



Prince's Trust

Work Placement Reference

Young Person's Name: Ethan Reeve
Placement Provider's Name: BAE Systems - Support Products
Contact Name: Nichola Ford / Marcus Harrison / Simon Dean
Address: BAE Systems, Samlesbury Aerodrome, Samlesbury,
Balderstone, Lancashire, BB2 7LF.

Date of placement: From: 29th January 2018 To: 9th February 2018

Throughout Ethan's time within BAE Systems – Support Products Team he has been actively involved in undertaking tasks that have developed his transferrable skills in the following areas:

- Understanding the importance of setting objectives and goals (short, medium and long term)
 - Ability to write and review objectives in line with Specific, Measureable, Achievable, Realistic and Time bound (SMART) principles
- Awareness of time management to achieve short term goals to set deadlines
- Ability to professionally answer telephone calls and write concise messages
- Utilising appropriate business behaviours within a workplace
- Communication skills:
 - Verbal (incl. as a group in stand up progress reviews, as an individual leading reviews, presentation skills to a small group and to Senior Management)
 - Written (incl. reports, emails, paper, newsletter, presentation material)
- Understanding and practical use of Lean principles within the workplace
 - Incl. process mapping, elimination of waste (using Transport, Inventory, Motion, Waiting Time, Over Production, Over Processing and Defects (TIM WOOD))
- Team building skills to improve morale and ensure tasks are completed effectively using the teams strengths
- Ability to use Microsoft Office software – PowerPoint, Excel, Word and Outlook for a variety of different work related projects
- Overview awareness of Support Engineering:
 - Awareness and experience of Logistic Support Analysis
 - Ability to understand a product – assembly and disassembly and create task narratives to support install and remove tasks
 - Awareness and experience of Technical Authoring

- Ability to understand Simplified Technical English and its importance when creating Data Modules on a product in line with BAE Systems procedures, including the ability to review other peers work to ensure quality control
- Overview awareness of the Typhoon aircraft
- Overview awareness of the Engineering Lifecycle
- Understands the important of personal development and utilising one to one discussions
- Undertook a research project to answer a business related improvement opportunity and presented findings to the Senior Management Team
 - Project question: How could I exploit Augmented Reality/Virtual Reality for the in service phase?

Please rate their performance by ticking the appropriate boxes:

	Excellent	Good	Satisfactory	Poor
Reliability	X			
Hard Work	X			
Team Work	X			
Communication	X			
Overall performance	X			

Ethan made a very positive contribution to the Movement to Work programme hosted by Support Products at Samlesbury.

All Mentors agreed that the attitude, aptitude and commitment shown by Ethan would be of benefit to a BAE SYSTEMS Apprenticeship.

Specifically, Ethan made a conscious effort to not only lead the team when necessary but also not to force his opinions onto his team colleagues. He displayed the following attributes;

- Confidence
- Good contributor
- Team working
- Honest and genuine
- Not afraid to take the lead/willing to step back from leading if required to do so
- Good aptitude for engineering
- Articulate

From an engineering perspective, Ethan spoke intelligently about differing aspects of engineering and was particularly interested in the Life Cycle Management (LCM) lesson but was also fully engaged within the whole programme.

In conclusion, we consider Ethan an excellent candidate for a BAE SYSTEMS Apprenticeship interview.

Signed: N. FORD

Date: 9th February 2018

Position: People Capability Development Engineer

