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Investing in a Smart, Sustainable and Inclusive Future



NORTH
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GRADUATE APPRENTICESHIPS

A NEW WAY TO
WORK, EARN
AND LEARN



LEARN HERE



WHAT IS A GRADUATE APPRENTICESHIP?

A new work-based learning opportunity where you'll work and get paid whilst studying towards a degree – even up to masters level. You'll spend most of your time learning on the job, but you'll also be a student at university.

WHAT TYPES OF GRADUATE APPRENTICESHIPS ARE AVAILABLE?

There are various subjects available. For more information on current frameworks and the content of each course see:

apprenticeships.scot/become-an-apprentice/graduate-apprenticeships/

WHO IS IT FOR?

If you're someone who consistently demonstrates your ability to achieve objectives, develop new ideas to drive results and are keen to progress your career - providing there is a clear business need - you are the ideal candidate for this development opportunity.

WHY APPLY?

You should consider studying towards a GA if a degree qualification will support your future career progression, or perhaps you want to develop your existing knowledge and skills for your own continuing professional development.

WHAT SHOULD I DO IF I AM INTERESTED IN THIS OPPORTUNITY?

Firstly, you should have a discussion with your line manager to express your interest and ensure it fits the business demands of your service. If you both agree that the GA programme supports both your individual needs and business demand, you can follow the steps below to apply:

GA JOURNEY:

1

Identify the business demand in line with the workforce for the future

2

Establish if a GA framework meets the development and business needs

3

Nomination - Complete the internal application form and pass to Talent and Organisational Development (TOD) for approval

4

Complete external university application

5

University will offer or decline your place

8

Attend pre-course workshops

6

Internal induction

7

Appoint a work-based mentor

9

External induction

10

GA course starts

11

Internal support programme ongoing

EACH STEP OF THE JOURNEY EXPLAINED...

BUSINESS DEMAND

Once the development need(s) have been identified they should be discussed between services, TOD and HR Business Partners to establish if the GA programme is the best fit based on the needs.

NOMINATION

Once you've been nominated to apply for a GA you must complete the internal application form. Please contact TOD@northlan.gov.uk to request this. It must be signed by the nominee, line manager and Head of Service and sent back to TOD@northlan.gov.uk

EXTERNAL UNIVERSITY APPLICATION

Once TOD have approved the application you will be notified and an external application will be sent directly from the University or TOD. This process will vary for each University. All Universities will ask for an application to be submitted and some will also conduct an informal interview.

GRADUATION





PLACE

After the University have considered the application they will make a decision to offer or decline the place and will contact you directly with the outcome.

INDUCTION

Internal:

If you've been offered and accepted a place TOD will contact you to arrange an internal induction, covering the following:

- Expectations
- Networking
- Support programme
- Internal mentors
- Letter of undertaking

External:

All applicants will attend an induction with the relevant University in advance of starting the programme. The University will arrange this directly with you.

WORK-BASED MENTOR

This will be discussed during the internal induction and the TOD team will help support you to identify an appropriate workplace mentor. All mentors will be encouraged to attend an internal mentorship workshop. Some may also be invited to attend an additional mentor session directly via the University.

GA COURSE STARTS

All GA programmes officially commence at the start of the academic year – in September.

ONGOING INTERNAL SUPPORT

Throughout the four year programme there will be an internal support programme in place whereby each student will be encouraged to attend the workshops aimed at providing you with the necessary knowledge and information to complete the programme. The service should be willing to support time away from work to attend the workshops.

INTERNAL SUPPORT PROGRAMME

YEAR 1 WORKSHOPS:



MODULE 1

Study skills

- Studying at HE level
- Effective learning techniques
- Approaches to studying
- Note-taking
- Working collaboratively



MODULE 2

Academic writing

- Researching
- Writing in an academic style
- Assignment types
- Planning and writing an assignment
- Making constructive use of feedback



MODULE 3 (optional)

IT skills

- Assignment layouts in Microsoft Word
 - Formatting text
 - Formatting pages, headers and footers
 - Headings and subheadings
 - Section numbering and table of contents
 - Tables, images and charts
 - Inserting citations and bibliography
- (This module is optional for students who would like to brush up on their IT skills)*



MODULE 4

Exams & revision

- Structured revision
- Managing stress
- Planning for an exam
- Exam techniques



MODULE 5

Reflective practice

- Reflection on learning
- Self-development planning
- Presentations on application to the workplace



GA FAQ'S

Q Are there any qualification requirements potential candidates are required to have before they can apply for a GA?

A For school leavers' standard entry requirement will apply but each application will be considered on an individual basis, especially for those with a vast amount of work experience in a relevant area. Previous qualifications will be considered for advanced entry too.

Q Who will fund this development programme?

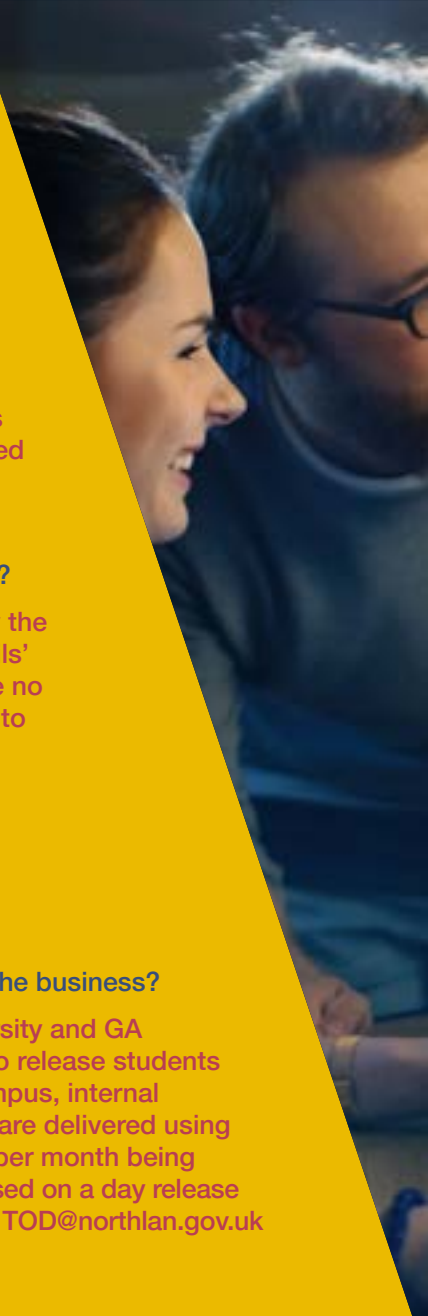
A At the moment all places are fully funded by the Scottish Government by utilising the Councils' apprenticeship levy fund, therefore there are no internal costs, however this may be subject to change.

Q Is there an age limit for applicants?

A No - there is no age limit.

Q What level of support will be required from the business?

A This varies depending on the chosen University and GA framework. The business will be expected to release students for the following reasons: time spent on campus, internal training days and exams. Most frameworks are delivered using a blended learning approach, with one day per month being spent on campus but some are delivered based on a day release model. For more information please contact: TOD@northlan.gov.uk





Q Is there any support provided internally?

A There is an internal support programme provided by TOD, which includes: Study skills, academic writing, IT skills, exams and revision and reflective practice. Each student will also be asked to appoint an internal mentor to support and guide them through their studies.

Q What level of commitment is required from the employee?

A This is a huge commitment over a four year period. The business will support time spent on campus, additional training days and work based learning but all other support is at the discretion of the line manager and service. In order to complete assignments and course work, students will also be expected to do this in their own time.

Q Is the applicant able to choose the University they want to apply to?

A This all depends on the GA framework, since all Universities offer a variety of different frameworks. If the framework you are applying for is offered by more than one University there is no limit to how many applications you can make but if you're offered a place at more than one university you can only accept one and have to decline the other(s).

Q Are there any budget requirements that should be considered prior to this development opportunity being signed off?

A All places are currently fully funded but travel expenses and necessary IT equipment will be expected to be covered by each service.



For more information on
Graduation Apprenticeships:
northlanarkshire.gov.uk/graduates
01698 520639
