



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>	Apprentice retail sales person
<p>Employer Name</p>	The Heating Centre
<p>Employer Address & Postcode</p>	55 Spon End, Coventry, CV1 3HE
<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 conveyance. You will work in a busy Customer Service department</p>	<p>Excellent opportunity to gain experience in a busy retail environment We are a long established company priding ourselves on good customer service and you will gain knowledge in a wide variety of areas including gas fires, fireplaces and wood burning stoves.</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>Responsibilities will be varied and will increase as time goes on, initially you will be customer facing giving assistance in purchasing gas and solid fuel appliances, you will be expected to take deliveries and order products as well as organise shop displays.</p>
<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>	£150 per week 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>	<p>40 hour week (9am – 5:30pm). 5 days one being Saturday with a day off in the week</p>

Future prospects description	As you progress and gain knowledge of the product you will be allowed more independence in selling products and there will be a full time position available for the right candidate.
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Employer Details	
Employers name	The Heating Centre
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	Long established fireplace and wood burning stoves retailer based in Coventry
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.theheatingcentre.co.uk

Vacancy Location	
Vacancy Location & Postcode (Specific or Multiple)	55 Spon End, Coventry, CV1 3HE

Training Information	
Learning Provider	NWHC - North Warwickshire & Hinckley College
Vacancy Type	<input checked="" type="checkbox"/> Apprenticeship <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 Sales & Telesales Apprenticeship NVQ ERR PTLS Company on job training.
Expected Duration Please enter 12 months, 1 year, and the expected duration.	12 Months

About the Candidate	
<p>Skills required For e.g. Computer literate/effective Customer Service/Team Leader</p>	<p>Good people skills Computer literate Ability to retain facts quickly and effectively</p>
<p>Personal qualities These soft skills. These are things like, positive attitude/motivated/enthusiastic.</p>	<p>Positive attitude Good with people Enthusiastic Eager to learn</p>
<p>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!!</p>	<p>Maths and English GCSE grade C or above (or equivalent). Preferred but not essential</p>

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>Saturday working a necessity. Some heavy lifting required</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>40 hour week (9am – 5:30pm). 5 days one being Saturday with a day off in the week.</p> <p>£150 is the starting salary and will be looking to increase on performance.</p> <p>This apprenticeship will be leading to a permanent position for the right candidate.</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 apprentice's increases for young people aged 16-18 and those aged over 19 in the first year of their Apprenticeship.</p> <p>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.</p>

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: Is retail a sector you see yourself working in long term

Question two: Have you had any experience in customer facing roles

Key Dates

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