




## Apprenticeship Vacancy On-Line Template

<b>Vacancy Details</b>	
<p><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</p>	Trainee Craftsperson
<p><b>Employer Name</b></p>	Nuneaton and Bedworth Borough Council
<p><b>Employer Address &amp; Postcode</b></p>	St Mary's Road Depot St Mary's Road Nuneaton CV11 4QP
<p><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</p>	Nuneaton and Bedworth Borough Council is offering the opportunity for a highly motivated person to join our Property Services Team. You will learn a variety of tasks and skills related to this position including repairs and maintenance of tenanted and void properties.
<p><b>Full description</b> 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 an Apprenticeship in Maintenance Operations – Construction whilst working for Nuneaton and Bedworth Borough Council Property Services Team.</p> <p>In this role you will be part of a team working in and around the whole borough of Nuneaton and Bedworth.</p> <p>We will train you in all aspects of repairs and maintenance, the safe use of hand and power tools and all relevant Health and Safety Legislation.</p> <p>The role will involve some working outside in all weather conditions. This role will involve verbal communication with our customers and suppliers.</p> <p>You will have good attention to detail and be punctual and presentable at all times, corporate uniform will be provided.</p>
<p><b>Number of positions available</b></p>	2

<p><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.</p>	<p>£ 253.63</p>
<p><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</p>	<p>37 hours: 8am – 5pm (Exact days/Rota will be explained at interview)</p>
<p><b>Future prospects description</b></p>	<p>The Property Services Team are aiming to be the best in the country and we are looking for the right person to be a part of this exiting team.</p>

Employer Details	
<p><b>Employers name</b></p>	<p>Nuneaton and Bedworth Borough Council</p>
<p><b>Employers anonymous name (if selected)</b> If selected please enter a few words to describe the nature of the employers business. For example. <b>West Midlands based Insurance Company</b></p>	<p>Local Authority</p>
<p><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</p>	<p>Local authority with in house Property Services Team</p>
<p><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.</p>	<p><a href="http://www.nuneatonandbedworth.gov.uk">www.nuneatonandbedworth.gov.uk</a></p> 

Vacancy Location	
<b>Vacancy Location &amp; Postcode</b> (Specific or Multiple)	St Mary's Road Depot St Mary's Road Nuneaton CV11 4QP

Training Information	
<b>Learning Provider</b>	NWHC - North Warwickshire & Hinckley College
<b>Occupation Type (Sector)</b>	Maintenance
<b>Job Role (Framework )</b>	Trainee Craftsperson
<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 Multi-Skilled Apprenticeship NVQ/QCF Key/Functional Skills ERR PLTS Internal Company Training
<b>Expected Duration</b> Please enter 12 months, 1 year, and the expected duration.	2 Years

About the Candidate	
<b>Skills required</b> For e.g. Computer literate/effective Customer Service/Team Leader	Good written and oral communication skills Can show initiative to resolve problems A thorough, methodical and committed approach to work
<b>Personal qualities</b> These soft skills. These are things like, positive attitude/motivated/enthusiastic.	Self motivated Flexible attitude and approach Good team-working skills
<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!!	Grade A-D in GCSE English, Maths, and at least one Science (or equivalent).

## Additional Detail

<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 will involve some working outside in all weather conditions. This is a physically demanding role.</p>
<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>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>	31/07/2012
<b>Interview start date</b>	07/08/2012
<b>Possible start date</b>	03/09/2012