

Modern Apprenticeship training programme

Modern Apprenticeships (MAs) offer people aged over 16 paid employment combined with workplace training and off the-job learning, to help you gain new skills and recognised qualifications.

MAs are available across many sectors. The way you learn will depend on what sector the MA is in, but you will be working towards a vocational qualification.

As a Modern Apprentice employed by the City of Edinburgh Council you will be on a fixed contract and have the same terms and conditions as a member of staff.

You will be trained by a qualified member of staff and study a Modern Apprenticeship at SVQ level 2 or 3.

It normally takes around two years to achieve a level 2 and four years to achieve a level 3.

The Council has offered a variety of Modern Apprenticeships, including:

- Customer Services
- Administration
- Construction Related Skills
- Engineering
- HGV/Motor Vehicle Maintenance
- Management
- Finance
- Health & Social Care Workers
- Horticulture
- Horticulture Engineering
- Hospitality
- Human Resources
- Childcare
- Youth Work
- Creative Industries

How we recruit

All Modern Apprenticeships in Edinburgh are advertised at <http://www.myjobscotland.gov.uk/edinburgh>.

When you see one of our Modern Apprenticeships advertised on [myjobscotland](http://www.myjobscotland.gov.uk) you should always have a good look at the Information Pack which is posted with the application.

The Information Pack tells you all you need to know about the apprenticeship: the work you will be required to do, the City of Edinburgh Council, what the wages are, what to expect at College, the qualification itself, where you will be based, and so on. It also tells you what skills, abilities and knowledge you need to have to apply for one of our Modern Apprenticeships.

What kind of people are we looking for?

We want to hear from you if you:

- Have a passion for your chosen career
- Have the ability to carry out practical tasks associated with your chosen career
- Work well with others
- Respond positively to change
- Have the ability to take personal responsibility
- Are committed to giving excellent customer service
- Communicate effectively
- Have the ability to plan and make decisions
- Are flexible
- Are prepared to attend college to further your education
- Can be responsible for you own study

Completing a Modern Apprenticeship application

The Information Pack will give you all the information you need to submit a great application form - and a great application form will get you through to the next stage of the recruitment process.

You don't need to have had a job to have gained experience in your life. You will have done lots at school - we just need you to tell us about it. Tell us about real examples of work and tasks you have done - team work, working with numbers, working with computers, dealing with changes in your life, dealing with difficult situations or people. Ask a parent or teacher to help you think of examples.

The Modern Apprenticeship test

If you are successful at application stage then you will move to the test stage. You will receive an email from [myjobscotland](http://myjobscotland.gov.uk) to tell you if you have been selected for the test or not.

The test is aimed at your chosen type of job. It would be a good idea to do some revision, for instance, go online and find some past papers for practice.

If you want to know more about the test, give us a call. There will be a contact name in the email you receive from [myjobscotland](http://myjobscotland.gov.uk), or you can contact the Modern Apprenticeship team on 0131 672 0023

The test we use is normally based at around standard grade levels 1 to 4. You will have to sit and pass the test to progress to the next stage which is the interview.

The Modern Apprenticeship interview

If you are selected for an interview for a Modern Apprenticeship in Edinburgh and want to be successful, you will have to prepare. Remember to read the Information Pack as this tells you what kinds of things we are likely to discuss at the interview. We don't ask difficult questions at an interview. We ask about you, and the experiences you have had so that we can see if you have what is required to study for a Modern Apprenticeship in Edinburgh and become one of our staff.

If you want a job with the City of Edinburgh Council it is important you do some research:

- What does the Council do?
- What services does the Council provide?
- What service area will you be working in?
- What do you expect to do as a Modern Apprentice?
- What do you expect to do at college?

The internet is a great place to find information. If you do your research now, it will help you at an interview. You will feel confident because you will know about the Modern Apprenticeship and the qualification you are applying for. You could try the following:

- The City of Edinburgh Council website provides information on all its service areas
- College websites can give you general course information, and college staff will discuss specific courses.
- Type the name of your chosen Modern Apprenticeship, for example "apprentice joiner" into a search engine and see what information you find. The more you know about the apprenticeship and the company you will be working for the better prepared you will be for an interview.

Check www.myjobscotland.gov.uk/edinburgh for current vacancies and to set up job alerts.

Contact the Modern Apprenticeship team on 0131 672 0023 or apprenticeships@edinburgh.gov.uk for more information.