

# Apprentice Scheme Information

The Apprenticeship Scheme is open to people with a previous history of homelessness, and those currently engaging with homelessness services. To succeed in the programme, you will need passion and commitment, empathy towards homeless people and basic administration skills.

The scheme is designed to provide people with a supported and structured route to becoming a fully skilled member of staff. The contract will be for 12 months (salary for 2009 was £19k). There will be 4 formal reviews during the year at 1, 3, 6 and 9 months with additional ongoing one to one supervisions with the project manager (or deputy). If the apprentice has achieved all the set criteria in their development portfolios, at the end of the year they will be given the opportunity to apply for a permanent vacancy with St Mungo's

In addition to line management support the scheme is managed by an Apprenticeship Coordinator who can offer extra support to apprentices when needed. St Mungo's line managers are expected to work closely with apprentices and the Apprenticeship Coordinator, so they can clearly understand each apprentice's goals and keep a close eye on their development.

The St Mungo's Apprenticeship Programme focuses on three developmental strands: academic achievements, work skills and life skills. All of these are considered to be equally important. In terms of life skills, apprentices are given the opportunity to develop their communication, organisational and team working abilities, by attending a variety of external and internal training events. Additionally, Apprentices are given the opportunity to work towards an appropriate NVQ for the role they are carrying out. The aim is to produce confident individuals who can be good ambassadors for St Mungo's and build positive relationships with clients.