



CHS – DYW NEWSLETTER

HELPING YOU TO DISCOVER YOUR FUTURE



PLACES YOU CAN GO TO FIND OUT ABOUT CAREER INFORMATION



Skills Development Scotland



My World of Work



DA
DUNDEE AND ANGLUS
COLLEGE



UCAS



Small opportunities are often the beginning of great achievements

MODERN APPRENTICESHIPS

WHAT IS A MODERN APPRENTICESHIP?

A MODERN APPRENTICESHIP IS A JOB WHICH LETS PEOPLE EARN A WAGE AND GAIN AN INDUSTRY-RECOGNISED QUALIFICATION. FOR EMPLOYERS, MODERN APPRENTICESHIPS HELP DEVELOP THEIR WORKFORCE BY TRAINING NEW STAFF, AND UPSKILLING EXISTING EMPLOYEES.

WHY WOULD THIS BE GOOD FOR ME?

A MODERN APPRENTICESHIP IS AN EXCELLENT WAY TO GAIN EXPERIENCE AND QUALIFICATIONS AND OFTEN LEAD TO FULL TIME EMPLOYMENT AT THE END OF YOUR COURSE.

See next slide for Modern Apprenticeships currently on offer

or visit:

www.apprenticeship.scot

or scan here:



The impact: 92% of Modern Apprentices stay in work once they're qualified

MODERN APPRENTICESHIP OPPORTUNITIES

MA Finance Assistant Trainee Modern Apprenticeship



Hillcrest Homes
1 position available

£ £8,468 to £12,024 per year

📍 DUNDEE

🕒 Full-time (35.25 Hours)

📅 16/12/2021

MA Business Administrator Modern Apprenticeship



Foodmek Ltd
1 position available

£ £8,161 to £11,388 per year

📍 TAYPORT

🕒 Full-time (36.5 Hours)

📅 31/12/2021

MA Digital Administration Assistant Modern Apprenticeship



Hutchison Technologies
1 position available

£ £13,500 per year

📍 DUNDEE

🕒 Full-time (37.5 Hours)

📅 17/12/2021

MA Business Administrator Modern Apprenticeship



1 position available

£ £8,754 to £12,621 per year

📍 DUNDEE

🕒 Full-time (37 Hours)

📅 20/12/2021

MA Childcare Assistant Modern Apprenticeship



1 position available

£ £8,944 per year

📍 DUNDEE

🕒 Full-time (40 Hours)

📅 10/12/2021

MA Childcare Assistant (Cupar) Modern Apprenticeship



1 position available

£ £8,944 per year

📍 CUPAR

🕒 Full-time (40 Hours)

📅 8/12/2021

MA Social Care Worker Modern Apprenticeship

Dundee City Council

4 positions available

£ £8,887 per year

📍 DUNDEE

🕒 Full-time (35 Hours)

📅 10/12/2021

Go to: www.apprenticeship.scot
Or scan the QR code below to view
these MAs and many more



DEE03983 - Modern Apprentice Business Support Assistant - there are 5 posts available offering fantastic opportunities within our Neighbourhood Services, Children & Families, Health & Social Care, Payroll and Corporate Business Support departments. The successful candidates will assist with the delivery of business support services, gaining knowledge and experience in the wide range of clerical tasks and duties carried out within a particular service.

Successful candidates for all these posts will work with full support from a workplace Mentor and fully qualified staff. As an integral part of the Apprenticeship, successful candidates will undertake a **SVQ 2- Business and Administration at scqf level 5** with our local training provider. The training provider works closely with Dundee City Council and offer excellent support to our Modern Apprentices.

Posts are funded through Young Person Guarantee and therefore subject to the eligibility criteria contained in the advert.

These Apprenticeships will provide a wide, diverse knowledge and practice base within these areas of work and offer a competitive Apprentice salary.

These are all 1 year Modern Apprenticeship programmes and may offer progression opportunities.

Post went **LIVE Friday 26th November 2021 and CLOSES Friday 10th December 2021**. Interviews will take place thereafter.

The link below will take you directly to **MyJobScotland** to apply:

<https://www.myjobscotland.gov.uk/councils/dundee-city-council/jobs/modern-apprentice-business-support-assistant-242899>



This is a 1-year Modern Apprenticeship programme.

Post is **LIVE Friday 26th November 2021** and **CLOSES Friday 11th December 2021. Interviews will take place thereafter.**



This is a new MA post within our Scientific Services Team. The team provide a public health service for both Dundee City Council and a number of other local authorities together with private organisations. The successful candidate will support the work of the team undertaking clerical and reception duties. Though not essential, an interest in Science subjects would be desirable, as there may be future opportunity to transfer to the scientific/lab technician/technical side of the business if desired or appropriate. Further learning in that area would be available. The successful candidate will work with full support from a workplace Mentor and fully qualified staff. As an integral part of the Apprenticeship, successful candidates will undertake a **SVQ 2 in Business & Administration at scqf level 5 with** our training provider. The training provider works closely with Dundee City Council and offer excellent support to our Modern Apprentices. This Apprenticeship will provide a wide, diverse knowledge and practice base within this area of work and offers a competitive Apprentice salary. Also the opportunity to learn about the wider scientific and technical roles within the service.

Modern Apprenticeships

Invergowrie and Glensaugh Farm (Kincardineshire)

Starting salary £13,000 per annum. Apprenticeship duration minimum 2 years (dependent on apprenticeship), 37 hours per week.

The James Hutton Institute is Scotland's leading Institute for research on plants and their interactions with land, water and the environment. We are now looking for bright, talented individuals to join our multidisciplinary apprenticeship programme. You are expected to have obtained or seeking to obtain National 5 qualifications or equivalent. Education and qualification requirements are dependent on individual apprenticeship areas.



Agriculture - The Farms and Field Team provide services to scientists and researchers, including the commercial management of sheep, cattle and deer at Glensaugh in Kincardineshire- Aberdeenshire, where we require **1 Modern Apprentice** to join our livestock team. This is a good opportunity to obtain skills and experience with quality livestock in a workplace where high standards of husbandry are applied. The successful applicant will be required to provide occasional assistance with research projects and estate maintenance.

Horticulture - The Glasshouse Team provide relevant services to scientists and researchers in relation to their specific requirements for growing plants and conducting glasshouse experiments in the areas of soft fruit, cereals and potatoes. We currently require **1 Modern Apprentice** who will assist with propagating, growing and maintaining plants in a glasshouse environment.



Individuals wishing to apply for more than one apprenticeship should complete a separate application for each post quoting the appropriate reference number.

This role does not meet the minimum requirements set by the UKVI to enable sponsorship of migrant workers. Further information can be found at <https://www.gov.uk/check-uk-visa/>

Closing Date: 5 January 2022

Interview Dates: January and February 2022



See the next 2 slides for the 2 Modern Apprenticeships up for grabs at the Hutton Institute

Apply at - [Careers - James Hutton Group \(cloudonlinerecruitment.co.uk\)](https://careers-jameshuttongroup.cloudonlinerecruitment.co.uk)



JOB DESCRIPTION

Job title:

Apprentice Horticultural Technician

Grade:

A

Group:

FCS: FARM, FIELD AND GLASSHOUSE SERVICES

Reporting to:

Staff reporting to post holder:

N/A

Main purpose of job:

To assist under supervision with all work undertaken by the glasshouse services section and gain experience in the various tasks required
To assist under supervision with all horticultural work undertaken by field services section and gain experience in the various task required
Work as part of team providing general support to the science groups and plant breeding programmes

Main duties of post holder:

To receive training in all aspects of horticultural service delivery including the use of machinery
To assist with all aspects of soft fruit plantwork, within glasshouses, tunnel structures, fields, and specialized plant growth facilities
To assist with all aspects of potato plantwork, within glasshouses, tunnel structures and specialized plant growth facilities
To assist with all aspects of cereal plantwork, within glasshouses, tunnel structures and specialized plant growth facilities
To assist with all aspects of service delivery within quarantine and restricted access plant growth facilities
To assist with all aspects of plant growth facility and equipment cleaning and decontamination
To assist with seasonal grounds maintenance across the Institute amenity areas
To undertake training both internally and externally on the skills required to gain an SVQ in horticulture.

PERSON SPECIFICATION - Apprentice Horticultural Technician

	Essential	Desirable
Attainments:		
Education / qualifications	National 4/5's	Highers
Experience:	Must show a clear affinity for working with plants	Working with plants in some capacity.
	Must understand the importance of plant and glasshouse hygiene and tidiness.	Full driving license
		Horticultural experience as part of a further education course.
Skills:	Able to work as part of a team Able to work autonomously	Able to work to established procedures.
	Good verbal communication skills	

Other skills (please specify)		Full driving license
Other requirements (please specify)	Willing to work flexible hours (including weekend working).	

**Apply at -
Careers - James
Hutton Group
(cloudonlinerecruitment.co.uk)**



JOB DESCRIPTION

Job title: **Apprentice Stockperson Modern Apprentice**

Grade: A

Group: **FCS: FARM, FIELD AND GLASSHOUSE. Based at Glensaugh, Laurencekirk, Aberdeenshire**

Reporting to:

Staff reporting to post holder: N/A

Main purpose of job: **This job will be undertaken as a Modern Apprenticeship and so it is recognised that the post-holder will be undertaking appropriate in-house and external training and development.
To assist under supervision with all work undertaken by the Glensaugh livestock team and to gain experience in animal husbandry and the various tasks required.
Work as part of team providing general support to the science group.**

Main duties of post holder: **To undertake training both internally and externally and learn practical skills required to successfully gain a modern apprenticeship.
To receive training in all aspects of the work required to be undertaken by the farm team.
To assist the team in all aspects of livestock work.
To assist with field research, including grass field trials, sowing, maintenance and harvesting operations.
To assist with tree planting and the longer-term maintenance of our forestry compartments
To assist with fencing operations and the on-going work involved with maintaining the wider estate.
To assist with the maintenance of the machinery and equipment used on site.
To understand and comply with health and safety regulations, the James Hutton Institute Health & Safety policy and specialist safety procedures appropriate to Glensaugh Farm.
Any other duties as required.**

PERSON SPECIFICATION - Apprentice Stockperson Modern Apprentice

	Essential	Desirable
Attainments:		
Education/ qualifications	National 4/5's	Highers
Experience:	Knowledge of and must show a clear affinity of working with livestock	Experience working with sheep or cattle
		Tractor driving experience
		Quad bike handling experience
Skills:	Able to work as part of a team Able to work autonomously	Able to work to established procedures
	Good verbal communication skills.	
Other skills (please specify)	Full driving licence	
Other requirements (please specify)	Willing to work flexible hours including seasonal overtime (including weekend working).	

**Apply at -
Careers - James
Hutton Group
(cloudonlinerecruitment.co.uk)**



MEET OUR APPRENTICES...



MODERN APPRENTICESHIPS – Work, Earn, Train & Learn!

Courtney's Story: Finding a different career path with Dundee City Council



Courtney Bayne
Assistant Health & Safety Adviser

Professional Qualifications undertaken as a Modern Apprentice:

Occupational Health & Safety SVQ3
Technical MA - Occupational Health & Safety SVQ4
NEBOSH General Certificate
Scholarship for NEBOSH Diploma

In October 2018, Dundee City Council employed their first Modern Apprentice in Occupational Health & Safety. Courtney Bayne, at 17, had just left school and impressed the interview panel with her passion, genuine interest and knowledge.

Courtney achieved her SVQ3 in Health & Safety in record time and was appointed a permanent post as Trainee Health & Safety Adviser. As part of workforce and succession planning, Courtney was supported to undertake further development and completed the NEBOSH General Certificate. This allowed her to be promoted to Assistant Health & Safety Adviser. During Review and Personal & Professional Development discussions, Courtney agreed to progress her learning through the Technical Modern Apprenticeship at SVQ4 and has just recently completed this.

At the same time, Courtney was encouraged to apply for the inaugural Michael Adamson Scholarship to undertake the NEBOSH National Diploma for Occupational Health & Safety Management Professionals which, like the SVQ4, is a degree level qualification and a route to a Master's degree. Courtney again impressed the panel with her application and is one of only 2 UK candidates to receive the Scholarship.

The prestigious Scholarship is named in memory of Michael Adamson who lost his life in a preventable workplace incident. On Thursday 4 August 2005, Michael Adamson left for work and didn't make it home. He was 26 years old. Michael suffered a fatal electrocution at the 'fall hands-on deck' job he'd been called to. The aim was to get a sports store and gym complex ready for handover to a client the next morning before penalty clauses kicked in.

His 'big sister' Louise, is now dedicated to sharing Michael's story and campaigning for better occupational health & safety everywhere.

Courtney said, "I was coming to the end of my school years and I wasn't sure what career path I was going to take. All my friends wanted to go to University and knew exactly what they wanted to study. After much deliberation, I decided I wanted to pursue a career in health and safety as my granny was also involved in a workplace incident which could have been prevented. I told my friends and they laughed at me, as they thought I was joking, as this isn't a typical career choice for a 17-year-old. I didn't let this stop me. I soon realised that it may be harder than I originally thought, as health and safety isn't a course you can study locally at University. However, I was determined, so began looking at alternative routes. I came across a health and safety Apprenticeship with Dundee City Council. I applied, was successful and appointed as Health and Safety Modern Apprentice.

Despite being satisfied with the route I chose, I would have loved to have had the opportunity to gain a University level qualification in health and safety, whilst being in full time employment. The NEBOSH scholarship and SVQ 4 now allows me to attain this goal!"

Courtney is well known and respected in the Council as a Health & Safety professional.

Courtney's story is a shining example of the effectiveness of the Modern Apprenticeship scheme and how progression can be swift and impactful. Courtney intends to move into a Management position in future..... watch this space! - Courtney Bayne, Dip NEBOSH.

Courtney's achievements were recognised by the Courier Business Awards as the winner in the Apprentice Award category on 30th October 2021.



MEET OUR APPRENTICES...

MODERN APPRENTICESHIPS – Work, Earn, Train & Learn!

Dylan's Story: "I liked the idea of learning on the job."



College with the guys 2017
(that's me in the middle red top!)

Dylan Wright
Assistant IT Officer – Security Team

Professional qualifications:

Diploma in IT & Telecommunications for Professionals (SVQ 3) and BSc Honours in IT Management for Business.

Dylan started as a Modern Apprentice with Dundee City Council IT Service in 2015 and completed his 2-year Apprenticeship in 2017. He attended Dundee & Angus College on day release for some of the technical aspects but the bulk of his SVQ was achieved in the workplace based round the actual work tasks he was undertaking. As a very practical person and kinetic learner, Dylan felt the vocational qualification would better suit his learning style and provide invaluable, real life work experience. On completing, Dylan gained a post as IT Assistant in the Infrastructure team and when the Graduate Apprenticeships at University of Dundee commenced that same year, he was offered a space with the first cohort on the IT for Business Management Honours degree programme. Dylan said "I never really considered degree level study – didn't think it was for me". He was encouraged to apply and seized the opportunity.

Initially in the Infrastructure team, Dylan moved to the Security team in 2018. In this role he undertakes cyber security tasks, analysing threats in real-time and taking important measures on mission critical systems, making decisions and suggesting guidance to pass on to our customer base and the business stakeholders. Dylan's important work helps the organisation meet its objectives on a number of levels including continually improving and innovating in our IT provision.

Dylan has developed his skills and knowledge significantly during the course of his Graduate Apprenticeship programme. In moving to the Security team, he has picked up new processes and procedures in very tight time scales. His enthusiastic willingness to learn and undertake new tasks has broadened this knowledge, ability and confidence. An example of this is that of SSL Certificates which help secure the Council's numerous websites and systems. Due to circumstances within the team Dylan, who only had a little involvement in the Certificate process, was asked to pick this up. In a very short space of time he demonstrated the ability to complete the full process for the creation/renewal and installation of SSL Certificates, this allowed him to improve his knowledge and skills and now the team has an additional person able to do this work.

Dylan now has a lead role in our AI Cyber defence platform, this work will fit well with his MSc study and will bring further benefits not only to Dylan as he gains new skills and knowledge, but also to the IT team and the Council where he will have an important role into the future and meeting organisational objectives in cybersecurity setup and protection of our systems.

During the Covid 19 pandemic restrictions, and because of his knowledge and confidence, Dylan volunteered to accompany an IT Officer colleague to different sites around the city helping to rectify a severe security issue. This involved visiting over forty different locations around the city, replacing various pieces of equipment and ensuring the business was kept running at these sites. Much of this work was sheltered accommodation requiring different configuration setup and special considerations. This task was crucial to allow Wardens to continue their work - this is a credit to Dylan's professionalism, work ethic and passion for the work.

With increased confidence, Dylan has taken over roles from colleagues on securing websites via certification creation and moving forward, ensuring these servers are secured to the highest levels of cryptography which allows the websites to run seamlessly for members of the public and employees alike. Other tasks he is responsible for include the scanning of the council's infrastructure, making sure that vulnerabilities are patched proactively, guaranteeing our estate is kept secure; working on firewalls and web servers making access available for the departments in order to maintain the Council's frontline services.

Dylan would agree that gaining his Honours degree is his biggest achievement in work and is looking forward to the Graduation ceremony in November. Dylan has a wonderful personality and is an excellent communicator – a priceless skill in dealing with customers who are often frustrated by IT issues, Dylan's calm and dependable demeanour is very reassuring in troubled times. He has brought a fresh outlook and enthusiasm to the team, his new ideas and suggestions coming from his study and on-going experience.

OTHER CAREER OPPORTUNITIES CAN BE FOUND AT

- [HOME | MYJOBSCOTLAND](#)
- [S1JOBS: BROWSE 6211 JOBS IN SCOTLAND](#)

If you are interested in entering the world of work as an Apprentice with Dundee city council contact either:

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Shonagh Fenton Vocational Training Coordinator

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