

How to become an... Apprentice in Local Government

Training allowance from £100 per week
Promotion to: a variety of roles

Job Description:

Local councils cover over 600 different occupations, so there is something for everyone. Becoming an Apprentice in a local council is a great opportunity to earn while you learn. You can gain valuable work experience in a real job and gain recognised national qualifications.

You might do a Business Administration Apprenticeship in one of a range of different departments, for example, environmental services, marketing, housing or education. You might work towards a finance or ICT related Apprenticeship in the accounts or IT departments. You might work outside as a parks assistant and gain an Apprenticeship in Amenity Horticulture. Or you could do an Apprenticeship in Sport, Fitness and Exercise working in a leisure centre. There are many different options available in a local council.



Personal Competencies

Good Communicator
Enthusiastic
Self-motivated, willing to learn
Good team player
Keen to gain and use new skills

For more information try visiting:
www.LGcareers.com – for local government careers information
www.LGjobs.com – for current job vacancies

Training and Qualifications

You need good basic literacy and numeracy skills – usually GCSE English and maths at grade C or above. Good IT skills are also an advantage. You will complete an NVQ qualification eg business administration

Keri is an apprentice at Stevenage Borough Council.

She left school aged 18 with an Advanced Diploma in Public Services. She noticed an advert for a Human Resources (HR) Apprenticeship at Stevenage Borough Council in the paper. 'I wasn't sure which public service I wanted to work for but the advert convinced me this job was just the opportunity I needed.'

At her interview Keri was able to talk about her Diploma experiences, research she had done, talks that employers gave and her project, which had focussed on the analysis of 3 marketing campaigns aimed at 3 different audiences. This showed the panel that she already had some of the skills they were looking for. She proved to be enthusiastic and a good communicator through her answers. They gave her the job.

The Apprenticeship gave her everything she needed to kick-start a career in HR. During the course of the Apprenticeship she worked in training, recruitment, workforce planning and employee relations gaining an understanding of each role.