

# Our Apprenticeships



Cammell Laird is one of the most famous names in British Industry, was founded in 1828 and is based on the River Mersey in the Liverpool City Region on the west coast of Britain. The Company's Birkenhead site expands across 130 acres and includes four dry docks, a large modular construction hall and extensive covered workshops. It is also at the centre of a marine, energy and engineering cluster with easy access to support services classification societies and port state authorities. Today, the Company is rapidly expanding as a cutting-edge engineering services specialist. It's highly skilled workforce and extensive facilities are used to support a broad range of sectors and projects. Cammell Laird has continued to develop its capability in the marine sector, and is a world leader specialising in military ship refit, commercial ship repair, upgrade and conversion and shipbuilding. In accordance with our strategy for 2019/20 the role holder commits to and supports our:

**Our Mission:** To Deliver to our Customers

**Our Vision:** Cammell Laird will be a globally respected brand that represents our success in creating a diversified business built around a community of highly skilled and motivated people, that is praised as a vital national asset.

**Our Values:** Our values are what motivate us both as a team and as individuals. Our apprentices will be expected to show us how they share our values:

**Deliver**

**Caring**

**Customer First**

**One Yard**

**Responsible**

**Efficient**

**Contribution**

**Our Conduct:** When people are working together as a community there must be clear standards of conduct, so the organisation can run smoothly and in the best interests of everyone. Our code of conduct establishes "the way we do things" in line with our **Vision** and our **Values** and we are all required to follow these attitudes and behaviours so that we ensure we fulfil our mission – **'To deliver to our customers.'**

We work to our values by:

## **Deliver**

- We commit to deliver.
- We appreciate ambition, but we are transparent with risk.
- We plan properly.
- Where we make promises – we keep them.
- We are accountable for our promises.

## **Caring**

- Nothing is more important than our safety - be aware of surroundings and remove or report hazards. Always remember the Golden Rules!
- Take time to listen to people; understand their needs and support them. If you are concerned about someone's welfare tell a line manager or HR.
- Be aware of what we say and how it affects other people.
- Care about the work we produce and aim to get it right first time.
- Care about doing it safely, and the right way.

# Our Apprenticeships

## Customer Focus

- Put the customer at the heart of everything we do and help them when they need it.
- Be professional, flexible, positive and hands on – respond calmly and with respect no matter what happens in our day.
- Treat workmates as customers- be friendly, fair and faithful.
- Never accept a low-quality service or products – if you would not accept it for yourself, do not expect the customer to accept it.
- Always compete ethically and do not accept or offer gifts that may unfairly influence another. Avoid agreeing to anything which might limit fair competition between the Company and other businesses.

## One Yard

- Understand the needs of stakeholders within the business to ensure success in our projects.
- Work together as a team, through real collaboration and effective communication to realise our goals and delivery commitments.
- Treat people with dignity and respect regardless of their point of view, culture, religion, age, race, sexual orientation or disability and never accept discrimination, intimidation or harassment.
- Create a working environment in which everyone feels comfortable and never say anything in anger that you might regret later – it can't be unsaid.

## Responsible

- Protect and respect the Company's and people's confidential information.
- Be prepared to make an informed decision based on the facts and the authority entrusted to you to act in the Company's behalf – if you are not sure, ask
- Prepare all Company records, e.g., technical drawings, claims, and audit trail with care, accuracy and in line with Company Policy - Follow all relevant rules, processes and procedures.
- Ensure your actions never harm the reputation of the Company - Never discuss, expose or offer an opinion on any Company-related business in any public forum or on any social networks unless authorised.
- Be open to feedback and constructive criticism and recognise that it assists our personal growth.
- Own issues.

## Efficient

- Continually look for new ways of doing things which improve the products and services we offer and how we operate.
- Seek ways to reduce waste in day to day activities – it makes us more efficient and competitive and reduces frustration and rework.
- Be open to learning new ways of working and share your learning and experiences with others.
- Engage in activities and projects aimed at improving our services and working environment – don't be afraid to offer an opinion.
- Be prepared to offer ideas and solutions rather than simply raising issues and problems
- Praise in public, and offer constructive criticism privately to continually improve what we do and how we do it.
- Have the courage to speak up and challenge others where you have concerns about quality or safety.

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## Contributing

- Contribute and be accountable and responsible for achieving personal/team objectives.
- Identify new opportunities and raise the bar still further when goals are met.
- When everyone is contributing we will have more than a plan, we will have a collective ambition!

## Success through application and at interview means you can show us how you will:

- Work to the best of your ability and take pride to produce quality work
- Work to the rules, you listen, and you follow instructions
- Behave as a team player, working positively, respectfully and in support of your team
- Share your knowledge positively and in supporting others.
- Care enough to keep your work area tidy and your tools safe and clean
- Care for your place of work and equipment on loan to you, looking after it if it is your own.
- Be committed to your own learning and prepared to do extra learning in your own time
- Aim for 100% attendance and all times.
- Work safely, wearing and using the appropriate PPE and other equipment as provided
- You are mindful of your actions on your own and other's safety and wellbeing. If in doubt you ask for assistance.