

The London Fire Brigade Business Administration Apprenticeship scheme

The Scheme

The London Fire Brigade, are inviting applications for three Business Administration Apprenticeship positions.

Application forms are only available on-line from 9.00am on Thursday 22nd September, with deadline for submission 10th October 2016, via the Government 'Find an Apprenticeship' website, see link below:

[:https://www.findapprenticeship.service.gov.uk/apprenticeships?Keywords=&Location=se1+0ll&WithinDistance=5&ApprenticeshipLevel=All&Latitude=51.5036200421985&Longitude=-0.098585678406194&Hash=-939451063&SearchMode=Keyword&Category=&LocationType=NonNational&](https://www.findapprenticeship.service.gov.uk/apprenticeships?Keywords=&Location=se1+0ll&WithinDistance=5&ApprenticeshipLevel=All&Latitude=51.5036200421985&Longitude=-0.098585678406194&Hash=-939451063&SearchMode=Keyword&Category=&LocationType=NonNational&)

The advert can be found using the reference number: 001113316.

The scheme will run for a 12 month period working across different departments in that time. The successful candidates will be mainly based at the London Fire Brigade HQ, 169 Union Street, London. SE1 0LL, although they may be required to travel or be based at alternative LFB premises.

The content of the programme is office based, while working towards a National Vocational Qualification (NVQ) Level 2 in Business Administration. Please note that this placement is for a Business Administration Apprentice and **not** for anyone seeking employment as a fire fighter in the London Fire Brigade.

Required skills

The Business Administration Apprentices will take responsibility for their performance and self-development.

Applicants will need to have organisational and planning skills as well as the ability to prioritise their own work in order to meet deadlines and targets.

Applicants will need to be able to process and supply information as well as to undertake tasks relating to goods, services and personnel.

Eligibility

Due to the external funding restrictions of the scheme, these placements are only open to individuals aged between 16 and 24 years of age on the date the placement begins, which is anticipated as being January 2017.

Applicants who have previously received funding for a National Vocational Qualification (NVQ) Level 2 or have a higher level qualification, will not be eligible to apply.

As an entry requirement applicants should have achieved a GCSE Grade A-C in Maths and English, or have an equivalent or Level 2 Key Skills equivalents.

Assessment dates

Assessments will take place on Monday 7th and Wednesday 9th November 2016 at the London Fire Brigade Assessment Centre in Hammersmith, London. Applicants who are unable to attend on these dates will unfortunately not be offered an alternative.

The NVQ Level 2 qualification and job role within the London Fire Brigade does involve a good level of Communication, ICT and Numeracy skills. In order to achieve the Intermediate Apprenticeship in Business Administration, apprentices may need to achieve these skills at Level 1 and Level 2 if they are not already exempt.

Salary

The salary per annum is £17,166.

Working Week

Monday to Friday – (35 hours per week).

Criminal Records Bureau Check

In line with the Basic Personnel Security Standard (BPSS), employment checks will be completed for the successful candidates, which will include a Basic criminal records check. The successful candidates will be required to declare any convictions for offences which are not spent under the Rehabilitation of Offenders Act 1974 and a Disclosure Scotland Basic Disclosure will be undertaken before an appointment is confirmed.