

Training Provider: Fife Council		Ref No: Employability Fund
<p>Fife Council Employability Fund Stage 3/4 Training with Work Placement Opportunity at Paul Heat Recovery Scotland Unit 3, 24 Fairykirk Road, Rosyth, KY11 2QQ</p>		
Training Course	<ul style="list-style-type: none"> • Work experience available as a Technical Assistant • Leading to potential full-time employment at end of training period • Up to maximum 30 hours per week • Up to 8 weeks training and placement opportunity • Certified Vocational Training including Manual Handling and First Aid • Sector based training required to attend placement including Working at Heights and CSCS. • Employability training – job search, employers expectations Applications, CVs, interview skills 	
No. of people	1	
Age requirement	16+	
Closing Dates	3 rd December 2017	
Eligibility Criteria	<ul style="list-style-type: none"> ➤ Unemployed individuals ➤ Employability Fund Eligibility must be confirmed before the placement begins. ➤ If on benefits and registered with Job Centre Plus, the eligibility must be authorised by Jobcentre advisors. 	
Essential Criteria	<ul style="list-style-type: none"> ➤ Able to travel to work placement (please check the placement location above) ➤ Good time keeping and attendance ➤ Flexible and hard working ➤ Good communication skills, keen to learn, committed to the work ➤ Must be able to use own initiative while maintaining a high level of accuracy ➤ Good computer skills with experience using Microsoft Office ➤ Although not essential, the candidate should preferably have a technical/engineering background or have an interest in developing skills within this area. 	

Opportunities Fife Training Vacancy Template

<p>Work Placement Duties</p>	<p>Becoming part of a consultancy and design team, within a growing company and a dynamic industry, this opportunity is ideal for those candidates seeking to develop skills in nearly zero energy buildings, passive house developments and low energy developments. The ideal candidate would be responsible for:</p> <ul style="list-style-type: none"> ➤ Preparing quotations in co-operation with our technical staff. ➤ Receiving material deliveries, preparing outgoing material and looking after a small warehouse ➤ Assisting with the assembly of ventilation material. ➤ Accompanying system commissioning work and small installations at various site locations. ➤ Supporting our office team with different office related tasks.
<p>Financial Support</p>	<p>During the training, a weekly training allowance will be paid for 16-18 year olds who are not in employment, training, education and not in receipt of benefit</p> <p>For 19+ year olds, there will be no impact on benefits currently received during this training and work placement opportunity</p>
<p>How to apply?</p>	<p>Please apply online at www.opportunitiesfife.org using the online application form.</p>

Vacancy Handler Details:

<p>Contact Name</p>	<p><i>Lisa Devine - Employability Officer 03451 555 555 ext 45 67 69 07904 303 931 Lisa.devine@fife.gov.uk</i></p>
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All vacancies will be posted on Opportunities Fife Website.