



Durham County Council

Apprenticeship Information Pack

January 2019



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 February 2019 start:

Service	Apprenticeship	Length of Apprenticeship	Location	Training	Training Provider
ReaL – Economic Development & Housing (Housing Solutions)	1 x Apprentice (Business Administration)	2 years	Crook Civic Centre	Business Administration Level 2 or 3	Adult Learning & 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](#) to see the opportunities available.

Key dates

Applications	Online applications close on 20 January 2019
Shortlisting	Takes place on w/c 21 January 2019
Interviews	Take place on w/c 28 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) – Economic Development and Housing (Housing)

- Housing Solutions provides a range of housing advice to assist customers with homelessness and to live independently.
- The apprenticeship will largely concentrate on work with the Housing Advice Line, which offers a first point of contact into Housing Solutions. Customers are taken through a full triage assessment to determine the level of advice and support required. This ensures consistency in service delivery across the county for those customers in housing need and assist customers with other issues including debt, welfare benefits, employability, health and safeguarding.

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.