



Cultural Heritage Trainee Profile

Position	Cultural Ambition Trainee
Length of Traineeship	Fixed term October 2019 – September 2020
Hours	30 hours per week (to include onsite learning and completion of college work)
Bursary Payments	£800 pcm
Region	Newport & Torfaen
Host Organisations	Big Pit Gwent Archives Tredegar House
Date	April 2019

Training Overview

This training programme is an exciting opportunity for a young person wishing to learn about working in museums, castles, archives and cultural heritage venues. The trainee will spend 12 months learning in three different cultural heritage sites within the region, and will receive a bursary of £800 a month for every month of the traineeship. The programme will cover a variety of skills which will lead to a qualification and increased employability skills.

The trainee will be a registered student with Cardiff and Vale College and will be required to complete an e-portfolio of their learning which will be assessed throughout the year's placement.

Qualification

You will be working towards an NVQ Level 2 Cultural Heritage qualification as part of this traineeship, delivered on-the-job with support from Cardiff and Vale College. The unit titles covered are as follows:

- Assist with incidents and emergency procedures
- Working with colleagues
- Contribute to the care of a cultural venue premise
- Assist customers, visitors or audiences in getting the best from their experience of a creative or cultural organisation
- Support learning activities in a creative and cultural context
- Support marketing activities in a creative and cultural context
- Identity and Cultural Diversity
- Deliver reliable customer service
- Give customers a positive impression of yourself



Person Profile

We are looking for someone with a passion and real interest for learning within the cultural heritage sector.

Trainees should:

- Not be in education, employment or training when undertaking this traineeship
- Hold a GCSE in Welsh/English and Maths, or an equivalent evidenced achievement, such as the Prince's Trust personal development programme, work experience or Essential Skills Wales
- Be a non-graduate
- Welsh speakers are desirable but not essential

How to apply:

To apply, please complete the application and monitoring form, including a short personal statement about why you are interested in this traineeship. Your personal statement can be via a video or in writing. Email jo.esposti@ccskills.org.uk or post to:

Creative & Cultural Skills
PO Box 252
Aberystwyth SY23 9FN

Please note that there is only a limited number of training placements available.