

MINISTRY OF DEFENCE
TECHNICIAN APPRENTICE OPEN COMPETITION 1979
DETAILS OF COMPETITION

GENERAL

1. Technician Apprenticeships are designed to prepare the apprentice for a career as a Technician. They are open to both young women and men and are normally offered at the establishments shown in the attached list. The type of engineering training available in each establishment is also shown.

Having ensured that you satisfy the conditions of entry detailed below you should complete the Application Form and forward it to:

Ministry of Defence
CM(Industrials)1d
Room 303
Sentinel House
Southampton Row
London WC1B 4AX

2. Application Forms should be despatched to reach the above address at the earliest possible date but not later than 31 March 1979. Applications received after that date will be considered only if vacancies still exist after all applications received by the due date have been considered.

REQUIREMENTS

3. You must be at least 16 and under 19 years of age on 31 August 1979.

4. Selection and Academic Qualifications. You will be required to pass an academic test and if successful, you will be interviewed by a Selection Board.

If selected you will be offered a Technician Apprenticeship at one of the workshops detailed in the attached list subject to your having attained/or attaining four passes at either Grade 1 level in CSE's or at least Grade 'C' in GCE 'O' levels in examinations taken since April 1975, or passes in GCE 'O' level Examinations if taken prior to April 1975. The subjects passed must include Mathematics, and one of the following subjects:

Physics
Physics with Chemistry
Engineering Science/Mechanics
Science (Building & Engineering)
Mechanics

Where possible English Language should be offered as one of the four subjects. Candidates not offering this subject will be expected to obtain it during the first two years of apprenticeship.

The following Examinations are acceptable:

The University of Bristol; The University of Cambridge Local Examinations Syndicate (including the Overseas General Certificate of Education and passes at Credit or Higher Standard in the Overseas School Certificate); The University of Durham Schools Examination Board; The University of London Schools Examinations Council; The Joint Matriculation Board (Universities of Manchester, Liverpool, Leeds, Sheffield and Birmingham); the Oxford Delegacy of Local Examinations; the Oxford and Cambridge Schools Examination Board; The Southern Universities' Joint Board for School Examinations; the Welsh Joint Education Committee; The Associated Examining Board.

Candidates taking Scottish examinations must have obtained:

a. Passes in the Scottish Certificate of Education in at least four subjects at the Ordinary Grade, which must include Mathematics and an appropriate Physics subject.

OR

b. Mathematics at the Higher Grade of the Scottish Certificate of Education and at least three Ordinary Grade passes, one of which must be an appropriate Physics subject.

Candidates taking Northern Ireland Examinations must have obtained passes in at least four subjects in the Northern Ireland General Certificate of Education or in the Technical Certificate Examinations of the Northern Ireland Ministry of Education, which must include Mathematics and an appropriate Physics subject. The Certificate of Secondary Education Regional Examination Boards together with the Welsh Joint Education Committee and the Northern Ireland Examination Board.

5. Nationality Rule. Normally no person is eligible for employment unless he and his parents were born in a territory which is, or then was within the Commonwealth or Irish Republic and have always been British Subjects or Citizens of the Irish Republic.

6. Notice - The Government have decided that no one may be employed in Government Service in connection with work the nature of which is vital to the Security of the State if he is believed to be:

a. a member of the Communist Party or a Fascist Organisation, or

b. associated with the Communist Party or a Fascist Organisation in such a way as to raise doubts about his reliability.

7. Expenses. Travelling expenses (within the United Kingdom) in excess of £1.00 necessarily incurred whilst attending preliminary selection test or interview, will be refunded. Overnight expenses, up to a maximum of £13.45 per night if the interview or test is held in Central London or £10.65 if held elsewhere, will be paid, where a candidate necessarily spends one or more nights away from home. Full details of current expenses payable, will be given in the invitation to preliminary selection test and interview.

8. Type of Training. Technician Apprenticeships are available in Mechanical Electrical and Electronic Engineering. Training normally commences in September each year and continues for four years during which time you will undergo a mixture of theoretical and practical training designed to produce highly skilled technicians. The academic course pursued will normally be the Ordinary National Certificate or Technician Education Certificate.

Practical basic engineering training is given to all apprentices in the first year whatever discipline is to be followed.

9. Appointment. Employment is subject to satisfactory clearance of references. Successful candidates will also be required to pass a medical examination before the appointment becomes effective. Although we try to post successful candidates to the establishment nearest to their homes, this is not always possible, and candidates may be expected to live away from home. Hostel accommodation is available at some establishments.

LIST OF ESTABLISHMENTS REQUIRING TECHNICIAN APPRENTICES

	<u>ESTABLISHMENT</u>	<u>DISCIPLINE</u>
1	Aeronautical Quality Assurance Directorate, Harefield Middx	Mechanical
2	Motor Vehicles Experimental Establishment Chobham Lane Chertsey Surrey	Mechanical
	Quality Assurance Directorate (weapons) Royal Arsenal West Woolwich London SE18	Mechanical
	Royal Ordnance Factory Birtley Co Durham	Mechanical Electrical
	Royal Ordnance Factory Chorley Lancs	Mechanical Electrical
	Royal Small Arms Factory Enfield Lock Enfield Middx	Mechanical
	Royal Ordnance Factory Glascoed Near USK Gwent	Mechanical Building and Construction
	Royal Ordnance Factory Crossgates Leeds	Mechanical
	Royal Ordnance Factory Radway Green Near Crewe Cheshire	Mechanical Electrical
3	Naval Ordnance Services Establishment Jansen Street Sheffield	Mechanical

AVERAGE RATES OF PAY FOR CIVILIAN APPRENTICES IN
THE MINISTRY OF DEFENCE FROM SEPTEMBER 1978

<u>AGE</u>	<u>OUTER LONDON</u>	<u>PROVINCES</u>
16	29.87	25.60
17	38.42	34.15
18	46.47	42.20
19	53.47	49.20
20	55.82	51.55
21 and over	58.17	53.90



Ministry of Defence CM(Ind)1d, Room 303
Sentinel House Southampton Row London WC1B 4AX

Telephone ~~01-430 7744~~ 01-430 7744

K.A. POILE
10 SYDNEY CLOSE
ST LEONARDS
SUSSEX
TN38 9 DD

Your reference

Our reference
D/CM(Ind)27/7/13(1d)

Date
19/2/79

Dear Sir/~~Madam~~

TECHNICIAN APPRENTICE COMPETITION

Following your application, you are invited to attend a Selection Test at Sentinel House, Southampton Row, London, WC1B 4AX on ..27/2/79..... at 2:30.....pm. You should report a quarter of an hour before the stated time to Room 303.

The test should last approximately an hour. Will you please complete the acknowledgement slip below and return it to this office immediately.

EXPENSES

The Department will pay travelling expenses of candidates from within the United Kingdom if they exceed £1.00. If you have necessarily to spend more than £1.00 on public transport (bus or second-class railway fares) in order to attend for the test, the amount spent in excess of £1.00 will be refunded. If you are also compelled to spend a night away from your home (or school), you may claim a maximum of £3.45 per night for bed and breakfast and an evening meal or the cost of a sleeping berth plus an allowance of £2.20 for each night spent on the journey.

An expenses claim form will be available for completion at the time of testing. Receipts must be produced for the above items at the time of completion of your claim. Refund of expenses is made by means of Giro and it will be necessary for candidates to be aware of the address of the Post Office at which payment is required to be made.

Yours faithfully

for Industrial Training Officer



MINISTRY OF DEFENCE, CM(Ind)ld Room 303
 Sentinel House Southampton Row London WC1B 4AX

Telephone:
 01-430 7744 (Direct Dialling)
 01-430 5555 (Switchboard)

Mr. K. A. [unclear]

Your reference

Our reference
 D/CM(Ind)27/7/13(1d)
 Date

Dear Sir/Madam

TECHNICIAN APPRENTICE COMPETITION

Following your success in the Selection Test, you are invited to attend for interview at Sentinel House, Southampton Row, London, WC1B 4AX on ~~Wednesday~~..... at am/pm. You should report a quarter of an hour before the stated time to Room 303.

Will you please complete the acknowledgement slip below and return it to this office immediately.

For your information the Interview Board normally consists of three or more interviewers who will question each candidate mainly on subjects connected with his/her own experience and interests. The Board's object is to bring out the candidate's personal qualities and to take account of his/her experience, the use he/she has made of his/her opportunities, the range and depth of his/her interests and the quality of his/her thought and expression.

EXPENSES

The Department will pay travelling expenses of candidates from within the United Kingdom. If you are also compelled to spend a night away from your home (or school), you may claim up to a maximum of £1.40 per night for bed and breakfast and an evening meal or the cost of a sleeping berth plus an allowance of £... for each night spent on the journey.

An expenses claim form will be available at the time of interview. Receipts must be produced for any air travel or overnight accommodation at the time of completion of your claim. Refund of expenses is made by means of GIRO and it will be necessary for candidates to be aware of the address of the Post Office at which payment is required to be made.

Yours faithfully

for Industrial Training Officer



Ministry of Defence CM(Ind)1d, Room 303
Sentinel House Southampton Row London WC1B 4AX

Telephone 01 ~~205 220 000~~
430-7744

K. A. POILE
10 SYDNEY CLOSE
ST LEONARDS
SUSSEX

Your reference

Our reference
D/CM(Ind)27/7

Date
25 APRIL 1979

Dear

Mr Poile

TECHNICIAN APPRENTICE COMPETITION

I am pleased to inform you that as a result of your interview on 20 March 1979 you have been placed on the Qualified List of applicants. Whilst this does not guarantee a firm offer of a vacancy at this stage, you may wish to know that in previous years the majority of applicants placed on the Qualified List have been offered employment as Technician Apprentices. Any firm offer which is made will be subject to your obtaining the required educational qualifications prior to entry, passing a medical examination and the satisfactory completion of documentation.

Tuition fees in respect of your academic course would be paid by the Ministry of Defence direct to the college and you would be paid normal wages during such periods.

The cost of fares on first taking up appointment would be met by the Ministry. Full details of wages allowances and any likely essential expenditure would be notified to you with joining instructions, which should be issued by the Establishment to which you are posted shortly before the start of your training. This is normally the first Monday in September.

Please let me know as soon as possible whether you wish to remain on the Qualified List, you will appreciate that it will be necessary for you to notify this office of your examination results immediately they become known to you.

If you require any further information I shall, of course, be glad to help.

Yours sincerely

PP MRS A M GRIFFIN



Ministry of Defence Room 303
Sentinel House Southampton Row London WC1B 4AX

Telephone ~~01-425 9436 ext~~ 01-430 7744

K. A. POILE
10 SYDNEY CLOSE
ST LEONARDS
SUSSEX
TN 38 9DD

Your reference

Our reference
D/CM(Ind)27/8/12

Date

18 June 1979

Dear Mr Poile;

TECHNICIAN APPRENTICE OPEN COMPETITION 1979

1. With reference to our recent letter when you were placed on our qualified list of applicants I am pleased to inform you that you have been provisionally assigned for training as a Technician Apprentice in Mechanical Engineering at **AQD HAREFIELD**
2. This offer is subject to your obtaining the necessary educational qualifications (if not already obtained) by 1 September 1979, passing a medical examination and the satisfactory completion of documentation.
3. The cost of fares on first taking up employment will be met by the Ministry. Full details of wages, allowances and any likely essential expenditure will be issued by the above mentioned Establishment to which you have been posted a few weeks before the start of your training. This is normally the first Monday in September.
4. If any necessary examination passes are outstanding please notify this office immediately the results become known to you.
5. Please acknowledge receipt of this letter as soon as possible.
6. If you require any further information I shall, of course, be glad to help.

Yours sincerely

J A PORTER
CM(Ind)1d



Procurement Executive, Ministry of Defence
DIRECTORATE OF CIVILIAN MEDICAL SERVICES.
 Empress State Building Lillie Road London SW6 1TR
 Telex Telephone 01-385 1244 ext 2812

Mr. K. A. Poile
 10 Sydney Close,
 St. Leonards,
 Sussex TN38 9DD.

Your reference

Our reference

BS-669/04

Date

21 July '79

Dear Mr. Poile,

APPRENTICE INTAKE 1979

In connection with your application to undertake apprentice training in the Department, it will be necessary for you to be medically examined and I have arranged to have this carried out by the following CSD Medical Officer -

Dr. H.S. Brodribb,
12, Windmill Road,
St. Leonards on Sea,
East Sussex, TN38 9BY.

Telephone: 0424 421248

I would be pleased if you would contact the doctor at your earliest convenience and arrange an appointment for the examination. Please contact Dr Brodribb by telephone.

Yours sincerely,

Dr. S. Kanagasabay.
 Senior Medical Officer.
 (R&D)1.



Ministry of Defence
Sentinel House Southampton Row London WC1B 4AX

Telephone 01-405 3434 ext

K.A. Poile,
10 Sydney Close,
St. Leonards
SUSSEX
TN 38 9JD

Your reference

Our reference
D/CM(Ind)27/8/14

Date

Harefield.

13.8.79

TECHNICIAN APPRENTICE COMPETITION 1979

With reference to our provisional offer of technician apprentice it is necessary for you to supply this department with an official document relating to your academic qualifications. We would therefore be grateful if you could supply a copy of your examination certificate so as to allow us to complete the necessary documentation.

(GCE 1978)

Yours faithfully

H Rees.

H REES
CM(Ind)1d



Ministry of Defence

Sentinel House Southampton Row London WC1B 4AX

Telephone 01-~~400 00000~~ **430 7136**

M-KA Poile
10 Sydney Close
St Leonards
Sussex
TN38 9DD

Your reference

Our reference

D/CM(Ind)27/8/14
Date

23 August 1979

Dear Mr Poile

TECHNICIAN APPRENTICE OPEN COMPETITION 1979

I am pleased to inform you that you have been assigned for training at **AOD Harfield**

After completion of your four year apprenticeship you could be employed as a Professional and Technology officer at any of the MOD Establishments throughout the country and therefore would not necessarily be committed to permanent employment at **Harfield**

The cost of fares on first taking up appointment will be met by the Ministry. Full details of wages, allowances and any likely essential expenditure will be sent to you along with your joining instructions. Please acknowledge receipt of this letter as soon as possible.

Yours sincerely



Procurement Executive, Ministry of Defence

Aeronautical Quality Assurance Directorate
Harefield Uxbridge Middlesex UB9 6BB

Telephone Harefield (STD 089 582) 3757 ext 3
Telex: 889297

Mr K A Poile
10 Sydney Close
St Leonards
Sussex
TN38 9DD

Your reference
Our reference IND/LW/---
Date 29 August 1979

Dear Mr Poile

With further reference to your Apprenticeship with the Procurement Executive, Ministry of Defence at Harefield, would you please report for duty on Monday, 10 September 1979, at 09.00 hours.

When you report here please bring your National Insurance Number, Birth Certificate, and, if you have worked, P45. A National Insurance Number can be obtained from your nearest Employment Office.

Your hours of duty will be from 08.00-17.00 hours, Monday to Thursday, and 08.00-15.45 hours on Friday, inclusive of $\frac{3}{4}$ hour for lunch. You will be paid weekly in arrears at the rate of £34.15 & Outer London Weighting £6.23, your first pay day will be Friday, 21 September 1979.

Accommodation has been booked for you at the Apprentice Hostel, Halings House, Tilehouse Lane, Denham, Bucks. The current cost of the accommodation which includes bed, breakfast and evening meal, Monday to Friday, and full board weekends is as follows: £11.74 for the first 4 weeks, thereafter £11.01 per week (these prices inclusive of the appropriate rates of VAT). The Hostel is approximately 4 miles from the Establishment, easy cycling distance. The Hostel Warden's name is Mr Parfitt, the telephone number is Denham 2185. Please let Mr Parfitt know the time you expect to arrive on Sunday, 9 September 1979. Kindly sign and return the enclosed acknowledgement form as soon as possible.

On arrival at the Main Gate 09.00 hours Monday, 10 September, 1979, please ask to be conducted to Mr Life, the Apprentice Supervisor.

~~This Apprenticeship is subject to the satisfactory result of your medical examination.~~

Yours sincerely

B Weatherley
B R WEATHERLEY (Mrs)

089 583 2185