



EALING APPRENTICESHIP PROGRAMME 2015 – 16

Your guide to becoming an apprentice at Ealing Council

Apprenticeships

The Ealing Apprenticeship Programme

Choosing to complete an apprenticeship is a decision that will shape the rest of your career. This booklet has been put together to help you decide whether an apprenticeship is right for you.



The aim of the Ealing Apprenticeship Programme is to make sure you get the right training, experience and qualifications to support you on your career path. We offer one year training

agreements with an optional second year, and a training allowance starting from £160 per week. In return, we are looking for enthusiastic and highly motivated people aged 16-24, who are willing to learn new skills.

Apprentices have the opportunity to work in one of the council's service areas. You will gain valuable work experience and a comprehensive insight into your department, all while working towards a qualification at levels 2 or 3 in business administration, information technology, customer services or other skills areas.

During your training programme, apprentices receive support and advice from the apprenticeship team, workplace supervisors, training assessors, mentors, or your personal adviser. All of these people will help you to successfully complete your apprenticeship.

Thank you for taking the time to find out more. At Ealing Council we want to offer one of the best apprenticeship programmes in London, a programme which offers excellent support and opportunities in various disciplines to all our apprentices. It is important that the decision to undertake an apprenticeship at Ealing is the right one, not just for us, but for you too. Please read this booklet carefully and if you have any questions please do not hesitate to contact the team on the numbers below:

Best wishes

A handwritten signature in black ink, appearing to read 'Martin Smith', with a stylized flourish at the end.

Martin Smith
Chief Executive,
Ealing Council

**The Ealing Apprenticeship
Programme 020 8825 6234**

Connexions 020 8825 9472

**(If you are aged between 16 and 19, or up to 25 if
you have a disability)**

Ealing Council provides services to residents and businesses in the borough. We are responsible for schools, housing, roads, streets, parks, parking, social care and much more!

Our 6 priorities for the borough reflect the issues that matter most to local people. They are to make the borough:

- Prosperous
- Safer
- Healthier
- Cleaner
- Fairer
- Accessible



“My apprenticeship has given me a golden opportunity to start my career and every day I feel I am learning new skills and gaining new experience.”

Naseem, economic regeneration apprentice (19)

Introduction to the Ealing Apprenticeship Programme



Ealing Council is committed to developing new opportunities for young people, and broadening their choices to give them the best start in life.

For many young people, getting that first job can be challenging.

The Ealing Apprenticeship Programme is a positive way of working towards fulfilling that goal. By supporting young people through apprenticeships we are investing in the future of the borough and ensuring that our vision for Ealing will succeed.




The Ealing Apprenticeship Programme will give you the training, experience and confidence needed to take those all-important first steps towards full-time employment.

We believe that Ealing Council can play a vital role in helping to bring in and support young people to train for their future working life, not only through the council itself, but also through the many partnerships we have with businesses across the borough.

Looking for apprenticeship vacancies?

The Ealing Council apprenticeship vacancies can be found at the following website:

www.ealing.gov.uk/apprenticeships



***“This is a real job that
is training me for my
future career.”***

Julian, connexions apprentice (21)

**Some benefits of being an apprentice
at Ealing Council:**

- A one-year training agreement with an optional second year
- A generous training allowance
- Work-based learning
- A chance to add to and develop your existing skills
- Valuable work experience
- Advice on developing your career at Ealing Council, or elsewhere



“My supervisor is really supportive in helping me learn and grow and I am a valued member of the team.”

Niall, planning apprentice (19)

Applying for an apprenticeship

We are looking to recruit local young people who can demonstrate commitment and a willingness to learn new skills.

The main competencies for entry onto the programme are:

- Willingness to be responsible and work as part of a team
- Commitment to undertake the training required
- Willingness to develop and learn new skills
- Enthusiasm and dedication.

To apply you need to complete an application form. Good spelling and the reasons why you are applying will be taken into account.

You may also want to contact Connexions or Jobcentre Plus, who will be able to help you with apprenticeships, what the programme is like and support you with the recruitment process.

Stage 1 – Your application

If your application is successful you will be invited to attend a screening workshop.

Stage 2 – Interview

If you are shortlisted from the screening workshop, you will be interviewed by your potential supervisor at Ealing Council.

Stage 3 – Assessment

If you are successful at the interview then you will be invited to an assessment, where you will spend half a day in the placement undertaking several tasks that may include the following:

- Sorting information
- Checking for mistakes in a given document
- Writing a letter
- Checking simple addition of numbers
- Following simple, written instructions
- Completing specific tasks in line with your chosen vocational area.



We positively welcome applications from people with disabilities who are underrepresented in all areas of the council. If you have learning difficulties or disabilities and would like support to complete your application you can contact Connexions on 020 8825 9472.

The training



The training received on the apprenticeship programme is designed to give local young people aged 16-24, a chance to get a good start to their working lives.

The apprenticeship can take you through Level 2 and Level 3 training in your chosen vocational area. You will gain experience of a work environment and different areas that make up the service.

Here are some more details

During your training with the council you will be classed as “a trainee”, and will be required to abide by the normal conditions of service.

You will also be eligible for the council’s pension scheme from the start of your placement.

It is a condition of the programme that you undertake a nationally recognised qualification in the vocational area related to your training position. This will usually be in business administration, but could be in other skills areas. The training will start around three weeks from the start of your placement.

You will be allocated a workplace supervisor to help you. They will be the person who allocates work to you and supports you during your placement. An apprentice personal adviser will also be on hand for extra support.

You will be required to attend in-house training courses as directed by the apprenticeship team and/or supervisor, where it forms part of your training programme. Your supervisor will advise on additional in-house training courses.

You must be willing to undertake work experience necessary to reach the levels of performance required by the programme. In the event of you not being able to get the required experience in a particular section, you may be transferred to another department or section for a limited period of time to complete a given unit.

Monitoring your progress is important and this is done through continuous assessment throughout the training programme. The results of the assessments will be discussed with you, and support and further training offered where possible.

Probationary period

As a trainee of the council, you will have to participate in continuous assessments throughout your training. The probationary period lasts six months and you will be reviewed every two months during this time.

Annual leave

As an apprentice you are entitled to 24 days annual leave.

You will be expected to demonstrate a commitment to the programme in the following ways:

- Timekeeping
- Attendance at work and training
- Working with others
- Completion of work on time
- General behaviour
- An ability to carry out tasks under supervision when requested.



“An apprenticeship at the council gives you a real insight into working for a large organisation. There are always opportunities to challenge yourself and to learn new skills.”

Demi, property and regeneration apprentice (22)

Training allowance

To support you over the two years you will be given a training allowance*. The starting training allowance is £160 per week. This will increase incrementally as you progress your training.

First year

The training allowance is based on a payment of £160 per week. This would equate to an hourly rate of £4.57 per hour.

After six months, and on the satisfactory completion of your qualification assessments, this rate will rise to £175 per week, which is £5 per hour.

Second year

If you go on to do a second year, the rate will be National Minimum Wage which is currently around £227.50 per week. This will rise automatically every six months.

* Please note that because of government regulations you will have to pay tax and national insurance on this allowance.

Duration	Hourly rate x 35 hours per week	Weekly rate	Annual training allowance
Start	£4.57/hr	£160.00	£8,320
Six months	£5.00/hr	£175.00	£9,100
Start of year two National Minimum Wage	£6.50/hr	£227.50	£11,830





“Having an apprentice has been a great help to our team, and the work he does also counts towards his nationally recognised qualification.”

Mathieu, apprentice supervisor



“Choosing an Ealing Council apprenticeship has meant that I can show future employers that I am committed and have real-life work experience with the benefit of earning a training allowance at the same time.”

Harnak, neighbourhood governance apprentice (19)

Employment support programme

The council cannot guarantee a job at the end of your training. However, the council will endeavour to develop your skills, so that you have an improved chance of securing employment with the council or another employer. You will also be given support from a Connexions personal adviser to look at your career options and develop your own action plan. There will also be career support workshops to help you with your next steps.

What they did next...

"After sixth form, I worked as an Assistant Manager at a local sports club for a while and then studied Broadcast Engineering at Aston University. Having realised that this course was not for me, I decided to leave university. Not knowing what I wanted to do next, my

cousin made me aware of the council's apprenticeship programme, which he had successfully completed. Having lived in Ealing all of my life, I thought I would give it a go – after all, I had nothing to lose!

"I completed my apprenticeship with the policy and performance team last year, achieving Level 2 and Level 3 in business administration over the two-year apprenticeship. The role involved administrative work to support office efficiency including organising meetings and processing financial paperwork.

"After completing, I was successful in getting a permanent role within the council's facilities management department. I've really enjoyed working at the council and have been fortunate enough to work in two great teams, and I have really liked getting to meet and work with so many different people in a professional environment.

"I would highly recommend the council's apprenticeship programme as you get to learn from experienced people as well as making valuable contacts. More than anything the apprenticeship programme is a great way to get a 'foot in the door' at the start of your career, allowing you to develop your skills which will help you to find future employment.

Ryan McDonnell,
facilities service officer in
facilities management



Commitment



“Not only is the apprenticeship scheme about work experience and qualifications, you also get to be involved in events such as Apprentice Graduation, the Awards, and the annual Apprentice Challenge.”

Sameera, Property and Regeneration Apprentice (20)

Employment support programme

If you become an apprentice on the programme you will be representing Ealing Council. This is our commitment to you and the commitment we expect in return:

Ealing Council's commitment

- To provide a safe and healthy working environment
- To provide training to achieve set objectives
- To provide additional in-house training when required
- To provide additional support to young people to help them adapt to the workplace through mentoring, peer group and supervision sessions
- To provide the necessary equipment and materials required in the workplace

- To provide a work placement within the council for the duration of the apprenticeship.

Apprenticeship commitment

- Adhere to all of the council's policies and procedures
- Adhere to the Equal Opportunities policy and attend necessary training
- Adhere to the Health and Safety policies and attend necessary training
- Inform your Supervisor if you are going to be absent or late
- Complete the work required for the apprenticeship qualification
- Take responsibility for how you conduct yourself at work.

Final note

This booklet contains a lot of information because this is an important decision for you to make. Think carefully about why you want to apply. The managers who take part in this programme are committed to offering a meaningful experience, so that young people can develop their skills for their future careers.

We want to make sure this is what you want to do, and we want to recruit people who are committed to helping the council serve the needs of local people. We hope you take this opportunity to join the Ealing Apprenticeship Programme!



Yazmine Davenport, participation apprentice and Ealing Council Apprentice of the Year 2014 with Martin Smith, chief executive of Ealing Council

The Ealing Apprenticeship Programme
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