**EMPLOYER GUIDE**

**Apprenticeship Vacancy On-Line Template**

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| Vacancy Details | REMEMBER!! Your vacancy will usually appear on screen alongside similar other vacancies, make yours stand out. |
| **Vacancy Title**  This needs to be something concise as it is used in the search criteria **Example**. Business Administrator  Care Assistant  Customer Service/Care Assistant |  |
| **Employer Name** |  |
| **Employer Address & Postcode** |  |
| **Contact Name** | |  |  | | --- | --- | | Title |  | | First Name |  | | Surname |  | | Position |  | | Telephone |  | | Mobile no (optional) |  | | Email Address |  | | Fax no (optional) |  | | Contact by email/mail/phone? |  | |
| **Full description**  This is used as an overview of the role, aim to give a good clear picture of the responsibilities. Use Bullet points and don’t overkill the role by going into too much detail |  |
| **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.  There is a 256 text limit in this section – keep it short!!  **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. |  |
| **Number of positions available.**  How many posts are there for this vacancy? |  |
| **Weekly Wage**  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. Please note the Apprentice Min Wage. (£3.30 per hr) |  |
| **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- day hours. 08.30 -1600hrs  (e.g 40 hrs Mon-Fri 08.30-1600hrs) |  |
| **Future prospects description**  Here you can enter anything that is relevant. Like. The possibility of a full time post upon completing the apprenticeship |  |
| **Contact name (for support use)**  This is contact name of the person who will upload the vacancy on to Av (Learning Provider) |  |
| **Employer Details** |  |
| **Employers name** |  |
| **Employer Description**  Enter a sentence giving a description of the employer. Usually you can copy and paste a little narrative from the employers own website, if they have one  For example; An established insurance company, based in the West Midlands, with 25 years experience in commercial underwriting |  |
| **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 Av. |  |
| Vacancy Location |  |
| **Vacancy Location & Postcode**  (Specific or Multiple) |  |
| Training Information | |
| **Learning Provider** |  |
| **Occupation Type**  **(Sector)** |  |
| **Job Role**  **(Framework )** |  |
| **Vacancy Type** |  |
| **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. |  |
| **Expected Duration**  Please enter 12 months, 1 year, the expected duration. |  |

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| About the Candidate | |
| **Skills required**  For e.g. Computer literate/effective Customer Service/Team Leader | * Candidates need to have excellent IT skills, good communication skills and a good telephone manner, as duties will include reception desk. * They must also have confidence and professionalism when dealing with customers. * Flexibility and punctuality are essential for this post. * Experience would be an advantage but is not essential. |
| **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!!  Please enter the words ‘ or equivalent grades’ at the end of the category for e.g.  GCSE A-C English and Maths or equivalent grades | A\*-C in Maths and English or equivalent qualifications |
| **Personal qualities**  These soft skills.  These are things like, positive attitude/motivated/enthusiastic. | Candidates must have attitude to work, with a presentable appearance. The candidate must also be outgoing with an ambition to do well in dental nursing.  Experience would be an advantage but is not essential. |

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| Additional Detail | |
| **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. | Successful candidates will be expected to be willing to keep up-to-date inoculations such as Hepatitis B, Tuberculosis and normal childhood vaccinations. |
| **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. |  |
| 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:** What has made you apply for this vacancy?  **Question two:** Please give example(s) of experience you may have of working within a dental environment |
| Key Dates | |
| **Closing date**  We ALWAYS ask for a minimum of two working weeks, as we share our vacancies with JCP , Conexions and Next Steps too. |  |
| **Interview start date** |  |
| **Possible start date** |  |