

## **Draft 'Factsheet'**

### **Apprenticeships in Hampshire County Council**

The County Council is a very large employer in Hampshire. Over 12,500 people (not including those who work in the county's schools) work in the organisation and they provide a wide range of services to Hampshire residents. Among many other things, we look after roads, footpaths, the environment, libraries and museums as well as many public buildings. We work to develop the local economy. We support vulnerable people, both old and young. We work to make education as good as it can be and we provide extensive support to groups in the voluntary and community sector.

It is important to us that we always offer the very best to people who live in the county and, because of that, it is important to us to attract the highest quality of staff. We have a good track record in both!

Our apprenticeship scheme is designed to help people to get both feet on the employment ladder by appointing them to permanent, full time jobs, appropriately paid, from the outset. They will be supported with the help, training, and further study that they might need. About a third of all our jobs that we advertise at grades A, B and C will be offered as apprenticeships – about 170 a year. We know that some people will move into jobs elsewhere once their apprenticeships are completed. We also know that some people will want to stay and make their career with us, taking the opportunities for further development and promotion that the County Council provides. A few will follow the path taken by some of our most senior managers who began their working lives with us straight from school.

There are three levels of apprenticeships – intermediate, advanced and higher. Which one is followed depends on the qualifications of the applicant. Each of the apprenticeships involves learning the job, on the job, as well as some further training. There will be no cost to the apprentice. A typical training programme involves the apprentice attending a local college or training provider for the equivalent of one week every two to three months, either on day or block release, to undertake particular courses (including core skills, for example, GCSE English) and attend assessment sessions. Times are agreed with the employer. In between, an appointed workplace assessor will attend their place of work, observe the apprentice undertake key tasks (as prescribed by the framework) and advise them on the completion of their assessment portfolio. For all apprentices, the vast majority of time, over 90%, and in some cases nearly 100%, is spent in the work place, working. Higher level apprentices are likely to require additional time to acquire more skills and knowledge. All apprentices, like students in college and university, are expected to invest their own time to undertake further study and portfolio work outside work or college hours.

A mentor from within the County Council will be provided for each apprentice, at whatever level: someone who can provide effective and consistent support throughout the period of apprenticeship.

Our apprentices will be the kind of people who want to get on in life. They will be hard working, keen to learn more and able to stick at things when they are not so easy. They will want to show initiative and enthusiasm and to work as part of a team committed always to doing things better.