

Apprenticeships at UWE

**Opportunities to earn and learn in either Facilities
Management or Business Administration**

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Introduction to UWE Bristol

Thank you for your interest in apprenticeship opportunities with the University of the West of England (UWE). UWE is an ambitious University with a focus on the future and we hope that you are keen to be a part of it.

We have approximately 30,000 full and part time students and about 3,500 employees covering a wide range of jobs.

We try to ensure that our staff and students reflect the diversity of our community, and our commitment to inclusivity provides a rich environment where students and staff can experience many different cultures.

If you are passionate and keen to take the next step towards a career in a large and varied organisation, then we would love to hear from you. We will enable you to undertake learning in a supportive work environment. You will be required to work hard but will be well rewarded for your efforts.

Apprentice Opportunities

There are 6 apprentice roles available. 3 in Facilities Management and 3 in Business Administration.

Business Administration Apprentices

The roles will be based in one of the following areas:

- Library Services
- Academic Services
- Student Services

More information about the areas of work

Library Services

The well-established library is at the heart of the University. It serves students and staff and aims to deliver the best possible service to all users. It is constantly adapting to embrace the increasing use of technology in learning and teaching. It harnesses the rapid growth in online and electronic publishing and aims to meet the needs of its diverse range of students. The department consists of approximately 130 people.

Academic Services

Academic Services consists of nearly 200 staff whose role is to support all students to enjoy the best possible academic experience. They are involved in improving the learning and teaching, maintaining the student administration processes and systems and ensuring appropriate regulation and governance. They ensure the quality and standards of the University's awards (e.g. diplomas and degrees), and also handle student complaints and appeals.

Student Services

The Student Services department has approximately 300 employees dedicated to providing a range of support to students. The support includes information points around the campus, advice on money matters and fees, emotional and practical support, opportunities to practice a faith and general wellbeing. The service also provides essential support for students with disabilities, enabling them to reach their full potential. As students work towards their qualifications and graduation, the service also provides them with essential careers support, information on volunteering as well as opportunities for placements and internships to support them to take the next step beyond university. Supporting an exceptional student experience is at the heart of everything they do.

Facilities Apprentices

The roles will have one apprentice based in each of the following areas:

- Catering and Hospitality
- Grounds, Gardening, Waste and Sustainability
- (Ops and Security)

More information about Facilities

Facilities

The service provides first-class student accommodation on campus and in the City, the management of all buildings and timetabling services for lectures as well as improving sustainability practices and keeping the University clean and safe.

Facilities delivers an extensive portfolio of vital support functions that ensure the smooth running of University life and beyond. With a team of around 450 staff based throughout all four campuses, our services provide the basis for a professional environment that optimises the potential of the University to deliver the best possible experience for students and staff.

Benefits of working at UWE

- 25 days annual leave plus additional leave at Christmas
- Cafes and shops available on a campus site
- Sports Centre on site with discounted membership
- Excellent cycle facilities
- Pensions scheme
- Social groups, networks and music groups

How to apply

To apply, you should go to www.uwe.ac.uk/apprenticeships and click on the relevant link to complete the application form for either apprenticeship. Completed application forms should be returned to HRresourcing@uwe.ac.uk no later than **29 August 2016**.

Should you require support to make your application or need an alternative format, please contact us on 0117 3285109.