



Comhairle Chontae Chill Chainnigh  
Kilkenny County Council

## **HUMAN RESOURCES DEPARTMENT**

### **Recruitment Guidance Booklet - Applicants**

**Competition Name:**

**Trade Apprenticeship – Heavy  
Vehicles Mechanic – 4 Year  
Apprenticeship Programme.**

**Competition ID:**

**2024/O/TA/O/11**

**Competition Type:**

**Open**

**Competition Closing Date:**

**Wednesday 6<sup>th</sup> March, at 4.00pm**

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## **2.0 KILKENNY COUNTY COUNCIL**

Kilkenny County Council provides services to a population of over 103,000 citizens in County Kilkenny in areas of housing, roads, transportation, planning, environment, economic and community development, tourism, libraries, fire and emergency response, parks, amenities, heritage, arts and water services.

We have over 600 employees and can offer exciting careers across our services in various roles such as engineering, technical, financial, management, administration, library services, fire services and general services. Our headquarters are in Kilkenny City and we have area offices throughout the county.

The Council operates within an annual revenue budget of €111.1 million and a multi-annual three-year capital budget of €160 million.

### **Our Mission**

Kilkenny County Council is committed to working with the people of Kilkenny to develop sustainable, connected, economically thriving and proud communities with the consideration of climate change embedded into all of our policies and services.

### **Our Values**

#### **1. Accountability and Transparency**

We will communicate openly with people and we will be transparent in all decision-making.

#### **2. Inclusiveness, Equality and Accessibility.**

We prioritise social inclusion, equality of access and opportunity, and we will encourage the people, groups and organisations we work with to take a similar approach.

#### **3. Leadership**

We are committed to providing democratic and civic leadership in guiding the positive development of the City and County.

#### **4. Pride**

We will take pride in our work and in the leadership role of Kilkenny County Council in the economic, social, cultural and environmental development of the City and County.

#### **5. Quality Service**

We will provide an accessible, courteous, consistent, impartial and responsive service and we will strive for continuous improvement in our service delivery.

#### **6. Sustainability**

We will act in a sustainable way in relation to finance, the environment, our heritage, community affairs and socio-economic issues. We will work in ways that will not constrain the current or future needs of the people and communities of Kilkenny City and County.

## **7. Value for Money**

We will use resources efficiently and continually assess and evaluate our performance

**For further information on Kilkenny County Council see:**

[Kilkenny County Council Corporate Plan 2019 – 2024](#)

## **3.0 JOB REQUIREMENTS**

### **3.1 MINIMUM ELIGIBILITY REQUIREMENTS**

Minimum Eligibility Requirements are the minimum requirements required for the position and are set out by the Department of Housing, Local Government and Heritage for administrative and technical/engineering grades.

For outdoor grades and some specialised grades, the minimum eligibility requirements are set out by Kilkenny County Council Human Resources Department in consultation with the relevant Line Manager as they are not set centrally by the Department.

Applicants will be required to submit scanned images of documentation to establish the applicant meets the following minimum eligibility criteria:

#### **QUALIFICATIONS**

- 3.1.1 Each candidate must be of good character. Employment of the successful candidate shall be subject to satisfactory references.
- 3.1.2 Each candidate shall be at least 18 years of age on or before the closing date.

#### **HEALTH**

- 3.1.3 Applicant must be in good health and not suffering from any illness that would render him/her unsuitable or unable to hold the position.
- 3.1.4 For the purposes of satisfying the requirement as to health it will be necessary for each successful candidate, before he/she is appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority. If after undergoing the medical and you do not take up the post the cost of the medical must be refunded to the Council.
- 3.1.5 A person wishing to become an apprentice must pass the “Ishihara” Colour Vision Test 24 Plate Edition. The SOLAS colour vision test application form must be completed in this regard.

#### **EDUCATION**

- 3.1.6 Each candidate must have reached a standard of education sufficient to enable them to carry out the duties assigned to them.

**Each candidate must have:**

(i) A minimum of a Grade D (or equivalent) in five subjects in the Department of Education & 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 Education & Skills, Leaving Certificate Examination or an equivalent examination.

**Or**

(iii) Three years' work experience gained over sixteen years of age in a relevant designated industrial activity as SOLAS shall deem Acceptable.

3.1.7 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.

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

**3.2 DESIRABLE REQUIREMENTS**

Kilkenny County Council can for any position they advertise, include Desirable Requirements. Desirable Requirements are those that would be beneficial to optimising job performance. Desirable Requirements can be used if necessary to reduce numbers called for interview.

**It is desirable that but not essential that each candidate shall:**

3.2.1 Have a full current Category "B" European Communities Model Driving Licence, free from endorsement.

3.2.2 Have a full current Class C Driving Licence (or be willing to participate in training to achieve a Class C Driving Licence) free from endorsement.

3.2.3 Have a current Safe Pass Card.

3.2.4 Have previous experience with vehicle mechanics.

3.2.5 Must be competent in the use of 'smart' devices such as tablets and PC's

## **4.0 Citizenship**

**Candidates must, by the date of any job offer, 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.

## **5.0 JOB DUTIES AND RESPONSIBILITIES**

### **5.1 DUTIES OF THE ROLE**

- 5.1.1 Kilkenny County 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.
- 5.1.2 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 Kilkenny County Council.
- 5.1.3 The person employed shall be required to carry out duties as may from time to time be assigned in relation to their employment and as may be appropriate to any particular function of the local authority for which the Chief Executive is responsible and carry out such instructions as may be given in relation to the performance of duties. The Senior Engineer or any such person designated may assign any other duties as he see fit at his absolute discretion.
- 5.1.4 Such duties will include (as per the SOLAS National Apprenticeship – Heavy Vehicles Mechanic – Occupational Profile):

## **Core**

**Servicing:** - Carry out manufacturer's service schedule. Complete a vehicle report form.

**Engine:-** Carry out compression tests. Remove/overhaul cylinder heads. Diagnose turbo charger faults and remove/repair and replace components.

**Diesel Fuel System:** - Remove/test and refit/replace injectors. Remove/replace diesel injection components. Check exhaust emissions with smoke meter and diagnose faults. Remove/replace/time fuel injection pumps. Remove/repair/replace fuel lift pumps.

**Transmission:-** Remove/refit gearboxes. Diagnose faults in clutch, remove/replace components.

**Suspension:** - Remove/replace suspension components.

**Wheels:** -Balance wheels and repair punctures.

**Bodywork:-** Remove/replace bodywork components e.g. door locks, windows and regulators. Repair/adjustment of mechanical and hydraulic types of cab tilting and locking devices. Fit safety crash barriers and reflector markings.

**Lights:-** Remove/ replace components and focus headlights.

## **Specialist:**

**Brakes:** - Diagnose/rectify faults in ABS brakes. Diagnose faults in air assisted hydraulic and full air brake systems. Remove/replace and adjust system components.

**Engine:** - Carry out complete engine overhaul.

**Hydraulics:** - Overhauling and fitting tipping gear, tail lift and loading/unloading crane equipment.

**Suspension:** -Diagnose and rectify faults in pneumatically and electronically controlled air suspension systems.

**Transmission:-** Diagnose faults in and overhaul gearboxes. Diagnose faults in and overhaul differential and hub-reduction units. Diagnose and rectify faults in pneumatically and electronically operated gear change, differential and inter axle locking mechanisms.

**Electrical:** - Diagnose/rectify faults in electrical circuits using wiring diagrams and mutimeter. Remove/refit vehicle entertainment systems. Install basic electrical equipment.

**Bodywork:** - Adjustment and overhaul/replacement of fifth wheel coupling and semi-trailer king pin.

## **Common:**

**Metalwork:** -Basic bench fitting. Gas welding, brazing, cutting and arc welding.

**Brakes:** Diagnose faults in hydraulic brakes system and remove/replace components.

**Steering:** - Check and adjust steering geometry. Remove/replace steering components (manual and power assisted type steering).

**Engine:** - Remove/dismantle/reassemble and refit an engine. Diagnose faults in cooling system and remove/replace components.

**Bodywork:** - Repair/adjustment of mechanical bodywork components e.g. door locks, windows and regulators.



- 5.1.5 Undertake any other duties of a similar level and responsibility as may be required from time to time.
- 5.1.6 The apprenticeship holder will comply with the requirements of Kilkenny County Council's Corporate Safety Statement and the Machinery Yard Safety Statement, legislation/regulations as may be in force from time to time, including any such policies introduced by Kilkenny County Council.
- 5.1.7 Further information on each craft is available on the National Apprenticeship website: [www.apprenticeship.ie](http://www.apprenticeship.ie)

## **6.0 PARTICULARS OF OFFICE**

### **6.1 TYPE OF POST**

- 6.1.1 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.
- 6.1.2 Furthermore, candidates may be required to attend an educational institution outside the Kilkenny Region for a period of 20 weeks as part of their training.
- 6.1.3 Where a person is appointed to Kilkenny County Council's Junior Apprenticeship Programme, ongoing performance review and evaluation applies. Unsatisfactory service may result in the termination of Apprenticeship.
- 6.1.4 Candidates will be assigned to an education institution as places become available. Consequently, the duration of each phase will vary accordingly.
- 6.1.5 Please note there is no guarantee of permanent employment with Kilkenny County Council on completion of the apprenticeship and failure to progress through the programme will result in the termination of the apprenticeship.

### **6.2 SALARY**

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the office shall pay to Kilkenny County Council any fees or other monies (other than inclusive salary) payable to and received by him/her by virtue of his/her office or in respect of services which he/she is required by or under any enactment to perform.

In accordance with EL05/2019 persons who are not serving Local Authority employees must be placed on the minimum of the scale. Where a person being appointed is a serving Local Authority employee normal starting pay rules will apply. The rate of remuneration may be adjusted from time to time in line with government policy.

**While attending the off the job training phase of your apprenticeship, you will be paid by SOLAS i.e, Phases, 2, 4 & 6. You will not be paid by Kilkenny County Council during these phases.**

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

### **6.3 SUPERANNUATION CONTRIBUTION**

#### **6.3.1 Public Service Pensions (Single Scheme and Other Provisions) Act 2012**

New members joining the public sector on or after 1st January 2013 will be required to join the Single Public Service Pension Scheme. It applies to all first-time entrants to the Public Service as well as former public servants returning to the public sector after a break of more than 26 weeks. Your contributions will be made up of 3% of your gross pensionable remuneration and 3.5% of your net pensionable remuneration (your gross pensionable remuneration less twice the value of the Contributory State Pension).

Your normal retirement age under this scheme is the same age at which you can claim the Contributory State Pension. The minimum age for receipt of this pension is Age 66. There is a compulsory retirement age of 70 years.

#### **6.3.2 Persons who commenced in Public Service Employment after 6th April 1995 and prior to 1st January 2013:**

Persons who became pensionable employees after 6th April 1995 and prior to 1st of January 2013, without a break in employment, will join the Local Government (Superannuation) (Consolidation) Scheme 1998. Contributions are payable at the rate of 1.5% of your basic salary, 3.5% of basic salary less twice two times the value of the Contributory State Pension and a further 1.5% is payable for spouse and children's contributions (\*non-officer grades pay a co-ordinated contribution:

'Non-New Entrants' (those who became pensionable after 6th of April 1995 and prior to 1st April 2004) have a minimum retirement age of 60 and a compulsory retirement age of 70.

'New Entrants' (those who became pensionable after 1<sup>st</sup> April 2004 and prior to 1<sup>st</sup> January 2013) have minimum retirement age of 65 with no compulsory retirement age.

#### **6.3.3 Persons who commenced in Public Service Employment before 6th April 1995:**

Their minimum retirement age is 60 and they have a compulsory retirement age of 70 as per Department of Housing, Planning and Local Government Circular Letter CL/2/2019. Contributions are 5% of basic salary and 1.5% of basic salary toward Widow's & Orphan's or Spouse & Children's Scheme.

## **6.4 PENSION ABATEMENT**

If the appointee was previously employed in the Civil Service or in the Public Service please note that the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 (Section 52) includes a provision which extends abatement of pension for all Civil and Public Servants who are re-employed where a Public Service Pension is in payment. This provision to apply abatement across the wider public service came into effect on 1 November 2012. This may have pension implications for any person appointed to this position that is currently in receipt of a Civil or Public Service pension or has a preserved Civil or Public Service pension which will come into payment during his/her employment in this position.

Prior to appointment, successful applicants will be obliged to complete a declaration in relation to previous Public Service pensionable employment. Please note: In applying for this position you are acknowledging that you understand the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.

## **6.5 PENSION ACRUAL**

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

## **6.6 PROBATION**

**The following provisions shall apply to probation:**

- 6.6.1 there shall be a period after such appointment takes effect during which such person shall hold such office on probation,
- 6.6.2 such period shall be 12 months, but the Chief Executive may at his/her discretion extend such period,
- 6.6.3 such person shall cease to hold such office at the end of a period of probation unless during such period the Chief Executive has certified that the service of such person in such office is satisfactory.

## **6.7 PRE-EMPLOYMENT MEDICAL EXAMINATION**

For the purposes of satisfying the requirement as to health, it will be necessary for each successful applicant, before he/she is appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by Kilkenny County Council. In the event the applicant does not take up the post following the pre-employment medical, he/she will reimburse Kilkenny County Council the cost of the medical examination, as per a previously signed understanding.

## **6.8 HOURS OF WORK**

Normal working week will be five days – Monday to Friday, excluding Bank Holidays, with the following normal hours:

Monday to Thursday	8.00 a.m. to 4.30 p.m.
Friday	8.00 a.m. to 3.30 p.m.
Lunch Break: Half-hour daily	(1.00 p.m. – 1.30 p.m.)

Applicants will be expected to be available for overtime work if and when required by the Council. Overtime at the appropriate rates may be paid for any periods worked in excess of the normal working week.

## **6.9 ANNUAL LEAVE**

Annual leave entitlement for this position is **20 days** per annum in accordance with Department of Environment, Community & Local Government Circular LG(P) 07/2011.

## **6.10 TRAVEL**

When required to do so holders of the office shall hold a full Irish driving licence for class B vehicles free from endorsement and disqualification and, shall drive a motor car in the course of their duties and for this purpose provide and maintain a car to the satisfaction of the Local Authority.

It is Kilkenny County Council policy that all staff using their private cars for work purposes, regardless of the frequency should:

- 1) Indemnify Kilkenny County Council on their personal insurance policy
- 2) Note business class on their personal policy
- 3) It is the obligation of the driver/owner to ensure that the vehicle is fit to be on the public road.

When applicable for specific roles, travelling and subsistence expenses necessarily incurred in the course of official duties will be refunded in accordance with appropriate rates in line with the relevant Department Circulars and any other relevant documents.

If during your employment, your licence is revoked, even temporarily, or if you receive endorsements on your licence, which may affect your duties, you are obliged to notify the Council immediately.

## **6.11 LOCATION**

The successful candidate will be based in the Machinery Yard.

**BASE: Kilkenny County Council Machinery Yard, Hebron Industrial Estate, Hebron Road, Kilkenny.**

## **6.12 SAFETY, HEALTH & WELFARE**

The holder of the post shall comply with Kilkenny County Council's Safety Management System. He/she shall familiarise him/herself with the Safety statement

for his/ her section and all the associated safety & health risk assessments, safe systems of work, and procedures and make proper use of all safety clothing and equipment. Failure to comply with the Safety Statement and its requirements may result in disciplinary action.

### **6.13 TRAINING**

It is a condition of employment that successful applicants will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post.

### **6.14 POLICIES & PROCEDURES**

The post-holder will be expected to abide and adhere to the policies & procedures applicable to Kilkenny County Council.

## **7.0 SELECTION PROCESS**

The selection process may include:

**Stage 1:** Submission of completed applications and required supporting documents.

**Stage 2:** Eligibility & Shortlisting of applicants on the basis of information submitted in the applications and supporting documents.

**Stage 3:** An interview which may be conducted face to face or by way of remote interview.

**Stage 4:** Panel formation.

### **7.1 STAGE 1 - SUBMISSION OF APPLICATIONS**

7.1.1 Applicants should complete the Application Form online via the advert link or through the [www.kilkennycoco.ie](http://www.kilkennycoco.ie) link.

7.1.2 Applicants are required to submit their applications electronically, along with the required documentation. Applicants should retain a copy of their Application Form for their own personal reference.

7.1.3 Be advised that once **FULLY COMPLETED** applications supported by the prescribed evidentiary proof of meeting minimum qualifications and eligibility requirements are submitted this information cannot be amended.

7.1.4 When completing the employment history section on the Application Form please ensure all periods of employment and unemployment (if applicable) are recorded and accounted for.

7.1.5 **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.

7.1.6 As part of the application form candidates are to outline, in 300-500 words, why they feel that they are suitable for an Apprenticeship with Kilkenny County 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.

- 7.1.7 The submission of **Photo Identification is an essential requirement** and can include one of the following forms of ID only: Passport, Drivers Licence or Public Service Card.

## **7.2 STAGE 2 - ELIGIBILITY & SHORTLISTING OF APPLICATIONS**

- 7.2.1 Kilkenny County Council will conduct a preliminary verification of eligibility of applicants. This will comprise of both the Minimum Requirements as outlined in **Section 3.0** above, as well as the mandatory documentation specified for the competition. Kilkenny County Council reserve the right to recheck eligibility criteria at a later stage. The decision of Kilkenny County Council as to the applicant meeting the eligibility criteria specified is final.
- 7.2.2 Kilkenny County Council may decide, by reason of the number of persons seeking admission to a competition, to carry out a shortlisting procedure. The Shortlisting procedure may be by way of a desktop analysis of the applications and/or a shortlisting interview. The number of persons to be invited, in these circumstances shall be determined by Kilkenny County Council from time to time having regard to the likely number of vacancies to be filled. Shortlisting can be based on the eligibility criteria (qualifications, relevant experience etc.), as well as the detail provided for the listed competencies and other relevant information submitted on the Application Form.

In this instance, an expert Board will examine the application forms against a pre-determined criteria based on the requirements of the position. Therefore, it is very important that you think about your experience in light of those requirements. Failure to include information regarding those requirements may result in you not being called forward to the next stage of the selection process.

It is expected that given the qualifications and experience of prospective applicants that the short-listing requirements will be significantly higher than the minimum eligibility criteria (qualifications and experience) requirements set out for the post.

- 7.2.3 Kilkenny County Council reserves its right to shortlist applicants in the manner it deems most appropriate.

## **7.3 STAGE 3 - INTERVIEWS**

An independent interview Board will conduct interviews. The interview will be based on your online application form and the Board will comprise of a Chair and one/two other Board members. The interview duration is competition specific and can range from 20 – 45 minutes.

## **7.4 STAGE 4 – PANELS**

Panels may be formed and will be based on the order of merit resulting from the interviews. Applicants whose names are on a panel and who satisfy Kilkenny County Council that they meet the criteria required for the office and that they are otherwise suitable for appointment, may within the life of the panel concerned be appointed as appropriate/relevant vacancies arise. The Panel duration will be 12 months.

Prior to recommending any applicant for appointment to this position Kilkenny County Council will make all such enquiries that are deemed necessary to determine the suitability of that applicant. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made. Should the person recommended for appointment decline, or having accepted it, relinquish it, or should additional vacancies arise, Kilkenny County Council may at its discretion, select and recommend another person for appointment on the results of this selection process.

## **7.5 NOTIFICATION OF SHORTLISTING/INTERVIEW RESULTS**

Shortlisting and Interview results will be issued by Human Resources as soon as possible after the competition administration has been finalised.

If your results are related to an interview you will receive details of each competency score, as well as the Board comments and if successful at interview you will receive details of your Panel placing.

## **7.6 FEEDBACK**

All applicants will be provided with feedback in relation to the selection outcome, appropriate to the stage they progressed to in the competition.

Interview candidates will be provided with feedback in the form of an individual Marking Sheet regardless of placement on the Panel or not.

## **7.7 APPEALS**

Applicants whom are dissatisfied with the manner in which the recruitment process was conducted may appeal in the first instance to the Senior Executive Officer, Human Resources Department within a five working day period from the date their results were issued.

In the interest of clarity Kilkenny County Council will facilitate appeals in respect to the process applied to the recruitment competition. Appeals will not be considered in respect to the decision of the interview Board/shortlisting panel, as their decision is final, save any upheld appeal in relation to due process.

## **7.8 OFFER LETTERS**

Prior to accepting an offer of employment candidates need to ensure they have a valid work permit for employment in Ireland. Kilkenny County Council requires candidates to respond within 5 working days to any offer of employment made to them or by the date indicated on the offer letter.

Kilkenny County Council shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month from the date the Contract of Employment was issued. If he/she fails to take up the appointment within such period (or such longer period as Kilkenny County Council in its absolute discretion may determine) Kilkenny County Council shall not appoint him/her.

## **7.9 REFERENCES / EVIDENCES**

Each applicant is required to submit as references the names, addresses and email addresses of two responsible persons to whom he/she is well known but not related and of which at least one must be a previous employer.

Any offer of employment will be subject to both references being of a satisfactory standard. In the event an unsatisfactory reference is received, Kilkenny County Council reserves the right not to proceed with the offer of employment.

## **7.10 CLEARANCES (GARDA VETTING & PRE-EMPLOYMENT MEDICAL EXAMINATION)**

7.10.1 **Garda Vetting:** Applicants may be subject to Garda Vetting. Appointment(s) will be considered having regard to receipt of Garda Vetting clearance, particularly to determine suitability to work with children/vulnerable adults.

7.10.2 **Pre-Employment Medical Examination:** Applicants will be subject to a pre-employment medical examination as referenced in **Section 5.7** above.

## **8.0 GENERAL**

Kilkenny County Council is an Equal Opportunities Employer.

Kilkenny County Council will not be responsible for any expenses an applicant may incur in attending for interview.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that Kilkenny County Council is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

### **8.1 THE IMPORTANCE OF CONFIDENTIALITY**

Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence.

All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

### **8.2 DEEMING OF CANDIDATURE TO BE WITHDRAWN**

Applicants who do not attend for interview or other test when and where required by Kilkenny County Council, or who do not, when requested, furnish such evidence as the Authority require in regard to any matter relevant to their candidature, will have no further claim to consideration.

Applicants are expected to provide all requested documentation to Kilkenny County Council, including all forms issued by the Council for completion, within five days of request. Failure to do so will result in the applicant being deemed to have withdrawn from the competition and their candidature will receive no further consideration.



### **8.3 QUALITY CUSTOMER SERVICE**

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

On occasion applicants may be requested to part-take in a survey to provide feedback on our services, we would appreciate your co-operation on this matter if requested to do so.

### **8.4 USE OF RECORDING EQUIPMENT**

Kilkenny County Council does not allow the unsanctioned use of any type of recording equipment when conducting business. 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.

Any person wishing to use such equipment for any of these purposes must seek written permission in advance. This policy is in place to protect the privacy of staff and customers and the integrity of our assessment material and assessment processes.

Unsanctioned use of recording equipment by any person is a breach of this policy. Any applicant involved in such a breach could be disqualified from the competition and could be subject to prosecution under section 55 of the Public Service Management (Recruitment & Appointments) Act, 2004.

In addition, where a person found guilty of unauthorised use of recording was or is an applicant at a recruitment process, then:

- Where he/she has not been appointed to a post, he/she will be disqualified as an applicant; and
- Where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.
- 

### **8.5 APPLICANTS' OBLIGATIONS:**

Applicants in the recruitment process must not:

1. Knowingly or recklessly provide false information
2. Canvass any person with or without inducements
3. Interfere with or compromise the process in any way
4. Disrespect or ill-treat Kilkenny County Council staff or Board members
5. A third party must not personate an applicant at any stage of the process

### **8.6 CONTRAVENTION CODE OF PRACTICE**

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. If a person found guilty of an offence was, or is an applicant at a recruitment process:

- They will be disqualified and excluded from the process
- Has been appointed to a post following the recruitment process, they will be removed from that post.

## **8.7 GENERAL DATA PROTECTION REGULATION (GDPR)**

### **8.7.1 Basis for Processing Your Personal Information**

The basis for processing your personal data is to progress your application for the position you have applied for with Kilkenny County Council under the Terms of the Employment (Information) Act 1994 and Human Resources policies and procedures. Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile phone number, particulars of education, details regarding your record of employment and confirmation if you require an employment permit/visa/or work authorisation.

### **8.7.2 Sharing of Information**

Outside of the relevant recruitment teams, the information provided in your application form will only be shared for progressing the competition for which you have applied, with a designated shortlisting and/or interview board. If, following the competition, you are placed on a panel and offered a position, the information provided in your application form will form part of your Personnel File.

### **8.7.3 Storage Period**

Your application will be retained for one year from the date a panel for this position is formed. In exceptional circumstances panels can be extended for an additional year and your personal data will be kept until the extension has expired. Applications that are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition.

If you do not furnish the personal data requested Kilkenny County Council will not be able to progress your application form for the competition.

When your application is received, Kilkenny County Council creates a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts, **1988 & 2018** and will be destroyed following the expiry of any panel put in place in respect of this competition.

***Kilkenny County Council's General Privacy Statement can be assessed [here](#).***

**To make a request to access your personal data please submit your request by email to: [dataprotection@kilkennycoco.ie](mailto:dataprotection@kilkennycoco.ie) ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).**

## **Appendix 1**

### **Apprenticeship Structure**

The Apprenticeship system is a modular standards-based system generally comprising of 7 alternating phases of on-the-job and off-the-job training and development. These alternating phases of training consist of a 3 off-the-job and 4 on-the-job phases. The duration of the 3-on-the-job training phases does not normally exceed 40 weeks.

#### **Phase 1: With Employer**

- Attend Compulsory Briefing Session
- Complete Common Modules.
- Complete Phase 1 of the Workplace Assessment Manual with Kilkenny County Council and return to Apprenticeship Office (Duration: Minimum of 12 weeks.)

#### **Phase 2: Delivered in Training Centre**

Complete 20-22 weeks full time in an Educational & Training Board Training Centre.

Course content: Benchwork and welding, Electrical and Electronics, Engine, Fuel System, Transmission, Steering and Suspension, Brakes, Team Leadership, Communications. Cannot take holidays but entitled to leave entitlements (normal employment entitlements apply) (Duration: Full-Time 20-22 weeks).

#### **Phase 3: With Employer**

Work Based Training and Assessments provided by Kilkenny County Council and return completed Phase 3 Assessments by Kilkenny County Council from the Workplace Assessment Manual (Duration: Minimum of 26 weeks).

#### **Phase 4: Delivered in Educational Colleges**

Complete 10/11 weeks in an Institute of Technology where the apprentice must carry out portfolio work and complete assignments.

Course content: Electrical and Electronics, Engine, Fuel System, Transmission, Steering and Suspension, Brakes, Vehicle Body and Chassis, Team Leadership, Communications. (Duration: Full- Time 10-11 weeks)

#### **Phase 5: With Employer**

Work based training and Assessments provided by Kilkenny County Council and return completed Phase 5 Assessments by Kilkenny County Council from the Workplace Assessment Manual (Duration: Minimum of 26 weeks).

#### **Phase 6: Delivered in Educational Colleges**

Complete 10/11 weeks in an Institute of Technology where the apprentice must carry out portfolio work and complete assignments.

Course content: Electrical and Electronics, Fuel System, Transmission, Steering and Suspension, Brakes, Hydraulics and Pneumatics, Team Leadership, Communications. (Duration: Full-Time 10-11 weeks).

#### **Phase 7: With Employer**

Work Based Training and Assessments by Kilkenny County Council and return completed Phase 7 Assessments by Kilkenny County Council from the Workplace Assessment Manual (Duration: Minimum of 12 weeks).

The off-the-job phases are delivered by a Training Centre, an Institute of Technology, or another approved training provider. The key factor in delivery of an off-the-job training phase is that it is delivered in a single training environment to ensure the integration of practical training with the necessary theoretical and personal skills.

While attending the off-the-job training phase of your apprenticeship you will be paid a training allowance by SOLAS i.e., Phases 2,4 & 6.

Exam fees of €1,000 per term will be reimbursed if the apprentice passes their exams.

The apprentice will be assessed throughout the apprenticeship by a range of assessment instruments. These include theory, practical, portfolio and coursework assessments.

### **Award**

#### **To qualify:**

- **Complete a minimum of 4 years in employment from the registration date.**
- **Complete and pass 7 phases.**
- **Be approved at an Apprenticeship Approval Meeting.**

**On successful completion of the apprenticeship, the learner is awarded a level 6 Advanced Certificate Craft – Heavy Vehicle Mechanic.**