



**Dounreay Site
Restoration Ltd**

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Mr Alistair Dodds
Chief Executive
The Highland Council
Glenurquhart Road
INVERNESS
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1 July 2013

Dear Alistair

Following our recent meeting when you asked for an update about our plans for apprentices, please see attached a note that summarises our current position. We have also added some information about our plans for graduates and about our internship programme.

In addition to this we are currently working with the schools here on a programme called "Ready, Steady, Work" which is aimed at helping school leavers get ready for employment - I attached a poster describing this.

Please let me know if you would like additional information or to discuss further.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Alastair MacDonald".

Alastair MacDonald
Change Director
Dounreay

DSRL Apprentices and Graduates – Future Plans

Introduction

DSRL has extensively supported the recruitment and training of apprentices and graduates throughout the history of operations at the Dounreay site. As the site moves into its final decommissioning phase, this support will continue for at least the next five years. A summary of our plans follows:

Apprentices

We presently employ 22 apprentices, 6 of whom will shortly be appointed to craft positions having successfully completed their four year training programme. In September 2013, we will recruit a further 8 apprentices, which represents an increase of 3, based on previous plans. This will give a total of 24 for f/y 13/14.

Our current plan for f/y 14/15 is to recruit a further 7 apprentices, giving a projected total of 19. This is presently the final year in which we will intake apprentices, however this is currently under review and may be extended by a further two years. This will give a final outturn of apprentices in either 2018 or 2020:

Year	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
1 st Year	8	7	tbc	tbc	0	0	0
2 nd Year	5	8	7	tbc	tbc	0	0
3 rd Year	6	5	8	7	tbc	tbc	0
4 th Year	5	6	5	8	7	tbc	tbc
TOTAL Apprentices	24	19	20	15	7		

In addition to the above, there is a likelihood that a further 3 Babcock apprentices will transfer to the DSRL scheme in late 2013.

DSRL has also agreed to provide workplace experience for some North Highland College apprentices and to assist with their workplace programme scheduling. We will also work with NHC to explore opportunities for implementation of a community apprenticeship programme in the longer term, similar to the Gen2 programme. This will include the local supply chain and will provide longer term sustainability for apprentice training in the local area.

Graduates

Over the past few years, DSRL's graduate intake of 2-3 per year has primarily been from the pool of undergraduates we support through our Engineering Sponsorship Programme with NHC. This year, our sponsorship programme will be extended to include those undertaking science and administration qualifications and the numbers will be increased to 6. Our programme offers undergraduates an annual bursary payment and the opportunity to undertake practical work experience with a nominated mentor. Our current plan is for the Sponsorship Programme to continue for at least the next three years.

Internships

As well as the Sponsorship Programme, DSRL is also committed to offering opportunities to increase work experience for local graduates and consequently to improve their options for securing employment. Our Internship Programme will be introduced in September 2013 and will offer work experience to 4 graduates for a fixed term of three months, with a nominated mentor and specific project or work area in which to develop their skills. Following their internship, some of the graduates may be recruited, or we will work with Caithness Chamber of Commerce to raise awareness of their availability for employment with the local supply chain.

READY STEADY WORK

To provide you with the practical skills and information required to support you moving into employment.

22 - 26 July
at ETEC, North Highland College

Open to 4th, 5th & 6th year pupils

This free event will provide you with advice on CV preparation, job search skills, interview preparation, visits to local industry, an insight into the types of jobs currently available and likely to emerge in the future.

Also included will be the Purple and Orange Awards Dinner.

If you are interested in attending then please contact (leave a blank box for the schools to complete) for an application form.