

Perth & Kinross Council's Modern Apprentice Programme - Frequently Asked Questions

Where can I find out what apprenticeships are available?

All our vacancies are advertised on www.myjobscotland.gov.uk

Our Modern Apprentice recruitment times are usually May, August and November.

We would advise you to set up Alerts on the website, so you are notified when suitable opportunities are advertised:

- Login to www.myjobscotland.gov.uk (Register if you haven't already done so).
- Click on my searches and Alerts
- Click on Create Alert
- Select the fields you want alerted to
- Save

What if I don't see a Modern Apprenticeship that I want to do?

Although we currently offer over 20 different Modern Apprentice occupational areas, we may not always have the opportunities you are interested in, at the time you wish to apply.

Skills Development Scotland collate all Modern Apprentice opportunities in Scotland, therefore, you may wish to check out their website - Apprenticeships Scotland

Are there any qualifications I need before applying?

Most of our Modern Apprentice vacancies do not require any prior qualifications or experience. We are looking for enthusiasm and a willingness to learn.

Remember, volunteering counts as experience.

A job profile for each vacancy is available, when advertised. You should read this and ensure you meet the essential criteria (and cover this, by outlining your skills, knowledge and any experience in your application form).

How much will I get paid?

Salary depends on what level of qualification you are undertaking. In your first year you would receive:

SCQF Level 5 -	£8,765.78
SCQF Level 6 -	£10,511.42

Should your Modern Apprenticeship Programme be longer than one year, you would receive the National Minimum Wage, for your age, after your initial 12 months. (Salaries are correct as at July 2020)

What days/hours will I work?

Most of our Modern Apprentices work Monday to Friday, 8.45 am to 5 pm (36 hours per week). This work pattern is, however, flexible. If you require to work less hours please state on your application form and this can be discussed.

There are also, however, some occupational areas where you may be expected to work shifts/weekends. This will be stated within the job advert and confirmed at interview.

I am not 16 until later in the year, am I able to apply?

You can apply for a Modern Apprenticeship once you have reached school leaving age.

- If you turn 16 between 1 March and 30 September you can leave school after 31 May of that year.
- If you turn 16 between 1 October and the end of February, you can leave at the start of the winter holidays in that school year.

How do I know if I am eligible for a guaranteed interview?

Perth & Kinross Council is a Disability Confident Employer and guarantees an interview for any Modern Apprentice candidate that indicates on their application that they have a disability or are care experienced (By care experienced, we mean, Foster care, Kinship care, being looked after at home, Residential care, Secure care, Unaccompanied asylum-seeking young people (supported by PKC), Adoption).

The Application Form includes questions where you can indicate whether you meet the above criteria.

What will happen once I have submitted my application?

Each vacancy has a closing date. Please ensure your application is submitted in time!

After the closing date, recruiting managers will review the applications and decide who to invite to interview (this can take from one day to two weeks). You will receive an email from our Recruitment Team advising of how your application will be progressed and the next steps. There have been occasions when this email has gone into applicants' 'junk email' – please keep an eye on this.

What happens at the interview?

At least two people will be on the interview panel. They will explain, in more detail, about the Modern Apprentice opportunity you have applied for. You will be asked questions to allow the interviewers to get to know you better and decide how they feel you would fit into the job role and team.

Remember, an interview is a 2-way process. This is your opportunity to ask questions and find out more; it would be worthwhile thinking of questions you want to ask before you attend the interview.

What happens if I'm unsuccessful?

You will receive an email from our Recruitment Team advising that you were unsuccessful. It is always worthwhile gaining feedback on the reasons for this decision. You should email our Recruitment Team requesting feedback, the team will then forward to the interview panel who will then respond to you detailing their decision.

What happens if I'm successful?

Pre-employment checks are required before a start date can be confirmed. These include confirmation of your right to work in the UK, a reference and either a Basic Disclosure or PVG (Protection of Vulnerable Groups). Your supervisor will keep in touch with you, updating you of the progress of these pre-employment checks and then agree a start date with you.

If you have any commitments (work/holidays), please advise your supervisor so the start date can be arranged to try and accommodate these.

What happens when I start?

All new Modern Apprentices will be welcomed into their team by their supervisor (you may have met your supervisor at your interview). The supervisor will introduce you to the rest of the team and explain what the team does and your role within it.

The first week of any new job can be exciting, but also a bit scary. Your supervisor will ensure that you have all the information and support you need to allow you to settle in.

A member of Human Resources will also meet with you, and your supervisor, to go over the people involved in supporting you through your Modern Apprenticeship.

Note: Induction activities may be carried out on line via TEAMS or other virtual application where face to face contact is not possible.

All Modern Apprentices will have a 'initial assessment period' before they start their qualification. This will give you time to get to know your team and understand some of the tasks you will be doing.

What other benefits and opportunities are available if I work for Perth & Kinross Council?

- 25 Annual Leave days
- Access to flexi working system
- Corporate membership rate for LiveActive Leisure Ltd.
- Cycle to Work scheme
- Premium Benefits Discount Scheme
- Access to our In-house learning programme and presentations.
- Volunteering opportunities through Council Services to expand your skills, experience and knowledge.

And many more.....

How does the training work?

Depending on which qualification you are progressing, this will be delivered either within the workplace or by College attendance. (Note: There may be an element of homeworking/on line college attendance)

- If delivered within the workplace, you will be given time, during your working week, to progress this. You will be allocated an assessor to support you through the qualification who will meet with you regularly and give you advice on what evidence you should collect.
- If delivered by College attendance, this could be either one day per week or block release (attending for a week or two weeks a few times a year). Any expenses will be covered by the Council.

How will I know if it's right for me?

Every Modern Apprentice starts on a 4-week initial assessment period. This period is time for you, and the employer, to ensure you have a reasonable prospect of completing the course. It is also an opportunity for you to decide if it's really what you want to do.

Your supervisor and assessor will discuss with you regularly how you feel you are getting on and whether we can do anything more to support you.

If, at any point, you feel the Modern Apprenticeship Programme is not for you then we ask that you share this with your supervisor so we can discuss the best way forward.

What happens when I come to the end of my apprenticeship?

All Modern Apprentices have access to the Council's internal vacancies, throughout their employment. You are encouraged to apply for all suitable vacancies.

Should you gain another post within the Council you will be expected, and supported, to complete your qualification.

The Council also runs a 'Job Academy'. All Modern Apprentices that are progressing their qualification, in line with expected achievement timescales, are registered on the Job Academy, where suitable, entry level posts, are held just for Job Academy candidates to apply.

We are keen to retain the skills you have gained throughout your apprenticeship and will support and advise you on opportunities that further your chosen career path.