

# EARLY CAREERS GUIDE

OUR HANDBOOK TO STARTING YOUR  
CAREER JOURNEY WITH RICHMOND  
AND WANDSWORTH COUNCILS

**RICHMOND &  
WANDSWORTH**  
BETTER  
SERVICE  
PARTNERSHIP



# WHO WE ARE

## WORKING FOR RICHMOND AND WANDSWORTH

Richmond and Wandsworth Better Service Partnership serves more than half a million residents across south-west London. Our staff of over 3,700 includes accountants, social workers, IT technicians, highways engineers, library workers and many more professions, who deliver high quality services to residents.

Everything we do here is influenced by our five organisational values: Think Bigger, Embrace Difference, Connect Better, Lead By Example and Put People First.

We are committed to helping people from all backgrounds start their careers with us the right way; with support, attention and proper guidance. In this booklet, you'll find information about the different pathways to starting a career with us.

We hope that you'll find this information useful and that you'll consider joining us to help make Richmond and Wandsworth great places to live, work and thrive.

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# APPRENTICESHIPS

## KEY INFORMATION



## WHAT IS IT?

Apprenticeships combine paid work with training and study, enabling apprentices to get paid whilst gaining skills and qualifications. There are many different levels and types of apprenticeship qualifications.

LEVEL	TPYE	EQUIVALANT
Level 2	Foundation apprenticeship	GCSE
Level 2	Intermediate apprenticeship	GCSE
Level 3	Advanced apprenticeship	A-Level
Level 4/5	Higher apprenticeship	Foundation degree
Level 6/7	Degree apprenticeship	Bachelors / Masters degree

## WHAT DOES IT INVOLVE?

Apprentices will:

- Study alongside paid work, which can last from 8 months up to 6 years.
- Spend 6 hours per week minimum on 'off-the-job training' and keep a portfolio evidencing how they are meeting their expected knowledge, skills and behaviours (KSB's).
- Undertake an End Point Assessment (EPA) at the end of the programme to earn the qualification.

# APPRENTICESHIPS

## APPLICATION GUIDE



SCAN THE QR CODE  
TO LEARN ABOUT  
WANDSWORTH  
APPRENTICESHIPS



SCAN THE QR CODE  
TO LEARN ABOUT  
RICHMOND  
APPRENTICESHIPS

## WHAT YOU'LL NEED

Anyone can start an apprenticeship, provided you are over 16, not currently in full-time education and have been resident in the UK for 3 years before you start.

Certain apprenticeships may have specific requirements (e.g. a certain level of educational attainment) that will be specified in the job advert.

## HOW TO APPLY

Wandsworth Council advertises apprenticeships through two sites: Wandsworth Work Match and Wandsworth Lifelong Learning, where you can find both job ads and services to match you with courses and aid your career progression.

Richmond Council provides these services through Way2Work. Both also occasionally advertise through the National Apprenticeship Service website.

Both councils advertise internal Apprentice roles via <https://jobs.richmondandwandsworth.gov.uk/> as and when they become available.

# HORIZONS INTERNSHIPS

## KEY INFORMATION



## WHAT IS IT?

Our Internship Programme is a paid, six-week summer placement for people aged 16 and above, offering the chance to gain meaningful, hands-on experience across our council's services.

Interns contribute to projects that support the delivery of key council initiatives, reflecting our commitment to innovation, inclusion, and improving public services for our communities.

The Horizons Internship Programme forms a key part of our wider Early Careers strategy, designed to open pathways into local government and help develop future talent.

## WHAT DOES IT INVOLVE?

Interns will have the opportunity to gain skills and experience relevant to public service and professional working environments.

Throughout the programme, interns receive mentoring and guidance from experienced council staff, alongside working on real projects that make a meaningful difference in our communities.

Interns will gain insight into careers within local government and benefit from networking with teams, managers, and leaders across the councils.

# HORIZONS INTERNSHIPS

## APPLICATION GUIDE



### WHAT YOU'LL NEED

- Good written and verbal communication skills
- Strong organisation and time-management abilities
- Effective teamwork and collaboration skills
- A willingness to learn and take on feedback
- Basic IT skills including use of email and standard Microsoft Office applications (e.g. Teams, PowerPoint, Excel)
- Right to work in the UK

**NOTE:** We are a Disability Confident Employer and welcome and encourage applications from individuals who are underrepresented in the workplace.

### HOW TO APPLY

- Complete the application form and questions, when advertised, found on:  
<https://jobs.richmondandwandsworth.gov.uk/>
- If you have any questions or queries, please email:  
[earlycareersandapprenticeships@richmondandwandsworth.gov.uk](mailto:earlycareersandapprenticeships@richmondandwandsworth.gov.uk)

# SUPPORTED INTERNSHIPS

## KEY INFORMATION



## WHAT IS IT?

An unpaid work and study programme for young people aged 16-24 who have an Education, Health and Care Plan (EHCP), lasting 1 academic year (from September to Summer).

Interns are supported by a Lecturer, Learning Support Assistant and Job Coach, all of whom will:

- Work with managers and teams to ensure interns needs are identified and supported.
- Stay in touch with interns for 6 months after finishing to help them secure paid employment.

## WHAT DOES IT INVOLVE?

Interns will undertake functional skills education as part of a personalised study programme which provides the opportunity to earn both relevant qualifications and certificates in English and Maths at an appropriate level.

Interns will work in placements across departments (e.g. Customer Service, Libraries, IT, Parks, Social Care and more). They will build key skills such as engaging with others, completing core administrative tasks and gaining confidence in a professional workplace.

# SUPPORTED INTERNSHIPS

## APPLICATION GUIDE



SCAN TO LEARN  
ABOUT WANDSWORTH  
SUPPORTED  
INTERNSHIPS



SCAN TO LEARN  
ABOUT RICHMOND  
SUPPORTED  
INTERNSHIPS

## WHAT YOU'LL NEED

- A valid Education, Health and Care Plan (EHCP)
- Contact information (name, address, email/phone) for both yourself and your parent/carer
- The name of your current school/college (if applicable)

## HOW TO APPLY

For Wandsworth:

- Complete the Expression of Interest form on the Supported Internships website when advertised
- Email this to [EDSNAS@richmondandwandsworth.gov.uk](mailto:EDSNAS@richmondandwandsworth.gov.uk)

For Richmond:

- To express an interest and request an application form please email [employability@achievingforchildren.org.uk](mailto:employability@achievingforchildren.org.uk) quoting 'Richmond Internships' in the subject line

Note: Supported Internships run in parallel to the academic year. Although there is no specific month for applications, they can generally be submitted from September onwards to align with the phased process.

# GRADUATE SCHEME

## KEY INFORMATION



### WHAT IS IT?

Our 2-year Graduate Development Programme is aimed at graduates who are within two years of completing their studies. Participants undertake four consecutive six-month placements in teams across the councils (e.g. Climate Change, Children's Services, Cost of Living and more).

Participants will undertake a Level 4 Associate Project Manager apprenticeship qualification and be supported by a buddy, a placement manager and supervisor throughout the 2 years.

### WHAT DOES IT INVOLVE?

Participants will complete a range of work for the councils including policy development, event management, working with residents, conducting research, writing reports and more.

Participant will engage with senior management and elected councillors to understand the politics behind the councils' work. They will study and complete course material, attend workshops and undertake assessments for their apprenticeships.

# GRADUATE SCHEME

## APPLICATION GUIDE



**SCAN THE QR CODE TO  
GO TO THE GRADUATE  
SCHEME WEBSITE**

### WHAT YOU'LL NEED

- A minimum 2:2 undergraduate degree, obtained within the last two years
- A Right to work in the UK
- A minimum of 5 GCSEs grades A-C or 4-9, including English and Maths
- To have been ordinarily resident in the UK for the last three years

### HOW TO APPLY

- Create an account on our recruitment site
- Complete your CV and supporting statement in line with guidance on our graduate scheme website
- Complete our application questions
- If successful, you will be invited for interview, and this will be confirmed via email

**Note: Applications typically open from April annually.**