

Apprenticeship Academy

Start your journey with
North Tyneside Council



North
Tyneside
Council



Contents

- 1** An introduction to Apprenticeships at North Tyneside Council

- 2** Becoming an apprentice with North Tyneside Council

- 3** Getting to know North Tyneside Council

- 4** Our directorates

- 5** What we offer our employees

- 6** Hear from our apprentices

- 7** Applying to be an apprentice and top tips

- 8** Key contacts and more information



An introduction to Apprenticeships at North Tyneside Council

Apprenticeships are an exciting, paid option for anyone wanting to gain experience, upskill or change career. They offer the opportunity for anyone aged 16+ to work and study simultaneously, meaning apprentices get paid a salary.

There are many benefits to completing an apprenticeship, which include:

- A nationally recognised qualification
- Employee benefits and a wage
- Exposure to industry professionals

At North Tyneside Council, we offer a variety of apprenticeship programmes that are open to new and existing colleagues. They are available in a wide range of specialisms and there is always an option no matter what your experience, or qualifications.

How long is an apprenticeship?

The length of an apprenticeship programme can vary depending on the subject; however, it will always be long enough to ensure you complete both your workplace learning, your 'off the job' training and final assessment.

The level and complexity of the apprenticeship determines how long it lasts. However, all our apprentices are employed for at least 18 months, even if their programme is shorter.

We are confident that by the time you have successfully completed your apprenticeship you will have experience and a qualification under your belt to ensure you are prepared for the next stage of your career.

What will I be paid?

The starting salary for Level 2 and Level 3 apprentices is £16,895 per annum. Level 4 – 7 (inclusive) apprentices start on £22,499 per annum.

Becoming an apprentice with North Tyneside Council

At North Tyneside Council we are passionate about developing our colleagues. All our apprentices will be giving dedicated support whilst completing their qualification and will be given the exposure to relevant work-related activity to truly enhance their development.

As an apprentice at North Tyneside Council, you will:

- Gain the knowledge, skills, and behaviours you need to succeed in your chosen career pathway
- Be paid whilst following a structured training programme
- Be given dedicated time of at least six hours a week for your off the job learning.
- Learn in a real work environment with skilled and dedicated people, gaining direct hands-on experience. You will be able to put your knowledge and skills into practice helping you gain confidence
- Get continuous support from both your manager and mentor
- Be able to participate in a range of activities designed to develop your confidence, resilience and team working skills
- Receive employability support to help secure employment at the end of your apprenticeship
- Contribute to a team focussed on making a real difference to our customers and/or residents



Getting to know North Tyneside Council

With over 3,500 employees, we must protect and maintain high living standards for our residents as well as making North Tyneside a desirable destination for visitors, and a safe place for people to live. Over 50 per cent of our employees are local to the Borough and have invested their lives into the area. Everything we do here at North Tyneside Council impacts our neighbours, family, and community.

Daily, our colleagues contribute to a range of exciting projects, each with their own impact on the wider community. We are here to make life easier, from registering a birth to providing support for older people, and everything that happens in-between.

With over 220,000 residents in North Tyneside, it is our duty to represent the community in the decisions that we make, and we work closely with our councillors to put this into practice. We always strive to be good value for money and are careful and considerate.

Our values

Our four values:



We listen



We care



We are ambitious



We are good value for money

Our directorates

Adult Services

Protects and supports vulnerable adults, including older people, those with physical and learning disabilities, mental health needs, sensory disabilities, and carers.

Children's Services

Ensures that every child in the Borough is safe, happy, healthy, has opportunities and has a voice.

Public Health

Public health is about helping people to stay healthy and protecting them from threats to their health. This includes:

- health protection - action for clean air, water and food, infectious disease control, protection against health hazards, and emergency response and
- improving people's health - action to improve health and wellbeing and to reduce health inequalities.

Achieved through working closely with partners such as the NHS, businesses, pharmacies, hospitals, schools and local people.

Regeneration and Economic Development

Provides support to local businesses. Plans, designs, and delivers regeneration projects and managing town centres.

Corporate Strategy and Customer Service

Manages communication and marketing, provides policy, performance, and research intelligence. Delivers the Council's customer service and digital strategies. Coordinates community engagement, equality, and diversity, and manages the office of the Elected Mayor and Cabinet.

Housing and Property Services

Manages all Council tenancies and repairs and maintains housing assets. This includes managing rental income, sustaining, and supporting tenancies, allocating and re-letting empty homes.

Environment

Includes waste management, beaches, parks, environmental protection, street cleaning, climate change, cemeteries, crematoria, sport, leisure, libraries and biodiversity.

Resources

Delivers a range of corporate services including people services and colleague experience, finance, internal audit and risk management and law and governance.

What we offer our employees

- A generous annual leave allowance starting at 25 days
- Local Government Pension Scheme
- Great health and well-being support including Occupational Health and Employee Assistance Programme
- Cycle to work scheme
- Discounted public transport
- Access to staff networking groups
- A wide range of learning and development opportunities in addition to your apprenticeship
- Discounted access to leisure centres
- Credit Union saving scheme
- Attractive policies for employees
- Inclusive family leave
- Secure employment with an employer who cares

Hear from our apprentices

James Young

I am employed with Connexions at North Tyneside Council as a Careers Adviser. I completed a two-year apprenticeship programme and I am now a fully qualified careers adviser with Connexions.



I work in two mainstream high schools, one middle school, one social, emotional, and mental health school, and work with home educated young people from the Borough. I have experienced working as a primary school teacher and as a support worker in children's homes. I have a degree in childhood and early years, and currently completing a master's degree in philosophy.

I have really enjoyed my time as an apprentice, and I'm eager to see what the future holds. I love my job and it's a privilege to work in the role that I do with such a fantastic employer.

Shelley Luke

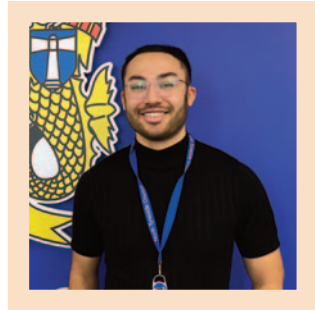
I am employed at North Tyneside Council as a Connexions Adviser. I have completed a careers guidance apprenticeship with North Tyneside Council within the Connexions service.



I previously worked with young people, but keen to gain further skills, experience and qualifications and this opportunity has supported me to do so. It's been a fantastic experience and I have met amazing colleagues who have supported me with my learning along the way, I am now qualified and looking to the future!

Matthew Alcindor-Day

I am a housing apprentice with North Tyneside Council. as a descendant of the Windrush generation I was inspired by my grandparents' story of coming from the Caribbean to the UK. Faced with a new environment and lots of insecurity, gaining a council tenancy gave them the security and community that they were able to build their lives from. Through my role I am now part of that journey for the people of North Tyneside.



Since joining North Tyneside Council, I have thoroughly enjoyed working here. The team made me feel very welcome when I started, and I get on well with everyone. I would recommend an apprenticeship with North Tyneside Council if you want to learn 'on the job' and gain practical skills in a supportive environment.

Olivia Wrightson

I am a Business Admin Apprentice with North Tyneside Council. I started my apprenticeship with North Tyneside Council's adult learning service. As part of my role, I have worked within the housing growth and delivery team.



I thoroughly enjoy my time working as an apprentice within North Tyneside Council and always feel extremely supported by my team and the organisation, winning Apprentice of the Year was a highlight of mine.

Since joining the team, I have faced tasks with confidence and professionalism, and greatly supported by my team.

Applying for an apprenticeship and top tips

Firstly, thank you for taking the time to consider applying to be an apprentice at North Tyneside Council.

This is an exciting time for you as you begin your search for an apprenticeship that matches your ambition. All our available apprenticeships can be found by scanning the QR code on the front of the pack. Take some time to look through them and if you have any questions, please do not hesitate to contact us at **HR-Apprenticeships@northtyneside.gov.uk**

Top tips for your application

We know this can all be quite daunting, whether it is your first step into the world of work or a career change, making the right choice and completing the application is a big deal. That is why we want to give you some top tips that will hopefully make this easier for you.

Understand what you are applying for:

Sounds like a simple one, but it is important that you know what and why you're applying for that specific apprenticeship. Do some research, understand what the programme entails and make sure it is the right apprenticeship for you.

Take your time:

- Carefully read the advert, job description and person specification. Have a think about how you meet the criteria. This could be with skills or with experiences you already have. Detail any examples where you may have demonstrated the criteria.
- Read through your application thoroughly and ask someone else to view it before submitting.
- Think about why you want to join North Tyneside Council and let us know in your application
- Finally, sell yourself! Tell us all about you in the personal statement. Why does North Tyneside council need you

Stay organised:

- Once you have found an apprenticeship that you want to apply for, make a note of the closing date and be sure to submit your application in advance
- Save copies of your application so you can refer back
- Check your emails regularly so you don't miss any key communication.

Key contacts and more information

Scan the QR code to find out about current opportunities.



**Register with northeast jobs at www.northeastjobs.org.uk
where we advertise all our apprenticeship vacancies.**

Contact us at:

HR-Apprenticeships@northtyneside.gov.uk



@NTCouncilTeam

