



## Communities Apprenticeship FAQ's

### What would a typical day of my apprenticeship look like?

A typical day in the East Suffolk Communities Team (ESCT) is extremely varied, no day is ever the same! This particularly is something that interests our team members as it really allows us to use and gain new skills daily. However, our team does have statutory responsibilities (tasks that we must do) and these can be re-occurring aspects of a typical day and week, these include; Community Enabling / Development, Community Safety and Anti-Social Behaviour (ASB) and Community Health and Wellbeing. These responsibilities would incur attendance at meetings, planning and coordinating events and designing and leading on the implementation of projects.

### What do you like best about working in the Communities Team?

There are so many things that I love about working in the Communities Team. However, I would say my most favourite is just how varied the work is. Since starting my apprenticeship in September 2018, I have met a range of people and formed working relationships with them all; from Councillors to members of different communities in East Suffolk and individuals in voluntary and community sector organisations. This is something I particularly enjoy as I like interacting with different members of the community and learning about what they do.

### What days/times would I work?

The working pattern is 37 hours per week. However, you should be flexible and willing to work outside normal regular hours when needed. There will be occasional times where you may be required to work in the evening due to meetings or at the weekend where there are events or projects taking place. This is due to the nature of work that the Communities Team does - it is important to give the community the option to have meetings outside of normal working hours to ensure everyone is involved and it meets the objectives that they are hoping to achieve.

## What can your team offer me?

The Communities Team can offer a range of opportunities that will allow you to grow your skills both individually and professionally. You will have the chance to support communities to work as a collective and act on what they believe is important to their area. You will have the chance to support the development of safer East Suffolk communities in which we; live work and visit. As the team is based across two locations (East Suffolk House, Melton and Riverside, Lowestoft) and covering 8 Community Partnership areas within the district, you will get a really good overview of the difference in community approaches, what they want to achieve and the vast number of groups and organisations that can help.

The team also offers a friendly, supportive environment that encourages the development of skills and the opportunity to try new things.

## 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](mailto:HR@eastsoffolk.gov.uk)