



Council of the  
ISLES OF SCILLY



# APPRENTICESHIPS AT THE COUNCIL OF THE ISLES OF SCILLY

Earn While You Learn!

Find and apply for vacancies throughout the year:

[www.scilly.gov.uk/council/jobs-council](http://www.scilly.gov.uk/council/jobs-council) | Email: [HumanResources@scilly.gov.uk](mailto:HumanResources@scilly.gov.uk)



# Apprenticeships at The Council of the Isles of Scilly

The Council of the Isles of Scilly apprenticeships offer jobseekers the opportunity to start their career within local government.

As an apprentice, you will receive training co-funded by the government, therefore avoiding the large debts often associated with university courses. You will earn a wage whilst gaining new skills. Benefits include paid holidays, pension and flexible working arrangements. On-the-job work experience will put you ahead of the competition.

You will work towards a nationally recognised qualification whilst receiving direct support from your team and training provider.

Our apprentices work alongside experienced staff throughout the council, learning at a pace that suits each individual.





# Key Benefits of An Apprenticeship

We want to support you and invest in your future career and aspirations through our apprenticeship scheme. Apprenticeships allow you to gain new skills with on-the-job training and recognised qualifications.

As an apprentice, you will gain the technical knowledge, practical experience and wider skills you need for your job and future career. These are gained through learning in the workplace, for example, shadowing and working alongside experienced staff, formal off-the-job-training and opportunities to practice new skills in a real work environment.

## As an apprentice you can:

- **Earn while you learn** – gain a qualification while working in a real job
- **Receive a recognised qualification** – apprenticeships can include professional qualifications alongside your apprenticeship
- **Receive personalised support** – work-based mentors, managers, assessors and fellow apprentices all offer a support mechanism to achieve your apprenticeship
- **Develop your skills** – apprenticeship qualifications offer three areas of learning: skills, knowledge and behaviours
- **Follow a structured training programme** – all apprenticeships follow a structured programme over a period of time. Some are day release, some are block release and some are flexible learning. We aim to ensure the off the job training delivery involves as little mainland travel as possible.
- **Improve employability** – when you have an apprenticeship, employers know you have had to prove the knowledge, skills and behaviours associated with the job
- **Learn transferable skills** – as well as studying for your qualification you will develop in other areas such as presentation and communication skills, team building and interpersonal skills.



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# Case Study: Jacob Pursglove

## Level 3 Marketing Assistant Apprentice

**My name is Jacob Pursglove, I am currently working for the Council of the Isles of Scilly Corporate Properties department.**

In 2020, I was working for the Council's Customer Hub, and was helping to manage a number of social media sites and webpages. I also helped produce posters for a few different departments to advertise their services. I asked if I could be put on some training to help with my marketing skills, and I was offered to be a part of a Level 3 Marketing Assistant Apprenticeship through Truro - Penwith College. I was extremely grateful to be offered a placement, as I had been hoping to do something similar for a long time.

This was the same year that Coronavirus took hold of the world, and it was also when online video calls and the like really took off. Due to this, I was able to take part in this apprenticeship mostly online, something that I was extremely thankful for. My wife had given birth earlier in the year, and I didn't want to have to juggle work and travelling to the mainland with a new baby.

I took part in a weekly online lesson, and had time out of my normal work schedule to work on the apprenticeship assignments. I also had the option of going to the mainland for some practical seminars, which I took part in to learn more on video editing and producing good PowerPoint presentations.

I completed my Apprenticeship in March 2022 with a Pass.

The apprenticeship was really rewarding, I learnt a lot from the taught sessions, and was able to put my new skills and knowledge into practice to enhance my social media posts, improve my design work, and help me in my copywriting for Council documents and emails.

I would highly recommend an apprenticeship through the Council of the Isles of Scilly. It gave me essential skills that I still use in my current role and it enabled me to continue with my day to day work but also still be able to spend time with my family.



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Apprenticeships



# Case Study: Michael Kershaw

## Level 3 Team Leader Apprentice

**My name is Michael Kershaw and I started working for the Council of the Isles of Scilly almost 3 years ago. My job role is Supervisor for the Maintenance & Repair team.**

I am undertaking a Level 3 Team Leader Apprenticeship which I started in October 2024. I chose this particular qualification as I felt that it would help me achieve my goals within the Council whilst also teaching me essential skills that I can take with me throughout the rest of my career. When the opportunity arose for me to do an Apprenticeship the offer was simply too good to turn down!

As part of the 'off the job training' I am able to use most Fridays as a study day which allows me to join the taught sessions through Teams video calls. I also use this time to research, write assignments and do anything else apprenticeship related. This is great as it means I am able to complete the apprenticeship during work time. It also means I don't have countless trips to and from the mainland, which with a growing young family, would have been very difficult. I really appreciate the way the apprenticeship has been structured as it allows a great work / life balance.

Taking the Team Leader qualification has really opened my eyes to the different structures of businesses and a whole range of other things that I hadn't considered before, such as leadership styles, company values and organisational cultures. It's made me much more confident in my role as Supervisor as it's the first time I've had any formal training that benefits me in my role. I can also immediately apply what I've learnt in the sessions in my day-to-day work. I'm very grateful to the Council for offering me this opportunity.

I would highly recommend an Apprenticeship to anyone within the Council as it has already been an incredible benefit to me, and I haven't even completed the course yet! The skills and knowledge you learn will serve you a lifetime.



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# FAQ's

**How long do apprenticeships take?** Depending on the level of apprenticeship, we offer permanent or temporary employment which provides enough time to complete the qualification and gain valuable work experience. Some can only take 8 months to complete, some higher level apprenticeships can take up to 5 years!

**What are the entry requirements?** Anyone who is 16 years old and over can do an apprenticeship. Each vacancy sets out what the role will entail and whether it would be useful to have any particular interests and any additional requirements relating to the job.

**Is there supervision and support?** You will have regular meetings with your manager and also be offered a workplace mentor. They will be your contact to discuss issues such as your future aspirations and career advancement, as well as any wellbeing or work based issues that arise in the course of your apprenticeship.

**How much study time is there?**

The apprentice must spend at least 20% of their normal working hours over the planned duration of the apprenticeship practical period, on off-the-job training. This means that the minimum requirement, for apprentices working 30 hours or more per week is an average of 6 hours of off-the-job training per week.

**Do i have to attend college or university on the Mainland?**

Depending on the apprenticeship, you may need to attend face-to-face, online and/or recorded lectures. Delivery may be weekly, fortnightly, monthly or by block-release. Given our location, we will work with you and the training provider to ensure the most suitable delivery method and ensure as little mainland travel as possible.

**How do I apply?**

You can either apply for a specific apprenticeship vacancy that will be advertised on the Council of the Isles of Scilly website. Alternatively, the majority of our non apprenticeship vacancies will provide you with the opportunity to undertake training once you are in post.



Thinking of an apprenticeship at the Council of the Isles of Scilly?

Here are just some of the benefits which we are able to offer to our employees:

**A competitive salary**

**Eye care voucher scheme**  
**A generous relocation package for eligible candidates**

**Defined benefit pension scheme**

**Family friendly leave, pay and working arrangements**

**Generous Holiday allowance**

**A free confidential and impartial counselling service**



# Council of the Isles of Scilly Potential Apprenticeships

Far from any preconceptions you may have, The Council of the Isles of Scilly is an innovative, fast-paced place to work. We can offer a range of career opportunities as well as a healthy, safe and vibrant place to live and work.

These are just some of the possible apprenticeship opportunities that could be delivered through the Council of the Isles of Scilly. If you'd like to find out more please just get in touch at [HumanResources@scilly.gov.uk](mailto:HumanResources@scilly.gov.uk)



## Children's Services

L2 Early Years Practitioner  
L4 Early Intervention Practitioner  
L5 Early Years Lead Practitioner  
L6 Social Worker (Integrated Degree)



## Procurement

L3 Procurement and Supply Assistant  
L4 Commercial Procurement and Supply  
L6 Senior Procurement and Supply Chain Professional



## Planning

L4 Town Planning Assistant



## Regulatory Services

L 3 Animal Care and Welfare Manager



## Corporate Property & Housing

L4 Construction Quantity Surveying technician  
L3 Housing and Property Management  
L4 Senior Housing and Property Management  
L4 Asset Manager



## Adult Social Care

L2 Adult Care Worker  
L3 Lead Adult Care Worker  
L4 Lead Practitioner in Adult Care  
L5 Leader in Adult Care  
L6 Social Worker (Integrated Degree)



## Human Resources

L3 HR Support  
L3 Learning and Development Practitioner  
L5 People Professional



## Learning, Leisure and Customer Service

L3 Team Leader/ Supervisor  
L2 Leisure Team Member  
L2 Customer Service Practitioner



## Democratic and Corporate

L3 Business Administration



## Environment Services

L2 Property Maintenance Operative  
L6 Environmental practitioner





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Apprenticeships