




## Apprenticeship Vacancy On-Line Template

| Vacancy Details  |   |
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| <p><b>Vacancy Title</b><br/>This needs to be something concise as it is used in the search criteria <b>Example.</b><br/>Business Administrator Apprentice<br/>Care Assistant Apprentice<br/>Customer Service/Care Apprentice</p>   | Business Administrator Apprentice   |
| <p><b>Employer Name</b></p>  | PRIMA POWER UK LTD  |
| <p><b>Employer Address &amp; Postcode</b></p>  | UNIT 1 PHOENIX PARK BAYTON ROAD<br>COVENTRY CV7 9QN   |
| <p><b>Short description</b><br/>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.<br/><b>Example.</b> 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> | Great opportunity to be part of an international company world leader in the production of Laser and Sheet Metal cutting machines. Based in Coventry we pride ourselves of being one of the most technological industries in the area with a high potential of expansion and development.   |
| <p><b>Full description</b><br/>This is used as an overview of the role; aim to give a good clear picture of the responsibilities.</p>  | <p>We are looking to offer the right candidate the opportunity to complete a Business Administration Apprenticeship whilst working for our International company. PRIMA POWER UK is a world leader company which manufactures, sells and services laser and metal cutting machines.</p> <p>Manufacturing facilities are in Italy, Finland, USA and China, from which we deliver machines and systems all over the world. Our sales and service network is active in over 60 countries, with direct presence or through a network of specialized dealers. At present our installed base counts more than 10,000 systems.</p> <p>In the business administration role you will become part of our office based team. The successful candidate will provide administration support to the After Sales Department, with a particular focus on the accounts and managing of sales of spare parts, organization of Service Engineers' travels, shipping of parts, invoicing. Ideally you will have some experience of Microsoft Office which will be developed during the apprenticeship. We will train you in the use of our Account System SAGE, which manages all areas of the business, through which you will learn to enter, process and amend customer orders, maintain stock records, update purchase orders, register invoices. The role may also involve some verbal communication with our customers and suppliers.</p> <p>You will have a confident personality and be able to work on your own initiative. You will also have good attention to detail and be punctual and presentable at all times. The continued growth of the company could lead to the possibility of a permanent position for the right applicant.</p> |

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| <b>Number of positions available</b>  | One   |
| <b>Weekly Wage</b><br>Min. £95 a week or more.<br>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.                   | £ 150   |
| <b>Working Week (Days and Hours)</b><br>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.<br>08.30 -1600hrs | 37.5 hours/weekly<br>08:30/16:00 This includes training day   |
| <b>Future prospects description</b>   | Be part of a progressive organisation.<br>The company would be looking to take on the correct person on a permanent basis following the completion of the apprenticeship. |

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| <b>Employer Details</b>   |   |
| <b>Employers name</b>   | PRIMA POWER UK LTD  |
| <b>Employers anonymous name (if selected)</b><br>If selected please enter a few words to describe the nature of the employers business. For example. <b>West Midlands based Insurance Company</b>                       | Production, Sales and Service of Laser and Sheet Metal cutting machines   |
| <b>Employer Description</b><br>Enter a sentence giving a description of the employer.<br>For example; An established insurance company, based in the West Midlands, with 25 years experience in commercial underwriting | PRIMA POWER UK is a world leader company which manufactures, sells and services laser and metal cutting machines.                                 |
| <b>Employer website and logo.</b> You can opt to upload a logo which appears in the top right hand corner of the vacancy when viewing in Avol.  | <a href="http://www.primapower.com">www.primapower.com</a><br> |

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| <b>Vacancy Location</b>  |                   |
| <b>Vacancy Location &amp; Postcode</b><br>(Specific or Multiple) | Coventry, CV7 9QN |

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| <b>Training Information</b>   |  |
| <b>Learning Provider</b>  | NWHC - North Warwickshire & Hinckley College   |
| <b>Occupation Type (Sector)</b>   | Office   |
| <b>Vacancy Type</b>   | <input checked="" type="checkbox"/> Apprenticeship<br><input type="checkbox"/> Advanced Apprenticeship |
| <b>Training to be Provided</b><br>NVQ, Key Skills, Technical Certificate, and any training required for the job role e.g. Health and Safety, First Aid etc. | Intermediate Business Administration Apprenticeship<br>Internal Training                               |
| <b>Expected Duration</b><br>Please enter 12 months, 1 year, and the expected duration.  | 12 months  |

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| <b>About the Candidate</b>  |  |
| <b>Skills required</b><br>For e.g. Computer literate/effective Customer Service/Team Leader   | Computer literate  |
| <b>Personal qualities</b><br>These soft skills.<br>These are things like, positive attitude/motivated/enthusiastic.   | Tidiness, punctuality, willing to learn, positive attitude |
| <b>Qualifications required</b><br>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!! | GCSE in English, Math grade B or above (or equivalent)     |

| Additional Detail   |  |
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| <p><b>Reality Check</b><br/>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>Within the role, it could happen that the candidate has to prepare little boxes with spare parts. The average weight of each parcel is normally around 1 kilo.</p>  |
| <p><b>Important Other Information</b><br/>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>37.5 hours/weekly<br/>08:30/16:00 This includes any training day.</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 1<sup>st</sup> 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>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> |

| Key Dates                   |            |
|-----------------------------|------------|
| <b>Closing date</b>         | 04/03/2012 |
| <b>Interview start date</b> | 05/03/2012 |
| <b>Possible start date</b>  | 12/03/2012 |