

# Apprenticeships

Do you want to develop in your role or take the next step in your career?



**APPRENTICESHIP  
TAILORED TO YOU**



**NO COST TO  
THE LEARNER**



**DEVELOPMENT  
OPPORTUNITIES**



**WSCC COMMITMENT  
TO YOU**



**ACHIEVE A  
QUALIFICATION**



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## What is an apprenticeship?

An apprenticeship is a job where, as well as earn money, you learn things - a little like learning at college.

As an apprentice you will receive training to get a qualification. You will also learn practical skills to help you with your future career.

These are some of the other benefits you get:

- 23 days paid holiday, plus bank holidays.
- Pay if you are sick.
- A pension (for when you are older).
- Volunteering opportunities.
- Cheaper travel and cinema tickets.
- High street vouchers.

There are over 600 different types of apprenticeships and many are available at West Sussex County Council and schools in the county.



## How long will it take to complete an apprenticeship?

Some apprenticeships last one year. Others last two years, whilst some take three or four years to complete.

## Will I get paid?

Yes, you will get paid. The amount you will get paid depends on your apprenticeship level. You will be paid on the 24th of each month with the money paid directly into your bank account.

You don't have to pay for your training. The training during your apprenticeship is paid for by West Sussex County Council.

## What hours will I work?

West Sussex County Council offers both full-time and part-time apprenticeships.

- Full-time means 37 working hours a week.
- Part-time means 16 to 36 working hours a week.
- If your apprenticeship is full-time you will spend one day a week learning (like being at college).
- If your apprenticeship is part-time you will probably spend half a day a week learning.

## Explain to me more about the training I will receive

Your training will be provided by West Sussex County Council and a training provider. This might be a college.

- It might be you spend time at college.
- It might be you study remotely.
- It might be you spend two weeks in a row at college and then return to the work-place.
- It might be you study with the help of a mentor or study coach.

We will explain more once you choose the type of apprenticeship you want to do.

## Can anyone start an apprenticeship?

Lots of people can, but not everyone. Here are our main rules:

- You must be aged 16 or over and have finished your education at school.
- You must be allowed to live and work in the UK.
- You are not allowed to be doing another apprenticeship at the same time as doing our apprenticeship.
- You can do an apprenticeship if you work for West Sussex County Council, including if you have just started with us.

## Will I take an exam?

At the end of the apprenticeship you will have something called an End Point Assessment.

Depending on what apprenticeship you are on you might need:

- To make a presentation.
- To complete a short written test.
- To have somebody watch you in the work-place for a while.
- To create a portfolio of work (like when you were at school or college).
- To have an interview.

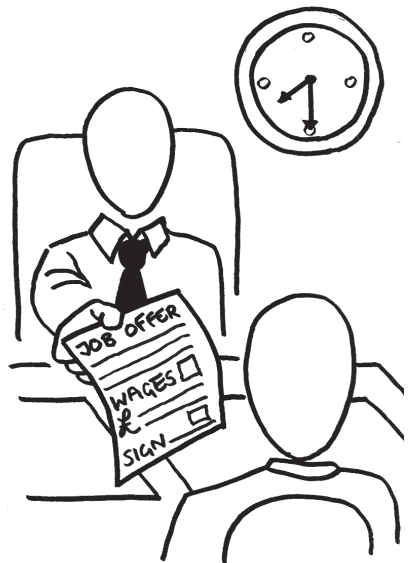
There's no need to worry about any of these things because you can have support from a mentor or study coach.

## What happens at the end of my apprenticeship?

Once you have successfully completed your apprenticeship:

- Your apprenticeship position could become a permanent job, or
- there might be another job at West Sussex County Council you see that you want to apply for, or
- West Sussex County Council, along with your training provider, help you look for another job in the county.

Most of our apprentices who complete their apprenticeships go on to find permanent paid employment.



# Commitment to Apprenticeships

## Our commitment to you

West Sussex County Council and its schools commit to:

- Provide a safe working environment; including health and safety induction
- Ensure you understand the Policy Statement on Equality and Diversity in Employment
- Ensure you have appropriate on-the-job experience in order to complete your studies and learn what is expected - this will help you achieve your individual learning objectives
- Agree the apprenticeship training plan and provide feedback to your Training Provider Co-ordinator and Assessor
- Contribute to your learning reviews
- Ensure adequate and competent supervision.
- Support throughout your apprenticeship, including mentoring and coaching

## Your commitment to West Sussex County Council

As an apprentice you are committed to:

- Follow West Sussex County Council's rules, procedures on employment, and respect our values and behaviours
- Carry out tasks as requested by your manager in line with your role in order to further your development
- Work as part of a team in order to deliver a service to others
- Accept responsibility for your own learning and to ask for support when needed
- Be committed to succeed with your apprenticeship scheme
- Be motivated and willing to develop job skills and make a difference
- Attend study days and work as required; undertake assignments and course work in a timely manner
- Communicate openly with both your training provider and your manager to keep them up-to-date with your apprenticeship progress.

## How can I apply or get further information?

For current opportunities and more information on apprenticeships with West Sussex County Council, visit [www.westsussex.gov.uk/apprenticeships](http://www.westsussex.gov.uk/apprenticeships)