



Property Information Apprenticeship FAQ's

What would a typical day of my apprenticeship look like?

If you are interested in Maps and what is going on in your local area, have an interest in working in an IT based role, where you will get to work with a close knit team of dedicated, professional and interesting people, this would be a great opportunity for you. As part of your training and development you will be trained how to:-

- Record Property Searches on bespoke software, to assist with the house both customers and solicitors with the buying market.
- Register applications and plotting them on our bespoke mapping software
- Create records on our data base that highlight Planning, Building Control and Land Charge information for individual properties.

What do you like best about working in the Property Information Team?

My favourite parts of the role are utilising the bespoke mapping system and also working in a very close team who all get on like friends.

What days/times would I work?

You will work Monday to Friday, 7 hours and 24 minutes a day excluding your lunch break.

What can your team offer me?

The Planning Support and Property information team can offer good support and training in the job role. We pride ourselves on making sure our apprentices are fully trained and supported and have a comprehensive 3-month training plan to get you used to your new role. The training will continue throughout your apprenticeship where you will be given work tasks to complete and put your knowledge to the test.

Our team work very closely together - we often share monthly Team Building lunches, we have regular team meetings, training events and increased personal development opportunities. This is truly a fantastic place to work.

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 Business Administration 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 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. Every 12 weeks the plan will be reviewed and discussed to see whether your learning is on track for a timely finish.

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.

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