

# APPRENTICE TRAINING

*at*



LONDON

**PARK ROYAL VEHICLES LTD**

ABBAY ROAD PARK ROYAL LONDON N.W.10



**THE PRINCIPAL OFFICES AT PARK ROYAL**

# **Apprenticeship Scheme**

**PARK ROYAL VEHICLES  
LIMITED**

ABBAY ROAD, LONDON, N.W.10.

*Telephone: ELGAR 6522 (10 lines)*



**A SECTION OF THE TOOL ROOM**

# **PARK ROYAL VEHICLES LIMITED**

## **APPRENTICESHIP SCHEME**

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### **Introduction**

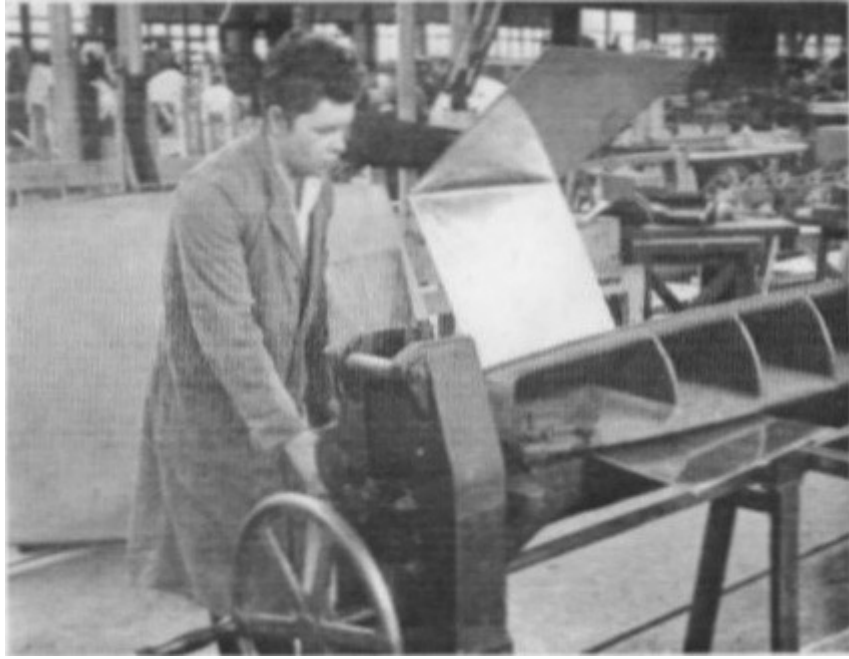
CONSIDERABLE responsibility rests upon the parents of the boy who is about to leave school and to enter Industry. Due to the very great interest often shown in Engineering by young boys it is often difficult for parents to judge whether such an interest is likely to last or is merely a passing phase in growing-up.

The object of this booklet is to provide information for parents, teachers and the boys themselves on the facilities which exist at Park Royal Vehicles Limited for the training of young men in Public Service and Commercial Vehicle manufacture. Complete and thorough training must always be a combination of theory and practice and it is essential that a comprehensive Apprenticeship Scheme should include a fairly balanced proportion of classroom and home study in addition to the practical experience gained in the workshop.

Park Royal Vehicles Limited, which is probably the largest works of its kind in the country, is an old established and progressive Company and forms part of the group of companies known throughout the world as Associated Commercial Vehicles Limited.

Park Royal's products can be seen as far away as New Zealand and Uganda or as near home as the bus which runs past your door.

Apart from Public Passenger Transport for both Road and Rail and Commercial Vehicles, a considerable amount of specialist work is carried out at Park Royal on vehicles used by the Armed Forces of the Crown.



**A SHEET METAL WORKER APPRENTICE**



**A FIRST YEAR TRIMMER APPRENTICE**

# The Apprenticeship Scheme

The scheme enables a boy leaving school up to the age of 16 to become a skilled craftsman in one or other of the various crafts connected with the building of Public Service and Commercial Vehicles for both road and rail. In certain circumstances it may be possible to consider for apprenticeship young men over 16 but under 17 years of age, who have acquired the necessary standard of technical education elsewhere. Whilst every endeavour will be made to place boys in the trades which they desire it will be appreciated that the number of apprenticeship vacancies depends on the size of the particular department or workshop.

## **Application and Selection**

Application to become an apprentice may be made at any time and should be made in writing to The Personnel Officer, Park Royal Vehicles Limited, Abbey Road, London, N.W.10. Each applicant should enclose a copy of his last term's school report and wherever possible a special report by the Technical Training Master or the Headmaster of the school which the applicant has attended. Final acceptance as an apprentice will depend upon the general conduct and aptitude show during the period or probation and the passing of a medical examination by the Factory Doctor.

## **Probationary Period**

Upon joining Park Royal Vehicles Limited on probation the potential apprentice will probably be employed in one of the main production departments where he will have the opportunity of seeing for himself the various craftsmen at work and he will probably assist in a number of minor directions.

## **Training – Class Room**

It is a condition of employment that all apprentices shall attend classes at a Technical School approved and prescribed by the Company. Where suitable educational facilities are conveniently available, certain of these classes may be during working hours in which case payment will be made at the daily time rate of wages.

School Training fees will normally be met by the Company.

The Company expects every apprentice regularly to attend all technical classes prescribed for him and to achieve a good standard in any class of public examination which he may reasonably be expected to undergo. Apprentices who are absent from day classes otherwise than because of illness or other reason acceptable to the Company will not be paid for such absence.



**A TRAINEE DRAUGHTSMAN**



**ALL TRAINING IS CARRIED OUT UNDER THE  
SUPERVISION OF SKILLED CRAFTSMEN**

### **Lectures at Work**

From time to time practical and or theoretical lectures may be held at the Works. Normally these will be given by Executives or selected craftsman employed by the Company.

### **General**

It should be the aim of every apprentice to pass the examination for the City and Guilds of London Certificate in his particular craft. Those apprentices that show special aptitude and skill will be encouraged to continue study for the Ordinary and Higher National Certificates.

### **Awards**

The Directors of the Company will award a special prize to the apprentice who in the opinion of the Management is the best apprentice of the year.

## **GENERAL INFORMATION**

### **Bi-Monthly Reports**

Upon commencing probationary apprenticeship the Foreman of the shop in which an apprentice is employed will supply a bi-monthly report on the progress made by the apprentice to the Personnel Officer, who will bring to the notice of the Works Manager any particularly favourable or adverse reports.

### **Certificate of Apprenticeship**

On satisfactory completion of apprenticeship a suitably endorsed certificate will be issued.

### **Premiums**

No premiums are required.

### **Wages and Holidays**

Wages and holidays will be in accordance with National agreements negotiated between the United Kingdom Joint Wages Board of Employers for the Vehicle Building Industry on the one hand and the appropriate Trades Union on the other. Details are available on application to the Personnel Officer.

### **Termination of Employment**

The Company reserves the right to terminate the employment of an apprentice whose progress or conduct is unsatisfactory.

### **Canteen**

Suitable canteen facilities exist within the Factory where employees can obtain good meals at reasonable prices.



## **Sports and Social Club**

A first class Sports and Social Club is administered by Park Royal workers and caters for all types of sport including the following:-

Cricket	Swimming
Tennis	Snooker
Angling	Chess
Horticulture	Badminton
Photography	Table Tennis
Amateur Concert Party	

## **Transport Facilities**

Adequate London Transport facilities to and from the works exist by road and rail.

## **Transfer to Staff**

Promotions to the staff are possible from time to time and the keen employee is advised to continue studies with a view to subsequent employment in one or other of the following departments:-

<i>Production</i>	<i>Engineering</i>	<i>Sales</i>
Planning Dept.	Eng. Drawing Office	Home
Drawing Office	Experimental Dept.	Overseas
Rate Fixing Dept.		

For further information  
Write to:-  
THE PERSONNEL OFFICER  
PARK ROYAL VEHICLES  
LIMITED,  
ABBAY ROAD  
LONDON, N.W.10.