**Spotlight On … Ipswich Borough Council Apprenticeship Development Programme**

How are you supporting apprentices to grow in their role?

In recognition that apprentices can often be new to the workplace, and many are keen to develop their key employability skills needed to be successful in the world of work, Ipswich Borough Council have produced their own Apprenticeship Development Programme, open to all apprentices working at the Council.

The programme has been designed to enrich apprentices’ work experience during their employment with Ipswich Borough Council and also equip them with a range of skills relevant to the world of work. It provides apprentices with opportunities for self-reflection and to identify further development requirements. Moreover, it can contribute towards apprentices’ 20% Protected Learning Time while complimenting and supporting their apprenticeship studies with training relevant to their qualification.

Sarah Ellis, Learning and Development Manager said:

“The programme comprises workshops throughout the year, available to all our apprentices, on a range of topics relating to the world of work, with the aim of enhancing their experience with us while equipping them with valuable employment skills.  For example, time management, communications skills, etc.  Each apprentice also has the opportunity to learn their Belbin Team Role preference and receives their personal Belbin Get Set report.”

As part of the programme and ongoing support for Apprentices, they are also each assigned a mentor, usually a colleague or a manager who supports them in acquiring the knowledge, skills an behaviours required of their apprenticeship qualification.

If your Council is in the process of developing or redesigning your own programme, please do get in touch with [emma.grant@eelga.gov.uk](mailto:emma.grant@eelga.gov.uk)