

We can **GUARANTEE** you an apprenticeship



Gateshead Council Learning and Skills is one of the leading local authorities in England for apprenticeships. We have employers across the North East waiting to employ an apprentice. Our unique offer means we can guarantee you an apprenticeship regardless of your grades or experience.

We also offer pre-apprenticeship programmes for those who need further training. They are designed to get you prepared for a guaranteed apprenticeship with one of our many employers across the North East.

Below are our three main offers – just click on any of them to go straight to that page. If you wish to return here just click the **HOME** button.

[CLICK HERE](#) **Apprenticeships**

[CLICK HERE](#) **Traineeships**

[CLICK HERE](#) **Study Programmes**

[CLICK HERE](#) **To enrol or register your interest in one of our apprenticeships**

Ask about our current vacancies NOW!

What is an apprenticeship?

- An apprenticeship is a real job with a real employer doing real work.
- You will earn your own money while being trained in a specialist area.
- An apprenticeship gives you the opportunity you need to build a career with a full time job.
- An apprenticeship gives you great experience of work.
- You gain a recognised qualification while you earn your own money.

We have employers all across the North East waiting to employ an apprentice and you will spend the majority of your time on the job.

With an apprenticeship you can expect an average of wage £200 per week. You will get fantastic on the job training, a dedicated tutor to help you through your apprenticeship and experience to put on your CV.

All of our apprenticeships last between 12-18 months but don't worry - lots of our apprentices get kept on and progress into a higher level apprenticeship with the same employer. This means you will continue to earn your own money and become even better at your job.

In order to be considered for any of our apprenticeships there is a minimum Maths and English grade, which will be explained when you come to our enrolment session. Don't panic if you don't have the required grades as you can complete a traineeship or a programme of study in a chosen vocation (see page 7 / 8).

We offer apprenticeships in the following job areas – click any of these to see what this involves and where you can progress.

CLICK HERE

Business Administration

CLICK HERE

ICT (Information Communication Technology)

CLICK HERE

Customer Service

CLICK HERE

A nursery as an EARLY YEARS Apprentice

CLICK HERE

A school as a TEACHING ASSISTANT

CLICK HERE

A school or gym as a COMMUNITY ACTIVATOR COACH

CLICK HERE

Digital Marketing

CLICK HERE

Trade Supplier

Ask about our current vacancies NOW!

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www.facebook.com/learningskillsapprenticeships www.mylearningskills.co.uk/leavers

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Apprenticeships

I want to work in... Business Administration



What does it involve?

Every organisation needs staff to ensure that the day to day running of their organisation is efficient. Working in Business and Administration is a varied and important role.

People in business need a broad range of skills to work efficiently and to help increase business productivity.

Administrators - Making and receiving telephone calls, helping with the organisation of meetings and events, dealing with travel requests, handling mail, record keeping and using electronic message systems and office equipment.

Office juniors - Taking notes, arranging travel and meetings, welcoming visitors, handling mail and using electronic message systems and office equipment.

Receptionists - Welcoming visitors, handling mail, making and receiving telephone calls, using electronic message systems and office equipment.

We work with a number of organisations who offer apprenticeships in this field – e.g doctors, solicitors, councils, NHS, vets' practices, engineering and ICT/Media companies.

After completing this apprenticeship we would expect you to progress to a more specialist apprenticeship in the sector you work in. For example, those who want to work in accounts or accounting.

I want to work in... Information Communication Technology (ICT)



What does it involve?

Information Communication Technology is an ever increasingly important part of the running of an organisation. Organisations use this to communicate within their own business and need it to reach their customers.

The role could involve:

- providing support and assistance to colleagues to make effective use of available IT systems and software
- developing, testing and implementing solutions to improve workplace productivity through the use of IT
- using advanced features of IT Application Software create and amend e.g documents, diagrams, spreadsheets and presentations.
- maintaining simple websites, using the internet to find and exchange information and using social media to disseminate information.

We work with many organisations who offer apprenticeships in this field from the public, private and third sector.

After completing this apprenticeship we would expect you to progress to a level 3 ICT apprenticeship.

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Apprenticeships

I want to work in...

Customer Service

What does it involve?

Working in Customer Service is a rewarding, though sometimes challenging job!

Very often you will be the first person that a customer sees or has contact with. The first impression that you give on behalf of the organisation may well determine whether they will continue to do business with them.

Sometimes a customer does not have a real choice as to whether they give you their business but negative publicity about your organisation can be very damaging.

It's important to do your best to make sure that your customer goes away happy!

We have worked with Customer Service Apprentices in diverse organisations such as:

- The Council
- Insurance and Financial Organisations
- Charitable Organisations
- Medical Practices
- Hotels
- Soft Drinks Outlets
- Outdoor Activity Centres

After completing this apprenticeship we would expect you to progress to a more specialist apprenticeship in the sector you work in. For example, those who work in a marketing department might progress to a digital marketing/social media level 3.



Watch how an apprenticeship is helping
Alice from Grecon

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Apprenticeships

I want to work in... a nursery as an **EARLY YEARS** Apprentice



What does it involve?

This apprenticeship means you'll be working with children under three years old. This is a very responsible role and extra care is essential when you are caring for very small babies.

Working in a nursery means you will be helping children develop basic skills such as walking, talking and eating healthy.

Where can this apprenticeship lead to?

You would usually complete a level 2 qualification and could progress to a level 3. You could also progress to a teaching assistant apprenticeship and work with slightly older children.

I want to work in... a school as a **TEACHING ASSISTANT**



What does it involve?

Working in a school is rewarding but comes with responsibility. With a teaching assistant apprenticeship you could be working with 3-11 year olds.

You will:

- support the teacher in preparing materials for the day's class as well as working with the children.
- have a calm personality to make the children feel comfortable around you.
- support the children in their development and ensure they are safe at all times.
- promote positive behaviour and equality at all times.
- PE specialists - plan and support activities in sport with children

Where can this apprenticeship lead to?

After completing this apprenticeship, we would expect you to progress to a more specialist school apprenticeship, or even a sport or nursery apprenticeship.

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Apprenticeships

I want to work in... a school or gym as a **COMMUNITY ACTIVATOR COACH**



What does it involve?

With this apprenticeship you could be working in a school, gym or health club.

You will be leading activity sessions promoting health, safety and welfare in activity leisure and recreation.

Where can this apprenticeship lead to?

It could lead to a Teaching Assistant level 3 in PE in schools. It could also lead to a career as a coach or fitness leader. You can also enter 'The Register Of Exercise Professionals'.

I want to work in... **DIGITAL MARKETING**



What does it involve?

As a digital marketer you will work as part of a team, in which you will have responsibility for some straightforward elements of the overall marketing plan or campaigns. As a digital marketing assistant your tasks will include:

- building and implementing digital campaigns across a variety of digital media platforms.
- using digital tools effectively, understanding and creating basic analytical dashboards using appropriate digital tools.
- driving customer engagement and increase revenue and profit.
- responding to customer enquiries using online social media platforms.
- measuring and evaluate the success of your digital campaigns.

Perfect for someone who can use digital tools and has some digital marketing experience/knowledge already (as this is L3 only qualification).

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Apprenticeships

I want to work as a...

Trade Supplier

What does it involve?

Trade Suppliers play a vital role in ensuring an efficient flow of goods and services between manufacturers and their skilled trade customer base. They operate in a variety of sectors including electrical, plumbing, joinery and general building supplies.

Typically, a Trade Supplier will operate a small warehouse and trade counter, which is visited regularly by professional trade customers who have technical knowledge about what they are buying.



Trade Supplier apprentices can work in the following industries / retail shops:

- Plumbing
- Electrical
- Car parts
- Sports clothing & equipment
- Retail of beauty and hair products
- Joinery & building supplies
- Plus more

After completing this apprenticeship, we would expect you to progress to a higher level 3 apprenticeship in retail, marketing or even a manual apprenticeship.

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Traineeships

What is a Traineeship?

Worried about not getting an apprenticeship because you don't have any experience? You don't need to worry anymore.



A traineeship is designed to help you secure an apprenticeship by giving you an opportunity to prove yourself in the workplace. You will get a work placement with an employer who can offer you a job at the end. You could be offered an apprenticeship within 2 weeks of starting your placement with our unique offer.

A traineeship can be in any vocation listed opposite, giving you a great opportunity to learn about working in a business. Your work placement will be for 3 days a week. For the other 2 days you will be training with us where we will ensure your CV is up to date, in line with current recruitment practice and give you a personalised 1-1 mock interview to improve your interview answers.

As part of the traineeship programme you could be eligible to a bursary which includes travel expenses.

Traineeship vocations:

- Business administration
- Customer service
- Retail
- ICT
- Digital Marketing
- Teaching & nursery assistant
- Painting & decorating



Watch how a traineeship changed the life of Amy

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Study Programmes

What is a Study Programme?

This is a minimum 26 week Level 1 programme with a free weekly travel pass where applicable.

You will complete 16 hours per week working towards a level 1 award in your chosen area, increasing your Maths and English grades with a work placement where possible.

The first is in **Business Administration** (page 3). This is ideal for those who have no experience and want to learn the knowledge element of this vocation. Business Administration can lead to a variety of jobs in many industries and will often also lead to starting a career. You will get a good understanding of using ICT in the role, filing and telephone skills, data entry plus much more.

If you are a people person and like helping others then why not complete a study programme in **Customer Service** (page 4), our third vocation. Customer service is very important to a business and this requires somebody confident and focussed on helping clients. On this programme you will learn how to deal with different situations and how to overcome customer queries.

We also offer a study programme in **Retail**. This could see you working in a shop or a business dealing with selling goods to the public. You will learn aspects of customer service, health and safety and teamwork.

We also offer a study programme in **Construction** and you will be fully trained in our construction centre in Pelaw. Here you will gain skills and knowledge in joinery, painting and decorating and much more. As part of this programme you will also spend one day per week with an employer where you will gain valuable work experience. Once you have completed you will gain a BTEC award in Construction and we would expect you to be ready for a **traineeship** (see page 7) or an **apprenticeship** (see page 2).

 Click to watch our youtube video.

Study programmes are also available in:

- Teaching / Nursery Assistant
- Hairdressing / Barbering / Beauty



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Leaving school or 6th form?

Register NOW for our
apprenticeship Fast-Track programme



Click to View our YouTube Video
which tells you all about it.

Our **apprenticeship fast-track programme** is the quickest way to start an apprenticeship.

We can help you prepare for interviews with tips and training from our expert staff. They will give you inside tips about how to shine in an interview and win the job!

You will also get some valuable information about apprenticeships which will help you make the right decision.

Don't worry if you are not successful at your first interview. We often have over 40 jobs available so you will have lots to choose from.

Register NOW to get ahead of the competition.

**You could be
earning £1,000s
before the
summer ENDS**

**Starts June this year
- limited places
available**

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How do I enrol or register my interest in one of your apprenticeships?

It's very easy.

All you have to do is use any of the ways below to contact us. Then you will speak with our very own apprentices who will help get you a job.

Apply on-line

Go to www.mylearningskills.co.uk/vacancies

Use the online application form and wait for one of our team to call you back


Phone 0191 433 8727 / 07825 552 087

Text 07825 552 087

Email apprenticeships@gateshead.gov.uk

If you want more information please register for our database for leavers at www.mylearningskills.co.uk/leavers

You will then get emails promoting good news and videos of other apprentices.

 www.facebook.com/learningskillsapprenticeships

Learning and Skills

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