

Apprenticeship Vacancies – Advert Template

1. Vacancy Details		
Vacancy Title		Mandatory - Must accurately reflect the job role & include Apprentice in the title
Employer Name		Mandatory
Employer Address		Mandatory
Do you pay the Apprenticeship Levy? GOV.UK - Apprenticeship Levy		From April 2017, if you're an employer with a pay bill over £3 million each year, you must pay the apprenticeship levy.
No. of employees at this site		Mandatory
Main contact for vacancy queries & applications		Mandatory
Telephone		
Email		
Employer Social Media Platforms for promotional use (Facebook, Twitter, LinkedIn, other)		
Short Description of Vacancy	<ul style="list-style-type: none"> ▪ <i>Briefly explain role and entice potential candidates to want to read on and apply</i> ▪ <i>Include typical search words for this type of Apprenticeship/role</i> ▪ <i>Must be no more than 350 characters including spaces</i> 	<p>Mandatory Provide enough detail to entice the Candidate to read the full description & to know that this vacancy is what they are looking for.</p> <p>NB: max 350 characters with spaces</p>
Full Description of Vacancy	<ul style="list-style-type: none"> ▪ <i>Short introduction to the company</i> ▪ <i>Benefits that the Apprentice can hope to gain from working with you</i> ▪ <i>Introduction to the job – this will help potential applicants quickly assess if it's an appropriate role for them</i> ▪ <i>Role responsibilities and main day to day duties – please list</i> 	<p>Mandatory - The full description gives a much richer and more detailed summary of the role.</p> <p>Please clearly identify the responsibilities of the role.</p> <p>Please list the main day-to-day duties.</p>
No. of positions available		Mandatory

Wage - Weekly, monthly or annually	£ <i>The apprentices' wage applies to time spent on the job and must include their 20% off-the-job training.</i> <i>Apprentices are entitled to the apprentice rate if they're either:</i> <ul style="list-style-type: none"> aged under 19 aged 19 or over and in the first year of their apprenticeship 	Mandatory The NMW for apprentices, from April 2019, is £3.90. Typically, vacancies with a greater salary generate a higher calibre of applicants.
Working Week	 <i>Off-the-job training must make up at least 20% of the apprentice's contracted hours, over the total duration of the apprentice's planned training period.</i>	Mandatory 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 useful for Candidates to see possible progression routes & will make the vacancy more attractive.
Vacancy Location		Mandatory
2. Further Employer Details		
Employer Description		Mandatory
Employer Website		Optional
3. Learning Provider Details (completed by Provider)		
Provider	Newbury College	
Occupational Area		Mandatory
Framework / Standard		Mandatory
Level		Mandatory
Training to be Provided	The Apprenticeship will include; <i>(Newbury College to input Competency and Knowledge qualifications here).</i>	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		
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	<p><i>Example – minimum requirements for;</i></p> <ul style="list-style-type: none"> • <i>Level 2 apprenticeships: GCSE grade 3/D in English and Maths (or equivalent qualifications)</i> • <i>Level 3 apprenticeships: GCSE grade 4/C in English and Maths (or equivalent qualifications)</i> 	
5. Additional Detail		
Important Other Information		
Reality Check / Things to consider		Optional, but recommended for info such as CRB checks, location of employer, public transport etc.
<p>For your reference, the NAS application process already asks candidates the following standard questions;</p> <ul style="list-style-type: none"> • 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 very useful to help gain a better understanding of the candidates suitability for the role.
Question 2:		
7. Key Dates		
Closing Date	<i>Typically 4-6 weeks from date vacancy goes 'LIVE'</i>	Mandatory
Possible Start Date		Mandatory
8. Application Process (Please amend if applicable)		
Candidates to apply on-line via the employer website	NO	Enter instructions for the candidate eg. follow links
Candidates to apply on-line through the NAS website	YES	