

APPLY TO WORK FOR US • ACHIEVE YOUR GOALS • ACCELERATE YOUR CAREER



WEST SUFFOLK COUNCIL APPRENTICESHIP PROGRAMME

BUILD YOUR FUTURE AT
WEST SUFFOLK COUNCIL

West Suffolk
Council



WELCOME

West Suffolk Council's apprenticeships offer jobseekers the opportunity to start their career within public sector or local government.

Apprentices will receive training co-funded by government, therefore avoiding the large debts often associated with university courses. They earn a wage whilst gaining new skills and benefits include paid holidays, pension and flexible working arrangements. On-the-job work experience puts them ahead of the competition.

Participants will work towards a nationally recognised qualification whilst receiving direct support from their team and training provider.

Our apprentices work alongside experienced staff throughout the council, learning at a pace that suits each individual. Every apprentice is allocated a workplace mentor who will support them through their apprenticeship journey.



Ian Gallin
Chief Executive

"As Chief Executive of West Suffolk Council, I am a passionate believer in apprentices - I started my career as one. My apprenticeship kickstarted my career. That valuable experience gave me a significant advantage in gaining my first job. An apprenticeship with us could do the same for you. Apprenticeships are about developing your key skills. You will earn as you learn and boost your career progression, whether you stay in the public sector or not."



OUR VALUES

AND BEHAVIOURS



Being proud to be a part of West Suffolk Council and West Suffolk's communities

WHAT WE OFFER



National Minimum Wage for the first year, rising thereafter dependent on age.



25 days' annual leave and all public holidays



West Suffolk We Save provides discounts and cashback on retailers, phones, holidays and more



Allocated workplace mentor



Pension scheme



Cycle to work scheme



Employee assistance programme



Wellbeing centre



Sophie Claydon Apprenticeship Award



Agile working environment



Discounted membership at Abbeycroft leisure centres



Next Generation @ West Suffolk Network

TRIPS AND EVENTS



Tour of the district



Signing the young person's charter



Visit to Brandon Country Park



Volunteering day at West Stow



Evening careers fayre at West Suffolk college



Houses of Parliament visit



Charity bake sale

WHERE WILL I WORK?

The map shows the main sites within our district, depending on your role you could be located at any of these.



WHAT COULD I STUDY?

These are just a few of the apprenticeships we have supported and continue to provide and are always looking to add more! Far from any preconceptions you may have, West Suffolk Council is an innovative, fast-paced place to work. We offer you high skill levels and a range of career opportunities.

What we provide are healthy, safe and vibrant places to live and work. No other employer plays such a pivotal role in the community. That's a great responsibility but also fantastically rewarding and something that really does make a difference.



- HR Support**, Level 3
- Team leader or supervisor**, Level 3
- Business Administrator**, Level 3
- Event Assistant**, Level 3
- Paralegal**, Level 3
- Assistant Accountant**, Level 3
- Information communications technician**, Level 3
- Improvement Practitioner**, Level 4
- Project Manager Assistant**, Level 4 (Graduate)
- Senior Leader Master's Degree Apprenticeship**, Level 7



Safety Health and Environment Technician, Level 3

Construction Technical and Professional: Town Planning Technical Support, Level 3

Building Control Surveyor, Level 6 (degree)

Chartered Surveyor, Level 6

Chartered Town Planner, Level 7 (degree)



Vehicle Maintenance and Repair: Light Vehicle, Level 3
Urban Driver, Level 2



Horticulture and Landscape Operative, Level 2



APPRENTICESHIP LEVELS

Intermediate

Level 2

Equivalent qualification:
Five GCSE passes

Advanced

Level 3

Equivalent qualification:
Two A Level passes

Higher

Level 4, 5, 6 and 7

Equivalent qualification:
Foundation degree or above

Degree

Level 6 and 7

Equivalent qualification:
Bachelor's or
Master's degree

WHAT IS IT LIKE TO WORK HERE?



"This is my first job but having a great team to support me has helped me fit in and gain more confidence. By the end of this apprenticeship I will be a fully qualified chartered surveyor with an exciting career ahead of me."

Hannah



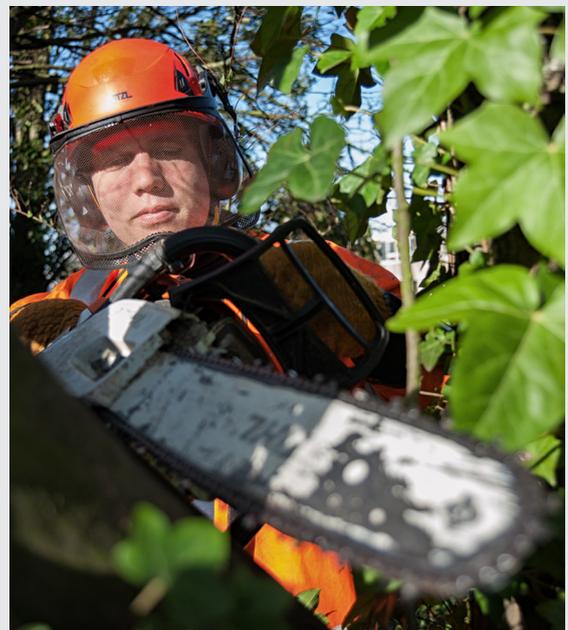
"There's a huge range of opportunities at the council for me which means each day is different. I like earning whilst I learn and receiving a free qualification. You learn faster on the job and gain life skills."

Ellie



"I love the people I work with and working on all the different vehicles from lawnmowers to dustcarts. Each day is different."

Alysia



"I joined after my A-levels to gain some experience and to potentially go into management when I am a bit older."

Adam

FAQS

How long do apprenticeships take?

Depending on the level of apprenticeship, we offer temporary employment from two to five years which provides enough time to complete the qualification and gain valuable work experience.

What are the entry requirements?

Anyone who is 16 years old and over can do an apprenticeship. Each vacancy sets out what the role will entail and whether it would be useful to have any particular interests and any additional requirements relating to the job. The main attributes we look for are a positive attitude and a willingness to learn.

Is there supervision and support?

For the first few weeks you will be assigned a buddy who will support and guide you while you find your feet. You will have regular meetings with your manager and also be offered a workplace mentor. They will be your contact to discuss issues such as your future aspirations and career advancement, as well as any wellbeing or work based issues that arise in the course of your apprenticeship.

How long will I spend studying?

You will spend a percentage of paid off-the-job study time such as attending college, university, or training sessions. You might attend one day per week (day release), attend in blocks of a week or more (block release), or study online. Some use a combination which is known as blended learning.

You will be required to complete assignments and assessments during and at the end of your apprenticeship. These are designed to test both academic learning and occupational competence developed through on-the-job training.

Is there a permanent job at the end of the apprenticeship?

Unfortunately, we cannot guarantee a job following any of our apprenticeships, but we have a programme that works closely to support individuals to secure employment with our organisation. We also help to seek work opportunities with partnership organisations where possible. Many of our former apprentices have moved into permanent roles with the council.



5

REASONS

TO CHOOSE AN APPRENTICESHIP

1

DEBT FREE

Your qualification will be funded by your employer and/or government

2

EARN A WAGE

Have an income whilst gaining new skills and receiving benefits

3

GAIN EXPERIENCE FROM COLLEAGUES

Work alongside experienced staff whilst learning at your own pace

4

NATIONALLY RECOGNISABLE QUALIFICATION

Recognisable qualifications are highly attractive to employers

5

BUILD YOUR PROFESSIONAL NETWORK

Meet and network with people whilst on the job

West Suffolk Council Young People Charter

**BUILD
YOUR
FUTURE**
at West Suffolk Council

At West Suffolk Council we recognise the importance and potential of our younger employees and understand the need to support, nurture, develop and empower them to fulfil their aspirations and achieve their goals.

We commit to uphold these principles and translate these into actions together.

Our ambition is that everyone who successfully applies to work together with us, whether it be for a week, three months, two years or beyond is inspired by what we achieve as an organisation for our staff, residents and the wider community. We will support, enable and empower them to seize life's opportunities and gain the knowledge, skills and belief in their potential to fulfil their aspirations, goals and aims both in a personal and professional capacity.

We believe the investment in young people is essential to future-proof our service delivery for West Suffolk. Therefore, we put every effort into 'growing our own' by providing varying levels of experience, qualifications and career progression.

Build your future: Apply to work for us, Achieve your goals, Accelerate your career!

Our five main principles are:

Create opportunities for young people to gain the skills and experiences that raise their aspirations, skills and personal networks.

Recognise talent by recruiting young people based on their ability, talent and potential, recognising they may have limited experience.

Fair employment by providing good quality employment opportunities for young people, such as apprenticeships, graduate roles, entry level jobs, internships and career pathways.

Develop people by promoting the development of all young people, encouraging and motivating them to take ownership and responsibility for their careers.

Youth voice by providing opportunities for young people to share their aspirations, ideas, and experiences within our organisation.

Signatures:



Cliff Waterman
Leader of the Council



Ian Gallin
Chief Executive



Unison representative



Jennifer H Eves
Director of HR,
Governance and
Regulatory

Monday 5 February 2024



Find and apply for vacancies throughout the year
recruitment.westsuffolk.gov.uk

West Suffolk
Council

