



Apprenticeships

with Re

An apprenticeship is an exciting way to start your career and can provide you with many opportunities. At Re, we are keen to recruit and develop apprentices; they are a valuable part of our workforce and the future of our company.

Barnet Council entered into a **joint venture (JV)** with Capita in 2013. Re (Regional Enterprise) Limited was established to **improve and deliver a range of services**. Together Re and Barnet Council are providing new ways to deliver and improve these services, **bringing together the best of the public and private sector**.

Re is **supporting apprenticeship initiatives** through our work with external partners, with more than **300 apprenticeship placements** in total agreed across the London Borough of Barnet, and by **directly employing** a number of its own apprentices in a variety of its business areas.

At Re, we are keen to recruit and develop apprentices - they are a valuable part of our workforce and the future of our company.

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.



As an apprentice at Re, you will be **allocated a mentor from the business** who will be there to support and guide you through your apprenticeship.



In addition you will also be invited to join other Re colleagues and take part in **any relevant company training**.

Meet our apprentices



Katie McDermott

Project Management Apprentice

Katie is training in Level 3 Business and Administration. Katie is supporting the Regeneration Development Projects and is currently focusing on one of the largest projects, Grahame Park and Colindale.

Katie started her apprenticeship working on general administration tasks and supporting others. She is now completing more complex excel spreadsheets, taking minutes for project meetings on site, consulting with residents regarding the impact of the regeneration projects, and working with developers and contractors. Katie has made a great start with her Apprenticeship in the area of Regeneration, learning about Business Administration and Project Management.

Carolyn Roche, Programme Support Manager said:

"Katie is a great additional resource to the team. Her enthusiasm has been a real benefit to our work."

I am really enjoying my apprenticeship in Barnet. I find the projects very interesting to work on, so this increases my enthusiasm within the work place. Every day I am gaining more knowledge of project management and the regeneration work going on within Barnet. I really appreciate this opportunity that has been given to me.



Alexander Nicolaou

Project Management Apprentice

Alexander Nicolaou, is a Project Management Apprentice with Capita. He is training in Level 3 Business and Administration and is also learning Project Management skills. Alex is currently supporting Regeneration Development Projects currently focussing on West Hendon, Dollis Valley and Granville Road.



I am enjoying my apprenticeship, everyone is very supportive, and this has allowed me to feel part of the team. I am learning new skills each day and I am gaining more knowledge on project management and Barnet itself.



Alexander started his apprenticeship working on general administration tasks and supporting others, he is now completing council tax reports, taking minutes for project meetings on site, consulting with residents regarding the impact of the regeneration projects, and working with Developers and Contractors. Alex has made great progress with his Apprenticeship and is a valuable member of the team.

Carolyn Roche, Programme Support Manager, said:

"Alex has already become a valuable member of the team. Alex has made a great start with his Apprenticeship within Regeneration, learning about Business Administration and Project Management."

To find out more about our apprenticeship opportunities, visit:

www.capita.co.uk

www.apprenticeships.org.uk

Contact

Lisa Anderson
 lisa.anderson@capita.co.uk
 07795 476 148