

## Apprenticeship Vacancies – Advert Template

1. Vacancy Details		
Vacancy Title		<b>Mandatory</b> - Must accurately reflect the job role & include Apprentice in the title
Employer Name		<b>Mandatory</b>
Employer Address		<b>Mandatory</b>
No. of employees at this site		<b>Mandatory</b>
<b>Main contact</b> for vacancy queries & applications		<b>Mandatory</b>
Position		
Telephone		
Email		
Short Description of Vacancy	<ul style="list-style-type: none"> <li>▪ <i>Briefly explain role and entice potential candidates to want to read on and apply</i></li> <li>▪ <i>Include typical search words for this type of Apprenticeship/role</i></li> <li>▪ <i>Must be no more than 350 characters including spaces</i></li> </ul>	<p><b>Mandatory</b> - This should give enough detail to entice the Candidate to read more (in the full description) or know that this vacancy is not what they were looking for.</p> <p><b>NB: max 350 characters with spaces</b></p>
Full Description of Vacancy	<ul style="list-style-type: none"> <li>▪ <i>Short introduction to the company</i></li> <li>▪ <i>Benefits that the Apprentice can hope to gain from working with you</i></li> <li>▪ <i>Introduction to the job – this will help potential applicants quickly assess if it's an appropriate role for them</i></li> <li>▪ <i>Role responsibilities and main day to day duties – please list</i></li> </ul>	<p><b>Mandatory</b> - The full description gives a much richer and more detailed summary of the role and can therefore be more elaborate than the short description.</p> <p><b>Please clearly identify the tasks and responsibilities of the role.</b></p> <p><b>Please list the main day to day duties.</b></p> <p>However, be careful not to repeat elements that are covered in other fields you are about to complete e.g. hours, wage, Candidate requirements etc.</p>

No. of positions available		<b>Mandatory</b>
Weekly Wage		<b>Mandatory</b> – From April 2017, the NMW for Apprentices is £3.50. However, this is only a guide & higher wages will attract more candidates.
Working Week		<b>Mandatory</b> – please include No. of hours and pattern eg:37.5hrs, Mon-Fri, 9-5pm, with 1hr for lunch
Future Prospects description		This field is optional. However it is helpful for a Candidate to see possible progression routes from this role & will make the vacancy more attractive to potential applicants.
Vacancy Location		<b>Mandatory</b>
<b>2. Further Employer Details</b>		
Employer Description		<b>Mandatory</b>
Employer Website		Optional
<b>3. Learning Provider Details (completed by Provider)</b>		
Provider	Newbury College	
Occupational Area		<b>Mandatory</b>
Framework		<b>Mandatory</b>
Level		<b>Mandatory</b>

Training to be Provided	<p>On-the-job training will be provided to achieve all aspects of the role requirements. On-going support will be offered by the Line Manager and your Newbury College Assessor to achieve the Apprenticeship.</p> <p>The Apprenticeship will include; <i>(Newbury College to input Competency and Knowledge qualifications here).</i></p>	Please enter the details of any training that will be given as a part of the role being offered including any professional awarding bodies as appropriate
Duration of Course		<b>Mandatory</b>
<b>4. About the Candidate</b>		
Desired Skills		Whilst these fields are optional, we strongly recommend that any expectations are stated. This will result in the most suitable Candidates applying for your vacancy.
Desired Personal Qualities		
Qualifications Required		
<b>5. Additional Detail</b>		
Important Other Information	The National Minimum Wage rate for Apprentices (or if aged 19, for their first year only) is currently £3.50. This is the legal minimum pay per hour, however most receive more; a median basic hourly pay rate of £6.31 for Level 2 and 3, and £9.68 for Level 4 and 5 Higher Apprentices. The Wage for apprentices applies to both time spent on the job plus time spent training.	NMW statement is mandatory.
Reality Check / Things to consider		Optional, but recommended for info such as CRB checks, location of employer, public transport etc.

For your reference, the NAS application process already asks candidates the following standard questions;

- What are your main strengths?
- What skills would you like to improve during this apprenticeship?
- What are your hobbies and interests?

### 6. Supplementary Application Form Questions

Question 1:		Optional, but recommended to gain a better understanding of the candidates suitability for the role.
Question 2:		

### 7. Key Dates

Closing Date*	Typically 4 weeks from date vacancy goes 'LIVE'	Mandatory
Possible Start Date*	Typically after the closing date	Mandatory

### 8. Application Process (Please amend if applicable)

Candidates to apply on-line through the employer website	<b>NO</b>	Enter instructions for the candidate eg. follow links
Candidates to apply on-line through the NAS website	<b>YES</b>	

\*NB: Dates are given as a guide. Each vacancy is typically advertised for 4 weeks.

Applications are emailed to you weekly for review and you can start to interview on receipt of suitable applicants. Should you successfully fill the position before the closing date, we can withdraw the vacancy. (We can also extend the vacancy if required).