

Shape our communities, shape your future!



Kickstart your career with our award-winning apprenticeships

Whether you're just leaving school, changing your career or looking to grow your skills, our apprenticeship scheme offers a strong foundation for your future. An office apprenticeship combines practical work experience in an office environment with formal learning. It's designed to help you develop the skills, knowledge and behaviours needed for a career in business administration, customer service, HR, finance or other office-based roles.

Each year, we recruit up to 10 office apprentices across our service areas.
With our apprenticeships you'll gain:

- Valuable hands-on experience working with trusted mentors
- A wage while you learn and no student debt or training fees
- A rewarding career making an impact in our communities
- Recognised qualifications

Our office apprenticeship programme launched in 2024 and has been going from strength to strength. Each year, we welcome new office apprentices to the organisation creating exciting opportunities for career development and future success.

In your first year you'll get a competitive salary and by your second year you can expect to earn over £22,000.

**Interested?
Scan the QR
code or visit:**



**[www.vicohomes.co.uk/
apprenticeships](https://www.vicohomes.co.uk/apprenticeships)**

Hear from our apprentices!



"From the moment I joined I've felt supported and the team has been incredibly accommodating with my personal circumstances. I've been given all the equipment I need to carry out my role to the best of my ability. I highly recommend applying for an apprenticeship with Vico Homes."

Kenan, Customer Experience Apprentice



"I've been offered an endless amount of support which has made me feel so welcome. Vico Homes has a great working environment, which has enabled me to gain knowledge and experience in a short space of time."

Izzy, Estates Apprentice



"It has been an awesome experience so far. The team has been supportive and I've had the chance to work on a large variety of tasks, from fixing technical issues to learning about different software, systems and hardware. I've enhanced my people skills and improved my business practices."

James, IT Apprentice



"My apprenticeship so far has been an incredible journey of growth, allowing me to develop new skills such as effective communication, problem solving and adaptability. I've gained valuable hands-on experience while building a deeper understanding of my role and its impact."

Olivia, Cashwise Apprentice



A day in the life of a Legal Apprentice – Vin

"As a Legal Apprentice, I gain real-life experience across both litigation and conveyancing, developing skills in drafting, procedural support and document management."

"In litigation I draft legal documents such as Letters Before Action for rent arrears, access refusals, alterations and anti-social behaviour. These require the right tone, avoiding legal jargon and using evidence to manage risk and support our customers."

"On the conveyancing side I work on Right to Buy applications drafting Section 125 Notices that detail the home's value, discounts and repairs. I also respond to solicitor enquiries on matters like title issues, service charge, building works and disputes making sure replies are accurate and supported by documentation."

"Each day is a new learning opportunity improving my legal knowledge and I'm building the confidence to support legal processes efficiently and professionally. I'm grateful for the opportunity and I'd recommend an apprenticeship here because of the practical learning and support to give you a good foundation for a future career."



The step by step apprenticeship journey

Step 1 - Check out the role

Visit our website for all our current vacancies and read the job descriptions.



Step 2 - Application form

Complete all sections and tell us why you're interested. We don't accept CVs so don't worry about putting one together. Apprentice roles get a lot of applications so take your time to make sure yours is the best it can be.



Step 3 - Shortlisting and interview

If you're shortlisted, we'll invite you to an interview. During the interview you'll be scored against our four values; **Caring, Confident, United and Ambitious**. We'll tell you more about these on our website.



Step 4 - Being offered a contract

If you're successful at the interview, you'll receive a fixed term contract with us, subject to pre-employment checks.



Step 5 - Your induction

You'll attend an induction at our Head Office in Castleford.



Step 6 - Further support

You'll work with the Learning and Development Team to spot any skill gaps and boost your personal growth.



Step 7 - End point assessment

After completing your end point assessment you'll have the skills and experience to grow and develop your career.



Ready to kickstart your apprenticeship?
Scan the QR code for top tips and how to apply.



Where can an apprenticeship take you? Ellie's story

"I joined the organisation in September 2019 as an Office Apprentice working within the Gas team. Choosing to go down the apprenticeship route after leaving college was one of the best decisions I've ever made. It gives you the opportunity to grow and adapt to a new environment whilst being paid to learn, which opens even more possibilities. I was faced with many new challenges throughout my apprenticeship, but I was always supported by my mentor and other colleagues who were helpful and friendly.

"After completing my apprenticeship in 2020, I secured a permanent role as a Support Officer. This was the start of my development as after two years of doing this role, I was asked to cover a Support Team Supervisor role which was another amazing opportunity to gain experience and progress within the organisation. I was successful in my interview for this role and was promoted to Support Team Supervisor. I'm so grateful for the opportunities and I'm excited to see what the future holds for me. None of this would have been possible without me making the decision to take the apprenticeship, so take the leap, you won't regret it!"

Ellie - Support Team Supervisor

A message from our Apprentice Team Leader, Becky

What's your role?

"I manage the office apprentices which involves regular one-to-one meetings, support with training providers and work experience to ensure their apprenticeship runs smoothly. I work closely with each apprentice and their team to support them with their Continued Professional Development and career goals."



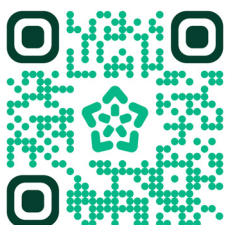
Why should I consider an apprenticeship?

Apprenticeships are important as you learn skills directly related to the job and bring fresh ideas to your team. You earn money while you learn, get full support and gain nationally recognised qualifications without paying training fees or getting into debt. An apprenticeship is an excellent career option and many of our senior colleagues started their career as apprentices.

What teams do office apprentices work in?

Currently, we've got office apprentices in HR, Legal Services, IT, Procurement, Housing, Communications and many more! We have up to 10 Office Apprenticeships each year and the roles we recruit to are ever changing to meet business need and candidate interests!

Kickstart your apprenticeship journey with Vico Homes today.



Scan the QR code or visit our website at:
www.vicohomes.co.uk/apprenticeships