

Recruitment Pack

London Borough of Redbridge Apprenticeship Scheme



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Deciding on a Career path?

That can be one of life's most difficult decisions.

- Do you aspire to achieving something in your career?
- Are you motivated to take further qualifications to succeed?
- Would you like to earn up to 15K approx per year?
- Would you like up to 22 days paid leave a year?
- Would you like to work locally?

If you would, then you're just the person we're looking for!

The London Borough of Redbridge Apprenticeship Scheme offers young people an opportunity to gain a nationally recognised, professional qualification whilst gaining valuable work experience within the Council. This means that you can learn while you earn.

We actively welcome applications from young people from minority ethnic groups, from young women and from people with disabilities.

About the Council

The Council is the largest employer in the Borough, employing over 7000 staff, including schools. The Chief Executive (Andy Donald) manages 4 Directors who are directly responsible for the officer structure within the Council.

The Council is keen to ensure the Apprenticeship Scheme offers on-the-job and part-time study opportunities that will help you make a real contribution to the work of the Council and the local community.

Real life, real work

Redbridge is a forward looking authority, delivering a wide range of services to a diverse community. We have a clear vision of where we are going and what we need to do to get there, and you will have a part to play in delivering excellent services to the people of the borough,

Our Vision is to be Ambitious for Redbridge

Our four Corporate priorities are:

- Increase fairness and respond to the aspirations of the Borough
- Empower our communities to help shape our Borough and the services we deliver
- Improve the quality of life and civic pride amongst our communities
- Transform our Council in tough times to be dynamic and responsive to the challenges of the future

Why should you become a Redbridge apprentice?

Being an Apprentice at Redbridge represents your first big step on the road to better job opportunities, better skills, and better pay.

As a Redbridge Apprentice you will earn as you learn.

You will be trained in the skills that employers need e.g. how to work as part of a team, problem solving, specific skills relating to a particular role and workplace technology.

You will be fully supported throughout your training and will have access to other apprentices that are learning, just like you.

Overview and Requirements of Apprenticeship Scheme

Please read the following notes carefully to make sure that you understand the level of commitment required of you before you decide whether or not the Apprenticeship Scheme is right for you.

Each Apprentice will be employed on a 1, 2 or 3 years temporary employment contract and will work towards achieving at least a level 2, 3 or 4 qualification.

Most of the criteria within the framework will be met by the work the apprentice undertakes while in their placement, but there will be additional training and classroom activities run by our partners that each apprentice will be expected to attend as part of the job requirement.

Each apprentice will be required to:

- Attend college and various workshops as required (usually one day per week).
- Develop their knowledge and skills required to be effective in a particular role and in line with the requirements of the scheme.
- Attend progress/review meetings with their QCF assessor, line manager and scheme co-ordinator
- **Comply with Council's policies and procedures e.g. sickness absence, internet use, code of conduct.**
- Be committed to their own development, have a high level of motivation, and be enthusiastic and pro-active in their approach to work.

If you are successful in your application

Employment Conditions of Service:

Apprentices appointments are subject to the same nationally agreed conditions of service as other Council employees.

Normal hours of work are 36 per week, 5 days per week. Daily hours of attendance will be according to the service requirements of the area in which the apprentice is placed and may vary. It is mandatory that each apprentice must take a minimum half hour lunch break per day.

The training programme for apprentices is for up to 3 years, to enable the apprentice to achieve a QCF level 2, 3 and 4.

Depending on the trainee's performance and the availability of vacancies, every attempt will be made at the appropriate time to assist apprentices to obtain a permanent established post with the Council. However, at the end of period of training there is no guarantee of further employment within the Council. However, should vacancies occur, all apprentices can apply.

Assessment Period and Performance Reviews:

Each placement is subject to satisfactory completion of reviews/assessments. This is to establish suitability for the Scheme. Regular reviews/assessments will be undertaken to monitor performance, progress towards achieving the relevant qualification or learning programme and attendance at work and college. Should this not be satisfactory, employment will be terminated. These reviews will continue throughout the period of the contract.

Any breach of the Council's standards for performance or attendance (including Disciplinary Rules) during the assessment period and any grievances raised will be considered and action will be taken in line with Council procedures. This may include the termination of your placement on the Scheme before the end of the assessment period.

Apprentices will not be deemed to have satisfactorily completed the assessment period unless all relevant QCF and assessments have been completed and attendance, behaviour and performance at work are also deemed by the Manager/Supervisor to be satisfactory.

In addition six performance reviews will be undertaken during the first year to monitor progress of each apprentice. The reviews will be undertaken by the line manager and will include identifying any additional learning needs and ensuring that processes are put in place to address them. Any achievements will be recorded. These reviews will be used to **inform the process of the apprentice's salary increment at the start of year 2.**

In year 2 a total of 4 reviews will take place, every 3 months. These will continue to monitor QCF progress, attendance, behaviour and performance.

Progress reports will be given to the line manager on QCF progress via the QCF provider.

Apprentices are subject to Redbridge Councils Performance Management process. All reviews will be conducted by the line manager. Each review detailed below will be used to inform that process.

Performance Reviews Year1	
3 month assessment and First, Second and Third Performance Reviews	At 2 weeks informal assessment discussion. At 6 weeks First Performance Review and 6 weeks assessment period. At 9 weeks Second Performance Review and 9 weeks assessment period. At 12 weeks Third Performance Review and 12 weeks assessment period. At 6 months Fourth Performance Review and complete assessment period.
Fifth performance review	At 8 months
Sixth performance review (QCF Level 2 achieved)	At 12 months
Performance Reviews Year 2 - for apprentices on a 2 year apprenticeship	
Seventh performance review	At 15 months
Eighth performance review	18 months
Ninth performance review	21 months
Tenth performance review (QCF Level 3 Achieved)	24 months
Performance Reviews Year 3 - for apprentices on a 3 year apprenticeship	
Eleventh performance review	At 27 months
Twelfth performance review	At 30 months
Thirteenth performance review	At 33 months
Fourteenth performance review (QCF Level 4 Achieved)	At 36 months

Salary:

If you are aged between 16 - 20 you will be appointed on a salary of £10,511.42 per annum and if you are aged 21 and above you will be appointed on a salary of £13,233.13 per annum. This is paid monthly and is inclusive of London Weighting allowance.

Redbridge Apprenticeships are designed so that each apprentice receives an increase in salary at the start of their second and third year, as long as their QCF work has been achieved to a satisfactory degree, and that the performance, attendance, and behaviour of the apprentice at work meets the schemes expectations. Progression from year 1 to year 2 to year 3 is not automatic, it has to be earned.

Information and evidence gained from performance reviews will be used to assess whether an increment will be granted.

Induction:

All apprenticeships will receive an induction. Your induction will include:

- The Council and how it works
- Employer expectations, Working at LBR, understanding your LBR employment contract
- Service area specific induction
- Understanding QCF programme/portfolios
- Health and well being at work

Annual Leave and Flexible Working:

Employees receive 22 days annual leave plus paid leave for bank holidays. In some services within the Council a Flexible Working Scheme is in operation. This means that additional hours can be worked, and time accrued taken off in the following period subject to the line manager's approval.

Training and Development:

Apprentices will be expected to attend college on a paid ½ -1 day release basis, per week or bi-weekly. **This will support you to achieve competence in the unit's outlined in the relevant QCF.** In addition each apprentice will have clearly stated and measurable milestones/competencies and a learning and development plan as agreed with their manager/supervisor that will help them to progress to the next pay scale in year 2 and year 3 so apprentices will also be expected to attend in-house training as and when required.

Study Leave:

Requests for study leave will be considered by line managers on an individual basis. Any study time that is agreed will be taken during the normal working week and within an agreed work location.

INTERESTED.....! Then read on

An exciting time to join us!

Next Steps

Take a look at the Appendices at the back of this pack. They show the current vacancies within the Council as well as age restrictions and salary.

This is a really great opportunity to get started on your career.

How to Apply:

The accompanying Apprentice Application pack has been designed to help you fill out your **application form so that you give us the information we need. It also explains this Council's recruitment process.**

Job description

This document sets out clearly the purpose of the job and the activities of the post. For your application to be successful you must tell us what knowledge, skills and experience you have in these areas. Therefore, it is very important you read this carefully before completing your application form.

Person specification:

This is a statement of the characteristics the job holder would need to carry out the training and job requirements effectively. It sets out specific criteria and indicates how the information will be obtained during the selection process.

You will be asked to produce proof of the qualifications needed for the job before your appointment. It is important that you read this information along with the job description before completing your application form.

Short-listing:

Once the closing date has passed, the recruiting officers will look at all applications and consider the forms against the set criteria i.e. the Job Description and Person Specification. Applicants who most closely match the requirements will be invited to attend an interview.

Interviews:

Short-listed candidates will be invited to attend an interview. At the interview you will be asked a series of questions that will let you expand on information you have given on your application form. You will then be given the opportunity to ask questions.

Support for disabled applicants:

If you have a disability, and have access requirements, please let us know about this as soon as possible so that we can make any reasonable adjustments during the recruitment and selection process. For example, we can provide a sign language interpreter or arrange for you to have more time to complete the test depending on your disability.

If you are successful, an Employment Relations Advisor will work with you and your manager to assess your requirements and put in place any reasonable adjustments needed. We will also work with the relevant training provider to ensure the training course is accessible to you.

Good Luck!!!!!!