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Councillor McEwan welcomes you to Darlington Jobs Fair

The roles they have on offer can be very different to what you'd expect, and you may find your perfect job in a surprising place.

Speaking to representatives at the event is also a good way to get a feel for different organisations and their culture. This will help you to identify businesses and organisations which may be a good fit for you and your life. It's also a great opportunity for employers to get to know you. Research shows that personal connections are really important when looking for employment, and the conversations you have today could support your job applications in the future.

Hello and welcome to Darlington Jobs Fair!

Darlington Jobs Fair is considered one of the leading recruitment events in the North of England.



This week is National Apprenticeship Week. Please talk to our exhibitors to find out about local opportunities to learn while you earn.

Attracting top employers from both public sector organisations and private businesses, the event is a fantastic way for you to find out about the wealth of opportunities available in and around Darlington, whatever your age, interest, background or skill level.

Over the last year, we have been working hard to attract new and varied businesses to the town and to generate high quality, secure, well paid employment opportunities for local people. Around 100 local employers from industries including healthcare, life science, construction, engineering, professional services, manufacturing, retail, transport and logistics, will be on-hand throughout the day and I would encourage you to speak to as many of them as possible.

We know that for some people, finding work, or getting the job they want, can be more difficult. If you need help, please visit our support hub today.

There are a number of organisations ready and willing to give advice and guidance on getting work and issues like benefits, transport, childcare, disability and health conditions.

Local education providers will also be available to help identify appropriate learning opportunities and training to support you in your job search, including information on apprenticeships.

We hope today's event is a helpful step on your journey to getting the job you want and wish you every success for the future.

**Councillor Chris McEwan,
Cabinet Member for Economy,
Darlington Borough Council.**

Tell us about your experience at today's event

Please tell us about your experience at today's event. A short survey is available to complete online at

<https://eu.surveymonkey.com/r/24DJF01SE>

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“Hello, I’m Paul and I’m the HR Manager from Darlington Borough Council. I’ve just reached my first-year work anniversary of being employed at the Council and it’s gone so quickly.”

“During this time, I’ve had the opportunity to meet and observe the great work colleagues do within our diverse workforce. It’s also been my pleasure to talk to people who joined the Council as Apprentices and have gained trades, qualifications and experiences which have enabled them to progress their careers.”

“An example of someone joining the council and starting their career as an apprentice is Jamellia Greenhough-Lee, you can read about her experience below.”

“Thanks to stars like Jamellia we celebrate National Apprenticeship Week because we know from experience it is a great way to attract and develop talent for now and the future.”

“Darlington Jobs Fair is not just focussed on attracting apprentices,

we also have other opportunities so please talk to my colleagues, who will be available during the day to answer any questions you may have about current vacancies.”

“At Darlington Borough Council we have been part of an initiative to shape a recruitment campaign with other Councils in the North East. The aim of this is to attract people to consider changing their future and embracing new opportunities within local authorities.”

“This innovative pilot seeks to benefit and enhance the good work that authorities are doing in the North East to attract new talent and share learning with the local government sector.”

If you would like more information or details of current vacancies, visit our Jobs and Careers home page www.darlington.gov.uk/jobs-and-careers or just Google DBC Jobs.

Paul Campbell

HR Manager Policy, Strategy and Organisational Development

Case study Jamellia Greenhough-Lee:

“During my time at Darlington Borough Council, I’ve worked with both the Housing and Learning & Skills teams. Both have been very supportive places to work. As an apprentice, I learned some very valuable skills that I was able to take with me to my new role in Learning & Skills.”

“The main thing I enjoy about my job is the community. All the staff really care about what they are working towards, and all really want to help as best they can. Internally, I am supported throughout and treated equal to my peers who may have been here longer.”

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How to give a great elevator pitch



Time is a precious commodity, and most people don't have enough.

In the workplace time is money, or at least the loss of it, so employers are likely to be very busy people and always running against the clock.

If you are privileged enough to be invited to meet them then it is essential to get your messages over as quickly as possible.

This is where an 'elevator pitch' is a useful tool. So, what is it?

An elevator pitch is a brief - between 30 and 60 seconds - way of introducing yourself, getting across a key point or two and making a vital connection with the person you are striving to impress. Imagine riding in an 'elevator' with someone and that's all the time you have.

A typical elevator pitch includes the following:

- who you are
- what you do, highlighting your unique selling points
- address what the business is looking for and how and why you are the person to fulfil the brief.

It is important to get the balance right so be positive and persuasive with your limited time without being boastful.

If you are wondering how you sound, deliver your speech to a friend or record it so that you can be sure that your message is clear.

After introducing yourself, outline your interest and explain why you are the person for the job, highlighting any ideas and potential solutions to issues, using any examples of previous successes you have enjoyed. Tell them what makes you unique and suggest a convincing call-to-action or outline your career goals.

Leave your elevator pitch for a while then go back with fresh eyes later to edit what you've written. Add a good conversation-starter at the beginning if you can and practise your pitch.

The response to avoid from your audience is 'so what', so make your pitch compelling and intriguing.

If you feel the pitch is failing, then prompt your audience into asking questions to keep the conversation going.

Some employers might use the STAR interview method which stands for Situation, Task, Action, and Result. This means they want to know how you react under pressure to a variety of situations and how you have dealt with scenarios in the past.

Situation - is the event, project, or challenge you faced

Task - covers the responsibilities and assignments tackled

Action - is the procedure taken to relieve or rectify the situation

Result - the final outcome.

Behavioural questions used in STAR may start 'tell me about the time you...'

By breaking it down this way, the STAR method allows you to discuss your reasoning, show that you can work systematically and logically, examine any possible weaknesses and work in a way that ensures a successful outcome.

Even if you have no work experience, behavioural questions and answers can be associated with other situations, such as college or university projects or volunteering.

The process is an excellent way for you to examine what you have achieved so far and the skills you have developed, many of which you might be taking for granted.

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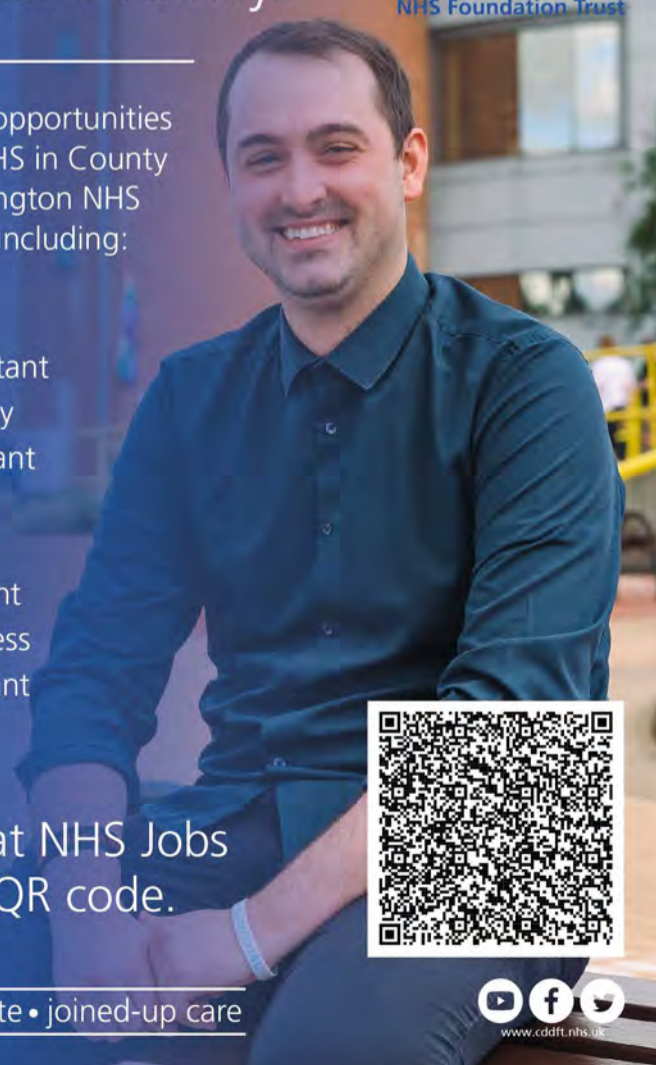
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Interview Techniques

If you have reached the interview stage of any job vacancy, then you must have already impressed the employer with your application.

But the job is not in the bag yet. Below is a useful checklist.

Preparation is key. Research the company by visiting its website. Get a 'feel' for what drives its senior management - the company aims and ethos - so take note of the 'About Us' section and the boss's 'Welcome'.

Insight. Through your research you will also gain a valuable insight into working conditions and their culture and language, so you can use their phrases in the interview and sound knowledgeable.

Social media. Make sure your social media platforms are 'appropriate' as they will research you online.

First impressions are key. They could make a decision on you within the first 15 seconds and the 'pre-interview chat' is very important.

Smile - you are on show! From the second you enter the room smile and look interested. Offer your hand for a handshake. Accept any

offers of a drink as it will give you time to relax. Ask them how they are. Respond to their welcoming questions which will be non-job related.

Hobbies. They might ask what you do in your spare time. Try to have something interesting to talk about especially if it is your passion.

Make sure your shoes are clean as well! Feedback from many local business owners is that jeans are not considered appropriate for interviews.

Tips to stay on track when dealing with an unsuccessful application include:

- try to remain positive and understand that the application process is competitive
- stay engaged with the application process and continue searching for vacancies
- seek some help and support with the application process through friends, family, teachers or career advisers
- visit employer websites and find out more about their recruitment process
- ask for feedback on the application and understand the areas that need improvement.

Speak. Your interviewer(s) are desperate to learn as much as they can about you. Do your best to answer their questions and if you struggle with any, throw it back to them with a "sorry, can I just double-check what you mean?" which gives your brain time to catch up and may result in them rephrasing the question to make it clearer.

Tell them what you have done. Try and steer the conversation to extra work you have put into studies, any work experience completed, any charity or voluntary work carried out, any awards won.

Dress code. Look smart and well-groomed as it indicates you have made an effort. A smart shirt or blouse, with smart trousers or skirt.

What do you think? You might be asked your opinion on any subject. Try to be balanced, offer a view from both sides and don't be too radical or extremist.

Questions. Have at least three questions prepared to ask at the end of the interview. A good starting point is "I have noticed on your website ... so what is...or how does that work?" because this shows you have done your research.

Don't slip up. Interviewers know that candidates relax once the formal interview is over. Stay on your guard until you have left the building.

Follow-ups. Don't be afraid to follow up the interview with a phone call saying how much you enjoyed the experience and asking when you are likely to hear back.

Feedback. If you don't get the job, don't be angry, there could be other vacancies coming up at the same place in the future. Do ask for feedback as it will help you with the next interview.

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Meg, HMT

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Visit careers.slc.co.uk to find out more.



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If you would like to learn more about any of the roles available, reach out to our internal recruitment team and we will be very happy to chat.

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If you are looking for work our Work Coaches can:

Provide practical support with your job hunt

- As well as helping you to find potential jobs, your Work Coach can help you to prepare, apply, and interview. They can work with you on creating a strong CV, writing cover letters, and completing application forms until you feel more confident in doing these things by yourself. They can also help you to prepare for job interviews by coaching you on interview skills, running mock interviews, and providing feedback.

Your Jobcentre supporting our community.

Help you manage the benefits process to offer you financial support whilst both looking for and in work

- In addition to helping with job hunting, Work Coaches also manage the process of claiming benefits for their clients. They play a role in assessing eligibility and individual circumstances for benefits claims, ensure claimant details are up to date, providing advice for claimants on how to manage their finances effectively, and offer support if there are any issues. Your Work Coach can also signpost you to other services that may be helpful, from debt advice to housing support or mental health services.

Help you find jobs and opportunities to gain work or further your career

- Our Work Coaches help jobseekers to identify their skills and strengths, and to find suitable job opportunities based on their interests and qualifications. When you first meet with your Work

Coach, they will likely start the conversation by discussing your career goals, experience, and skills. This process is designed to help you identify what you're best at and consider how those skills might be applied in different job roles.

Provide relevant training at no cost to yourself

- They can also help you to work out any areas where you might need to improve your skills or gain additional qualifications to make you a more competitive job candidate. Work Coaches can help you to find training programmes and opportunities. There are many free classes and courses available through the government, the Jobcentre, and third-party organisations, all of which can help you to build your skills, boost your CV, and land the ideal job for you.

Support you with removing or reducing barriers that prevent you from working such as funding travel costs, childcare, midlife MOTs and better off in work calculations etc

- Support to get into work and to stay in work and progress in your job, including options for combining work with caring responsibilities, boosting your pension, keeping some benefits once you start working and guidance on how to earn more money.

Provide ongoing support and advice

- Once you've found a job, your Work Coach can provide ongoing support and advice if you need it. You may still be claiming Universal Credit (as not all jobs make you ineligible for this benefit) and if this is the case, they will continue to review your entitlement and support you with any financial issues that arise. They can also advise you on navigating your new working life, solving workplace problems, dealing with health issues that are work-related or impact your ability to work, and planning for your future career progression.

If you want to explore our services or think we can support you please see us at the job fair support to work hub on 8 February 2024 or contact us on darlingtonjobcentre.dwpdarlingtonteam@dwp.gov.uk

As technology transforms society into a digital world, Darlington College is making the skills everyone needs more accessible to all



Science fiction has become fact with rapidly developing technology making all manner of electronic wizardry everyday items.

The Government has long recognised the need to brush up everyone's digital skills as technology creeps into virtually every job and career.

Darlington College has designed a course that helps everyone explore their devices' full capabilities and use technology to support them in work and at play.

Essential Digital Skills is a Gateway certificate entry Level 3 or Level 1 qualification delivered at Darlington College, or the Four Clocks Centre in Bishop Auckland, over just six days, two per week.

The five-unit course explores all aspects of everyday devices and how to get the most out of them and the internet.

Using devices and handling information seeks to increase people's knowledge of the technology and encourage them to go beyond just using smartphones for calls and texts.

Darlington College lecturer Ian Venis said: "Many older people are nervous about going online after hearing about various scams. This unit teaches them about cybersecurity and how to protect themselves. It also shows them how to use facial recognition and biometric thumb print security and how to connect to safe wi-fi and websites."

Being safe and responsible is a unit devoted to using the internet safely. It covers phishing attacks and identity theft, grooming and mal-software, such as viruses and ransomware.

Students will also be led through the various social media platforms, such as Facebook, TikTok, X, Instagram and Linked-In, showing how to use the sites safely and make the most of their benefits.

"We explain cookies and passwords and what is and isn't appropriate to post, particularly as many employers examine the social media pages of potential recruits," Ian said.

"If you are looking for work often the best way is word of mouth. Social media is very much an extension of this."

A unit on transacting is designed to give people more confidence when shopping online or completing their banking business. It examines the likes of PayPal and how to make sure websites are safe to use.

The course also looks at communicating, such as email use and using attachments including sending your CV. Many interviews are conducted over the internet so students will be introduced to video calling platforms such as Microsoft Teams, Zoom and WhatsApp, which will also help them keep in touch with family.

Creating, editing and processing will cover using Word documents, Xcel spreadsheets, PowerPoint and video editing.

"So many jobs now require digital skills," said Ian. "Anything from being a van driver using a PDA (personal digital assistant) to a nurse who uses devices instead of the old flip chart. Being able to Google search opens up a whole new world of information for people and there are so many jobs and career platforms out there that are accessed online."

"It's a brilliant course and I love teaching it. People just get so much out of it."

Our Digital Skills courses run frequently, for more information, or to apply visit www.darlington.ac.uk



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See: www.darlington.ac.uk for more



Apprenticeships - a great career opportunity



An apprenticeship offers the chance to blend academic learning with on-the-job training. Instead of acquiring university debt students are actually paid for their efforts.

These training programmes are specifically tailored to ensure apprentices develop the skills employers demand. Apprentices not only have better long-term salary prospects, but they also have excellent opportunities to progress - whether they are looking to study further or climb the ranks at the workplace.

Apprenticeship schemes are available for more than 1500 different jobs roles and are fully accepted by employers as a valid alternative to university. There are also a number of degree apprenticeships available.

Those who sign up for an apprenticeship can earn while they learn with some of the UK's biggest and brightest companies.

Good reasons to consider signing up for an apprenticeship include:

- It gives you instant access to a great company and the opportunity to impress.
- It offers the chance to gain real-world, hands-on experience,

while earning a salary and the opportunity to gain qualifications while you work even up to degree level.

- You will be learning from real industry experts.
- The skills you learn will be the ones the employers need.
- Your long-term salary prospects will be much improved, as will progression opportunities, whether this is around further study or being promoted.
- Apprenticeships allow you to learn at your pace with the support of a mentor who knows your strengths and weaknesses.
- Now highly developed, the programme comes with a network of support to help you before and during your apprenticeship.
- Advisors provide a wealth of information about learning and work, as well as offering practical advice and guidance.
- Once your apprenticeship begins, employers will support you as they will be as keen as you are to succeed.

- Your training provider will also be there to help and, if you attend college or university, there will be access to additional help and support.
- Apprenticeships are proper jobs, so all apprentices earn a salary. Apprentices work for at least 30 hours per week and can take between one and five years to complete, depending upon the level and the industry sector.
- Most of the training tends to be delivered in the workplace, which means you can use your new skills immediately to help you in your job. The rest of the training is given by a training

organisation, either at the workplace, off-site, such as a college, or via e-learning.

Apprenticeships offer a real opportunity to get ahead by boosting experience and transferable skills for which industry is crying out. Latest statistics show that one in five companies in England have a former apprentice at board level.

There is lots of additional information and guidance about application forms, CVs and covering letters on the National Career Service website; <https://nationalcareers.service.gov.uk/careers-advice#getting-a-job>

Additional support

For more information and advice on apprenticeships:

- visit www.apprenticeships.gov.uk for additional resources.
- speak to a national career service adviser by calling 0800 100 900 or using their webchat; <https://nationalcareers.service.gov.uk/webchat/chat>
- visit your local Jobcentre Plus
- visit the National Career Service website; <https://nationalcareers.service.gov.uk/>
- Visit <https://www.darlington.gov.uk/jobs-and-careers/apprenticeships/> for information on apprenticeships offered by Darlington Borough Council

**NATIONAL
APPRENTICESHIP WEEK
5-11 February 2024
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Firststop Darlington is delighted to share the exciting news of our recent collaboration with the Harrison Centre for Social Mobility, which has generously provided us with funding to enhance educational opportunities in the Darlington area. This partnership allows us to introduce essential IT and digital courses that will be accessible to the community throughout the upcoming year.

Our initiative aims to bridge the digital divide by offering complimentary classes that utilise laptops, tablets, and smartphones,

ensuring that everyone in the community can participate regardless of their technical background. This inclusivity is at the core of our mission, as we believe in providing equal opportunities for all individuals to acquire valuable digital skills.

One key aspect of our programme is the focus on practical skills that directly contribute to employability. We are committed to supporting participants in crafting effective CVs and navigating the intricacies of job searches. By doing so, we empower individuals to enhance their professional profiles and increase their chances of success in the competitive job market.

In addition to job-related support, our comprehensive programme includes classes specifically designed to help participants master various online platforms. In today's digital age, proficiency in navigating the virtual landscape is crucial, and our courses aim to foster this proficiency in a patient and encouraging environment. Whether it's understanding social media, utilising e-learning platforms, or optimising online communication, our classes are tailored to provide practical knowledge that can be applied in real-world scenarios.

As we embark on this educational journey, we are filled with excitement and optimism about the positive impact it will have on the Darlington community. Our commitment to providing accessible, practical, and empowering educational opportunities aligns with our vision of contributing to the social and economic development of the area.

We look forward to witnessing the transformation and success of individuals who participate in our courses, knowing that their newfound skills will not only benefit them personally but also contribute to the overall growth and prosperity of the community. Thank you to the Harrison Centre for Social Mobility for their generous support, and we are eager to make a meaningful difference through these educational initiatives.

To find out more visit firststopdarlington.org.uk



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Job Seekers

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We have lots of vacancies with local employers that we can match you with. We've helped over 1,350 people into jobs!

Employers

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* Cost savings for an employer are approximately £3,750 when you take into account staff time, admin and advertising etc.



 **DARLINGTON**
 Borough Council
EMPLOYMENT INITIATIVE

Darlington Employment Initiative | 193 Northgate | Darlington | DL1 1UB
 07966 347401 | steven.winterburn@darlington.gov.uk



helping people succeed

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WHEN | WHERE

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✓ 10am – 2pm

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- Take advantage of Darlington's Active Travel Hub for free walking and cycling services including:
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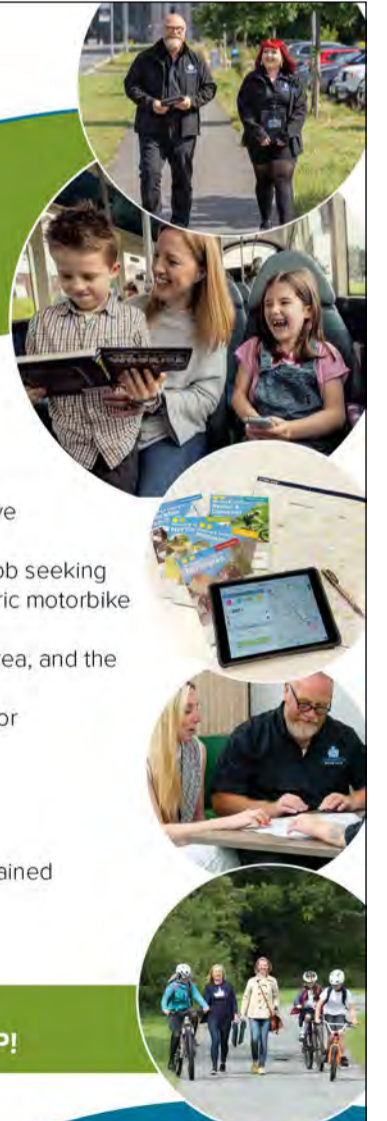
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DARLINGTON Borough Council



The importance of a good CV

Search online and there is plenty of help on how to write a CV, but prospective employers will be able to spot a template.

One size doesn't fit all, and your CV needs to be bespoke to the job you are seeking. It also has to reflect you to help it stand out from the others a company may receive.

A CV is a short, written summary of your skills, achievements and experience relating to a role you want. Employers often ask for a CV and if you are sending speculative letters to businesses, you'd like to work for you'll need to include one. They may have vacancies that aren't advertised, and a good CV will get you an all-important interview.

Think about how your skills and experience match what the employer is looking for. It is vital that you tailor your CV specifically to suit the job description and the company.

Include all your qualifications with the most recent at the top. Previous jobs, internships and volunteering experience should be listed with a brief overview of your roles and responsibilities.

Include your past employers' details and evidence of any training courses and driving licences.

Traditional CVs tend to be chronological listing work and education first, starting with the most recent experience.

Skills-based CVs focus on your job-related skills and personal qualities while technical ones, such as professions like IT and engineering, highlight the skills you have for that industry.

Creative CVs should link to an online portfolio, contain video or infographics, while academic ones can be longer.

Must haves include contact details, such as your name, phone number and email address (always use a professional sounding email). You can also provide a link to a professional networking profile, such as LinkedIn.

There is no longer any need to include age, date of birth, marital status, or nationality.

In your personal profile, think about the job and what the employer is looking for to make it sound like you are the best person for the post.

Sum up who you are and what you hope to do. Place it under your name and contact details.

Depending on where you are in your career, the education history could come next for college leavers

but, if you have been working for some time, the career details take precedence.

Include the names of your qualifications, school, college, or university and the dates you attended, the number of qualifications secured and grades if they are impressive.

Work history can include placements, volunteering and any paid jobs.

Starting with your most recent employment or experience, list your work history including employer name, job title and the dates you worked there. It is also good practice to include a short summary

References aren't necessary at this stage, but you could include that 'references are available on request'. They will ask for references if you get through to the next stage so give some thought to the best people to approach.

Employers do receive many CVs and often have to decide quickly who will be invited to interview. So your CV needs to stand out by looking tidy and professional.

The starting point must be researching the job and company and fitting the CV to it. On a practical note, use a clear font such as Arial, Times New Roman or Calibri, with a minimum size of 11pt. Use the same style throughout and avoid gimmicks such as brightly coloured paper. Your finished CV should be no more than two sides of A4.

Make it simple and quick to read by using headings, bullet points and spacing and be clear and to the point.

Always get someone else to read it because you can't see your own mistakes and double check your spelling and grammar. Save a backup copy which you can amend and adapt to future jobs.

Always send a polite cover letter with your CV explaining why you are applying for the post.

Tips to consider when writing a covering letter:

- write a new covering letter for each application you make to ensure it is targeted to that company and job
- use the same lettering and style as the CV
- ensure that the company name and recruiter details are correct
- use the right language and tone but keep it professional
- be clear and to the point
- back up any statements you make with evidence
- double check spelling and grammar
- keep a copy for reference in the interview stage.

If you're applying for your first job, focus on the skills you've learned through education, any part-time work, work experience, internships and placements and volunteering. Hobbies, interests, and achievements can also attract an employer and will provide content to discuss during any interview.

of your roles and responsibilities and some positive examples of things you have achieved using words such as organised, created, built, managed or planned.

If there are gaps in employment highlight the positive things you did during this period.

DARLINGTON Walking and Cycling Hub

Get involved with the Darlington Walking and Cycling Hub to find out more about travelling actively and sustainably in your local area, as a way to get to work, school, the shops or just for fun.

We offer guided cycle rides and learn-to-ride training, guided walks, bike maintenance courses (first Thursday of every month at South Park), Dr Bike/bicycle MOT events, and much more. All of our activities are completely free-of-charge and open to everyone.

Get in touch to find out more:

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📍 Tees Valley Active Travel Hubs
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Learning & Skills



Apprenticeships are work-based programmes designed by employers and are linked directly to job roles. They give an employee the chance to receive structured, high-quality training in the workplace and the opportunity to work towards a nationally recognised qualification. apprenticeships are offered at different levels making them appropriate for a wide group of people. This route is now regarded by many businesses as a popular alternative to Higher Education. No matter how small or large the organisation, the investment in skills development will motivate employees and the workplace will in turn become more effective, productive, and competitive.

Apprenticeships are paid jobs with the employee utilising knowledge gained to develop skills and behaviours associated with the specific apprenticeship job role in the work environment.

Apprenticeships are a great way for people looking to start a career, upskill in their current role, looking to change career or who are not currently working or in education. The success stories of apprenticeship programs are not confined to a specific sector and range from traditional trades like carpentry and plumbing to cutting-edge fields like artificial intelligence and renewable energy.

The benefits of completing an apprenticeship include:

- building experience and skills development
- earning a wage
- being exposed to industry professionals in a workplace
- a training environment with modern technology and equipment.

Darlington Borough Council has its own training provision, Learning & Skills Darlington, which not only offers over 20 apprenticeships to



internal council departments but also deliver apprenticeships to external organisations across Co. Durham, Tees Valley, North Yorkshire and beyond. They are an Ofsted 'Good' rated well-established training provider, which offers over 20 apprenticeships at three Darlington based training centres. The apprenticeships available at Learning & Skills Darlington range from level two to five and can take one to three years to complete, depending on the level and occupational area.

These apprenticeships require the candidate to conduct the equivalent of at least six paid hours per week 'off the job' training', which is not purely restricted to the classroom. Off the job training can include conducting research/ self-study, shadowing colleagues, in-house training, workshops, and other activities in which new knowledge and skills are being learnt within normal working hours.

At the conclusion each apprenticeship will require an independently assessed End Point Assessment, using a

variety of assessment methods. These methods vary across each apprenticeship but include observations, portfolio based professional discussions, knowledge tests, presentations, and case studies.

Apprenticeship sectors available at Learning & Skills Darlington include Adult Care, Business Administration, Customer Service, Early Years, Teaching Assistant, Healthcare Support, Hospitality, Warehousing, Joinery, Cleaning Operative, Early Intervention Practitioner and a range of management apprenticeships.

Whether you are an employer looking to invest in the future of your business by recruiting an apprentice or furthering the skills of your existing staff, or someone wishing to embark on an apprenticeship, Darlington Borough Council Learning & Skills can help you.

For more information please visit www.darlington.gov.uk/jobs-and-careers/apprenticeships or contact Learning & Skills on 01325 405601 or L&S@darlington.gov.uk

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WITH DARLINGTON LEARNING & SKILLS

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- CLEANING OPERATIVES
- MOTOR VEHICLE
- JOINERY
- TEAM LEADING
- MANAGEMENT
- BUSINESS ADMIN
- PLUS MANY MORE!

SCAN FOR MORE INFORMATION





There's no upper age limit to start an Apprenticeship

As long as you have the determination to learn on the job and commit to periodic classroom training, you're then ready to start your career with an Apprenticeship! Scan below to find out more and view our Apprenticeships.

Apprenticeships last between 12-33 months depending on which vocational area you are studying. You'll receive support for your maths and English too (if applicable).

You can find apprenticeship vacancies via the 'Find an Apprenticeship' website, Learning & Skills website, Tees Valley Jobs and Indeed.com. However, applications for vacancies can only be submitted through the find an apprenticeship website.









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Visit: www.darlingtondisability.org/direct-payments/what-is-a-pa

Please note: if successful with PA/Support worker the employer is the disabled person or person acting on their behalf (DAD is not the employer)

A role within DAD—we are a user-led charity that supports disabled people and carers?

Visit: www.darlingtondisability.org/about/vacancies

A chance to volunteer?

Visit: www.darlingtondisability.org/support-adults/

Darlington Association on Disability

Tel: 01325 459999

Email: mail@darlingtondisability.org



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Through strong links with partner organisations and employers we deliver a range of apprenticeships across a variety of sectors. We offer apprenticeships, higher and degree from Level 2 to Level 7.



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How hobbies can support an application

During the application process, applicants are often asked to demonstrate how they use essential skills. Hobbies and extracurricular activities are a great way to showcase these skills and experiences.



To help, we've provided some examples of which skills different hobbies can demonstrate:

Art/Photography

Creativity, eye for detail, passion, patience, idea development.

Comedy

Initiative, resilience, creativity, idea development, humour, confidence.

Cooking

Creativity, attention to detail, patience, self-expression, multitasking, fast-paced decision making.

Dance

Creativity, dedication, perseverance, motivation, resilience, discipline, confidence, self-belief.

Drama

Confidence, self-awareness, presentation skills, dedication, resilience, teamwork, communication skills, creativity.



Gaming

Communication, analytical skills, resourcefulness, adaptability, technical skills, problem solving.

Make-up, beauty, fashion

Creativity, following trends, research, techniques, interpersonal, skills, confidence, attention to detail.

Music

Dedication, creativity, teamwork, perseverance, memory, listening, collaboration, confidence.

Pet ownership

Dedication, responsibility, care, patience, time management.



Puzzles

Strategy, logic, determination, analytical skills, problem solving, perseverance.

Reading

Imagination, empathy, creativity, attentiveness.

Scouts/Guides

Initiative, teambuilding, confidence, leadership, communication, problem solving.

Social media

Presentation skills, audience awareness, self-awareness, interpersonal skills.

Socialising

Communication, interpersonal skills, planning, rapport building.

Sports/fitness

Motivation, communication, passion, dedication, teamwork, leadership, time management, competitiveness.

Volunteering

Motivation, passion, dedication, communication, interpersonal skills, networking, sense of community, empathy.



Considering teaching?

Applications for September 2024 are open!

Whether you've recently graduated or have a degree from earlier in life, if the world of teaching intrigues you, we'd love to have a chat!

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Emma, former D&T SCITT trainee

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Darlington
DL1 5QD

Tuesday 1.30-4pm
Thursday 10.30 am-1pm



Volunteer with us

Everyone has something they're good at and there are roles where you can use your skills to help us, from advisers to fundraisers, receptionist to administrators, ICT to come join our team.

Volunteers are given full training and volunteers hours to suit you and service.

If you are interesting in volunteering please contact us.
email: admin.desk@citizensadvisedrc.org.uk
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apply.cygnnetgroup.com →



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If at first you don't succeed...



Go back to the job specification; did you tailor your application to meet its specific requirements or were you too generic in your response. Worse still, did you use AI because employers will see straight through that.

Next time do your research, initially online, to get under the skin of the company you would like to work for. What are their

Look at their jobs board. You may not have secured one role but there could be several more, some of which might suit you better.

Remember to record everything you have done and make it part of your jobs portfolio to show prospective employers the lengths you have gone to. This could include your research, work

The harder you try the more likely you are to be successful the next time

Ask any successful person the route to the top and the journey will be peppered with failures.

Often it is disappointment that drives us on to success because it challenges us, tests our resolve and pushes us out of our comfort zones.

We all want to feel comfortable in our lives, but this can lead to coasting and potential employers want more.

Rejection invariably leads to a feeling of discomfort and self-analysis; was our application really the best it could be or did we just go through the motions.

Did the employer respond to your application or were you just ignored. What could you do better to make your application stand out to at least secure an interview?

First of all, don't give up, the harder you try the more likely you are to be successful the next time, or the ones after that.

Take advice and approach the employer who rejected you for feedback - they really won't mind. This will guide you on how best to improve your next application. This is actually a great thing to do as it shows that employer that you really are worth considering and they may very well keep you on file for the next vacancy that arises. Better still, why not ask to be kept on file or to meet up with them for some advice or work experience.

Never giving up is a quality in itself that employers are looking for because you will need that resilience in your job when obstacles invariably arise.

Take advice from the experts, whether they are friends and family, colleagues who have managed to secure a job, school, college or careers professionals. If you know a 'boss' quiz them for the qualities, they are looking for.

aims and aspirations, what's the company ethos, who are the people in charge, what motivates them, what are their likes and dislikes. Check out their social media platforms to get a feel for the company and use all of this intelligence in your application including the vocabulary they use the most - speak the speak.

placements and work experience, relevant voluntary work, part-time jobs which prove you have a work ethic and are interested in employment and any skills you have developed in your own time - you can never be too keen as employers are looking for people who go the extra mile.

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