

# Surrey County Council's Apprenticeship Scheme



Get On The Ladder Of Opportunity  
With Surrey County Council.....  
It's Your Future.



## Index

- **Our Apprenticeship Scheme** – Page 1
- **What Is An Apprenticeship?** – Page 2
- **What's Involved** – Pages 2 - 3
- **Pay, Benefits And Holiday** – Page 4
- **Our Existing Apprentices Comments** – Page 4
- **Apprenticeship Talent Pool** – Page 5
- **Recruitment** – page 6
- **STARS** – page 7



## With Our Apprenticeship Scheme

As part of Surrey County Council's STARS (Stretching Talent And Raising Skills) program we are fully committed to providing opportunities for young people to develop themselves, their skills and improve their job prospects.

This booklet provides valuable information, which will help you make a decision on whether an apprenticeship with Surrey County Council is right for you.

Our Apprenticeship scheme provides a perfect way to earn a wage while you gain vital work experience, a nationally recognised qualification and an opportunity to start building your career.

We offer a number of Apprenticeship opportunities in a wide range of services, for example:

Highways, Cultural Services, Libraries, Business Administration, Information Management Technology, Human Resources & Organisational Development, IT and many more...

The Apprenticeship that is right for you will depend on your interests, experience and the opportunities that are available in your area.

[www.surreycc.gov.uk](http://www.surreycc.gov.uk)

### What Is An Apprenticeship?

As employees, Apprentices earn a wage and work alongside experienced staff to gain job-specific skills and nationally recognised qualifications. Apprenticeships can take between one and four years to complete depending on the level of Apprenticeship, the Apprentices' ability and the industry sector.

All Apprenticeships are made up of:

- Transferable skills – Key Skills in English and Maths
- A knowledge element - in the form of a technical certificate
- A competence based element - NVQ
- Provision of employment rights and responsibilities

### What's Involved?

You will be supporting the work of the County Council by working under supervision on a range of activities and projects whilst developing your skills in the work environment.

#### **NVQ and Assessment**

An independent training provider who we work closely with will guide you through your qualification, providing you with an assessor who will help you plan tasks and projects to complete your NVQ, and assess the work that you do.

#### **Mentoring**

You will work closely alongside a colleague who will support your personal development. You will also be allocated a buddy who will help you to find your feet and increase your confidence as you start on your apprenticeship programme and employment. This could either be a work colleague or an experienced apprentice.

#### **On the Job training**

Much of your training will be in the workplace whilst you work shadow colleagues and acquire the practical skills, knowledge and understanding needed in a busy working environment.

#### **Off the Job training**

Surrey County Council offer a comprehensive training package under the STARS program, which is available to all our staff. You will discuss your individual training needs with your manager.

#### **Probationary period**

During your first 6 months you will have regular meetings with your manager, you will be expected to demonstrate a commitment in terms of:

- Time keeping
- Team working
- General attitude and behaviour
- Attendance at work
- Training
- Following Surrey County Councils processes and procedures
- Enthusiasm and willingness to learn

Throughout your Apprenticeship you will have learning reviews with the Apprenticeship facilitator to discuss how things are going. This will enable you to develop in your role and provide an opportunity to discuss your progress.

#### **Job Search**

By the end of your Apprenticeship you will have developed highly sought after skills and invaluable work experience, which will stand you in good stead when looking for employment. We cannot guarantee you a job at the end of your training. However if your apprenticeship is successful, every effort will be made to help you find a permanent position either with the County Council or externally.

#### **Expanding your horizons**

If you progress quickly there maybe the opportunity to undertake work experience across other areas of the County Council, this will allow you to develop your skills and abilities in a wide range of environments.

### Pay Benefits And Holiday

- **Pay** - If you secure an Apprenticeship you will be given a fixed term 12-month training contract. Your salary will be £10,201 per annum. You will be working 36 hours a week including time set aside for training.
- **Benefits** - You will be able to join our pension scheme and access some of our staff benefits including: Sainsbury's discount card, cheap gym membership, dental insurance and child care vouchers as well as many more....
- **Holiday** - You will be entitled to 24 day's annual leave with additional 8 statutory days.

### Apprentices Comments

#### **Dan Clark Apprentice in Business & Administration started April 6<sup>th</sup> 2010**

"Four months ago I was unemployed and on Job Seekers Allowance, now I am working as part of a wonderful team, I have an excellent job and great job prospects. Joining Surrey County Council's Apprenticeship scheme has made a significant difference to my life. It has provided me with a chance to gain vital skills, qualifications and experience within a large organisation".

"As part of my Apprenticeship I have been doing an NVQ Level 2 in Business Admin. Once I have achieved this it will enhance my job prospects for the future. I have been encouraged to book onto a number of in house training courses through the STARS program, These courses provide valuable extra skills and knowledge, which I will be able to use throughout my career".

#### **Alanah Harington Apprentice in Business & Administration Completed May 31<sup>st</sup> 2010**

Alanah worked in Surrey County Council's Connexions team She is now working as a business administration assistant for Signal Group. "I have really enjoyed working for Connexions, I gained a lot of experience and confidence in what I do and I am very grateful for having had the opportunity to work towards my apprenticeship level 2 in Business & Admin. I had a lot of support from my assessor and work colleagues. I am now in a new job & hoping to studv towards mv apprenticeship level 3".

### Apprenticeship Talent Pool

Our Apprenticeship scheme is already popular and if you wish to increase your chances of accessing an Apprenticeship within Surrey County Council then you may wish to join our Apprenticeship Talent Pool.

The Talent pool is essentially a base of applicants that have been processed and are awaiting an Apprenticeship placement.

#### **How The Talent Pool Works**

Throughout the year we will be inviting young people to apply to join our Apprenticeship Talent Pool by submitting an application form

Short listed applicants will be invited to an informal interview. If you are then successful and selected you will be placed in our Apprenticeship Talent Pool where we will work closely with you to:

- Carry out initial employment checks
- Identify the right Apprenticeship for you
- Support you to secure an Apprenticeship vacancy, through an informal interview with the manager

Once you have successfully secured an Apprenticeship vacancy we will:

- Provide a supported 12 month placement with Surrey County Council
- Provide training to achieve a recognised qualification.
- Provide a salary



## Recruitment

### Who can apply?

To qualify for an Apprenticeship placement with government funding, you need to be:

- Living in and eligible to work in England
- Not in full time education
- Not already holding a qualification at degree level or above

### What do we expect from you?

Are you motivated to learn, have good communication and organizational skills, Committed to offering excellent customer focused services and have an ambition to work on a professional apprenticeship scheme in a Local Authority. We are keen to meet you, and invite you to apply to join our apprenticeship pool.

You will need to demonstrate that you are willing to work towards an Apprenticeship (Level 2) or Advanced Apprenticeship (level 3)

### How do you apply?

All of our Apprenticeships are advertised on Surrey County Councils external website. Just go to [www.surreycc.gov.uk](http://www.surreycc.gov.uk) and look on Surrey County Council's Job Search page. Under Job Category just click Apprentice/Trainee and see our current Apprenticeship vacancies.

If you wish to find out more about Surrey County Council's Apprenticeship scheme or the Talent Pool then email [peta.marshall@surreycc.gov.uk](mailto:peta.marshall@surreycc.gov.uk)

If you have a personal advisor through Catch22 or Connexions they will contact her on your behalf



### What is STARS?

STARS: Stretching Talent and Raising Skills, is a brand new programme of training and development to raise the skills and confidence of everyone who works for Surrey County Council.

Our aim is to be world class, STARS will provide training to help us get there. Everyone who works within Surrey County Council has access to the Stars Program. as an Apprentice this will provide you with a wealth of extra learning and training opportunities.

This leaflet was designed and produced by Daniel Clark Apprentice in Business & Administration, whilst working with the Skills Development Team.