

Staff Training

Background

Prior feedback from the Assets Working Group and staff appraisals has identified a staff members interest in attending a basic electrical course. The objective is to enable to staff member to improve their basic electrical competency and awareness, which would complement their role at Clipstone Parish Council.

Training opportunity

A four week evening course at West Notts College has been identified, the details of which are below:

Introduction to Electrical Installation - Entry Level

Overview

This 4 week part-time evening course is aimed at facilitating candidates to learn, develop and practise the skills required for employment and/or career progression in Electrical Installation.

Start dates and fees

Start date(s)

- Week commencing – 11 March 2024
- Week commencing – 29 April 2024

Time

- 5-8pm (Monday and Tuesday)

Cost

- **FREE** - aged 19+ and unemployed and receiving the relevant benefit.
- **FREE** - aged 19+ and not receiving benefits, but are earning less than £20,319 (please bring evidence of one wage slip dated within 3 months)
- **£75** - if you do not fall into any of the above criteria.

Start Date	Code	Annual Fee (Age) over 19	Actions
11/03/2024	2278A105	£75.00** ^E	Apply
29/04/2024	2278A106	£75.00** ^E	Apply

^E You may be eligible for fee exemption depending on your circumstances. Please see our [fees for adult learners page](#) for more information.

What will I study?

You will study:

- Wiring and terminals
 - Fabrication techniques
 - Electrical science and technology
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Entry requirements

- **This course is only available to learners aged 19+.**
 - No previous experience or skills are required.
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How long is the course?

4 weeks.

Location

- Construction Centre
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How will I be assessed?

Practical assessment.

Summary

The course is facilitated over four weeks in an evening at a cost of £75. Start dates are 11 March 2024 and 29 April 2024.

It is not intended that the staff member would undertake detailed work where an electrician is required following completion of the course, however there may be potential cost savings where simple electrical tasks could be conducted by the staff member.

Recommendation

It is recommended that Council consider if it will fund the course and if any working hours allowance should be given for attendance the course.