



# Apprenticeships

At Re, we are committed to recruiting and developing apprentices - they are a **valuable** part of our workforce and the **future** of our company.

## Why choose an apprenticeship?

An apprenticeship is an exciting way to start your career and will provide you with many opportunities, including:

- > a career path so you can progress in the company, the industry and/or the wider world of work
- > a salary and the potential for this to increase as you progress
- > the achievement of nationally recognised qualifications while you work
- > on and off the job training
- > the support and guidance of a dedicated Mentor
- > working alongside skilled and experienced colleagues who can show you the ropes
- > involvement in live and exciting projects
- > real responsibilities

## Who is Re?

**Re (RegionalEnterprise) is a joint venture partnership between Capita plc and the London Borough of Barnet.**

Capita plc is one of the largest companies in the UK, with over 60,000 employees, providing lots of opportunity for progression within our group. At Re we recognise that people are at the heart of everything we do and we foster an environment where staff are all encouraged to achieve their full potential.

## What is involved in an apprenticeship?

**Each apprenticeship is made up of:**

- > **A knowledge based qualification**  
e.g. Level 3 Diploma in Construction & the Built Environment or Certificate in Principles of Business and Administration
- > **A work based learning qualification**  
e.g. NVQ in Surveying, Property & Maintenance or NVQ Certificate in Business Administration
- > **Key skills**  
e.g. communication, application of numbers, information technology, working with others, improving own learning and problem solving.



You will typically access our **online learning portal** in order to receive your training, with **your assessor visiting once a month to review progress.**



The rest of your time will be spent in the business where you will be **working on real projects and learning from more experienced colleagues.**



## What types of apprentices does Re recruit?

We recruit a variety of apprentices to suit the type of work Re is involved in. Typically, we will look for: project management; building surveying, business administration, and civil engineering apprentices, amongst others.

## How will I be supported on the apprenticeship?



Each apprentice will be allocated a Mentor from the business who will be a more experienced colleague to provide a friendly face and helping hand to support you through your apprenticeship.

You will have regular reviews with your Mentor and your Line Manager where they will provide you with some feedback so you know how you are doing and can identify any development areas and activities to help you progress.

In addition to your apprenticeship training, you will also be invited to join your colleagues and take part in any relevant company training that is organised.

## How do I know what apprenticeship opportunities are available in Re and how can I apply?

### All of our apprenticeship vacancies are advertised at:

- Capita website ([www.capita.co.uk](http://www.capita.co.uk))
- National Apprenticeship Service website ([www.apprenticeships.org.uk](http://www.apprenticeships.org.uk))

You can apply online at either of these websites.



## What qualifications do I need to apply?

The level of qualifications required will be dependent on which apprenticeship vacancy you are applying for and full details will be included on our website. If you are applying for a Level 3 Apprenticeship, you will need a minimum of 2 A Levels at good grades.

## Contact

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