

## Why should I pick an apprenticeship at the Council?

Apprentices have a very high profile at East Suffolk Council and are valued throughout the organisation.

As well as offering a fully funded and supported Level 3 qualification, we pride ourselves on offering lots of additional development opportunities for you to add to your CV, including multiple training courses and projects to work on. As we recruit all our apprentices to start at the same time of year, we ensure all the apprentices meet each other within the first couple of days of the apprenticeship and network throughout the apprenticeship.

We also love to celebrate the success of our apprentices so hold a graduation event at the end of your qualification with us which is always a popular event.

## How does the apprenticeship qualification work? Would I have to go to college? Will I have exams?

An apprenticeship is a job with a well-structured training and learning plan designed to support the improvement of the skills, knowledge and behaviours that are required for you to progress in your role.

### Business Administration Level 3 -

For the majority of our apprenticeships this year, a Business Administration Level 3 qualification is being offered – this applies to the Democratic Services, Finance, Coastal Partnership East and Private Sector Housing Apprenticeships.

The apprenticeship is delivered at your place of work and at the start of your apprenticeship you will be allocated a coach to work on a 1-2-1 basis with you throughout your apprenticeship, they will meet with you every 4-6 weeks to conduct training, set you tasks to complete in-between visits and prepare you for your End Point Assessment (EPA).

The EPA is carried out by an independent assessment organisation at the end of your training. It will be the final assessment of your skills, knowledge and behaviours and will determine whether you have passed your apprenticeship or not.

### Junior Content Producer Level 3 -

For the Communications and Marketing apprenticeship, a Junior Content Producer Level 3 qualification is being offered.

Apprenticeship learning will be delivered to you remotely through face-to-face training, group sessions, webinars and through reading materials and online video. You will also

complete a portfolio that shows all knowledge, skills and behaviours being put into action. The apprenticeship is delivered at your place of work and at the start of your apprenticeship you will be allocated a coach to work on a 1-2-1 basis with you throughout your apprenticeship, they will meet with you every month to conduct training, set you tasks to complete in-between visits and prepare you for your End Point Assessment (EPA).

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The EPA will consist of 3 stages:

- . Workplace observation – will take place at the learner’s workplace and will be their opportunity to demonstrate that they meet the criteria needed to pass the assessment.
- . Set Test – will be based on a detailed brief provided to the learner. They will have 3 hours to put together ideas for a marketing campaign / relevant content and will then deliver a 10-minute pitch based on their ideas, followed by a Q&A.
- . Professional Discussion – will be a structured review testing their knowledge and understanding of content production. This will also refer to the portfolio that was put together

You will be fully supported throughout this process.

### **What are my chances of being kept on after my apprenticeship?**

Although we cannot guarantee a position will be available following your apprenticeship, we are proud to say that we keep on **80%** of apprentices following their apprenticeships! Sometimes jobs are secured within the same team the apprenticeship is completed in, other times they are successful in gaining a position in another team in the Council. We ensure any apprentices that can’t be kept on are fully equipped and supported to take their career forward elsewhere, including providing training on job applications and interviews.

### **Do you have any tips for my application form or interviews?**

Yes, we do! Attached to each apprenticeship advert is a comprehensive apprenticeships application guide, which guides you through the application form and tips for interview.

If you have any questions that have not been covered in these FAQ’s please email [HR@eastsoffolk.gov.uk](mailto:HR@eastsoffolk.gov.uk)