



November 2014 – Issue 3

South Gloucestershire apprenticeship programme

“Welcome to our second newsletter which aims to provide you with more information about the South Gloucestershire apprenticeship programme.



“We offer young people in South Gloucestershire a wide variety of opportunities to kick start their career whilst studying for a nationally recognised qualification. Since our last newsletter in July, we have successfully recruited eight new apprentices in roles in the council and our partners, bringing a total of 25 young people who have taken up an apprenticeship with us.

If you know a young person who you think would be interested in one of our apprenticeship programmes then I'd be delighted to hear from you – simply email me at

elaine.eldridge@southglos.gov.uk or call **01454 865884**.

Elaine Eldridge, Apprenticeship Manager, South Gloucestershire Council.

More apprentices getting hired

Dan Rogers, 20, Business Administration Level 2, South Gloucestershire Council Music Hub

“I found out about the apprenticeship programme through my brother who is currently doing an apprenticeship at GKN Aerospace and logged on to www.apprenticeships.org.uk and saw this opportunity. I have a passion for music and the performing arts so my apprenticeship in the South Gloucestershire Music Hub, based at Little Stoke Primary School, is ideal. I'm settling in well. Everyone here at the Music Hub is friendly and I feel very welcome. My first week has involved a wide variety of tasks. As well as the general office duties, like updating instrument databases and contacting schools, I've also been given more varied tasks like setting up displays and transporting the instruments. I'm looking forward to developing my skillset whilst getting the opportunity to work in an environment that will engage and challenge me.”



Terry White, 24, Business Administration Level 2, South Gloucestershire Council Payroll Services

“I saw this opportunity on the National Apprenticeship Service website and it was the first time I had seriously considered doing an apprenticeship. The timing was perfect and the job description was exactly what I had been looking for. I’ve settled in extremely quickly. The people I work with are friendly and they have all made me feel welcome. My first week was spent familiarising myself with new terminology, procedures and computer systems used within the payroll division, as well as getting to know my surroundings. I’ve been heavily involved in updating pension records which enabled me to demonstrate a high level of accuracy and an impressive work rate. I hope this apprenticeship will give me the necessary knowledge and experience to become an accomplished administrator, build up my confidence and improve my communication skills.”



Congratulations to...

- Andrew Cambridge, currently studying for a Business Administration (BA) Level 3 and has now secured a fantastic role in the council's Democratic Services team
- Natalie Watson for successfully completing her BA Level 2 and is now studying for Level 3 and a Human Resources qualification
- Sophie Webber who has now began her BA Level 3 at Yate Armadillo Youth Centre
- Lorna Sauter who has secured a job in the council's Traded Services team after completing her BA Level 2
- Rosie Pickering has achieved a Customer Service Level 3 and secured a role within the council's Contact Centre
- Kieran Thompson has secured an External Sales Executive position with Volvo following his BA Level 2 at the Armadillo
- Lauren Wixon who has also secured a role within Yate Town Council after completing her BA Level 2

How does the South Gloucestershire apprenticeship programme work?

Apprentices have a contract of employment and are supported to gain the relevant qualifications through on-the-job learning, workplace support and college attendance. As employees, apprentices earn a wage and work alongside experienced staff to gain job-specific skills, and support from the college. Our apprenticeship programme gives young people:

- the best possible start to a career
- new skills and qualifications
- a salary and paid holidays
- one day a week college study

Find out more about our apprenticeship programme

If you are interested in finding out more about our apprenticeship programme then contact Apprenticeship Programme Manager Elaine Eldridge by calling 01454 865884 or email elaine.eldridge@southglos.gov.uk. To find out more about apprenticeships in general - for both young people and employers - visit www.apprenticeships.org.uk.