



Apprenticeship Vacancy On-Line Template

Vacancy Details	
<p>Vacancy Title This needs to be something concise as it is used in the search criteria Example. Business Administrator Apprentice Care Assistant Apprentice Customer Service/Care Apprentice</p>	Workshop Apprentice (Engineering)
Employer Name	Lanemark International Ltd
Employer Address & Postcode	Lanemark House, Whitacre Road, Nuneaton, CV11 6BW
<p>Short description This is used to initially catch the attention of the potential applicant – It is the first thing the applicant will see when they search. It needs to be punchy and short. 2 or 3 sentences only. Example. Excellent opportunity working for an established insurance company based in the West Midlands, with 20 years experience in conveyancing. You will work in a busy Customer Service department</p>	<p>Nuneaton based company who design and manufacture industrial gas burners for use in the process industry. Lanemark has agents in many countries worldwide and a production facility in China.</p> <p>Our customers include many blue chip companies both in the UK and around the world.</p> <p>This is an excellent opportunity for the right candidate to become a member of our workshop staff. You will be involved in all aspects of the assembly and manufacture of our industrial gas burners that are sold worldwide.</p>
<p>Full description This is used as an overview of the role; aim to give a good clear picture of the responsibilities.</p>	<p>Lanemark are looking for a highly motivated conscientious young person to be the latest apprentice in our busy workshop. The chosen applicant will be a member of our small workshop team and will be involved in all aspects of production of our industrial gas burners that are sold worldwide. Tasks will be varied and include booking goods into stores using our computerised stock control system, picking components for assembly, building various assemblies for our gas burners, including gas trains and control panels.</p> <p>Our workshop offers a very clean and tidy working environment with individual work stations.</p> <p>On a day to day basis you will report directly to our workshop supervisor.</p>
Number of positions available	One
<p>Weekly Wage Min. £95 a week or more. If you have a pay scale to enter, please only enter the lowest amount here, then in the section Important Other Information you can elaborate more.</p>	Starting salary will be £5 per hour and will be reviewed on a regular basis.

<p>Working Week (Days and Hours) We ask that you give the overall weekly hrs to be worked and also state if Mon-Friday includes weekends/shifts etc..... Also what is the day- to-s day hours. 08.30 -1600hrs</p>	<p>Normal working hours are 37.5 per week Monday-Friday 8.30-12.30, 1.15-16.45 Overtime is available when work commitments dictate</p>
<p>Future prospects description</p>	<p>During your apprenticeship you will be given supplementary in-house training in all aspects of production operation, you may also be required to attend off site specialist training during your career in the company. You will attend NWHC on a day release apprenticeship initially, but for the right candidate there is the possibility for additional qualifications to be attained eg HNC/HND.</p>

Employer Details	
<p>Employers name</p>	<p>Lanemark International Ltd</p>
<p>Employer Description Enter a sentence giving a description of the employer. For example; An established insurance company, based in the West Midlands, with 25 years experience in commercial underwriting</p>	<p>Nuneaton based company who design and manufacture industrial gas burners for use in the process industry. Lanemark has agents in many countries worldwide and a production facility in China. Our customers include many blue chip companies both in the UK and around the world.</p>
<p>Employer website and logo. You can opt to upload a logo which appears in the top right hand corner of the vacancy when viewing in Avol.</p>	<p>www.lanemark.com</p>

Vacancy Location	
<p>Vacancy Location & Postcode (Specific or Multiple)</p>	<p>Lanemark House, Whitacre Road, Nuneaton CV11 6BW</p>

Training Information	
Learning Provider	NWHC - North Warwickshire & Hinckley College
Occupation Type (Sector)	Manufacturing Engineering
Vacancy Type	<ul style="list-style-type: none"> ✓ Apprenticeship Developing to Advanced Apprenticeship ✓ Advanced Apprenticeship
Training to be Provided NVQ, Key Skills, Technical Certificate, and any training required for the job role e.g. Health and Safety, First Aid etc.	Intermediate Engineering Apprenticeship BTEC National Diploma, NVQ 3 Engineering Manufacture, Technical services, Functional skills Internal Company Training
Expected Duration Please enter 12 months, 1 year, and the expected duration.	Lanemark apprenticeship typically 3-4 years. Apprenticeship achieved after 2 years Advanced Apprenticeship in the next 2

About the Candidate	
Skills required For e.g. Computer literate/effective Customer Service/Team Leader	Candidate should be able to work with their hands and be able to learn and retain information. IT skills are an advantage along with good communication skills, a good standard of maths and English is also an advantage.
Personal qualities These soft skills. These are things like, positive attitude/motivated/enthusiastic	You should be able to mix well with a small group of workshop staff and be able to communicate with all levels of people, including customers and suppliers.
Qualifications required Enter the min Grades/qualifications you require for this role. Remember these are what you require for the role and NOT what you desire. Be Realistic!!	Ideally you will have grades C or above especially in Maths and English or carry a suitable qualification in an engineering environment. <i>If presently on an Engineering programme at college. Lanemark would honour the course. The apprentice would attend Lanemark in an employed status 2 days per week with adjustments made to salary accordingly.</i>

Additional Detail

<p>Reality Check Useful if you want to stipulate details about the day to day role- for example. Role requires a lot of lifting, standing all day – working outside in all weathers.</p>	<p>In this role you will become a member of our production staff. From day one, you will be given training and supervision in all aspects of workshop life, but will be expected to carry normal duties alongside your colleagues.</p>
<p>Important Other Information Useful information regarding the role, anything you feel must be stated in more detail for example pay scale – pay increase – CRB check required.</p>	<p>Training on the Apprenticeships Programme for 16 to 18 year olds is a priority and fully-funded by Government.</p> <p>Training for Apprenticeships for those over this age is part funded, with employers expected to make a part or full contribution.</p> <p>From the 1st October 2011 the National Minimum Wage (NMW) for apprentices increases for young people aged 16-18 and those aged over 19 in the first year of their Apprenticeship.</p> <p><i>For students presently on an engineering programme at college the company has made provision for the successful applicant to start at the company and still continue with their studies, this year, attending the company for two days per week. More information will be available at the interview.</i></p>

Supplementary Application Form Questions

<p>Two Vacancy Specific Questions: You can include 2 questions to assist with the short listing/sifting of applicants. For example. (Question 1) Why do you want to work in Customer Services, please provide details?</p>	<p>Question one:</p> <p>Question two:</p>
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Key Dates

Closing date	02/03/12
Interview start date	05/03/12
Possible start date	Immediate