

APPRENTICESHIP & INTERNSHIP CHARTER



Recognition, Inclusion and Treated Equally

As Apprentices & Interns we will:

- Be included and treated equally in our teams
- Be respected by others
- Treat people with respect and kindness
- Demonstrate the council's values
- Be asked for our ideas and given opportunities to contribute

As Managers of Apprentices & Interns we will:

- Treat you with the same respect as other work colleagues
- Be shown respect by you
- Ask you for your views
- Help you to develop as a person in line with our values



Build Relationships & Networks

As Apprentices & Interns we will:

- Meet peers, share our experiences and learn together
- Learn how to build professional and positive working relationships
- Be a successful role model

As Managers of Apprentices & Interns we will:

- Create opportunities for you to engage with peers, colleagues, mentors, customers, managers, learning providers and experts
- Help you to build sustainable relationships for the future



Integrity, Honesty & Commitment

As Apprentices & Interns we will:

- Show integrity by being open and honest
- Show we are reliable by working hard, turning up and being engaged
- Be curious about our learning and our jobs
- Be customer and service focussed
- Show initiative and work together with people
- Commit to achieving our learning

As Managers of Apprentices & Interns we will:

- Help you to build your credibility in the council
- Work with you to improve your confidence in the workplace
- Support you during difficult times
- Be open, honest and supportive to you about your progress
- Support you to develop throughout your time with us
- Provide you with employability support



Opportunities to Learn

As Apprentices & Interns we will:

- Take the opportunities on offer to learn on our own or in a team
- Commit to learning key behaviours and skills
- Speak up and share your thoughts - this helps us and others to learn

As Managers of Apprentices & Interns we will:

- Listen to you about the learning you would like to have
- Provide opportunities for you to learn, develop and prosper in your job
- Give you the chance to use your skills in other areas of the council
- Provide good quality learning through your job and training provider



Focus on Future Career

As Apprentices & Interns we will:

- Explore and be curious about the progression routes on offer to us
- Engage with support provided to improve our chances of employability
- Take opportunities which suit us best
- Prepare for the next stage of our careers

As Managers of Apprentices & Interns we will:

- Prepare you for opportunities after your apprenticeship or internship with us
- Offer progression routes such as jobs, internship and apprenticeships
- Showcase different careers in the council
- Help you make an informed choice



Inspire Personal Development with Mentoring & Supervision

As Apprentices & Interns we will:

- Invest in our own personal development to achieve more
- Engage and contribute with our mentors and in meetings

As Managers of Apprentices & Interns we will:

- Invest in your personal development through our mentoring programme
- Support you to achieve the best you can in your role and grow in confidence

OUR VALUES

