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**Durham County Council**

**Apprenticeship Information Pack**

**January 2019**

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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 for a March 2019 start:

| Service | Apprenticeship | Length of Apprenticeship | Location | Training | Training Provider |
| --- | --- | --- | --- | --- | --- |
| Resources – Finance & Transactional Services | 2 x Apprentice (Business Administration) | 2 years | Green Lane, Spennymoor | Business Administration Level 2/3 | 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.

|  |  |
| --- | --- |
| Applications | Online applications close on 19th February 2019 |
| Shortlisting | Takes place on **26 & 27th February 2019** |
| Interviews | Take place **5th & 6th March 2019** |

**Overview of the service area:**

**Resources – Financial Support Services**

Financial Support Services provide a number of key front-line council functions to residents and businesses throughout the county. There are currently approximately 60,000 housing benefit/council tax reduction claimants; 244,000 council tax households; 15,000 business rate payers; and 7,000 adult social care charge paying clients supported by the service. Many of the clients supported are vulnerable.

The functions which Financial Support Services provide include:

* The administration of all aspects of council tax billing, council tax reduction and housing benefit. This also includes property inspections, the review of benefits and discounts and the recovery of overpaid housing benefit.
* Managing all aspects of business rates billing, the assessment of adult social care charging, the assessment and administration of discretionary housing benefit, welfare assistance, supported accommodation housing benefit and the Appointee and Deputyship Team.
* Providing advice, information, support and representation in relation to welfare benefits.
* Management, collection and enforcement of the council’s sundry debt, council tax and business rates.
* Management and reconciliation of all the council’s income and expenditure to major funds.
* Management and support of the council’s end-to-end purchase-to-pay process, including transactional purchasing support and the processing and control of invoice payments to the council’s creditors.
* Provision of technical and administrative support for the service area.

**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:\Users\zoe.godden\Downloads\Apprenticeships\www.durham.gov.uk).