

Work4Leeds Apprenticeships

What is a Work4Leeds Apprenticeship?

Whether you are looking for a job that will allow you to carry on learning, or are already in employment with **Leeds City Council** and wanting to gain further qualifications – a **Work4Leeds Apprenticeship** could be the option for you.

Work4Leeds Apprenticeships offer real employment opportunities with Leeds City Council; paying the going rate for the job while you learn. Even if you are entering work for the first time, you will start earning from day one of your Apprenticeship. Everything you learn will be useful in your job and help you succeed in your future career!

An **Apprenticeship** is not a qualification in itself, it is a combination of separate nationally recognised qualifications known as an **Apprenticeship Framework**; which cover the practical and theoretical skills, competencies and knowledge needed to do the job properly. Employers all over the country recognise and value Apprenticeships as they show that you have been trained in the skills they need.

Am I eligible to do an Apprenticeship?

If you are already employed by **Leeds City Council**, you need to be working 16 hours or more and not hold a degree; you should speak to your Line Manager in the first instance. If you are applying from outside the Council, you need to meet the criteria for the vacancy and not hold a degree qualification.

How will I learn?

Apprenticeships are designed with the help of employers in the industry, so they offer a structured programme that gives you the skills you need to do the job well. There are regular assessments to make sure that the employer is supporting you and that you are making progress.

As an employee, some Apprenticeships may require that you do off-the job training on a day-release basis, with an approved **Training Provider**.

Leeds City Council will work with the approved Training Provider, who will support the delivery of your training, carry out assessments for the NVQ and deliver the additional skills and knowledge training needed to complete the Apprenticeship Framework.

What support will I receive while training?

The Training Provider will assign you an **Assessor**, who will ensure that your training meets your personal requirements, provides the skills needed for the job and satisfies national standards.

How long does an Apprenticeship take?

The duration of the Apprenticeship depends on the ability of each individual apprentice, the Apprenticeship Framework being followed and the employer's requirements. Generally, an Apprenticeship takes between one to four years depending on the level and type. As a guide an Apprenticeship at Level 2 usually takes around 12 months to complete.

An **Advance Apprenticeship** generally lasts for about two years (one year if subsequent to a Level 2 course) and the apprentice works towards an NVQ at Level 3, Key Skills and a Technical Certificate (a qualification designed to provide underpinning knowledge in the vocational area). In order to undertake an Advanced Apprenticeship, the Apprentice needs to be in full time employment with supervisory responsibilities.