


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."



COMPANY VALUES AND BEHAVIOURS



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

WHAT WE OFFER



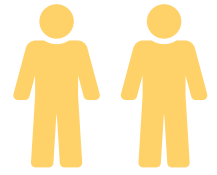
Apprentice pay for the first year, rising to the National Minimum Wage thereafter



24 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



Discounted membership at Abbeycroft leisure centres



TRIPS AND EVENTS



Houses of Parliament visit



Tour of the district



Apprenticeship week activity

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 CAN I STUDY?



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
Improvement Practitioner, Level 4
Senior Leader Master's Degree Apprenticeship, Level 7



Horticulture and Landscape Operative, Level 2



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)



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. These are the programmes we currently offer and we're always looking to add more.



Vehicle Maintenance and Repair: Light Vehicle, Level 3

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 at least 20 per cent paid on- 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.



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



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

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