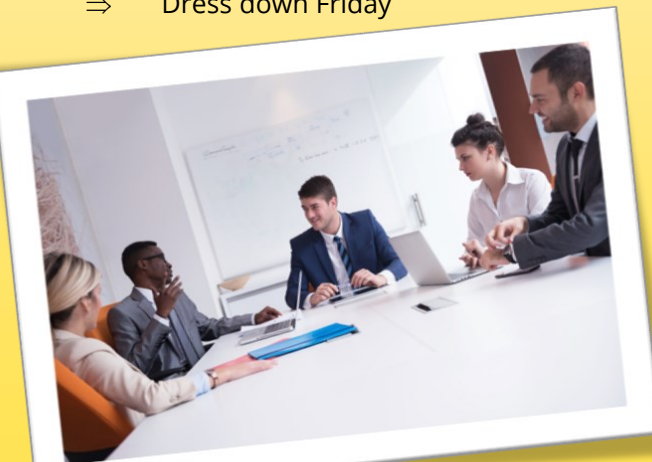


Types of Apprentices

- ⇒ Business Admin
- ⇒ Communication and Digital Media
- ⇒ Legal
- ⇒ Finance
- ⇒ Personal Assistant
- ⇒ Customer Service
- ⇒ and lots more !

Staff Benefits

- ⇒ Flexible working- flexi days
- ⇒ My Rewards – discount on big brands e.g. Tesco, Cineworld, Costa
- ⇒ Discount at Hertford Theatre
- ⇒ Discount at leisure centres
- ⇒ Annual Leave
- ⇒ Dress down Friday

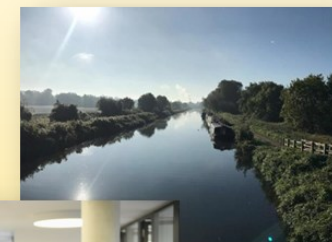
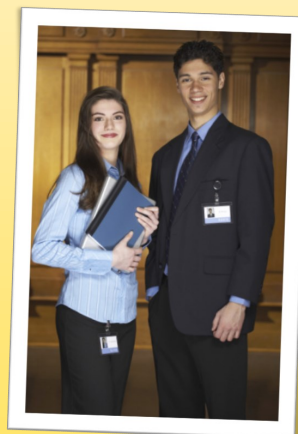


What does East Herts have to offer ?

We are commencing Level 3 Apprenticeships in Planning, so if you are interested in shaping the place where you live and influencing infrastructure and appearance, this could be the apprenticeship for you.

- ⇒ You will need 5 GCSEs Grade A-C including English, Mathematics and ICT.
- ⇒ You will attend Oaklands College to study for a Diploma in Town Planning and Technical Support
- ⇒ We will also give you paid holidays and of course paid time off to attend college.

Furthermore, we will pay you an apprenticeship wage of £4 per hour (£148 per week) in year one, rising to £4.50 per hour (£166.50 per week) in year two. Following successful completion of your Diploma course you could apply to one of our Planning Assistant roles starting at £18,000 per year with an ability to progress through the grades as vacancies arise.



Emily's Story

HR Apprentice—Business Admin

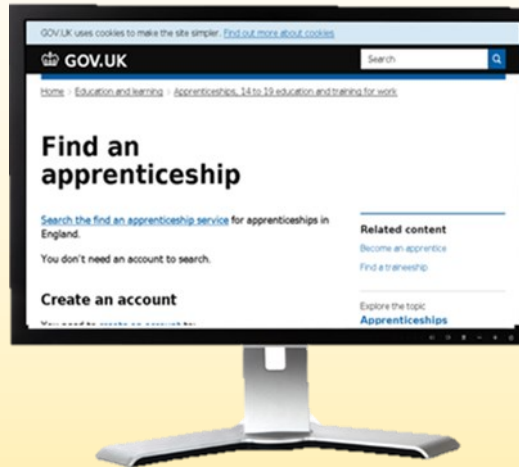
After finishing Year 11, I decided to pursue an apprenticeship rather than continue on to sixth form. I made this decision because there weren't any subjects at school that I wanted to commit to full-time, so I felt it would be more productive for me to gain experience in a working environment, whilst continuing my studies.

Since starting my HR apprenticeship at East Herts Council, my experiences have made me more aware of the importance of work place etiquette, time management and confidential data. My knowledge of local authority policies and regulations has increased and I have learnt many new skills such as arranging training courses and adapting policies.

After completing year 1 of my apprenticeship, I have now started my second year and started my CIPD qualification so I can develop my knowledge and skills working within the HR field.

How are our apprenticeships advertised?

Most of our apprentices are advertised through the gov.uk website. We also post about them on our website:
www.eastherts.gov.uk



How to apply

1. For more information on our apprenticeships visit one of the following websites:

www.eastherts.gov.uk/vacancies

www.youthconnexions-hertfordshire.org

www.hrc.ork.uk

2. if you find an apprenticeship which interests you, then go to <https://www.gov.uk/apply-apprenticeship>.

3. Once found on the Gov.UK website, you are required to fill out an online form which will include some personal details.

4. Now it's time to wait! The college will shortly get in touch with you, and your apprenticeship journey will begin.

There are **5 levels** of apprenticeships: Pre-employment schemes (16-24) transitions from school or college to work; intermediate (Level 2) GCSEs A-C; Advanced (Level 3) 2 X A level; Higher (Levels 4/5/6) NVQ Level 3; Degree apprenticeships (studying for degree).



How does the apprenticeship work?

Apprenticeships are available to anyone over the age of 16, living in England. Apprenticeships combine practical training in a job with study. As an apprentice you'll: work alongside experienced staff; gain job-specific skills; earn a wage and receive holiday pay and you'll have time to study (usually one day a week). This may be a college day depending on your course. Additionally, you're allocated an assessor who will visit you every 6 weeks to provide support throughout your work. Also, if you feel like you need more help through your apprenticeship your assessor is able to visit more frequently depending on your individual needs.

