



## Apprenticeship Vacancy On-Line Template

Vacancy Details	
<b>Vacancy Title</b> This needs to be something concise as it is used in the search criteria <b>Example.</b> Business Administrator Apprentice Care Assistant Apprentice Customer Service/Care Apprentice	Engineering Apprentice
<b>Employer Name</b>	GAPS SERVICES LTD
<b>Employer Address &amp; Postcode</b>	George Street Attleborough NUNEATON CV11 4LA
<b>Full description</b> This is used as an overview of the role; aim to give a good clear picture of the responsibilities.	We are looking to offer an opportunity to complete an Engineering Apprenticeship whilst working for our tool manufacturing company. As a long-standing company of over 25 years in the area we have a reputation for retaining our staff and customers. We offer excellent benefits and genuine long-term prospects in a friendly and supportive team environment. We manufacture tools that are used in the motor-sport and aerospace industries.
<b>Short description</b> 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. <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	Apprenticeship opportunities for family owned thriving and long-standing engineering company based in town centre of Attleborough. Excellent benefits and long term prospects.
<b>Number of positions available</b>	1
<b>Weekly Wage</b> 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.	Starting Salary £130.00.
<b>Working Week (Days and Hours)</b> 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	Mon – Thurs 7.30am – 4.30pm Friday 7.30 to 12.30 Lunchtimes 30 minutes (Includes college Apprenticeship Training day).

Employer Details	
<b>Employers name</b>	GAPS SERVICES LTD
<b>Employer Description</b> 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	We are a well established engineering manufacturing company based in the busy town centre of Attleborough. We have been serving aerospace and motorsport customers worldwide for over 25 years.
<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.	Under construction

Vacancy Location	
<b>Vacancy Location &amp; Postcode</b> (Specific or Multiple)	George Street Attleborough NUNEATON CV11 4LA

Training Information	
<b>Learning Provider</b>	NWHC - North Warwickshire & Hinckley College
<b>Occupation Type (Sector)</b>	Manufacturing
<b>Job Role (Framework )</b>	Machinist/Threadgrinding Full training on lathes and milling/turning machines – CNC and manually operated.
<b>Vacancy Type</b>	<input checked="" type="checkbox"/> Apprenticeship <input type="checkbox"/> Advanced Apprenticeship
<b>Training to be Provided</b> NVQ, Key Skills, Technical Certificate, and any training required for the job role e.g. Health and Safety, First Aid etc.	Intermediate Engineering Apprenticeship – Progressing to Advanced Apprenticeship NVQ ERR PTLS
<b>Expected Duration</b> Please enter 12 months, 1 year, and the expected duration.	Intermediate 2 years Advanced 2 years

About the Candidate	
<p><b>Skills required</b> For e.g. Computer literate/effective Customer Service/Team Leader</p>	<p>Physically fit with good eyesight Good team player Basic reading and calculating skills Ability to operate machinery</p>
<p><b>Qualifications required</b> 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>GCSE grades A-C or equivalent in Mathematics</p>
<p><b>Personal qualities</b> These soft skills. These are things like, positive attitude/motivated/enthusiastic.</p>	<p>Hard working Diligent Good time keeper Honest Safety conscious</p>

Additional Detail	
<p><b>Important Other Information</b> 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><b><i>GAPS pay rate starts at £130 per hour rising on successful completion of probationary period and successful assessment.</i></b></p> <p>Own transport is desirable, but not essential.</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>
<p><b>Reality Check</b> 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>The role involves operating machines within an industrial engineering environment. Applicants would need to be able to lift up to 30kilos. Standing for long periods is required. Plus packing/unpacking of goods which will involve lifting (lifting equipment used) and there will be some shared unloading of delivery vehicles. Protective gloves, ear defenders, eyewear and overalls are supplied.</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:** Have you any experience of operating a machine or using tools? (i.e. metalwork/woodworking?)

**Question two:** Are you physically fit and active?

## Key Dates

**Closing date**

2<sup>nd</sup> March 2012

**Interview start date**

5<sup>th</sup> March 2012

**Possible start date**

12<sup>th</sup> March 2012