



NAME OF POSITION: TRADE APPRENTICESHIP – PLUMBING

POSITION No: 94/2023

INFORMATION SHEET

**CLOSING DATE: MIDNIGHT TUESDAY
21ST NOVEMBER 2023.**

DUBLIN CITY COUNCIL INVITES APPLICATIONS, FROM SUITABLY QUALIFIED PERSONS, WHO WISH TO BE CONSIDERED FOR INCLUSION ON A PANEL FROM WHICH VACANCIES FOR APPRENTICES – PLUMBING MAY BE FILLED.

Dublin is a major European Union capital city with a vibrant culture and an innovative economy. **Dublin City Council** is at the heart of shaping the city by providing a diverse, multi-layered and evolving range of services for citizens, businesses, the community and visitors to Dublin. Dublin City Council and its employees provide over 500 services across key functional areas of housing, community, planning, development, environmental, roads and traffic, leisure and culture services. For further information on Dublin City Council please log onto www.dublincity.ie

BACKGROUND

Dublin City Council's Trade Apprenticeship Programme offers an opportunity to enthusiastic and committed people who are looking to learn a trade. An apprenticeship combines formal academic study with hands-on work experience in a specific craft. Apprentices will be paid throughout the four year programme as they work towards their nationally recognised qualifications.

A training allowance will be paid by SOLAS while the apprentice is attending the off-the-job training. During this time, apprentices will not receive payment from Dublin City Council.

The City Council provides a variety of services to Dublin City across all our Departments. The services of a Trade Apprentice are required across a number of Departments including our Environment & Transportation, Housing, Dublin Fire Brigade and Corporate Services Department. Successful applicants in their chosen apprenticeship will be assigned to a Department on appointment.

Please note there is no guarantee of permanent employment with Dublin City Council on completion of the apprenticeship and failure to progress through the programme will result in the termination of the apprenticeship.

Further information on each craft is available on the national Apprenticeship website: www.apprenticeship.ie

QUALIFICATIONS:

CHARACTER:

Each candidate shall be of good character.

Candidates shall be at least 18 years of age on or before the closing date.

HEALTH:

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Candidates for Plumbing Crafts will be required to pass a colour vision test prior to any appointment.

EDUCATION, EXPERIENCE, ETC.:

Each candidate must have:-

- i) A minimum of a Grade D (or equivalent) in five subjects in the Department of Educations & Skills, Junior Certificate Examination or an equivalent examination

OR

- ii) A minimum of a Grade D (or equivalent) in five subjects in the Department of Educations & Skills, Leaving Certificate Examination or an equivalent examination

It should be noted that these are the current **minimum requirements** for an apprenticeship programme, however previous experience in an area of your preferred apprenticeship would be an advantage.

Candidates will be required to upload a copy of their Junior / Leaving Certificate results to their application form.

SELECTION PROCESS:

- Apprenticeships will be filled from this externally advertised competition. Selection shall be by means of a competition conducted by or on behalf of Dublin City Council.
- Candidates should note that the information provided by them in their application form will form the basis on which interviews are conducted.
- Candidates must apply through the link provided on <https://careers.dublincity.ie>
- **Candidates may only make one single application for a trade apprenticeship.** Evidence of repeated applications in different apprenticeships may lead to the disqualification of the candidate.
- As part of the application form candidates are required to outline, in 300-500 words, why they feel that they are suitable for an Apprenticeship with Dublin City Council. Should a candidate be called for an interview, this will form part of the information provided to the interview board. Candidates should therefore give it due attention and take time to prepare their answer before completing the form.
- An e-mail address is essential in order to complete the online application form. Candidates should check their inbox regularly for updates and be aware that emails may go to Spam or Junk folders.
- Applicants will be contacted by Dublin City Council's nominated Psychometric Testing Company – Staffline by email to be invited to participate in an Online Assessment Questionnaire shortly after the closing date
- Applicants must successfully complete and be placed highest in order to be called forward for interview. The number of people to be called forward for interview is at the discretion of the City Council.
- A panel may be formed on the basis of interviews. A candidate whose name is on a panel and who satisfies the Council that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may, within the life of the panel, subject to the appropriate

Department of Housing, Planning, Community and Local Government sanction, be appointed as an appropriate vacancy arises.

- The life of the panel shall be for a period of one year from the date of its formation.
- Dublin City Council shall require any person to whom an appointment is offered to take up such appointment when requested and if they fail to take up appointment within such period, or such longer period as the Council in its absolute discretion may determine, the Council shall not appoint them.

SALARY:

The **fortnightly** wage scale for the position of an **Apprentice** is:

Year 1	Year 2	Year 3	Year 4
€438.48	€657.72	€950.06	€1,169.30

Rate of remuneration may be adjusted from time to time in line with Government Policy.

PARTICULARS OF POSITION:

- (a) The post is temporary, whole time and pensionable for the duration of the apprenticeship. Candidates will be required to attend educational institutions as part of their training and must progress through the off-the-job training phases in order to maintain their place on the programme.
- (b) Furthermore, candidates may be required to attend an educational institution outside the Dublin Region for a period of 20 weeks as part of their training.
- (c) Where a person is appointed to Dublin City Council's Junior Apprenticeship Programme, ongoing performance review and evaluation applies. Unsatisfactory service may result in the termination of Apprenticeship.
- (d) Candidates will be assigned to an educational institution as places become available. Consequently, the duration of each phase will vary accordingly.
- (e) Where a person is permanently appointed to Dublin City Council a period of one year's probation applies. This can be extended at the discretion of the Chief Executive.

CITIZENSHIP

Candidates must, by the date of application, be;

- a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway, or
- b) A citizen of the United Kingdom (UK), or
- c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons, or
- d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa, or
- e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa, or
- f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS:

- The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016 came into effect on 29th April 2016. The Act places a statutory obligation on Dublin City Council to ensure that 'any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of a person having access to, or contact with children or vulnerable persons will be the subject of Garda Vetting.
- Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.
- Any attempt by a candidate or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise, to canvass or otherwise influence in the candidate's favour, any employee of the City Council or person nominated by the City Council to interview or examine applicants, will automatically disqualify the candidate for the position being sought.
- It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the selection / interview process e.g. through social media or any other means, may result in a candidate being disqualified from the competition.
- Dublin City Council does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.
- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- A candidate who does not attend for interview when and where required by the City Council, or who does not, when requested, furnish such evidence as the City Council requires in regard to any matter relevant to their candidature, will have no further claim to consideration.
- The City Council will not be responsible for any expenses candidates may incur in connection with their candidature.

CLOSING DATE:

All applications must be made through Dublin City Council's official Digital Recruitment Platform
<https://careers.dublincity.ie/>

For any queries please contact hrqueries@dublincity.ie

Applications must be completed no later than Midnight on Tuesday 21st November 2023

EXECUTIVE MANAGER

HUMAN RESOURCES DEPARTMENT

This document is also available in Large Print, High Contrast Print and Braille on request.