

Looking for an apprenticeship?



Gateshead Council is the leading local authority for direct apprenticeships. Through its learningSkills service, it has employers across the North East waiting to employ an apprentice.

We also offer two training programmes which get you trained and ready to work as an apprentice. The difference about enrolling with Gateshead Council than some providers is that our programmes can be shorter and we will **GUARANTEE** you an employer interview with one of our clients.

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.

[Apprenticeships](#)

[Traineeships](#)

[Programmes of Study](#)

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

Ask about our current vacancies NOW!

Text 07825 552 087 Call 0191 433 8727 Email apprenticeships@gateshead.gov.uk
www.facebook.com/learningskillsapprenticeships

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 £140 per week, you will get fantastic on the job training, a dedicated tutor to help you through your NVQ qualification and something brilliant to put on your CV.

All of our apprenticeships last for 12 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.

Business and Administration

Clinical Healthcare

Customer Service

Health & Social Care

ICT (Information Communication Technology)

Retail

Teaching Assistant or Nursery Assistant

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Apprenticeships

I want to work in... **Business and 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.

Intermediate apprentices can go on to advanced and higher level apprenticeships and roles.

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.

Intermediate apprentices can go on to advanced and higher level apprenticeships and roles.

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Apprenticeships

I want to work in... **Adult Health and Social Care**

What does it involve?

Working in Adult Health and Social Care is both demanding and rewarding. Hours are long and unsociable as you will be dealing with people who need care 24 hours a day.



Organisations which provide apprenticeships can be from:

- **The National Health Service**
- **Private providers**
- **Local authorities**
- **Voluntary sector**

With an ageing population and an ever increasing requirement for care, there are many opportunities in the Health & Social Care Sector.

Service users (the people you will work with) can be supported in their own homes and in day and residential accommodation. They are likely to fall into one of the following categories (but not restricted to):

- Older people; people with learning disabilities, sensory and physical impairment; those that require extra care support.

Intermediate apprentices can go on to advanced and higher level roles and apprenticeships, often using this route to progress into more specialist practice.

I want to work in... **Clinical Healthcare**

What does it involve?

Clinical healthcare support is a very important role within the Health Sector. Health professionals such as doctors and nurses, are under immense pressure. The Clinical healthcare support workers have delegated tasks which allow care to be administered more effectively to patients.

You may work in a specific hospital department, healthcare clinic, homes or GP's carrying out a number of roles to support e.g patient's mobility, assisting with clinical tests such as taking blood and generally helping to look after the wellbeing of the patient.

Intermediate apprentices fulfil more general roles and can progress to the advanced apprenticeship which involves carrying out more complex procedures such as ECG (heart monitoring) tests. Many apprentices use this as a step to becoming a doctor or nurse.



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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**

Intermediate apprentices can go on to advanced and higher level apprenticeships and roles.



I want to work in... **Retail**



What does it involve?

An apprenticeship in this field will allow you to train as Sales Assistants, Customer Service Assistants and Stockroom Assistants.

Closely linked with roles in Customer Service, working in Retail focuses on enhancing the customer experience. This involves additional skills such as merchandising, ordering, marketing and stock management.

Retail is a huge industry in which it is important to maintain a competitive advantage.

Hours can be long and unsociable – many retail outlets stay open 24 hours and most are open Bank Holidays.

However, the rewards can be substantial – the longer opening hours can mean flexible working patterns. Many retail outlets allow staff discounts and pay commission on sales – boosting your wage packet!

Intermediate apprentices can go on to advanced and higher level apprenticeships and roles.



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Apprenticeships

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.

Where can this apprenticeship lead to?

Most apprentices start with a level 2 apprenticeship, allowing the opportunity to progress to a level 3. Your next step would be to apply for full time roles or you could then study to become a teacher.



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.

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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 the skills and knowledge you need. You will work for an employer who is actively looking to employ an apprentice, meaning this is your opportunity to show them what you are capable of.

A traineeship is also designed to get you work ready, boost your interview skills and CV writing. It will give you essential work preparation which means that when you attend other employer interviews you are well prepared to be successful.

A traineeship can last between two and twelve weeks. You will complete a 3 day work placement with your chosen employer and spend the others 2 days training with us.

More and more employers are turning to trainees to give them the opportunity to become their ideal apprentice. If you have no work experience this programme will support you through gaining the right skills and knowledge before you start an apprenticeship.

As part of the programme you will receive all of your travel expenses and also the chance of earning a cash bonus every week.

The qualification you will get as part of a traineeship is a level 2 or 3 employability award.

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Programmes of Study

What is a Programme of Study?

This is a 40 week Level 1 programme and comes with a free weekly travel pass and a weekly cash bonus for full attendance.

You will complete 16 hours per week working towards a level 1 award in your chosen area, increasing your maths and English grades and spend one day a week with an employer gaining work experience.

You can complete a programme of study in three subject areas.

The first is in **construction** and you will be fully trained in our brand new construction centre in Pelaw. Here you will gain skills and knowledge in bricklaying, joinery, plastering, painting and decorating and much more. As part of this programme you will also spend 1 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)**.



You can also complete a programme of study in **Business Administration**. 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, how to create databases, data entry plus much more.

If you are a people person and like helping others then why not complete a programme of study in **Customer Service**, 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.

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How to Enrol

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

Enrolling is very easy.

You will need to attend one of our many enrolment sessions at our Interchange training centre.

All you have to do is use any of the ways of contacting us below to book your slot and come and meet us.

Places are limited and filling fast so don't waste any time.

Why not click the web link below to apply for a place and one of our team will call you back!

Phone: 0191 433 8727

Text: 07825 552 087

Email: apprenticeships@gateshead.gov.uk

www.Facebook.com/learningskillsapprenticeships

www.gateshead.gov.uk/applynow

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