

Apprentice Terms and Conditions with Darlington Borough Council

Apprenticeships last a minimum of 12 months and allow you to gain industry recognised qualifications whilst being employed. You will be paid at least the Apprenticeship National Minimum Wage as you learn new skills and knowledge through high quality on and off the job training. The industry areas we currently offer apprenticeships in are:

- Business Administration
- Children and Young Peoples Workforce
- Customer Service
- Early Years
- Health and Social Care
- Light Vehicle Maintenance (Motor Vehicle)
- Residential Childcare
- Site Joinery
- Supporting Teaching and Learning in Schools

Hours of Work

The normal working week is currently 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 31 days plus bank holidays. The annual leave period runs from 1st April to 31st March.

Sick Pay

This is covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service as detailed in the table below

	FULL PAY		HALF PAY
During 1st year of service	1 month	and	(after completing 4 months' service) 2 months
During 2nd year of service	2 months	and	2 months
During 3rd year of service	4 months	and	4 months
During 4th and 5th years of service	5 months	and	5 months
After 5 years' service	6 months	and	6 months

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out.

Payment of Wages and Salaries

Salary is paid into bank account on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.