

# APPRENTICESHIPS

At Gloucestershire County Council



Living our values every day



Gloucestershire  
COUNTY COUNCIL

# DIRECTORATES

The council is split into divisions (directorates). Below you will find information on each of the clusters and what they do to support the organisation.

## CORPORATE RESOURCES

This directorate is responsible for the smooth running and the operation of the County Council

## CHILDREN & FAMILIES

Those who work in this cluster are dedicated to the safety of children and families in the county

## ECONOMY, ENVIRONMENT & INFRASTRUCTURE

Overall this directorate manages the county's landscapes and their sustainability

## ADULTS

One of the biggest aims of this field is to promote and support adults with being as independent as possible for as long as possible

## COMMUNITY SAFETY

Departments within this service are committed to the frontline safety of this county

# ABOUT GCC

Over the past decade Gloucestershire County Council (GCC) has been on an important journey. By successfully managing our finances, we can continue to invest in the areas that really matter. We have made improvements to the way we work and to the services we provide.

Our current plan is to address the following opportunities and challenges we face:

- Protecting the most vulnerable people in our county
- Building sustainable communities
- Investing in vital services and infrastructure
- Growing our economy
- Creating a council fit for the future.

The organisations 5 directorates have certain structures and operate in different ways. In most cases they have different aims but they all come together to achieve the internal goals we hold here.



# APPRENTICESHIPS

Apprenticeship levels:

- Level 2 - GCSE (Intermediate)
- Level 3 - A Level (Advanced)
- Level 4 - Foundation Degree (Higher)
- Level 5 - Diploma / Higher Education (Higher)
- Level 6 - Bachelor's Degree (Degree)
- Level 7 - Master's Degree (Degree)

Doing an apprenticeship with us is a fantastic way for you to develop your skills in a motivated and skilled environment. Almost any role that we offer can have an associated apprenticeship with it.

Apprenticeships at Gloucestershire County Council are unique and exciting, ranging from Cyber Security technicians, Civil Engineering, Project Management, Accounting and Social work apprentice's. We also provide higher level apprenticeships such as levels 4 to 7 upon completion off the apprenticeship.

Once you are in the council, you can build your career by taking on a higher-level apprenticeship such as a Level 4, 5, 6 or 7 alongside your job role to further your development.

Here are a few of the apprenticeships GCC has to offer:

- Business Administration,
- Customer Service
- Cyber Security
- Leadership and Management
- Project Management
- Social Worker
- Support Teaching and Learning
- Heavy Vehicle Service and Maintenance
- Technician Civil Engineering
- Chartered Legal Executive
- Digital and Technology Solution Specialist.

# NETWORKS

At GCC we pride ourselves on having proactive support networks. Below are some of the most popular employee networks within the organisation:



## YEN

Young Employee's Network (YEN) is one of our networks dedicated to assisting young employees around GCC. They help young people access training, mentoring, support and many more opportunities.



## PRISM

The Prism network is the organisations advocate for members of the LGBT+ community, in respect of equality, diversity, empowerment and development.



## DISABILITY NETWORK

The Disability Network is a network that stands together and challenges issues that could prevent those with disabilities within the council from leading full and rewarding careers.



## CARERS NETWORK

The carers network is a network of support and transparency where you can speak to people who are in a similar situation and get advice from those who can relate.



## BLACK WORKERS NETWORK (BWN)

The BWN network acts as a voice for employees. They highlight and build awareness on issues they may face and also promote equality and diversity within the workplace.

# OUR APPRENTICES

 **This is what some of our apprentices have to say about working for us.** 

## **Lynsey Powell • Level 6 Social Worker Apprenticeship**

I am currently a Family Support Worker in Families First Early Help in Gloucester and was studying a Social Work degree at Bristol UWE when the Social Work apprenticeship started in Gloucester. I requested to transfer onto the apprenticeship with GCC which was permitted taking into account the completed year at Bristol UWE.

The apprenticeship entails a day a week at Warwick university at Coventry the rest on the job training in my normal role but focusing the learning at university in my normal case load. I am really enjoying the course and it is having a positive impact on my practice incorporating what I've learnt at university.

## **Emma Brown • Level 4 Associate Project Manager**

I am Emma Brown and I am a Project Manager within the Project and Programmes Team. I joined the team 3 years ago as a Project Support Officer and began my Level 4 Associate Project Manager Apprenticeship. This apprenticeship provided me with all of the knowledge, skills, tools and techniques I needed to be able to project manage successfully. I am now at a stage where I can adapt these learnings to suit my style and that of the service I am working with. The qualification has given me the confidence I needed and has also given me the confidence to share this knowledge with other areas of the business

## **Lilimae • Finance apprenticeship Level 2**

Hi, I'm Lili, a 20 year old finance apprentice working in GCC's Strategic Finance Department. I found the job through Indeed and thought it was a fantastic opportunity to start a career. GCC were offering an opportunity to work in a professional environment whilst studying towards becoming a qualified Accountant. The Strategic Finance team have been extremely accommodating and helpful in ensuring we apprentices gain an insight into the mixture of roles and responsibilities in finance, and showing us how to apply our AAT knowledge in practice. Working in a large team may sometimes feel intimidating, but each and every member has been helpful in offering advice and support when I have needed it. I'm really enjoying the work that I do at GCC and everything I'm learning, both on the job and in my studies.

## **Ben Parsons • Cluster Business Support Apprentice**

I found the apprenticeship that GCC was offering on Indeed and I was really interested by the Cluster Business Support job description, which was unique in the fact that I rotate around different departments every 6 months over the course of 2 years. I wasn't sure of what I wanted to pursue in my career but I knew that I wanted to get out and work and felt that this was the best way to find out what I like.

Moving around and experiencing the different job roles in different departments meant that I could get a Level 3 in Business Administration, have experiences with and work in teams that I would never be able to work with in the private sector, all while earning a wage. Being a Cluster Business Support Apprentice means that I attend workshops run by GCC, have meetings with my assessor to monitor my progress and set me new goals, whilst also completing admin tasks that would be expected of a business apprentice.

I am currently working in EEI (Economy, Environment and Infrastructure) and work with a team that works to make sure that GCC reaches its targets set in the Climate Change Strategy. I do enjoy and find meaning in my work, feeling as though I am somewhat helping my community, or at least my colleagues, every day.

Finding responsibility and the respect that comes with being relied upon was one of the main things that I liked and found so different to school.

## **Aaron Gardner • Cyber Security Technologist Apprentice**

I'm a Level 4 Cyber Security Technologist Apprentice within the Information Management Service at Gloucestershire County Council. The apprenticeship itself involves a week every month learning 5 knowledge modules, evidencing competent work whilst in the workplace and developing an understanding of cyber threats, risks, controls and mitigations.

I enjoy the apprenticeship as it is an opportunity to gain a qualification whilst getting hands on experience and an insight into the working world whilst earning money too. At the time of considering University and an apprenticeship, I came across this vacancy through my mum who works at the Council too, which also appeared on Indeed. After careful consideration I decided to apply through Indeed in which I got an offer to attend an interview within a couple of weeks.

I have enjoyed meeting people of all ages and experience whilst developing my professionalism and experience in an office job.





## BENEFITS

Here are some benefits to being an apprentice (depending on location):

- ✓ Good annual leave entitlement
- ✓ Parking
- ✓ Employee discounts
- ✓ NUS Card
- ✓ Training and development
- ✓ Mobile working
- ✓ Flexi-time
- ✓ Pension
- ✓ Two café's
- ✓ IT equipment
- ✓ Cycle to Work Scheme
- ✓ 100 Free Bus Journeys, and more...

## MYTHS AND FACTS

**MYTH**  
Apprenticeships are for school leavers.

**FACT**  
Anyone can access an apprenticeship above the age of 16. There is no upper age limit!

**MYTH**  
The Apprentice must go to college one day a week.

**FACT**  
There is a requirement for 20% off-the-job training, but the Training Providers we work with have a flexible approach.

**MYTH**  
An apprentice needs to work full-time.

**FACT**  
The minimum time associated with an apprenticeship framework or standard is 30 hours per week. However, provided that the employment is for at least 16 hours per week, then an apprenticeship can be done. In such circumstances, the minimum time needed to undertake the apprenticeship is extended on a pro rata basis. The manager's guidance document will talk you through the processes to recruiting an Apprentice.

**MYTH**  
Apprenticeships are only Business administration

**FACT**  
There are a wide range of Apprenticeships on offer.

**MYTH**  
Apprenticeships only go up to a Level 3 qualification

**FACT**  
There are a wide tange of higher level Apprenticeships available up to Level 7.

# TIPS

## Tips for the application stage

- ✓ Read the advert and the job profile properly
- ✓ Use examples of tasks / duties you have undertaken that relate to the requirements of the role
- ✓ Tailor each application form to each role you apply for
- ✓ Go through your application form a few times to eliminate any grammatical errors
- ✓ Fill out the form to the best of your knowledge
- ✓ Do research beforehand.

## Tips for the interview stage



Have  
enthusiasm



Ask questions  
at the end



Be mindful  
of your body  
language and  
posture



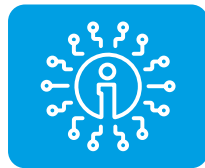
Have  
enthusiasm



Display  
confidence



Take notes



Do research  
beforehand

# WORK EXPERIENCE

GCC offer work experience to people who would like to gain experience within an office environment. We offer work experience in a wide range of our departments, such as:

- Finance
- Human Resources
- Recruitment
- Highways
- Transport
- Legal Services
- Democratic Services
- Facilities
- Strategic Intelligence
- Education Psychology
- Communities and Infrastructure
- Libraries
- ICT
- Catering, and
- Property Services to name just a few.

The duration of a work experience placement is usually a week. You can email [workexperience@gloucestershire.gov.uk](mailto:workexperience@gloucestershire.gov.uk) and we will send you an Expression of Interest form for you to fill out so that we can find the best placement for you.

For more information on our work experience please look at:

[www.gloucestershire.gov.uk/jobs/about-working-for-gloucestershirecounty-council/work-experience](http://www.gloucestershire.gov.uk/jobs/about-working-for-gloucestershirecounty-council/work-experience)



# OUR VALUES

Here are the values we hold and promote as an organisation.

## Accountability

We do what we say we will

## Integrity

We are honest, fair and speak up

## Empowerment

We enable communities and colleagues to be the best they can

## Respect

We value and listen to each other

## Excellence

We continually improve through listening, learning and evaluation

Living our values every day  




**NOTES**

**NOTES**





GCC\_2988 8.20



Follow us  
@GlosCC

[www.gloucestershire.gov.uk](http://www.gloucestershire.gov.uk)