

Education, Employment & Training Opportunities Weekly 08.11.2013

If you are interested in any of these opportunities, need help with a job application form or your CV, please contact us:

The Isle of Wight Council Participation Team
Choices Centre, 29 High Street, Newport
Monday – Thursday (9:30am - 12:30pm and 1:00pm – 4:30pm)
Friday (9:30am - 12:30pm and 1:00pm – 4:00pm)
Email: participationteam@iow.gov.uk
Website: www.iwight.com/Choices

For all the latest news and vacancies from the
Participation Team follow us now:

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VACANCIES ON GOV.UK

If you are interested in any of these vacancies or would like more information,
visit: www.gov.uk

Or telephone the Jobcentre Plus search helpline on 08456 060 234

LOCATION: NEWPORT

Cleaning Operative	Future Cleaning Services Ltd
Rate of pay £6.31 per hour, working 5 hours per week - Monday to Friday. Experience preferred, but not essential. Training available and uniform will be provided. To apply for this position please call Julia King on 01904 788050.	

Cleaner	Wetton Cleaning Services Ltd
Working 20 hours a week, Monday-Friday, 8pm-1am, £6.31 per hour. Experience is preferred but not essential. Applicant will undergo a CRB check. Duties will include carrying out general cleaning within the Isle of Wight College, vacuuming, dusting, mopping, wiping down, cleaning toilets and other associated tasks as required. To apply please call Kirk Hathaway on 07879600777 or email kirk.hathaway@wetttons.co.uk	

VACANCIES ON APPRENTICESHIPS ONLINE

www.apprenticeships.org.uk



Please visit the above website for further information on these vacancies and how to apply. Click on: Login to Apprenticeship Vacancies. You will need an e-mail address to register on this site.

LOCATION: COWES

Administration Apprentice	Northwood House	Ref: VAC000350503
Hours: 37 per week	Wage: £100 per week	Closing Date: 15/11/2013
<p>You will be required to provide efficient and effective administrative support to the Charity. You will have key responsibilities and accountabilities, your main duties on a daily basis will be: Bookings, Customer Liaison, Events, Risk Assessments and General Administration.</p> <p>Training to be provided: NVQ in Business and Administration</p> <p>Skills Required: Self motivated with a professional attitude and the ability to working within a team, pro active and enthusiastic approach, good communication skills.</p> <p>Qualifications Required: Competent with Microsoft Outlook, A-C grades in Maths and English or equivalent.</p> <p>Personal Qualities: Calm, confident and professional manner at all times.</p>		

Customer Service Representative Apprentice	Wight Fibre Ltd	Ref: VAC000348787
Hours: 40 per week	Wage: £120 per week	Closing Date: 30/11/2013
<p>This role will be:</p> <ul style="list-style-type: none">• Dealing with customers on a daily basis in a variety of ways such as telephone enquiries, email questions and face to face• Liaising with other departments to ensure tasks are done to suit the customer• Covering reception duties• Handling cash transactions at times when taking payments from customers• Performing some general administrative tasks• Dealing with internal systems and logging data• Taking messages <p>Training to be provided: Intermediate level 2 Customer Service</p> <p>Skills Required: Competent IT skills (Word, Excel, Internal systems), customer service skills, good time management, able to prioritise tasks, to be able to work as part of a small team, to communicate well with customers and other departments, good telephone skills, professional approach, good organisational skills</p> <p>Qualifications Required: It is vital to have a good standard of written and spoken English. Good Maths skills and IT will also be necessary</p> <p>Personal Qualities: Helpful, friendly, calm, responsive, polite, willing, kind, patient, reliable</p>		

LOCATION: COWES

Software Programming Apprentice	Walth Web Services	Ref: VAC000346363
Hours: 35 per week, Mon-Fri, 9-5	Wage: £105 per week	Closing Date: 15/11/2013
<p>Duties to include: Programming in PHP, office IT management, programming special modules for online shop usage, programming internal processing, in depth experience in Java Script and detailed work in MySQL.</p> <p>Training to be provided: Level 2 Diploma</p> <p>Skills Required: Excellent mathematical skills, excellent analytical skills, IT competencies, core knowledge of PHP, MySQL and Java Script.</p> <p>Qualifications Required: 5 GCSE's or equivalents at Grade C and above to include, Maths and IT and English ideally.</p> <p>Personal Qualities: Applicants will need to be reliable, trustworthy and be driven. They must also be organised and highly motivated with an eagerness to do well and have a keen eye for detail. A certain amount of flexibility is required as we are a fairly new company, but moving upwards fast – one day can be very different from the next, and job descriptions might vary slightly at times. Reliability and good timekeeping are important to us – and above all, a good sense of humour</p>		

LOCATION: EAST COWES

Apprentice Care Assistant	Community Spirited	Ref: VAC000226462
Hours: 30 per week	Wage: £79.50 per week	Closing Date: 11/11/2013
<p>Working as part of a team you will be required to work in the community as a home help. This will include food preparation, light cleaning duties, and aiding with shopping when required.</p> <p>Training to be provided: Diploma level 2 in Health & Social Care qualification</p> <p>Skills Required: Patience, good listening skills, caring nature, flexibility with approach to work essential.</p> <p>Qualifications Required: None as full training will be given.</p> <p>Personal Qualities: Trustworthy, caring and enthusiastic person capable of working on own initiative and as part of a team</p>		

Apprentice Oven Cleaner	RDHP Ltd	Ref: VAC000344358
Hours: 8am to 4pm Monday to Friday (some Saturdays will be required)	Wage: £150 per week	Closing Date: 30/11/2013
<p>At Wight Oven Cleaning we provide domestic and commercial cleaning Island wide. Due to customer growth and need we have a great opportunity for you to join the team. You will undertake all aspects of oven cleaning ie ovens, hobs, extractors, microwaves, AGA's and racks and providing excellent customer service at all times.</p> <p>Training to be provided: Level 2 Certificate in Cleaning and Support Services</p> <p>Skills Required: Practical Aptitude</p> <p>Qualifications Required: None Required</p> <p>Personal Qualities: Flexible, friendly, honest</p>		

LOCATION: FRESHWATER

Apprentice Administrator & Accounts Assistant	Click4Internet Ltd	Ref: VAC000348456
Hours: 30 per week, 9.15 to 4.45	Wage: £100.50 per week	Closing Date: 22/11/2013
Duties to include: <ul style="list-style-type: none">• Database Administration• Dealing with customers over the telephone• Accounts using Sage (after training) / Invoice handling / Dealing with accounts• Marketing and Sales work• Scheduling of appointments for engineers• Filing (electronic)• Customer email and telephone enquiries• Processing enquiries to Sales		
Training to be provided: One to one training in all aspects of job role and for the right candidate, employer will provide in house training in sage accounts and payroll. Also training in Sales and IT support.		
Skills Required: IT Literate (essential), ability to use own initiative, good customer service skills attention to detail, good team player, must be numerate and have an interest in accounts, some experience in Sage accounts would be useful.		
Qualifications Required: An IT qualification is required for this job role as must understand word, excel, database processes.		
Personal Qualities: Friendly and sociable, reliable and trustworthy, confident, flexible		

LOCATION: ISLANDWIDE

Apprentice Optical Retail Assistant	Specsavers Optical Superstores	Ref: VAC000344803 (Newport) VAC000344808 (Ryde)
Hours: 40 per week	Wage: £107.20 per week	Closing Date: 15/11/2013
<p>It's a chance to become part of a thriving, international business and build the foundation for a successful long-term career. You'll spend 12 months in a paid job, working alongside our highly experienced team, who'll support you as you learn. Day-to-day, you'll be a key member of one of our store teams, welcoming customers, giving them advice, booking in eye tests and measuring frames. You'll also carry out pre-screening, take payment and generally help the store to run as smoothly as possible.</p>		
Training to be provided: Level 2 Apprenticeship in Optical Retail Skills		
Skills Required: Excellent communication skills, both on the phone and face to face, excellent organisational skills, methodical approach to work		
Qualifications Required: GCSE grades A-C (or equivalent) in English and Maths are preferred.		
Personal Qualities: Commitment to giving excellent customer service, a genuine interest in Optical retail as a career, pride in your work		

LOCATION: ISLANDWIDE

Apprentice Smart Metering	British Gas Services Limited	Ref: VAC000338652
Hours: Full-time (hours to be arranged)	Wage: £13,750 starting salary	Closing Date: 30/12/2013

We seek to recruit enthusiastic, customer focused Apprentices to help our customers understand and transform how they use their energy in the future. The successful Apprentices will carry out meter installations, maintenance and repairs and associated meter work. You will be required to work in customers' homes, including outdoors dependant on where the meter is situated. In return you will receive a rewarding benefits package including a van, all of your equipment, the latest hand held tablet technology, paid holiday, comprehensive pension and share save schemes as well as great career prospects.

Training to be provided: During your Apprenticeship, in addition to the excellent technical training which includes the City & Guilds Level 2 QCF Diploma in Smart Metering Dual Fuel, you will have hands on field experience gained in your local area with a qualified mentor covering operational hours of work (which include some Saturdays.)

Skills Required: Excellent communication skills, be trustworthy and reliable as well as resilient, ability to use tools and equipment including a computer, willing to working outdoors in all weathers, ability to work as part of a team and on your own, willingness to learn, ability to interact with the customer & strive to deliver excellence as well as exceed customer expectations.

Qualifications Required: You must hold a minimum of 4 GCSEs/Scottish Standard Grades or equivalent at grade C or above, including English, Maths and preferably Science as well as a practical subject such as Technology / Food Technology or Electronics. Your application should ideally show evidence of your practical hobbies and interests, including voluntary work. You must hold a full driving licence with 6 points or less for use within the UK. In return, we will start you on your fantastic career journey with British Gas Smart Metering.

Personal Qualities: This Apprenticeship is a self driven programme that requires highly motivated individuals to manage their own development throughout the duration of the training.

Apprentice Crew Member	McDonalds Restaurants Ltd	Ref: VAC000340942
Hours: Flexible over 7 days	Wage: £130.50 per week	Closing Date: 31/08/2014

You can earn a wage, gain valuable skills and at the end of your Apprenticeship, lasting a minimum of 12 months, you will gain a nationally recognised qualification (equivalent to 5 GCSEs grade A* to C) at the same time. You'll become part of a crew, or a team, that works together to provide the best quick service, family restaurant experience – by far. Specific responsibilities include serving customers include working behind the counter on the till and being out in the dining areas looking after our customers' needs.

Training to be provided: Full apprenticeship to include competency qualification, technical certificate and key skills (if required).

Skills Required: You will be working in our fast moving, high energy environment and we're looking for a genuine smile plus an ability to connect with customers and make them feel valued. You will need to be prepared to commit to one year of training and further study and show a keenness to work and learn. You'll have to show you are dedicated, and aware of your responsibilities to both yourself and McDonald's. You also need to be happy to work as both part of a team and individually, and be able to use your own initiative.

Qualifications Required: There are no qualification pre-requisites to applying for this apprenticeship.

Personal Qualities: You'll need to be confident in approaching and dealing with diverse groups of people. Friendly, courteous and helpful behaviour will come naturally to you. Effective communication skills such as attentive listening, face-to-face verbal communication and eye contact are a must. You'll also need to understand the importance of maintaining high standards of quality and service as well as cleanliness. The ability to maintain high energy levels whilst working both efficiently and productively is essential. Finally, your appearance should be smart and clean.

LOCATION: NEWPORT

Customer Service Apprenticeship	Grafton Merchanting Gb Ltd	Ref: VAC000342913
Hours: 8am to 5pm Mon-Fri	Wage: £140 per week	Closing Date: 29/11/2013
<p>Plumbase, part of Grafton PLC, is one of the leading suppliers of plumbing products in the UK, with an extensive branch network that covers the whole of the country. We are actively seeking apprentices to join us in a programme that covers real working experience, with an enhanced learning opportunity. The scheme includes product & technical training as well as Customer service core skills based around a one year project programme leading to NVQ Level 2 in Customer service. Day to day duties will include working on the Trade counter helping Trade and DIY customers with their queries as well as stock control and helping colleagues.</p> <p>Training to be provided: NVQ Level 2 in Customer service</p> <p>Skills Required: Ambition and a desire to start your career with one of the UK's most successful Builders Merchants.</p> <p>Qualifications Required: Maths and English would be useful</p> <p>Personal Qualities: A willingness to learn and take on new challenges and to be part of a successful team.</p> <p>This employer is looking to develop the right person in to a long term career with Grafton.</p>		

Apprentice in Hospitality	Wight and Green Limited	Ref: VAC000344199
Hours: 30 per week	Wage: £80.40 per week	Closing Date: 15/11/2013
<p>You will assist in helping with the efficient day to day running of the café section of the business which is new and is going to take time to grow. Assist in the preparation of food ranging from salads and sandwiches and in time develop a fuller menu with the manager including panini's. In time, gain the relevant knowledge to be able to progress and develop new skills in the catering business and be responsible for the café in more depth. In the future be responsible for security of the café, some opening and closures. Stock management and cleaning duties. Will also be monitored and trained by staff that have experience in the catering industry and will assist in personal development. Successful candidates will be self motivated and team players who are able to provide excellent customer care in all settings and at all times.</p> <p>Training to be provided: Intermediate Apprenticeship in Hospitality and Catering</p> <p>Skills Required: Excellent attention to detail, passionate enthusiasm for new and upcoming ideas for the café, bubbly personality that is not afraid of talking to customers and selling the products, team player, self motivated</p> <p>Qualifications Required: No formal qualifications required</p> <p>Personal Qualities: Must be friendly, hardworking, punctual and reliable and have a real interest in food and development of personal career. Owner is looking to add a musical theme to the café so an interest in music would be beneficial to the successful candidate.</p>		

Apprentice Donation & Distribution Centre Assistant	Earl Mountbatten Hospice Company Ltd	Ref: VAC000331262
Hours: 30 per week	Wage: £80.40 per week	Closing Date: 15/11/2013
<p>Will assist in helping with the efficient running of the Donation & Distribution Centre, with particular emphasis on management of donated stock, ebay, capturing Gift Aid, PAT testing and assisting with collections and deliveries.</p> <p>Training to be provided: Intermediate Apprenticeship in Warehousing and Storage.</p> <p>Skills Required: Excellent customer service skills, self-motivated, team player</p> <p>Qualifications Required: No formal qualifications required</p> <p>Personal Qualities: Must be friendly, hardworking and reliable</p>		

LOCATION: NEWPORT

Apprentice in Multi Skilled Hospitality	Inn on the Green	Ref: VAC000347138
Hours: 30 per week	Wage: £80.40 per week	Closing Date: 30/11/2013
<p>This Apprenticeship is for someone looking to make Hospitality their future. This role will be very varied to include the following;</p> <ul style="list-style-type: none">• Bar Service & Cellar Work• Kitchen/cookery• Waiting on tables• Cleaning• Money handling <p>Training to be provided: Intermediate Apprenticeship in Hospitality</p> <p>Skills Required: Some kitchen experience would be an advantage although full training will be provided. Good knowledge of Maths and English desirable</p> <p>Qualifications Required: No formal qualifications required</p> <p>Personal Qualities: Outgoing, friendly nature, able to be professional at all times. Willingness to learn 'THE TRADE', smart appearance</p>		

LOCATION: RYDE

Letting Agency Apprenticeship	Maher Ross Ltd	Ref: VAC000350626
Hours: 40 per week	Wage: £107.20 per week	Closing Date: 15/11/2013
<p>The successful candidate will be confident, punctual, well presented, organized, and highly motivated towards a career with a very well respected Lettings Agency which specialises in all aspects of residential Lettings. The apprenticeship will be a great opportunity to learn all aspects of the industry. The role will include dealing with telephone and web enquiries, undertaking viewings with potential tenants as well as supporting the administrative function of the business. Candidates must be non-smokers with a full clean driving licence and should be happy to work flexible hours and at weekends.</p> <p>Training to be provided: Level 2 NVQ Certificate in Sales</p> <p>Skills Required: You will need to be highly motivated towards a career. Full clean driving licence is required.</p> <p>Qualifications Required: Good literacy and numeracy qualifications.</p> <p>Personal Qualities: You need to be smart, presentable, confident and punctual. This position will involve working Saturdays.</p>		

Chef Apprentice	Gaynor Lavery	Ref: VAC000346313
Hours: 30 per week Mon-Fri, 9-4	Wage: £80.40 per week	Closing Date: 15/11/2013
<p>Daily duties will be assisting within the kitchen and assisting with food preparation, dealing with all hygiene and cleaning related duties, including health and safety within the kitchen area. This is ideal for someone who is looking for their first step on the ladder in the Catering /Hospitality trade. You will learn to and be involved in all aspects of cooking and cleaning.</p> <p>Training to be provided: Intermediate Level Apprenticeship in Food Production & Cooking</p> <p>Skills Required: Enthusiastic and willing to learn, committed and hardworking, a good team player who is flexible in approach in order to meet the demands of the business, must have some experience of cooking.</p> <p>Qualifications Required: No formal qualifications required full training will be provided.</p> <p>Personal Qualities: Reliable and with a good work ethic combined with consideration for colleagues is more important.</p>		

LOCATION: RYDE

Apprentice Sales Person	Spear Recruitment Ltd	Ref: VAC000345242
Hours: 40 per week	Wage: £120 per week	Closing Date: 15/11/2013
<p>Duties to include:</p> <ul style="list-style-type: none">• Answering/making phone calls / telephone interviews• General administration duties• Learning and using bespoke software• Using and updating customer relationship management system.• Providing excellent customer service• Working and adapting quickly in a fast passed working office environment <p>You will communicate to candidates, team members and various companies that we work with throughout the day and you will spend most of your time on the phone conducting interviews which you will be trained on how to effectively. Between that and also following on from those phone calls you will be required to process details from accepted candidates and employers and place them correctly into our system and filing relevant information in the right places. From time to time you will have to speak with upset customers and will be taught on how to deal with those scenarios.</p> <p>Training to be provided: Intermediate Apprenticeship in Sales and Telesales</p> <p>Skills Required: IT skills, customer service skills, telephone manner, good attention to detail, versatile and bubbly personality who is not afraid to talk to customers, team player, self-motivated</p> <p>Qualifications Required: No formal qualifications required</p> <p>Personal Qualities: Time keeping, polite, well mannered, tenacious, confident, versatile/adaptable, well presented, organised.</p>		

LOCATION: SHANKLIN

Care Assistant Apprentice	Greyfriars	Ref: VAC000178188
Hours: 30 per week, over 5 days	Wage: £120 per week	Closing Date: 11/11/2013
<p>Working as part of a team the apprentice will be required to deal with all personal care needs of the clients, including washing, dressing, bathing/showering, feeding and drinking. To get involved with daily activities and ensure the welfare of the residents at all times. The right person must be able to work in a close team and be flexible with approach to working in a demanding and challenging but highly satisfying environment.</p> <p>Training to be provided: Diploma level 2 in Health & Social Care qualification</p> <p>Skills Required: Patience, good listening skills, caring nature, flexibility with approach to work.</p> <p>Personal Qualities: Trustworthy, caring and enthusiastic person capable of working on own initiative and as part of a team.</p>		

LOCATION: TOTLAND BAY

Apprentice Care Assistant	Down House	Ref: VAC000172109
Hours: 30 per week over 5 days	Wage: £80.40 per week	Closing Date: 18/11/2013

Working as part of a team the apprentice will be required to deal with all personal care needs of the clients, including washing, dressing, bathing/showering, feeding and drinking. To get involved with daily activities and ensure the welfare of the residents at all times. The right person must be able to work in a close team, and be flexible with approach to working in a demanding and challenging but highly satisfying environment.

Training to be provided: Diploma Level 2 in Health & Social Care

Skills Required: Patience, good listening skills, kind caring nature, flexibility with approach to work.

Qualifications Required: None as full training will be provided.

Personal Qualities: Trustworthy, caring and enthusiastic person, capable of working as part of a dedicated team.

TRAINEESHIPS ON APPRENTICESHIPS ONLINE

www.apprenticeships.org.uk

Please visit the above website for further information on these vacancies and how to apply. Click on: Login to Apprenticeship Vacancies. You will need an e-mail address to register on this site.

LOCATION: GODSHILL

TRAINEESHIP - CATERING

The Essex	Ref: VAC000337125
Hours: Up to 30 per week, Thurs to Sun 5pm to 10:30pm	Closing Date: 14/11/2013

This is an UNPAID vacancy working in a professional kitchen where you will learn and develop skills to help towards becoming a professional chef. Duties will include all aspects of kitchen work developing a range of skills on how to prepare and cook quality ingredients. You will learn Health and Safety and hygiene requirements for a professional kitchen. You will undertake tasks ranging from food preparation to cleaning. During your time on the programme you will be required to attend a training provider to work on functional skills and other useful employment based qualifications. This is all based on individual requirements and at the interview stage to join the Traineeship programme.

Training to be provided: This is UNPAID work experience, you will be expected to also work on your Maths and English as well as other employment based qualifications during your off the job training.

Skills Required: Multi-tasker hard working, good team player, good communication skills.

Qualifications Required: None, but Food Hygiene desirable. If 16 to 18 years old, you can't have achieved a full level 3 and if 19 to 24 years old, you can't have already achieved a full level 2 previously

Personal Qualities: Committed to working in a professional kitchen and a keen interest in the food industry and produce.

LOCATION: ISLANDWIDE

TRAINEESHIP - RETAIL

Earl Mountbatten Hospice Company Ltd

Ref: VAC000344134 (Ventnor)

Ref: VAC000342966 (Cowes)

Ref: VAC000344133 (Ryde)

Hours: 30 per week

Closing Date: 22/11/2013

This Traineeship Opportunity, is UNPAID Work Experience as part of an entry to work course. This exciting opportunity is for a Retail Traineeship following on to an apprenticeship in Retail, where the successful candidate will become a full-time member of the team. Candidates will assist in helping with the efficient running of one of their retail shops, with particular emphasis on customer service, EPOS till work, cash handling, visual merchandising and encouraging donations. Successful candidates will be self motivated and team players who are able to provide excellent customer care at all times.

Training to be provided: On the job training will be provided by the relevant team at the Earl Mountbatten Hospice shop. Employment skills and job search training will be given to the successful candidate by the training provider along with the opportunity to work towards Functional Skills in Maths and English.

Skills Required: Good communication skills

Qualifications Required: None

Personal Qualities: The ability to deliver high levels of Customer Care is vital, willingness to work hard, self motivated, team player.

TRAINEESHIPS IN HEALTH & SOCIAL CARE

The Croft

Freshwater

Ref: VAC000332079

Ancona

Freshwater

Ref: VAC000332098

Gouldings Resource Centre

Freshwater

Ref: VAC000332133

Wight Home Care Ltd

Ryde

Ref: VAC000331342

Holmdale House

Ryde

Ref: VAC000331394

Acorn Care Services

Sandown

Ref: VAC000332771

Milford Del Support Agency

Shanklin

Ref: VAC000331992

Springfield Private Nursing Home

Shanklin

Ref: VAC000332225

Greyfriars

Shanklin

Ref: VAC000331894

Down House

Totland Bay

Ref: VAC000332166

Hours: 30 per week

Closing Date: 09/12/2013

We would like to help young enthusiastic and friendly people aged 16 - 18 who are interested in working in the Care sector to join them working up to 26 weeks on a Traineeship programme.

Training to be provided: This is **UNPAID** work experience. This will be a 26 week Traineeship where you will gain quality work experience in Health & Social Care

Skills Required: An interest in gaining experience in the care sector

Qualifications Required: No qualifications required, but an interest to learn new skills

Personal Qualities: Reliable, keen to learn, sensible attitude to work

As part of this Traineeship you will be required to be available for 30 hours a week, with this time being divided between the workplace and time spent with the Care Learning Centre. A more detailed breakdown of how many hours you will spend with the Care Learning Centre and in the workplace will be discussed with you at the interview. Upon successful completion of the Traineeship program you will receive a certificate of completion and a letter of reference to support future job applications.

LOCATION: NEWPORT

TRAINEESHIP IN BUSINESS ADMINISTRATION

Care Learning Centre	Ref: VAC000344276
Hours: 30 per week	Closing Date: 18/11/2013

Care Learning Centre would like to help a young person aged 16-18 into work by offering a quality Traineeship Work Experience Opportunity in Business Admin. This position is **UNPAID** but offers a valuable work experience opportunity with a clear progression route within the industry to those interested in a career in Business Admin. Over the work experience period you will spend 30 hours per week Monday to Friday working at our head office. This will give you valuable knowledge which will prove essential when applying for a job.

Training to be provided: This **UNPAID** Work Experience with the Care Learning Centre will mean you will be offered work experience each week in conjunction with 'off the job training' You will become a member of the team in the office and will be working in reception. All of this will give you a valuable insight into a business admin environment. The Traineeship Programme will also include off the job training in English and Maths, job search activity, CV writing and interview techniques.

Skills Required: Excellent telephone manner, good communication skills, good use of the English Language, an interest in gaining experience of the business admin industry

Qualifications Required: No formal qualifications, but an interest to learn new skills.

Personal Qualities: Well presented, organised, able to work in a team, keen to learn, enthusiastic, positive attitude towards working, friendly and reliable

TRAINEESHIP IN BUSINESS ADMINISTRATION

Isle of Wight Council	
Hours: Up to 30 per week	Closing Date: As soon as possible

A fantastic opportunity to gain experience in the busy Licensing department of the Isle of Wight Council.

Training to be provided: This **UNPAID** Work Experience will mean you will be offered work experience each week in conjunction with off the job training.

Qualifications Required: No formal qualifications required

For further information and to apply please contact Choices on 525927 or call into the Choices Centre, 29 High Street, Newport NOW!

LOCATION: RYDE

TRAINEESHIPS IN HEALTH & SOCIAL CARE

The Phoenix Project	Ryde	Ref: VAC000331197
Hours: 30 per week		Closing Date: 09/12/2013

This Traineeship Opportunity is **UNPAID** Work Experience as part of an entry to work course. The Phoenix Project would like to help young enthusiastic and friendly people aged 16 - 18 whom are interested in working in the Care sector to join them working up to 26 weeks on a Traineeship programme.

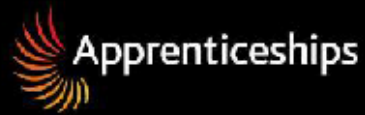
Training to be provided: This is **UNPAID** work experience This will be a 26 week Traineeship where you will gain quality work experience in Health & Social Care. You will also receive off the job training for English, Maths and help with job search activities.

Skills Required: An interest in gaining experience in the Care Sector.

Qualifications Required: No qualifications required, but an interest to learn new skills.

Personal Qualities: Reliable, keen to learn, sensible attitude to work.

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You can earn £75 for each friend you refer that starts their Apprenticeship

Offer available from September 2013 until March 2014

It's easy:

- Refer a friend to an Apprenticeship
- Send in the details
- Claim your £75 when they start

Terms and conditions apply*



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For more information contact Aspire Learning on:
info@aspirelearning.co.uk or Tel: 0800 652 9145

* The new Apprentices must be aged 16-18 on their start date. They must be resident in Bath, Berkshire, Bristol, Buckinghamshire, Cornwall, Devon, Dorset, Gloucestershire, Hampshire, Isle of Wight, Isles of Scilly, Oxfordshire, Somerset, Surrey, Sussex, Swindon or Wiltshire

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Support your community

16-18 year olds

Help others

**Gain confidence, skills and
experience**

**Volunteer as much or as little as
you want**

Will not affect benefits

**Contact The Participation Team
Choices Centre:**

Phone: 525927 or just drop in!

participationteam@iow.gov.uk

29 High Street, Newport, PO30 1SS

VACANCIES TAKEN FROM THE ISLE OF WIGHT COUNTY PRESS



LOCATION: BEMBRIDGE

Kitchen Assistant	Bembridge Coast Hotel	Ref: County Press
<p>We are seeking dedicated team members to assist in our busy kitchen. We give full training to our team and offer opportunities for NVQ. So to become part of the enthusiastic kitchen team here at Bembridge Coast Hotel please submit your application in writing along with a current CV to: Paul Hayward – Head Chef, Bembridge Coast Hotel, Fisherman’s Walk, Bembridge, Isle of Wight, PO35 5TH or email your application and CV to: nikki.white@bourne-leisure.co.uk closing date: 15th November.</p>		

LOCATION: BRADING

Coffee Shop Assistant	The Oasis	Ref: County Press
<p>18¼ hours per week, Thursday 12 noon until 5pm, Friday 12 noon until 5pm, Saturday 8.30am until 5.15pm. To work as part of the team in various positions within the coffee shop, including cashiering, food preparation, table clearing, basic cooking etc. Full training will be given for both positions with good rates of pay and holiday. Extra hours will be available to cover holidays and sickness. Informal walk-in interviews at The Oasis Friday and Saturday 8th and 9th November, 9am until 4:30pm and Sunday 10th November 10.30am until 4.30pm.</p>		

LOCATION: VENTNOR

Hillside	Ref: County Press
<p>We are expanding our ambitious team operation within our hotel, apartments, restaurant and bistro. Roles as Chef, Front of House, General Assistant, Kitchen Porter, Chamber Mate are available with fixed or flexible weekly hours. If you are dedicated and can make a difference – please clarify in an email and attach your CV with code CP1113 indicating role of interest to team@hillsideventnor.co.uk before 15th November.</p>	

LOCATION: WOOTTON

Part-time Counter Assistant	Terry’s Take Away	Ref: County Press
<p>Experience preferred, but training can be given. Weekend working essential, various shifts offered. Please contact Mr Thomas on 01983 882235.</p>		

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Natural Wight – Green Army Good Green Fun!

Sandown Meadows

Hampshire and the Isle of Wight Wildlife Trust

Tuesday 26th November and Tuesday 3rd December 2013

Are you aged 16 – 25?

Would you like to experience working outdoors, pick up some new skills and have fun in the countryside?

If 'Yes', why not join Mark and Claire of Natural Wight along with Jamie Marsh, Isle of Wight Wildlife Trust Reserves Officer.

The work will be tree clearance and scrub clearance at the Wildlife Trust's reserve, Sandown Meadows. The plan is to finish off the tree clearance on the old settlement pond in preparation for re-profiling works and scrub clearance along the fence lines. The aim is to improve the site for water vole, kingfisher, wading birds and wildfowl plus other wetland bird species.

Free transport from Ryde and Newport 9.15am inclusive of return journey.

No experience is required, just a willingness to try your hand at outdoor conservation and enjoy being in a natural environment.

Please wear clothing suitable to the weather: - old clothing, tracksuit bottoms or older jeans –and a rain hat!
Waterproof clothing and wellington boots are available.

Green Army gives you the opportunity to enjoy nature while learning new skills and making new friends. It's also a brilliant way to make you feel better, get a bit fitter and enhance your emotional well-being!

CLOSING TIME TO JOIN 2pm Sunday 24th November 2013

You can join Green Army by either:

Giving your name to your Project Worker and ask them to contact Mark or Claire- NOW!

E-mail:- mark@mcenhancement.com or Message at: - www.facebook.com/mcenhancement

Telephone or Text Mark: 0785-485-2518

E-mail:- Claire.Hector@spectrumhousing.co.uk

Telephone Claire 01983 824275

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**STILL SPACE
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COURSES**

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ADULTS:**

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PART TIME AND
SHORT COURSES**

**BUT NEWLY
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SHORT COURSES IN:**

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BEAUTY

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COMPUTING

**COURSES FOR
16-19 YEAR OLDS:**

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THERAPIES
BRICKWORK
BUSINESS, MANAGEMENT
AND FINANCE
CHILD CARE
COMMERCIAL MUSIC (PLATFORM ONE)
COMPUTER GAMES DEVELOPMENT
COMPUTING AND I.T.
ELECTRICAL
ENGINEERING
FITNESS AND EXERCISE
FOOTBALL COACHING
FOOTBALL DEVELOPMENT
FOUNDATION LEARNING
GRAPHIC DESIGN
HAIRDRESSING
HEALTH AND SOCIAL CARE
HORSE MANAGEMENT
HORTICULTURE AND COUNTRYSIDE
HOSPITALITY AND CATERING
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TO HELP WITH THE COST OF YOUR
LEARNING IF YOU ARE 16-18 AND
YOU OR YOUR HOUSEHOLD ARE
IN RECEIPT OF QUALIFYING
BENEFITS OR HAVE AN INCOME
OF LESS THAN £19,000 P.A.

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The Four P's Radio Course



The **Vectis Radio** studio is situated within the Riverside Centre in Newport and, as such, has access to the facilities the Riverside Centre offers to support the delivery of the 4P course.

The 4P course runs over a four week period with NEETs attending three sessions each week. The course is designed to introduce students to the basic and essential skills relating to Radio presentation and production, hence the 4P's:

Presentation

Promotion

Production

Podcasting

Course Content to include:

Write, record and produce a 30 second audio CV which will be used on air
Be interviewed live on air
Plan a show
Podcast interviews
Record links for the request show
Write and produce a commercial
Research news of the morning report live on air
Interview guests

Vectis Radio regularly broadcasts to over 4000 listeners and has listeners in over 50 Countries!

The Tutor

The sessions will be primarily delivered by the Director of Vectis Radio, Ian Mac who will be supported in delivering the course by other members of the Vectis Radio team.
Ian has developed the idea of the 4P course as a means of passing on his extensive knowledge and experience to young people and hopes that the 4P course will not just enable those who undertake it to develop specific broadcasting industry skills but also help more widely in enabling participants to develop their confidence and self esteem as they move into their working career.

Contact and Booking Details:

Station landline: 01983 240666

Facebook.com/vectisradio

Email Address: studio@vectisradio.com

Twitter.com/vectisradio

Vectis Radio Director's Email: ianmac1965@gmail.com

New Traineeships!

16-18 Year Olds

MAKE THE

SMART CHOICE.

Our new programme will get your career off to a great start!

An alternative option to school past 16!

If you started Year 11 in September 2012, you will need to continue in education or training until at least the end of the school year in which you turn 17. If you are in Year 10 or below, you will need to continue until at least your 18th birthday.

Traineeships is one of the options available to you this is a new programme for young people who want to work, but you may need extra help to gain an apprenticeship or job.

Traineeships will give you the opportunity to develop the skills and workplace experience that employers require.

SMART TRAINEESHIP

If you are interested in getting great work experience whilst learning then get in touch:

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Web: www.smarttar.co.uk



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**Phone us on
01983 527026**



Real Opportunities Now Programme

R O N

Age 16 – 18?

**Not in education, employment or training?
Not sure of what is available for you to access?
RON will give you the chance to try a range of
activities over 2 weeks and have fun at the
same time.**

RON will give you:

- **Different training opportunities**
- **Develop your team work skills**
- **Support with your choices**
- **Build confidence and self esteem**

**Call and speak to Bex 527026 or the
Participation Team 525927 for details of
the next programme.**

'STEPPING STONES'

A Unique Opportunity for Young People aged 18 - 25

- Do you want to learn how to advise others how to solve their everyday problems?
- Do you want Work Experience in an organisation that specialises in Social Welfare Law and see what goes on in the County Court and at Benefit Tribunals?
- Do you want to gain an understanding and insight into the work we do at The Law Centre?
- Do you want to gain employability Skills to add to your CV and improve your chances of obtaining employment?
- Do you want to improve your confidence and gain knowledge and competence in the Voluntary Sector?

We aim to provide you with skills to enhance your employment opportunities and will be covering subjects that include Money Management/Debt, Benefits, Housing, Homelessness and Listening and Interviewing skills all of which will take place at The Law Centre for a period of 10 - 12 weeks.

The Law Centre is a **FREE, CONFIDENTIAL & IMPARTIAL** service for those experiencing social welfare issues. If you want to know more about us and wish to add further skills and knowledge to your CV then give us a call on 01983 524715.

For more jobs go to: isleofwightjobs.com

DROP IN SESSIONS AT THE CHOICES CENTRE

MPCT will be available during 'drop in' sessions at the Choices Centre, High Street, Newport for you to find out about training / course opportunities. Call in on **Thursday afternoon** from 2pm to 3pm.

The Participation Team is part of the Isle of Wight Council and reproduces this list of locally available jobs from external sources that have advertised the same within the previous 7 days. The Council cannot verify or warranty any terms of condition offered by the external employers and have no affiliation or association with these employers. The Council accepts no liability however arising from any damage or loss suffered as a result of these adverts or any reliance placed upon them. Further information should be sought direct from the employers using the contact details provided above.