

## THE HETA RECRUITMENT PROCESS EXPLAINED

### ADVERTISEMENT

An advertisement is placed in the local press offering apprenticeships to eligible young persons with some of the areas leading companies

### ASE SELECTION ASSESSMENT

All eligible applicants will be invited to attend a selection assessment. This is to assess their aptitude for engineering roles. The assessment cover the areas of Reasoning and Mechanical & Spatial (examples of the assessments are provided with the invitation to attend).

**DRESS CODE** – Casual

**EQUIPMENT/REQUIREMENTS** – All equipment for taking the tests are provided

**REFERENCES/RECORD OF ACHIEVEMENT** – Not required at this point

### HETA TEAM BUILDING & WORKSHOP ASSESSMENT DAY

This event is held for applicants who have successfully passed the ASE Selection Assessment. This event is used to establish the skills of the applicant from a practical overview in the workshop assessment to their people skills in the team building tasks. It also gives the applicant a chance to experience working on the shop floor of a busy engineering workshop. Please note that you will carry out tasks in the Electrical and Mechanical sections of our workshop however, we are not testing your ability in the trade we are more interested in how well you understand and carry out instructions and how well you adhere to health & safety instructions.

**DRESS CODE** – Casual. Be prepared to get muddy!

**EQUIPMENT/REQUIREMENTS** – All safety wear is provided. You will be required to bring a packed lunch, waterproof jacket and a pair of sturdy leather shoes to wear when undertaking the workshop assessment

**REFERENCES/RECORD OF ACHIEVEMENT** – Not required at this point

### HETA INTERVIEW

A one-to-one interview takes place with the applicant and a member of HETA staff who will explain a little more about the apprenticeship programme, discuss the different trades available and to establish the expectations of both HETA and the applicant

**DRESS CODE** – Smart. It is an interview after all!

**EQUIPMENT/REQUIREMENTS** – None

**REFERENCES/RECORD OF ACHIEVEMENT** – Required, along with any other relevant documents that you feel may support your application. Following the HETA Team Building & Workshop Assessment Day you will have been issued with a reference sheet that needs to be completed by your school/college or if applicable current employer. ***Please note that failure to adhere to this request will result in your application being withdrawn and no further invitations will be extended to you.***

### HETA OPEN DAY

This event is held off site at a local conference facility. The purpose of the day is to bring together all of the successful applicants & their parents with the companies who are looking to sponsor/employ apprentices. The day starts with a welcome from the General Manager/ Operations Manager who will explain in more detail who HETA are and what is expected of applicants who will be joining us at the start of the training year. The companies in attendance will have stands set up in and around the conference room and once applicants have been sectioned into a number of smaller groups a member of HETA staff will accompany the groups around each stand where the companies will explain a little about themselves, what they do and what they can offer. Once all of the stands have been visited the applicants are encouraged to return to the stands that were of interest to them for a brief one-to-one discussion with a company representative who will be able to answer any other questions they may have. At this point it is important for the applicants to be aware that based on this meeting the companies will be deciding who they might like to invite for an interview. Please note that any companies who are unable to attend the Open Day will be issued with details of all candidates based on information from the ASE assessments, assessment day and HETA interview.

**DRESS CODE** – Smart.

**EQUIPMENT/REQUIREMENTS** – None

**REFERENCES/RECORD OF ACHIEVEMENT** – None

### COMPANY INTERVIEWS & SELECTION

Following the Open Day selected applicants will be invited to join HETA at the end of June on a non sponsored agreement. Shortlisted applicants will then be invited by companies to attend an interview at HETA or on site at the company. Applicants will be informed in writing whether or not they have been successful, those securing employment will be signed onto a new agreement which will commence in September. Any applicant unsuccessful at interview will be reoffered to companies for other suitable vacancies. If by September applicants have not been employed or sponsored by a company, they will be given the option to continue on a non sponsored training agreement however, this may not be in the trade or discipline first chosen on the application form.