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**Durham County Council**

**Apprenticeship Information Pack**

**September 2018**

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**What is an apprenticeship?**

Apprenticeships are an excellent option for all ages. An apprenticeship is a genuine job where you will receive formal training to gain a recognised qualification alongside gaining technical knowledge, practical experience and wider skills you need for employment and a future career.



We are pleased to offer the following apprenticeship:

| Service | Apprenticeship | Length of Apprenticeship | Location | Training | Training Provider |
| --- | --- | --- | --- | --- | --- |
| ReaL – Area of Outstanding Natural Beauty | 1 x Apprentice (Business Administration) | 2 years | Bowlees Visitor Centre, Barnard Castle | Business Administration Level 2 or 3 | Durham County Council Adult Learning and Skills Service |

**What are the different levels of apprenticeship?**

There are a range of apprenticeships at different levels including:

* Intermediate level apprenticeship (Level 2) – equivalent to five GCSE passes
* Advanced level apprenticeship (Level 3) – equivalent to two A level passes
* Higher apprenticeship (Level 4 and 5) – can lead to a higher national certificate (HNC) or a foundation degree
* Degree apprenticeship (Level 6 and 7) – can lead to the achievement of a full bachelor’s or master’s degree

**How much will I earn?**

This will depend on the type of apprenticeship you are doing.

If you are working towards a Level 2, 3 or 4 qualification during the term of your apprenticeship (excluding craft apprenticeships) you will be paid:

* £3.70 per hour for the first year of your apprenticeship
* If you are aged 19 years or over and have completed the first year of your apprenticeship you will then be paid:
	+ 19 to 20 year old £5.90 per hour
	+ 21 to 24 year old £7.38 per hour
	+ 25+ years £7.83 per hour

(Rates effective from 1 April 2018)

If you are working towards a Level 5, 6 or 7 qualification during the term of your apprenticeship you will be paid the rate outlined in the job advert.



You will be paid on the last working day of each month, with the money paid directly into your bank account.

Your apprenticeship training will be fully funded by the Council.

**What should I expect from an apprenticeship at Durham County Council?**

* A workplace induction to help you understand your role and the Council
* A structured work programme working alongside experienced employees
* Ability to study towards a recognised qualification
* Regular review meetings with your manager
* A workplace mentor
* Opportunities to undertake work based and off the job training
* Access to a range of training opportunities
* Support to help you apply for jobs
* To be part of an Apprenticeship Network where you will receive updates of what is happening across the Council including any training or job opportunities available, build a network of support, be able to discuss support/information required and put forward ideas for improvements.

**What are the additional benefits of working for the Council?**

* Holiday entitlement
* Pension
* A range of flexible working options, some depending on job role
* Maternity, paternity, dependency and adoption leave
* Sickness pay

**How do I apply?**

If you are not already registered, you will need to register with North East Recruitment Portal and apply online at <https://www.northeastjobs.org.uk/default.aspx?page=orghome&orgid=73>. Click on the [apprenticeship job category](https://www.northeastjobs.org.uk/default.aspx?page=search&module=jobs-userlist&mode=7&guid=212335b3-2a83-4dd4-960d-027b56174cbd) to see the opportunities available.

**Key dates**

If you are shortlisted you will receive notification of the date and time of your interview via an e-mail from North East Recruitment Portal.

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| --- | --- |
| Applications | Online applications close on 21 October 2018 |
| Shortlisting | Takes place w/c 22 October **2018** |
| Interviews | Take place **w/c 5 November 2018** |

**Overview of the service area:**

**Regeneration and Local Services (ReaL) – Planning and Assets (Area of Outstanding Natural Beauty (AONB) Partnership)**

* The North Pennines is one of England’s most special places – a stunning landscape of open heather moors and peatlands, attractive dales and hay meadows, tumbling upland rivers, wonderful woods, welcoming communities, intriguing imprints of a mining and industrial past, distinctive birds, animals and plants and much, much more. In recognition of its special qualities, the area has been designated as an Area of Outstanding Natural Beauty (AONB). The North Pennines is also a UNESCO Global Geopark – places with outstanding geology where special effort is made to make the most of Earth heritage through interpretation, education, conservation and nature-based tourism.
* **The North Pennines AONB Partnership is an alliance of statutory agencies, local authorities and voluntary or community organisations which care about, and for, the area.** The AONB Partnership is the body responsible for co-ordinating efforts to conserve and enhance the North Pennines. The work of the AONB Partnership is carried out through the AONB Staff Unit.
* Further information can be found on the following websites [www.northpennines.org.uk](http://www.northpennines.org.uk), [www.explorenorthpennines.org.uk](http://www.explorenorthpennines.org.uk).

**What other types of apprenticeships are available?**

Durham County Council provides the majority of local council services in the county. The Council offers a huge range of job opportunities and a wide range of apprenticeships are also available including catering, accounting, construction and business administration to name a few. We have the career to meet your aspirations.

All of our available apprenticeships are advertised on our [North East Recruitment Portal.](https://www.northeastjobs.org.uk/default.aspx?page=search&module=jobs-userlist&mode=7&guid=17b75497-79e3-40dc-a4b5-0410d68f5a71)

Further information on the Council’s services can be found on our website at [www.durham.gov.uk](file:///C%3A%5CUsers%5Czoe.godden%5CDownloads%5CApprenticeships%5Cwww.durham.gov.uk).