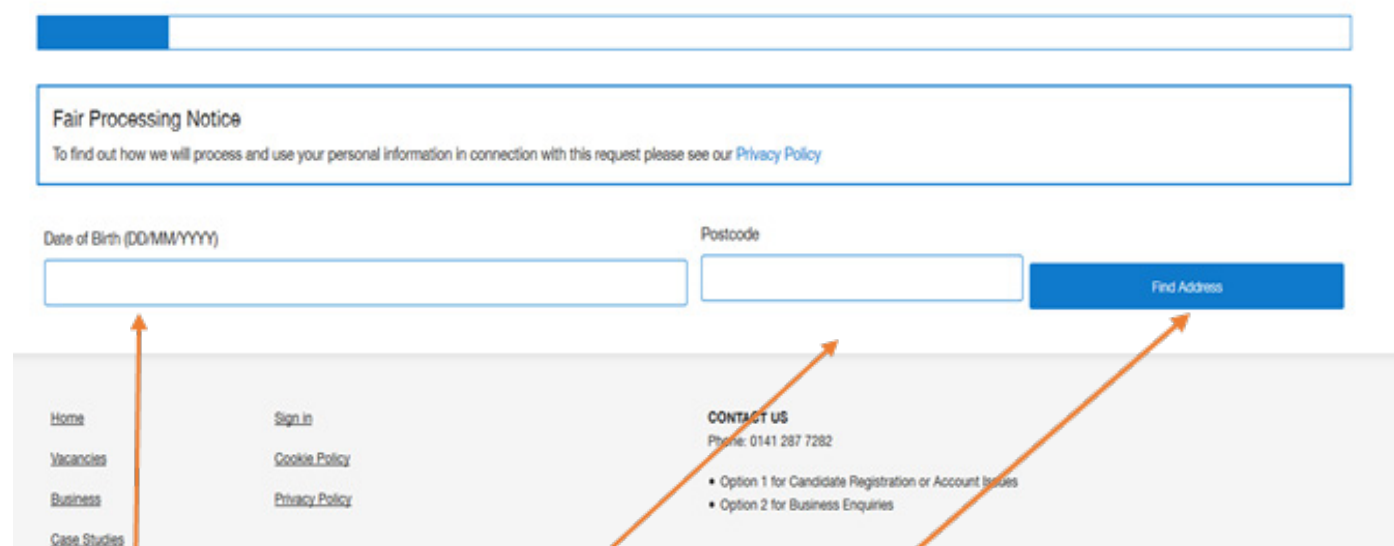
We can offer support to advertise your vacancy and recruit a suitable candidate!



- Click on #READYTOWORK– find your next job. Register to apply for jobs here

STEP 1: ONLINE REGISTRATION FORM

Registration Complete the form to determine if you are eligible for Glasgow Guarantee



Fair Processing Notice
To find out how we will process and use your personal information in connection with this request please see our [Privacy Policy](#)

Date of Birth (DD/MM/YYYY) Postcode

Home Vacancies Business Case Studies Sign in Cookie Policy Privacy Policy

CONTACT US
Phone: 0141 287 7282
• Option 1 for Candidate Registration or Account Issues
• Option 2 for Business Enquiries

1. Enter date of birth.
2. Enter a valid Glasgow City Council postcode. To check that the postcode is within Glasgow City, please access www.gov.uk/find-local-council
 - a. If you do not live in Glasgow but attend/attended a Glasgow school, please email Glasgow Guarantee to register - guarantee@glasgow.gov.uk

Click FIND ADDRESS



Fair Processing Notice
To find out how we will process and use your personal information in connection with this request please see our [Privacy Policy](#)

Address

3. Select address from the drop-down list

STEP 1: ONLINE REGISTRATION FORM

Have you left school within the last 3 months OR are you eligible to leave school within the next 3 months?

Please select your most recently attended school

Please select your school leaving date

Are you eligible to work in the UK?

Do you need a visa to work in the UK?

4. Have you left school in the last 3 months OR are you eligible to leave school within the next 3 months?

- a. Select **YES** or NO

5. Select the most recently attended school from the available drop-down list

6. Select your school leaving date

- a. Select Winter if you leave between October and March
- b. Select Summer if you leave between March and August

7. Are you eligible to work in the UK?

- a. Select YES or NO

8. Do you need a VISA to work in the UK?

- a. Select YES or NO
- b. Accepted VISA for registration include:
 - i. Indefinite leave to remain/settlement
 - ii. UK Partner Visa – EEA Family Permit

STEP 1: ONLINE REGISTRATION FORM

PERSONAL DETAILS

Personal details

First name	Middle name
<input type="text"/>	<input type="text"/>
Last name	Date of Birth (DD/MM/YYYY)
<input type="text"/>	<input type="text"/>
NI number	Initial Employment Status ?
<input type="text"/>	<div>Please Select ▼</div>
Address One	Address Two
<input type="text"/>	<input type="text"/>
Address Three	Town
<input type="text"/>	<input type="text"/>
Postcode	Mobile phone number
<div style="background-color: #ccc; padding: 2px;">g13nu</div>	<input type="text"/>
Email	Confirm email
<input type="text"/>	<input type="text"/>
Username	
<input type="text"/>	
Password	Confirm Password
<input type="text"/>	<input type="text"/>

9. Complete all fields

- a. Initial employment status – you should select School Leaver in this drop down.

10. National Insurance Number is a mandatory field

- a. If you don't have an NI number, please contact Glasgow Guarantee at Guarantee@glasgow.gov.uk.

STEP 1: ONLINE REGISTRATION FORM

11. Create a Username and Password

- a. Think of a username and password that you'll remember.

EQUALITY AND DIVERSITY:

Equality & Diversity

Achieving diversity in the workplace is important to us: it isn't just about complying with the law it's about recognising and valuing each other's differences and treating each other fairly. We want to recognise everybody's worth regardless of their age, disability, gender, sexual orientation, religion or belief and ensure equality across all areas. We want to respect others, and be a sensitive and understanding employer. We want to do this because we think that when people can be themselves they perform better and it helps us to better reflect the community we serve. To achieve this we will:

- Undertake positive action activities to promote fairness and diversity throughout all our recruitment practices.
- Strive to continually improve our processes in order to work positively with the communities we serve to develop and engage their skills and abilities to improve our effectiveness.
- Commit to fairness and diversity within all our practices and ensure respect and dignity for all employees.

Positive Action

We recognise that we are under-represented by people from minority groups such as black and minority ethnic people, lesbian, gay, bisexual and transgender and those who identify as having a disability. In order to raise awareness and promote careers within Glasgow Guarantee, we use Positive Action to encourage and inform individuals from these groups. We particularly encourage applications from Black and Minority Ethnic (BME), Disabled including Additional Supported Learning requirements and Care Experienced candidates who we would like to see better represented in employment. Positive Action is legal under the Equality Act 2010 and refers to a number of activities employed by an organisation, which are designed to counteract under representation and disadvantage. These initiatives are aimed at attracting people to apply for posts, knowing that their application will be treated equally and selection is done on the basis of merit and the ability of that individual to carry out the job. Positive Action activities that are supported through Glasgow Guarantee include access to Modern Apprenticeships up to 20th Birthday if Care Experienced and 29th Birthday if Disabled.

In order for us to ensure we are providing equality of opportunity we ask that all candidates complete an Equalities Monitoring Form, this is included within our application pack.

How would you describe your gender ?	Have you ever identified as a transgender person or trans person ?
<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>
What is your Religion or Belief ?	What is your national Identity ?
<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>
What is your ethnic group ?	What is your sexual orientation ?
<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>
Parental Status	
<input type="text" value="Please Select"/>	

Sectors


What is your First Choice Sector?	What is your Second Choice Business Sector ?
<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>
What is your Third Choice Sector?	
<input type="text" value="Please Select"/>	

- 12 Career sectors should be selected in order of preference – first, second and third choice. These can be changed once your registration is approved.

STEP 1: ONLINE REGISTRATION FORM

Qualification Level

What is your Highest Qualification Level?

Please Select 

Caring Responsibilities

Do you have Caring Responsibilities?

Care experienced

Have you ever been in care or are care experienced?

Caring Responsibilities


Do you have Caring Responsibilities?

Care experienced

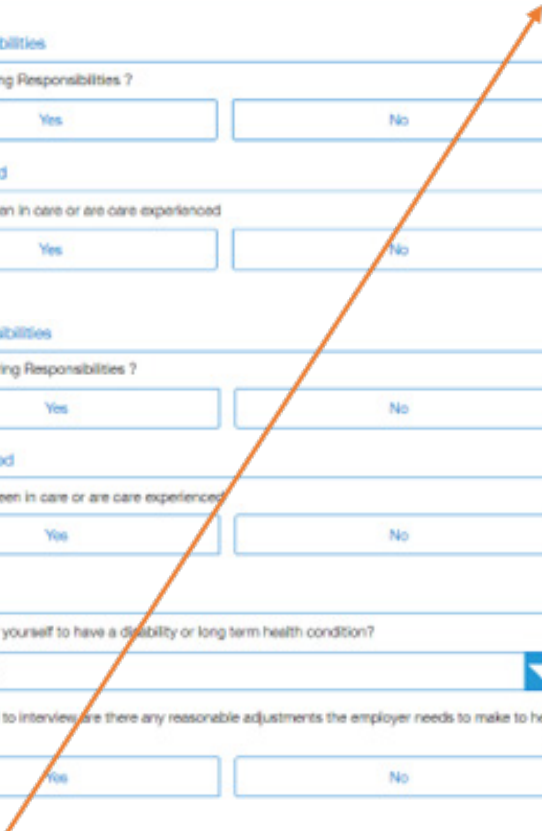
Have you ever been in care or are care experienced?

Disability

Do you consider yourself to have a disability or long term health condition?

Please Select 


If you are invited to interview are there any reasonable adjustments the employer needs to make to help you?























13. Qualification Level – select the highest level of qualification achievement you have gained from the dropdown list e.g., National 4, Higher.

STEP 1: ONLINE REGISTRATION FORM

Where did you hear about us?

Please Select 

Barriers

<p>Armed Forces veteran </p> <p>Former member of the UK Armed Forces</p>	<p>At risk of becoming NEET </p>
<p>Criminal convictions </p> <p>This relates to any individual who has a criminal conviction that: - Is not 'spent' - is exempt from becoming 'spent' - remains a barrier to progressing within the labour market e.g. gaps in c.v.</p>	<p>From Employment Deprived Areas </p>
<p>Homeless or affected by housing exclusion </p>	<p>Living in a jobless household </p>
<p>Living in a jobless household with dependent children </p>	<p>Living in a single adult household with dependent children </p>
<p>Long term physical illness </p>	<p>Long term unemployed </p>
<p>Looked after young person </p>	<p>Low Income Household </p>
<p>Low Skilled </p>	<p>Mental Health issues </p>
<p>Migrants, people with a foreign background (such as the Roma) </p>	<p>No or Limited work experience </p>
<p>Primary carer of a child or children under 18 </p>	<p>Primary carer of older person </p>
<p>Refugee </p>	<p>Substance related conditions </p>

I have read the terms and conditions [here](#) ☐

Submit

14. Barriers should be selected if they are relevant to your current circumstances. Click on the "?" to reveal the definition of each barrier. Multiple barriers can be selected in this section.
15. Read the terms and conditions and tick the box.
16. Submit your online registration form.

Once you submit your registration form, you will be automatically logged into your account, but you will not be approved at this stage. You will be able to view vacancies but WILL NOT be able to apply until you have been approved by Glasgow Guarantee.

IF USING A PUBLIC PC, PLEASE DO NOT AUTOSAVE YOUR USERNAME AND PASSWORD – other people using the PC after you will be able to log in to your account.

STEP 2: EMAIL ADDRESS VERIFICATION

Once you submit your online registration form, you are automatically signed into your account, you will also be asked to validate your email address. To do this, the Glasgow Guarantee team will send you an email (see below) to the email address you provided on your online registration form:

Example email:

Thank you for your registering with the Glasgow Guarantee. Before we can begin to process your registration, you will need to validate your email address. You can do that by [clicking on this link](#). If you do not do this within 14 days your details will be removed from our system, and you will be required to re-register.

Kind Regards

Glasgow Guarantee Team


STEP 2: EMAIL ADDRESS VERIFICATION

When you are logged in to your account, your dashboard will appear like the below:


Glasgow Guarantee
Vacancies
Business
Case Studies
candidate1

My Account


Complete your Glasgow Guarantee account 3/3



Eligibility
Upload proof of eligibility or referral form




Equal Ops
Complete the Equal Opportunities form




Sector Interests
Choose at least 1 sector you are interested in.


Your Profile




Personal Details
Candidate Test 1
emma.boyd@glasgow.gov.uk
01412878609



Rejected Eligibility Documents




Qualifications
Add qualifications




Work Experience
Add work experience


My Account | Saved Vacancies | Application History



Key Skills
Add key skills




Saved Vacancies




Application History


Your Account




Change Username
candidate1



Change Password



Change Security Question
What is your first name?



Resend Email Validation
Click here if you need a new email validation

All steps are now complete for school leavers. Glasgow Guarantee will now be able to verify School Leaver status and eligible registration applications will be approved by Glasgow Guarantee

Stage 1 – Application Form

The Glasgow Guarantee application form is made up of 6 sections, some of which is information that you can provide by completing your Glasgow Guarantee account.

Please make sure, before you start an application form that you have completed the following areas on your account:

- **Qualifications**
- **Work Experience**
- **Key Skills**
 - The information you provide in these 3 areas will be pre-populated into the application form
 - You will still have the option to edit/amend these areas within the application form

APPLICATION FORM QUESTIONS:

Why did you apply for this position?

This is the most important question at this time of your life! You will be asked on every application form and by everyone who interviews you. It is important to have researched your chosen trade to give a good answer.

Every year, some City Building applicants give poor responses to this question because they do not know what duties are carried out by their chosen trade. You must research both your chosen trade and duties carried out within City Building.

Consider these:

- What duties will you carry out?
- What does City Building do?
- Do you have any work experience?
- Do you have any college experience?
- Why have you chosen that trade over others?

Key Skills

In this fast-paced world, Scotland needs a future workforce who can adapt and operate to any new challenges. With that in mind, the young people of City Building discussed and agreed what Meta Skills are required in a Construction trade. Do you have any of the following Meta Skills?

If yes, maybe a career in construction is for you?

Self-Management

Focusing - Sorting, Attention, Filtering

Integrity – Self-awareness, Ethics, Self-Control

Adapting – Openness, Critical Reflection, Adaptability, Self-Learning, Resilience

Initiative – Courage, Independent Thinking, Risk taking, Decision Making, Self-Belief, Responsibility, Enterprising

Social Intelligence

Communicating – Receiving Information, Listening, Giving Information, Storytelling

Feeling – Empathy, Social Conscience

Collaborating – Relationship Building, Teamworking, Social Perceptiveness, Global and Cultural Competence

Leading – Inspiring Others, Influencing, Motivating Others, Developing Others, Change Catalyst

Innovation

Curiosity - Observation, Questioning, Information Sourcing, Problem Recognition

Creativity – Imagination, Idea Generation, Visualisation, Maker Mentality

Sense Making – Pattern Recognition, Holistic Thinking, Synthesis, Opportunity Recognition, Analysis

Critical Thinking – Deconstruction, Logical Thinking, Judgement, Computational Thinking

Key things to consider in your answer:

1. What key skills do you have, which are relevant to the role you are applying for?
2. Look at the job description and think about what you need to be good at to do the job/apprenticeship.
3. Give examples of things you have done or studied that show your skills which match the job/apprenticeship you are applying for.
4. Some examples of skills are teamwork, organisation, customer service, communication, IT literate, time management and problem solving.

! Note! Give examples of why you believe you have the skills.

"I am a good at working as part of a team because I am in a football/volleyball team and have to effectively communicate and work with others to succeed."

What skills do you think are needed in your chosen trade?

Skills are great to have but so are qualities, skills can be taught but qualities cannot.

Qualities

Key things to consider in your answer:

1. What qualities do you have, which are relevant to the role you are applying for?
2. Look at the job description and think about what qualities you need to do the job/apprenticeship.
3. Some examples of qualities are honesty, kindness, good work ethic, loyalty, trustworthiness, responsibility, and reliability

What qualities do you have that would be beneficial in your chosen trade?

Supporting Statement

Key things to consider in your answer:

1. Any other information you may wish to be considered in your application that is relevant to the apprenticeship/job.
2. What are your hobbies and interests: are you a member of any clubs/groups/teams?
3. Mention any work experience including work placements and voluntary work.
4. Some roles require a driving licence, so you could mention if you have one or are currently taking lessons.

This is an opportunity to sell yourself. Highlight your achievements and don't worry if they are not related to construction, they can be transferable.

Complete the following personal profile and try to include everything to sell yourself. You can cut and paste into your profile later if you wish.

Personal Profile – You Try

Why do you want the apprenticeship?

Qualifications?

Skills and abilities?

More about yourself

Once complete, you will be prompted to submit your application form online. Please check that it has been sent as you should have a notification.

When all application forms have been received by City Building, every applicant will be allocated a date and time for testing. It is important to notify them if you cannot participate due to appointments or holidays.

Numeracy, Literacy, & Colour Vision Testing

You will be notified by email/letter to attend City Building's Training College for testing.

The address is

Atlas Industrial Estate,
12 Edgefauld Avenue,
Springburn,
Glasgow, G21 4BB.

Phone number – 0141 287 3279

When you arrive, you will be greeted by some of our apprentices and taken through the following:

- Sign in
- Taken to waiting area
- Given PPE (Personal Protective Equipment)
- Given safety induction
- Q&A session
- Escorted around the campus for testing

This is an ideal opportunity for you to ask any questions you may have about the recruitment process and apprenticeship. Our apprentices have been through the same experience and have a wealth of knowledge which will help you.

The following page has a few numeracy and literacy examples for you to try.

Test your Knowledge

Try the following examples to test your knowledge.

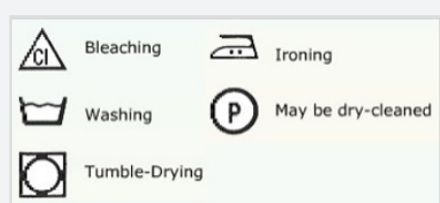
1. Read the extract and choose the correct spelling to fill the gap.

The was not
as as she expected it to be.

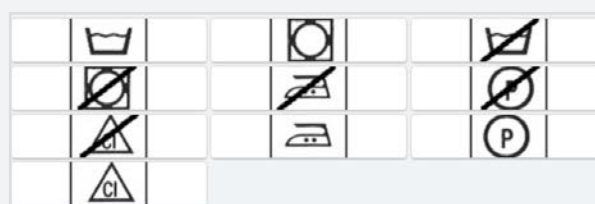
2. Read the extract and choose the correct spelling to fill the gap.

They'd booked the holiday before and were
really looking forward to getting away. The
was due to at 6pm
but they were going to get to the airport in plenty of time.

3. These five symbols can be seen on fabric care labels. A cross through any symbol means do not bleach, wash, etc.



Click on the symbol which means DO NOT dry clean



4. This is an action packed movie for all the family. Its an excellent adaptation of Green's best selling book. The film will be released at the beginning of September. It is one not to be missed.

This film is based on a book?

True

False

5. Which of the following is the correct punctuation?

The road's were closed

They're welcome to our house.

Was she alright.

6. Which of the following is the correct punctuation?

Help!

What time does the film start.

She didn't get the job

7. "Smoke alarms, sometimes called smoke detectors, are easy fit and cheap to buy. Some alarms offer additional features which you may consider an important safety feature for your home. These include:

- A flashing indicator light to show if the alarm is working.
- An override button which disables the alarm if triggered by accident.
- An 'escape light' providing an emergency light if the alarm is activated.
- Interconnection with other alarms so that one unit automatically triggers others - useful in larger homes

"Alarms should have a British Standard Kitemark, to show that they conform to British Standards"

The purpose of the text is to:

Persuade the reader to buy a particular type of type of smoke alarm.

To provide information about smoke detectors.

To highlight the dangers of fire.

8. In the number 61.02, the 2 is worth?

20

2

2/100

20/100

9. $335 + 45.5 =$

380.5

480

785.5

385

10. You received a voucher card worth £100. After spending £45.20, how much money do you have left?

£44.80

£46.00

£54.80

£38.60

11. $4 \times 6.5 =$

24

39.35

36

26

12. $72 \div _ = 18$

6

3

9

4

13. How much money did you spend the previous night if the movie ticket cost £11, the popcorn cost £4.50, and the drinks cost £7?

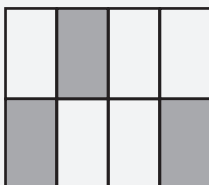
£21.00

£22.50

£19.50

£18.00

14.



What fraction of this shape is shaded?

$\frac{1}{2}$

$\frac{3}{8}$

$\frac{2}{4}$

15. You set off on a journey at 7:25 and arrive at work at 08:45. How many minutes did your journey take?

25

50

80

95

There is plenty of online tests you could practice on.

Try this one. <https://bpec.org.uk/aptitude-test/>

Practical Testing

You will be asked to carry out a practical test in your chosen trade. It is at a basic hand skill level and set to assess your ability in the following:

- Following instructions both verbally and from a drawing
- Safe use of tools
- Correct use of tools
- Safe attitude to work
- Basic handskills
- Attitude to the task
- Proper use of PPE
- Housekeeping

As you will see, the above observations are more about your qualities rather than skill. At City Building we believe that with the right attitude, you can achieve anything therefore, we assess your behaviour, attitude, and enthusiasm.

You will be required to wear comfortable clothes for the testing stage instead of more formal wear for the final interview, as you will be in the workshop and computer room.

NO FOOTBALL COLOURS ARE PERMITTED!

Final Interview

The final interview is an opportunity for you and staff to meet and try to get to know a little more about each other. The interview will be no more than 20 minutes with a panel consisting of a Senior Instructor and Site Manager with the trade background of your choice.

City Building is proud that it keeps the interview questions simple, they understand that this interview is probably your first, and therefore you might be very nervous.

**Successful candidates from Stage 1 will be invited in for a final interview.
Answer the following:**

What is appropriate dress for a job interview?

What time should you arrive for the interview?

What questions do you think you will be asked?

1.

2.

3.

4.

5.

How should you answer the questions?

What questions would be good for you to ask?

1.

2.

3.

The idea is to **STAND OUT FROM THE CROWD!**

The following information is all about City Building as an organisation, what it delivers, who it delivers to and its culture.

Complete the tasks to help you increase your knowledge and understanding of the organisation.

City Building LLP

What do you know already?

Write down what you already know about City Building before doing any research.
Things to think about:

- How many employees
- What services does the organisation offer?
- Who are our customers?
- What have they built in Glasgow that you use as a member of the public?

Write your answers here.

- City Building LLP evolved in 2006 from the former Building Services Department of Glasgow City Council.
- We are one of the largest construction companies in Scotland.
- We serve a wide range of customers from the public and private sectors.
- We carry out over 500,000 repairs each year in people's homes and public buildings.
- Design and manufacturing factory (RSBi) producing windows, kitchens, office furniture and more.
- We have our own Training College delivering an apprenticeship programme to over 300 young people as well as continual training for the wider workforce.
- We are now jointly owned by Glasgow City Council and Wheatley Housing Group.

City Building LLP is proud to offer real jobs to the communities of Glasgow that will contribute lasting investment to its city. We ensure our young people receive the best training and development not only in their hand skills but also ensuring they become a well-rounded citizens of Glasgow, ensuring a legacy for the future.

Our apprentices are well known for their maturity, good communication and problem-solving ability and, their work within community projects. They have excellent knowledge of health & safety and how to 'speak up stay safe', through our bespoke induction programme of mandatory health & safety topics, softer skills workshops, guest speakers and additional health & safety qualifications. Our investment in this training develops our apprentices quickly to become productive and valuable to the wider workforce, allowing them to gain excellent on-site experience across various sites in the City.

New Build Homes



New Build Schools



New Build Care Homes



Emirates Arena



BMX Track



Repairs & Maintenance in Customer's Homes



RSBi



Royal Strathclyde Blindcraft Industries (RSBi) is a distinctive organisation with unique resources and is the manufacturing division of City Building. Specialising in manufacturing a wide range of products, RSBi is also dedicated to making a difference in the community.

From its roots as a supported factory for the visually impaired, RSBi is today committed to providing opportunities for people with disabilities, as well as helping towards the economic regeneration of the local community and beyond.

This contribution makes RSBi one of the country's leading examples of social enterprise, combining commercial success with socially responsible practices.



What City Building LLP is looking for?

As a company, the full workforce strives to ensure an excellent reputation within the construction industry. Every employee knows that they are integral to the success of the organisation and ensures they have good timekeeping and attendance, customer care, good housekeeping and thrives in a diverse workforce and City.

Skills

- 1. Good timekeeping and attendance** – these 2 skills are the most important for all employees of City Building. We want to ensure an excellent service to our customers therefore, being on the job on time, is essential. Good attendance is crucial in learning as much as you can about your trade.
- 2. Handskills** – Having basic hand skills is beneficial however, this skill will be developed by the help of on-site experience and staff at college.
- 3. Communication** – you will be treated as a young adult therefore expected to be able to communicate effectively. This means speaking to everyone with respect and a level of self-awareness.
- 4. Numeracy/Literacy & Science** – The higher skill level you have in these 3 areas, the easier your studies will be. Your apprenticeship is at Higher National Level therefore you should be comfortable with more complex problem solving.
- 5. Housekeeping** - Being a tidy worker is crucial in the construction industry. Customer's value good work as you are in their home and they want you to respect it.

Qualities

1. **Team Worker** – Construction is all about teams working together to get a job done. Can you work with others and respect differences?
2. **Trustworthy** – Can you be trusted to work other people's property, handle expensive materials, and complete tasks with minimal supervision?
3. **Take constructive criticism** – The apprenticeship is a programme of learning both at college and on-site, can you accept someone's comments on your work and learn and develop from it without taking offense?
4. **Enthusiastic learner** – Completing an apprenticeship with City Building is a golden ticket to the rest of the world. Our most successful apprentices were keen to learn more and more about their trade, to make them more informed and better skilled.

What will you gain from an apprenticeship?

Write your answers here.

Reflection

Complete the box below on what you have learned today about yourself and City Building as well as how you feel about the possibility of applying for an apprenticeship.

Numeracy/Literacy Answers

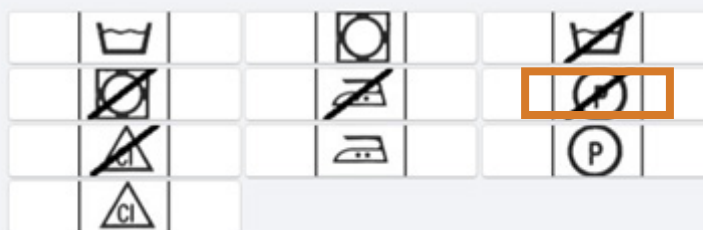
1. assessment
difficult

2. months
aeroplane
fly

3. These five symbols can be seen on fabric care labels. A cross through any of the symbols means do not bleach, wash etc.



Click on the symbol which means DO NOT dryclean



4. True

5. They're welcome to our house.

6. Help!

7. To provide information about smoke detectors

8. 2/100

9. 380.5

10. £54.80

11. 26

12. 9

13. £22.50

14. 3/8

15. 80

City Building's Values

City Building is committed to "Building a Sustainable Future" for our clients, partners, and employees.

Our mission is to contribute excellence in construction, repairs, maintenance, manufacturing and training to customers, our employees, suppliers, and the local communities in which we work.

Our unique social ethos will continue to underpin everything we do and will drive the creation of training and employment opportunities for a diverse range of people, including minority and other under-represented groups across Glasgow and beyond.

We will continue to contribute to build a better society by using socially inclusive practices, and delivering effective, accountable products and services which offer value for money and enhance the quality of life, safety, and wellbeing of our stakeholders.

Our values, which are embraced by all employees, are:

Excellence: to deliver quality in everything we do.

Honesty: to always promote honesty in our communication with all stakeholders promoting partnerships and sustainability.

Ambition: to do more for our clients and partners and provide more opportunities for our employees and stakeholders as part of our change and growth strategies, succession planning and sustainability.

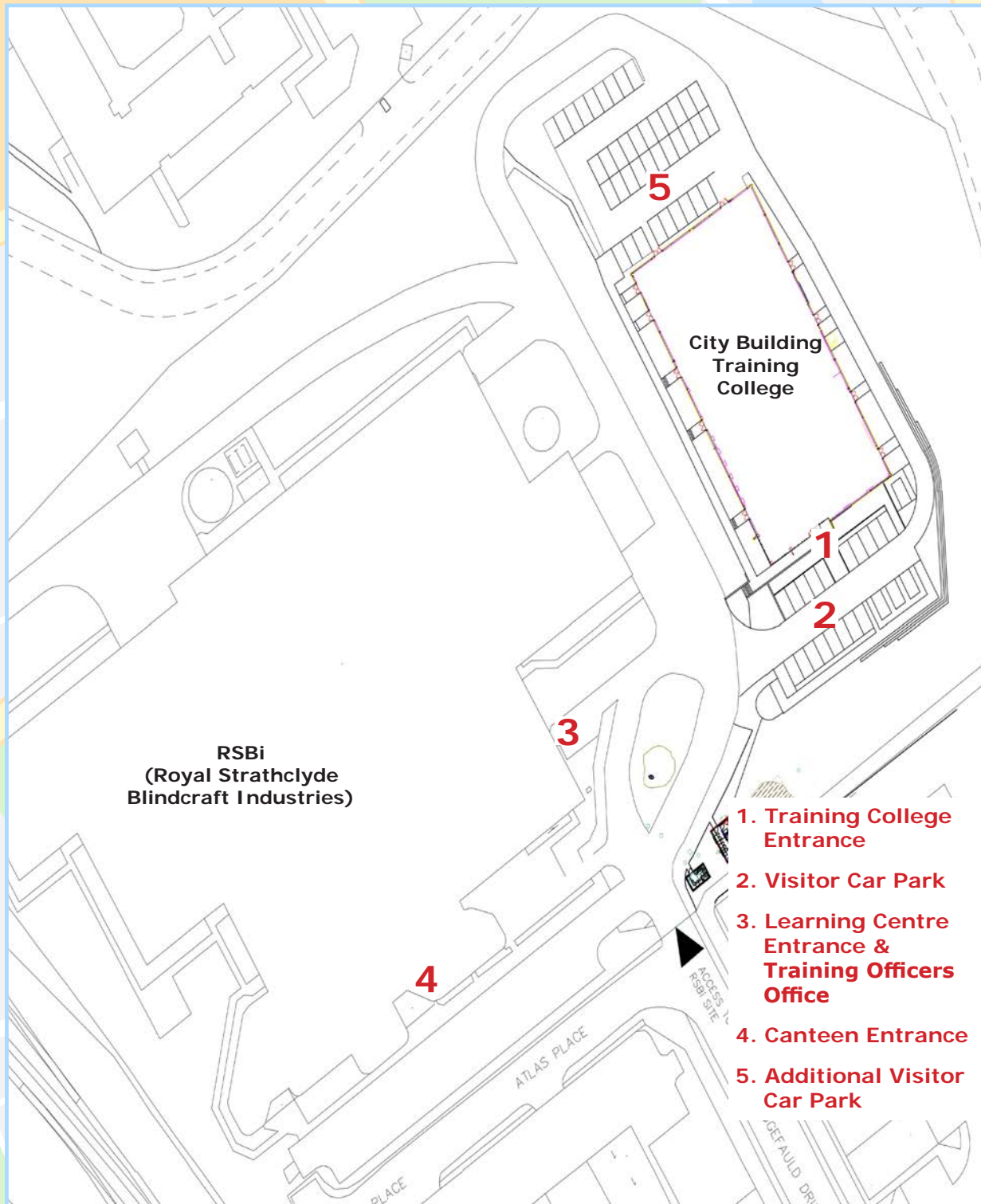
Trust: to be trusted by our employees, clients, and partners.

Community: to build more sustainable communities through social, economic and community engagement.



City Building Training College

N35





**City Building Training College,
Atlas Industrial Estate,
12 Edgefauld Avenue,
Springburn,
Glasgow, G21 4BB.**

