



Durham County Council

Apprenticeship Information Pack

December 2018



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 for a January 2019 start:

Service	Apprenticeship	Length of Apprenticeship	Location	Training	Training Provider
ReaL – Transport	1 x Business Administration Apprentice	2 years	County Hall, Durham	Level 2 / 3 Business Administration (subject to assessment by training provider)	ALSS



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=orhome&orgid=73>. Click on the [apprenticeship job category](#) to see the opportunities available.

Key dates

Applications	Closing date is 13 th January 2019
Shortlisting	14 th January 2019
Interviews	24 th January 2019

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.

Overview of the service area:

Regeneration and Local Services (ReaL) – Transport Services

- Transport Services are a busy, adaptable, public facing team who are responsible for all the routine business support activities for the Integrated Passenger Transport Group including collecting and distributing mail, ensuring stationary supplies are maintained at appropriate levels, filing and other duties as required.
- The team also lead on delivery of the County Durham implementation of the English National Concessionary Travel Scheme (free travel on local buses for older people and people with disabilities), the delivery of the concessionary spare seats on school transport scheme and certification of invoices received from bus and taxi contractors.
- The successful candidate will gain valuable experience across all these areas, and more and should have a confident, pleasant telephone manner as well as good organisational skills and an attention to detail.

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](#).

Further information on the Council's services can be found on our website at www.durham.gov.uk.