

## Apprenticeship Vacancies – Advert Template

1. Vacancy Details		
<b>Vacancy Title</b>		Mandatory
<b>Employer Name</b>		Mandatory
<b>Employer Address</b>		Mandatory
<b>Contact Details</b>		
<b>Title</b>		
<b>Surname</b>		Mandatory
<b>First name</b>		Mandatory
<b>Position</b>		
<b>Telephone</b>		Mandatory
<b>Email</b>		
<b>Fax</b>		
<b>Can be contacted using</b>	<input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Post	Mandatory
<b>Full Description of Vacancy</b>		<p>Mandatory - The full description gives a much richer and more detailed summary of the role and can therefore be more elaborate than the short description. 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>
<b>Short Description of Vacancy</b>		<p>Mandatory - This should give enough detail to either entice the Candidate to read more (the full description) or know that this vacancy was not what they were looking for.</p>
<b>No. of positions available</b>		Mandatory
<b>Weekly Wage</b>		Mandatory –at least <b>£2.50 p/h.</b>
<b>Working Week</b>		Mandatory – please include no. of hours and pattern eg: 37.5hrs, Mon-Fri, 9-5pm.
<b>Future Prospects description</b>		This field is optional. However it is helpful for a Candidate to be able to see where the role is likely to progress and will make the vacancy more attractive to potential applicants.
<b>Vacancy Location</b>		Mandatory

2. Further Employer Details		
Anonymous Name		Optional <i>Only to be used in exceptional circumstances</i>
Employer Description		Optional
Employer Website		Optional
Number of Employees		Mandatory

3. Learning Provider Details (completed by Training Provider)		
Provider		
Occupational Area		Mandatory
Framework		Mandatory
Level		Mandatory
Training to be Provided		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		Mandatory

4. About the Candidate		
Skills Required		Whilst these fields are optional it is strongly recommended that any expectations are stated. This will result in the most suitable Candidates applying for your vacancy.
Qualifications Required		
Personal Qualities		

5. Additional Detail		
Important Other Information	<b><i>From the 1<sup>st</sup> October 2010 a National Minimum Wage (NMW) for apprentices has been introduced for young people aged 16-18 and those aged over 19 in the first year of their Apprenticeship. The new rate is £2.50 per hour. The new NMW applies to time working plus time spent training as this is also part of</i></b>	NMW statement is mandatory.  Other info is optional, but recommended for targeting specific groups of people eg: age, location. Please use tag lines provided.

	<p><b><i>the Apprenticeship. Anyone not covered by the age category above will be entitled to the NMW appropriate to their age.</i></b></p> <p><b><i>Training on the Apprenticeships Programme for 16 to 18 year olds is a priority and fully-funded by Government. Training for Apprenticeships for those over this age is part funded, with employers expected to make a part or full contribution.</i></b></p> <p>We welcome applications aged * to *, but recruitment would be based on merit.</p> <p>We welcome applications from candidates living in * (replace * with appropriate age/location)</p>	
<b>Reality Check</b>		Optional, but recommended for info such as CRB checks, location of employer for public transport etc.

### 6. Supplementary Application Form Questions

<b>Question 1:</b>		Optional, but recommended to increase calibre of applications
<b>Question 2:</b>		

### 7. Key Dates

<b>Closing Date</b>		Mandatory
<b>Interview Start Date</b>		Mandatory – should be after closing date
<b>Possible Start Date</b>		Mandatory - should be after interview date