



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>	Installation/Service Engineer
<p>Employer Name</p>	Whitehouse Machine Tools Ltd
<p>Employer Address & Postcode</p>	Princess Drive, Crackley Industrial Estate, Kenilworth, Warwickshire CV8 2FD
<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>	Excellent Engineering Opportunity working for an established distributor of sophisticated, high quality CNC Machine Tools.
<p>Full description This is used as an overview of the role; aim to give a good clear picture of the responsibilities.</p>	Installing, maintaining & servicing high quality Japanese CNC Machines. Full Training given in all aspects of engineering maintenance, installation & customer service.
<p>Number of positions available</p>	1
<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>	£12,000 per annum Starting salary.
<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>	Varied, typically 8:30 – 5:00 Mon-Thurs and 8:30 – 3:00 Friday if working in the office. When working in the field the hours will depend upon the circumstances / type of Job etc.

Future prospects description	The training will allow the individual to become a fully skilled CNC service engineer capable of working to a high standard.
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Employer Details	
Employers name	Whitehouse Machine Tools Ltd
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	Established distributor of sophisticated, high quality CNC Machine Tools. Based in the West Midlands with 29 years experience of installing, servicing & maintaining Japanese Machine Tools.
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.	www.wmtcnc.com

Vacancy Location	
Vacancy Location & Postcode (Specific or Multiple)	CV8 2FD

Training Information	
Learning Provider	NWHC - North Warwickshire & Hinckley College
Occupation Type (Sector)	Engineering
Job Role (Framework)	Intermediate Maintenance Apprenticeship
Vacancy Type	<input checked="" type="checkbox"/> Intermediate Apprenticeship leading to <input type="checkbox"/> 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 Apprenticeship in Maintenance Engineering NVQ & Technical Certificate at level 2 & 3 including H&S units, Key Skills & ERR provided by College. Installation/Serviceing & Customer skills provided by company.
Expected Duration Please enter 12 months, 1 year, and the expected duration.	Initially 2 years to complete an intermediate apprenticeship. 2 further years on an advanced apprenticeship.

About the Candidate	
Skills required For e.g. Computer literate/effective Customer Service/Team Leader	Good Punctuality & Reliability. Experience of engineering or maintenance.
Personal qualities These soft skills. These are things like, positive attitude/motivated/enthusiastic.	Enthusiastic, Positive Attitude, Good work ethic ,Good communication skills ,Team Player.
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!!	Minimum C Grade GCSE's in Mathematics, English & IT or Level 2 Key/Functional Skills in Mathematics, English & IT

Additional Detail	
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.	This job roll will require travelling & spending some time away from home during installation & servicing of machine tools. The successful candidate must be able to drive when fully trained.
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.	Training on the Apprenticeships Programme for 16 to 18 year olds is a priority and fully-funded by Government. Training for Apprenticeships for those over this age is part funded, with employers expected to make a part or full contribution. From the 1 st 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. The new rate is £2.60 per hour. The new NMW applies to time working plus time spent training as this is also part of the Apprenticeship. Anyone not covered by the age category above will be entitled to the NMW appropriate to their age.

Supplementary Application Form Questions	
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?	Question one: Question two:

Key Dates	
Closing date	24 th February 2012
Interview start date	27 th February 2012
Possible start date	5 th March 2012