

Apprenticeships

We'll take you further

Why choose an apprenticeship with Cumbria County Council?

Our aim is to provide the best possible service to the people of Cumbria in everything we do. We are passionate about the people we serve and the people who work with us are at the heart of what we do. Our successful, high quality apprenticeships programme has already benefited hundreds of young people and we're committed to keep providing opportunities for people who want to make a difference. If you share our values, want to make a difference to the people of Cumbria and like the idea of working for a large, diverse organisation with opportunities in many different types of work, then an apprenticeship with Cumbria County Council could be right for you.

► **You can also:**

- Earn while you learn.
- Gain a nationally recognised apprenticeship.
- Work with outstanding Training Providers.
- Have access to excellent training, mentoring and support in the workplace.

► **And whilst with us you will also receive:**

- High quality training and development opportunities.
- Personalised support from managers and mentors.
- The opportunity to work alongside skilled and experienced staff gaining valuable job specific and transferable skills that will support you in your future career.

Following the successful completion of the apprenticeship programme many of our apprentices have moved on to either an advanced or higher level apprenticeship, or have secured permanent employment with the council or other employers and have embarked on an exciting career pathway. Whilst there is no guarantee that a position would become available at the end of your apprenticeship, Cumbria County Council works in partnership with other organisations throughout the county to maximise the opportunities that are available to apprentices. The skills you learn and the qualifications gained will be transferable to other roles either within the County Council or with other employers.

If you would like to find out more information about Cumbria County Council and the services it provides, please visit the links below

cumbria.gov.uk/apprentice

 [/cumbriaccjobs](https://www.facebook.com/cumbriaccjobs)  [cccapprenticeships](https://www.instagram.com/cccappticeships)

Top tips

for applying for an Apprenticeship at Cumbria County Council

So now that you've decided an apprenticeship is the best route for you, it's time to think about your application. To give yourself the best chance of success, consider these top tips to help you apply for an apprenticeship with the Council:

▶ 1 Do your homework thoroughly

- You'll need to know the role inside-out for your application and any possible interview.
- Find out as much as you can about the Council, look on the Council website.
- Speak to anyone you know who works for the Council or previous apprentices – don't be afraid to ask questions if you're not sure about anything.
- Properly read the apprenticeship description, think about whether the apprenticeship and the Council behaviours are right for you and why you would be the best person for the role.
- Think about practical stuff like the location of the workplace (how will you get there, how long it will take to get there and the cost of travel) as well as the salary.

▶ 2 Make a list of your skills, experiences, hobbies, and interests that are relevant to the apprenticeship that you are applying for

- This will be useful when completing your application.
- You can use it to compare and match with what the Council is looking for in its apprenticeship description; and
- Make sure you think about how it will relate to the job you're applying for. An example would be, if you're applying for an apprenticeship in engineering, talk about the projects you've worked on in science or maths.

▶ 3 You'll need to be able to write about yourself

- If you're stuck, ask teachers, friends, and family to list your three top qualities to give you a starting point.
- Knowing what you truly want will boost your confidence so you can sell yourself to the Council; and
- Think about how you would demonstrate the Council's core values and behaviours.

▶ 4 Write about your skills and qualities, not just your hobbies

- You'll need to give examples to prove what you're talking about, for example:
 - If you've been part of a school team, this shows teamwork skills.
 - If you say communication is a strength, have evidence - like school debates or presentations during lessons to back this up.

▶ 5 Don't just spellcheck your application

- Good spelling, punctuation, and grammar are important.
- Make sure you answer every question fully on the application form (CVs are not accepted);
- Don't leave any gaps in your education and work history.
- Remember to include your details of all your qualifications, grades and dates achieved.
- Once you've finished, read through it again and then print it out as it's much easier to spot mistakes on paper.
- Before you send it, ask your friends and family to have a look through to check; and
- Find a quiet place to read it out aloud – if it makes sense to you, it'll make sense to the reader.

▶ 6 Think about your contact details

- Are all of your details correct?
- You should think about the methods you are using;
- If you give an email address, set one up that is just your name - 'novelty' email addresses look unprofessional; and
- Remember to check your emails and voicemail regularly to track the progress of your application.

▶ 7 Final checks

- Remember to check that you have completed all sections of the application form; and
- Attach any supporting information (not your CV) before you press the 'Apply' button.

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