

North Ayrshire Council Modern apprenticeship programme

Apprenticeship	Content	Duration
Active Leisure	<p>This is based in the Arran Outdoor Education Centre. The role involves assisting in the delivery of training programmes to young people and their peers, along with helping to maintain environmental conservation. Promoting outdoor learning while ensuring the health and wellbeing of customers and staff is an important aspect of this qualification.</p> <p>Minimum requirements for this post are three National 5 qualifications or equivalent.</p>	SCQF 6 – 1.5 years
Arboriculture	<p>The apprentice will be based throughout North Ayrshire, maintaining tree care, planting, pruning and pest control. This also involves working with heavy machinery such as Abrasive Wheels and maintaining Health & Safety throughout. First Aid is also an important element of training for this VQ.</p> <p>No minimum requirements to be able to apply for this post, but three National 4 or equivalent are desirable.</p>	SCQF 5 – 1 year
Bereavement / Landscaping	<p>Apprentices rotate between several horticulture maintenance depots and bereavement services. MAs learn how to identify plants, planting individual bedding to large grassed areas, changing maintenance in accordance to weather conditions and the use of hand and mechanical tools.</p>	SCQF 5 – 1 year

	<p>In bereavement services, the role involves maintaining the grounds in and around internments including pre-burial preparation, carrying out repairs, installing foundations and assisting in the recording of lair locations.</p> <p>No minimum requirements for this post.</p>	
Business and Administration	<p>Based in offices throughout North Ayrshire Council, Business Administration apprentices have a wide and varied remit where they learn the functions and requirements of a modern day office, the systems and procedures required to operate a large organisation and the legal implications of a Local Authority.</p> <p>Minimum requirements for the SCQF 5 are three National 4, one of which must be in English.</p> <p>SCQF 6 requires three National 5's with one in English or the SCQF 5 In Business & Admin or equivalent.</p>	SCQF 5 – 1 year SCQF 6 – 1.5 years
Civil Engineering	<p>Although office based, this apprenticeship involves an element of "on-site" visits to locations the Council is responsible for. Duties include assisting with contract preparation, bridge inspections and traffic regulation orders.</p> <p>Minimum requirements to apply for this post are three National 5's, one must be in</p>	SCQF 7 – 2 years

	English and one in Maths or equivalent.	
Customer Service	<p>Based within North Ayrshire Council's Telephone Contact Centre (TCC), or Local Offices, apprentices will learn how the Council deals with all aspects of Customer Service. The TCC & Local Offices are the initial point of contact for all telephone and face to face queries to North Ayrshire Council. Apprentices will learn the systems, used to record individual contact with residents and their enquiries.</p> <p>Minimum requirements to apply for this post are four National 4's, one of which must be in English or equivalent.</p>	SCQF 5 - 1 year
Creative & Cultural	<p>Venues within North Ayrshire can be as varied as libraries, arts centres, training centres and the Country Park. Apprentices learn how they operate, what facilities and events can be supported, how they open and close, how the content of events is chosen and the marketing of events. Apprentices also learn about responsibility for Health and Safety when running events attended by the public.</p> <p>Minimum requirements for this post is a National 4 in English, with National 4 in Maths or equivalent being desirable.</p>	SCQF 5 – 1.5 years
Early Years and Childcare	<p>Apprentices in this discipline work within Early Years establishments supporting the delivery of pre-school education to children under five years of age. In addition</p>	SCQF 7 – 2 years

	<p>to daily contact with children, apprentices study a variety of subjects including “Rights of the Child” and how to deal with the needs of children as individuals.</p> <p>Minimum requirements to apply for this post are two National 4’s and a National 5 in English or equivalent.</p>	
Digital Marketing	<p>Digital Marketing is a shared apprenticeship with two teams, our Communications Team, and, our Digital Experience Team. Both roles support the teams involved with their digital communication customer focused strategy. You will keep up to date with current and future developments within your field of work and advise on matters relating to changes, along with contributing to your team’s planned activities. The MA will assist in analysing feedback and statistical information to help inform suitable solutions encouraging greater digital engagement.</p> <p>Minimum requirements to apply are three National 5 with one being in English or equivalent.</p>	SCQF 6 – 1.5years
Facilities Services/Janitorial	<p>Posts are in North Ayrshire senior Schools, supporting the Janitorial staff. Involves maintaining safe access to the building, carry out minor repairs, operating and testing fire & burglar alarms. Carrying out fire drills under the direction of the Head Teacher and monitoring unauthorized use of the grounds and car parks.</p>	SCQF 5 – 1 year

	There are no minimum requirements for this post.	
Health and Social Care	<p>Apprentices undertaking this qualification work within Council establishments that care for adults whether in a residential or day-care setting. Apprentices learn how an individual's care needs may be addressed. The duties may be as varied as giving assistance with personal care or accompanying service users on outings.</p> <p>Minimum requirement to apply for the SCQF 5 are three National 4's, one must be in English or equivalent.</p> <p>SCQF 6 minimum requirements are two National 5's with one being in English or equivalent.</p>	SCQF 5 – 1 year SCQF 6 – 1.5 years
Housing	<p>As a Housing apprentice, duties include; typing documents, entering and retrieving information, providing support to housing officers and dealing with customers.</p> <p>Minimum requirements are three National 4's with one being in English or equivalent.</p>	SCQF 5 – 1 year
Roads Maintenance	<p>Based in North Ayrshire Council's Roads Maintenance depot, apprentices work with experienced staff who have the day-to-day responsibility for maintaining roadways, paths and car parks. Apprentices learning how to use equipment but also the high standard of Health and Safety required in this</p>	SCQF 5 – 2 years

	<p>physically demanding outdoor role.</p> <p>Minimum requirement for this post is a National 4 in English with three National 4's being desirable or equivalent.</p>	
Information Technology	<p>A local authority such as North Ayrshire Council requires a sophisticated IT system. Apprentices on this programme learn a variety of skills from installing hardware and software, to providing technical support and advice to IT users within the organisation.</p> <p>Minimum requirements for this post are three National 4's, one must be in English and one in Computing or equivalent.</p>	SCQF 6 – 1.5 years
Procurement	<p>This apprenticeship involves working closely with the centralised procurement team, assisting in quick quotes and tendering process of services and goods for the Council. Tasks can also include compiling information and statistics for reporting purposes.</p> <p>Minimum requirements for this post are two Highers with one being in English or equivalent.</p>	SCQF 6 – 2 years
Professional Cookery	<p>Working within the many kitchens of North Ayrshire Council, the role involves preparing food both for on- and off-site consumption, and learning safe, healthy and hygienic food preparation practices. Also, how to handle tools used within food preparation, how to prepare</p>	SCQF 5 – 1 year

	<p>hot and cold dishes, baking, healthy eating practices and how to maintain and record stock items.</p> <p>There are no minimum requirements for this post.</p>	
Quantity Surveying	<p>Working with the Capital and Revenue Projects team for the council. Assisting in the preparation of budget costs and feasibility studies, and, the preparation of new projects and reporting on the monthly spends against these.</p> <p>Minimum requirements for this post are four National 5's, with one being in English and one in Maths or equivalent.</p>	SCQF 7 – 2 years
Rural Skills / Countryside Ranger	<p>This modern apprenticeship involves working in the local parks, promoting an understanding of the countryside. Providing assistance to visitors and encouraging responsible behaviour, as well as organising events and guided walks. Some task may include carrying out repairs and conservation work.</p> <p>Minimum requirements for this post are three National 4's, one of these must be English or equivalent.</p>	SCQF 5 – 1 year
Sustainable Resource Management	<p>This apprenticeship is mainly office based but also entails supervisory training of the waste management team in order to gain the relevant qualification. Waste related activities include providing waste awareness promotion to NAC residents about recycling, undertaking monitoring and assessment to maintain</p>	SCQF 6 – 1.5years

	<p>service delivery efficiency and effectiveness and learning waste transfer, operations and treatment activities.</p> <p>Minimum requirements for this post are three National 5's one must include English or equivalent.</p>	
Vehicle Maintenance	<p>North Ayrshire Council operates a large fleet of vehicles in varying sizes from refuse lorries to motorised grass cutters. Apprentices are based within the Transport Garage and over the period of their apprenticeship learn how to service and maintain all types of vehicles.</p> <p>Maintenance of small plant machinery such as strimmer's and grass cutters are also part of the job role.</p> <p>Minimum requirements for this post are three National 4's with one being English or equivalent.</p>	SCQF 7 – 3years
Youthwork	<p>Working within the community, Youthwork apprentices are involved with various groups involving young people.</p> <p>Apprentices learn how to deal with the needs of young people and how to encourage and promote their well-being. They will work with organisations within the community e.g. schools, police and North Ayrshire Council on initiatives concerning young citizens.</p> <p>Minimum requirements for this post are three National 5's with one being in English or equivalent.</p>	SCQF 6 – 1.5 years

Please note there may be changes to the available apprenticeships at any time.