



CHOICES

Education, Employment & Training Opportunities Weekly 18.07.2014

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

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)
Telephone: 01983 525927
Email: participationteam@iow.gov.uk
Website: www.iwight.com/Choices

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

www.facebook.com/ChoicesIW



LOCAL JOB VACANCIES

LOCATION: BEMBRIDGE

Healthcare Assistants	The Elms Nursing Home	Source: County Press
The Elms Nursing Home requires full and part time healthcare assistants. Positions are subject to DBS disclosure and satisfactory references.		
For an application form please contact our Manager on 01983 872248 or email info@sciohealthcare.co.uk		

LOCATION: BRIGHSTONE

Part-time Receptionist/Sales Person	Isle of Wight Pearl	Source: County Press
Experience preferable but full training will be given. Various hours available, must be able to work 5 out of 7 days as weekends will be included. Good rates of pay and benefits. You must be of smart appearance and have your own transport as buses do not run along the Military Road. Closing date: Friday 25 th July 2014.		
Please call 01983 740352 to arrange an interview, if you have a CV then please bring it along.		

LOCATION: COWES

	Aldi are currently recruiting, please visit www.aldirecruitment.co.uk for further details and to apply!
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Customer Advisor	Red Funnel	Source: www.gov.uk
Red Funnel Group, is looking for a Customer Advisor to join their Customer Service team on a casual basis at the West Cowes Terminal. As a key player in the forefront of Red Funnel's drive to exceed expectations, you will be responsible for making a difference to all of the customers' experiences. You will be working either in Red Funnel's Ticket Office or on the Pontoon If you love working with people, are naturally smiley and enjoy delivering a superb level of customer service in a busy, demanding and fast paced environment, this job will be very rewarding for you. In order to be successful for the customer Advisor role, you will need: * Great customer care skills * True team player attitude * Excellent communication skills * Happy to work on and off vessels Previous customer service experience within a leisure and hospitality environment would be an advantage, however full training will be provided for candidates with the right attitude and personality. This role is part time based on 19 hours per week working evenings only. Customer Advisor role is an hourly rate of £7.22. Don't miss this exceptional and unique opportunity!		
Please submit your application online (www.redfunnel.co.uk/jobs) and then email a CV to recruitment@redfunnel.co.uk in support of your application with copies of any relevant certification.		

Evening Office Cleaner	Source: County Press
Working 12.5 hours per week, Monday to Friday at £6.31 per hour.	
Please send CV to cleaning@nviro.co.uk	

LOCATION: EAST COWES

Part-time Administration Assistant	Jeremy Marrs Personal Training	Source: County Press
Do you love working with people? We are looking for a professional, fun and friendly administration assistant.		
For more information please visit www.jeremymarrs.com/careers .		

LOCATION: HAVENSTREET

Seasonal Yard Assistant (Engineering)	Isle of Wight Steam Railway	Source: County Press
Our Locomotive Operating Department is responsible for providing engines to haul our trains and is looking to recruit a suitable person to assist with the daily preparation tasks. The successful candidate will be required to work safely with the locomotive crews as they make their engines ready for service, and to be responsible for cleaning the yard and preparing materials and equipment for the next day. The Yard Assistant will be expected to work within the Company's Safety Management System and other applicable legislation. Hours of work will be 07:30-12:30, Tuesday to Saturday.		
If you think you are the right person for the job, please email your full CV and a brief statement of your suitability for this role to bob.huxtable@iwsteamrailway.co.uk . You may also post your details to Bob Huxtable, Engineering Manager, The Isle of Wight Steam Railway Co Ltd, The Railway Station, Havenstreet, Isle of Wight, PO33 4DS.		

Northbrooke House Nursing Home	Source: County Press
Northbrooke House Nursing Home is currently recruiting for: Care Assistants: Night shifts, full and part time positions. Also an early bird 7am-10am and twilight 5pm-9pm. Sunday Kitchen Assistant: 11am-7pm plus holiday/sickness cover. Duties to include preparing light snacks.	
For an application form please contact our Head Office Administrator on 01983 882236 ext 201.	

LOCATION: ISLANDWIDE

Event Support Staff	The Isle of Wight Challenge	Source: www.isleofwightjobs.com
Great crew required for a great event! The Isle of Wight Challenge is a 100km walk, run or jog around the island which takes place on Saturday and Sunday the 23 rd & 24 th August 2014. For further details on the event please view our web page http://www.isleofwightchallenge.com/ Depending on your current experience, your role could include: Event Management, logistics, participation support, site set up/ breakdown, rest stop support, marshalling, event driving, security, minor first aid. The type of people we are looking for are: Outgoing, patient, approachable, motivational and supportive, adaptable. In return for your time we offer: competitive hourly rates, all hot food/snacks & drinks during your shift, work experience, the good feeling of helping over thousands of participants to accomplish a tough challenge and to help fundraise millions of pounds for a consortium of charities and good causes.		
If you are interested in finding out more information about working for Action Challenge simply fill in our online survey by visiting www.isleofwightjobs.com and we'll get back to you.		

LOCATION: ISLANDWIDE

Travelling Fun Fair	Source: County Press
Person wanted to work part time on travelling fun fair for summer holidays at Yarmouth, Sandown, Newport, Garlic Festival and St Helens.	
Telephone Hayley on 07966388563 for further information.	

Temporary Distributors Required	Color Distribution	Source: County Press
Distributors required to deliver the BT Directory in and around: Sandown, Ventnor, Shanklin, Cowes, Bembridge, Newport and surrounding areas. Good rates of pay and flexible working hours.		
If interested in delivering call (01424) 884177 or Text ALFRED to 07937 985963 or visit www.colordistribution.com		

Part time Housekeeping Staff	Source: County Press
Required in Bembridge, Totland Bay and Apse Heath. Saturdays throughout the Summer from 10am to 3pm, £7.50 per hour and transport available for those who need to travel.	
Please contact us directly on (01983) 530035.	

Mature Bar Person Required	Source: County Press
Approx 16 hours per week, some evenings, must be honest and be able to socialise, good sense of humour essential.	
Phone Mrs Jenkins on 07581 342146.	

Working in a Catering Trailer	Source: County Press
We have a vacancy coming soon for someone to join our catering team at the B&Q catering trailer. Hours will be part time at first.	
To leave details please call 01983 539 624.	

Guitarist Wanted	Source: County Press
Guitarist wanted to start a duo. Split 50-50 cash and split ideas and songs.	
Please call 01983 716878 for more details.	

LOCATION: LAKE

Line Chef & Bar & Waiting Staff	Merrie Garden	Source: County Press
Having opened it's doors in June 2013, the Merrie Garden is the latest in a series of new build developments, where we've invested significantly in this increasingly popular food led, family friendly Milestone Rotisserie brand.		
If you're looking to shine in a very busy and challenging, high quality food led pub environment, then we can offer good rates of pay, training and great development opportunities.		
To apply simply email your CV to: merriegarden.isleofwight@marstons.co.uk		

LOCATION: NEWPORT

Apprenticeship Scheme - Electrical / Mechanical / Engineering	Gurit	Source: County Press
<p>We have a number of opportunities based at our Newport site for bright and enthusiastic individuals looking to begin a career in manufacturing with a forward facing and innovative Company.</p> <p>Gurit 's UK Apprentice Programme has run successfully for a number of years. The Programme provides a career-path which allows for continued learning and the chance to obtain relevant qualifications, whilst gaining valuable and practical on-the-job experience. The Gurit Apprentice scheme lasts for 4 years with experience gained in-house at Gurit, and weekly day release to a local college or training provider. All our Apprentices have individual development plans to follow, along with regular reviews with a dedicated Mentor.</p> <p>Upon completion of the programme Gurit Apprentices will be fully trained and competent in our manufacturing techniques, with transferable skills and knowledge of best practice and current manufacturing issues.</p> <p>This is a fantastic opportunity for driven individuals who want to continue studying whilst gaining practical work experience. Applicants should hold GCSEs (or equivalent) in Maths, English and Science and Technology at Grade C or above. Candidates must be aged at least 17 years old in line with the health and safety requirements of our manufacturing environment.</p> <p>If you feel you have the motivation, commitment and drive to succeed as a Gurit Apprentice, and you want to contribute to our success please submit a covering letter and CV as detailed below. Closing Date: Friday 1st August 2014</p>		
<p>For more details, please visit our website at: www.gurit.com or email a current CV with a letter of introduction to careers-uk@gurit.com Human Resources Gurit (UK) Ltd, St Cross Business Park, Newport, Isle of Wight, PO30 5WU, Telephone (01983) 828000 Email: careers-uk@gurit.com</p>		

Leaflet Distributor	Pittis	Source: www.gov.uk
<p>We are looking for a reliable person to deliver leaflets. Pittis is the largest independent estate agency in the southeast of England and we have over 100 branches across our network. So if you enjoy working with people, love property, and are able to help deliver leaflets, apply now as this is an opportunity that won't be around for long. Salary: £40 per 1,000 leaflets delivered.</p>		
<p>For further details or to apply, please visit www.gov.uk</p>		

Part-time Staff	Stotesbury's Fish and Chip Shop	Source: County Press
<p>Part-time staff to prepare the potatoes using different machines, filtering the oil and cleaning up. Morning only – 6 day week, Mon to Sat, 16 hours per week. Rewards are: excellent rates of pay, good support and nice working environment.</p>		
<p>For further information or to apply, please call 01983 522316, before 11am and after 9pm.</p>		

LOCATION: NEWPORT

Kitchen Porters	Hare & Hounds	Source: County Press
Kitchen porters required, immediate start.		
Please call 01983 523446 for more information.		

Admin	Cornelia Manor	Source: County Press
16 hours per week, flexible working terms. Take over all current admin duties from proprietor. Looking for someone who can type quickly, with IT skills and a well organised individual. Manage day to day admin duties for two care homes. Required to work in a care home. Please apply if you are only looking for a permanent role.		
Please send CV to sasi.rasa@hillviewcare.co.uk.		

Domestic Assistant	Vecta House	Source: County Press
Barchester Healthcare provides award-winning care, with over 200 high quality care homes across the UK. Vecta House provides 24 hour specialist care for those experiencing Dementia, particularly Alzheimer's Disease, within a purpose built and designed environment. Our Memory Lane communities afford, as far as possible, a constraint free lifestyle for those who choose to live here.		
Part time/Bank Domestic Assistant – varied Domestic Assistant duties to include use of carpet shampoo equipment, vacuum equipment and general cleaning duties. The successful applicant should be flexible in order to meet the varying needs of the Home, cover colleague's annual leave, illness and other periods when additional assistance is required if possible. Barchester Healthcare is committed to supporting your personal and professional development.		
Successful candidates are required to apply for a Disclosure at the Enhanced level from the Criminal Records Bureau. Further information available from www.crb.gov.uk		
For further information please contact Agnes Gordon on (01983) 525521 Email vecta@barchester.com or write to: Vecta House, 24 Atkinson Drive, Newport, Isle of Wight, PO30 2LJ. Closing date: 25th July 2014.		

LOCATION: RYDE

Housekeeping Assistant	Solent Grange Residential Home	Source: www.gov.uk
We are looking for someone who takes pride in ensuring their work is always completed to the highest possible standard. They will enjoy creating an environment that's well maintained, making sure our residents are comfortable and feel well looked after. We don't ask that you have any formal qualifications as training will be provided but only that you have enthusiasm and interest in what you are doing. You will be working closely within a team so good interpersonal and communication skills are essential. You will be expected to maintain the highest possible standard of cleanliness within the home working closely with other housekeeping and maintenance staff. Key duties in this role will include:- Vacuuming, mopping, polishing and general up keep of all communal areas, bathrooms and our residents rooms, - washing woodwork, windows, door panels and sills, cleaning lavatories, baths, sinks and hand basins. We ask all staff to be as flexible, dependable and reliable as possible. Full time hours.		
Please apply online at www.gov.uk or drop in and get an application form.		

LOCATION: RYDE

Customer Advisor	Liz Earle	Source: County Press
We have 3 and 6 month contracts available working full time Monday-Sunday and evenings on a rota basis. You will speak to customers on the telephone processing their orders and providing guidance on skincare and the benefits of our products. You will have a passion for skincare and a natural ability to build relationships with our customers. Closing date: Friday 25 th July 2014.		
To apply for our current vacancies, please email your CV and covering letter to recruitment@lizearle.com. For further details on our other opportunities please visit our website www.lizearle.com/join-our-team.		

Evening Office Cleaner	Source: County Press
Working 10 hours per week, Monday to Friday at £6.31 per hour.	
Please send CV to cleaning@nviro.co.uk	

Customer Adviser	Isle of Wight Council	Source: County Press
CONTACT CENTRE, Shared Services Centre, Westridge, Ryde		
Scale 2/3 £11,059.46 to £12,633.65 per annum (all pay grades are pending the outcome of IW Council job evaluation process)		
Hours: 27.5 per week to be worked over 5 days per week, 11:30 to 17:00.		
Fixed Term Contract until 31st March 2015		
The Contact Centre is currently seeking a Customer Advisor to join their busy team. A cheerful personality and an ability to work as part of a team is essential in this environment as well as being able to remain calm at all times, especially when working under pressure. You will be responsible for resolving a variety of enquiries at the first point of contact across a range of access channels including phone and email.		
The successful candidate must be able to demonstrate a passion for excellent customer service along with good communication, telephony and IT skills. A minimum of 4 GCSE's are a must and whilst not essential customer service experience, literacy skills and knowledge of the Council's CRM system would be desirable.		
For further information or an informal discussion please contact Cate Sheen, Contact Centre Manager on 01983 821000.		
The Isle of Wight Council is an equal opportunities employer and welcomes applications from all sections of the community.		
This council and its schools recruit according to the council's Safer Recruitment policy and are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.		
Telephone 01983 823134 or email callcentre@iow.gov.uk if you need further information about applying. Completed applications should be returned to HR Support Team, County Hall, Newport, Isle of Wight, PO30 1UD. Email: callcentre@iow.gov.uk Vacancy Reference: 50015535		
Closing Date 01/08/2014		

LOCATION: RYDE

Cleaner	Town Club	Source: www.gov.uk
We wish to employ a cleaner for three mornings a week Tuesday, Thursday and Sunday. Tuesday and Thursday would be 9.15am to 11.15am and Sunday's 9.15am to 11.15am or 12.15pm if there has been a private function the night before. It would be preferable if the successful candidate could cover the other cleaners holidays and sickness if necessary. This is a permanent job with holiday entitlement, £6.80 per hour. The successful candidate would be expected to be self motivated and will have to disarm the alarm system and enter the premises.		
For further details or to apply, please visit www.gov.uk		

LOCATION: SANDOWN

Housekeeping Assistant	Sandown Nursing Home	Source: County Press
We are looking for another person to join our committed and hard-working housekeeping team. This position is for 5 shifts (9am to 2pm) per week including weekend working and a good rate of pay is offered. This position is subject to DBS disclosure.		
For further information or to apply please contact Ann-Marie Jordan on 01983 408574.		

Evening Office Cleaner	Sandown Civic Centre	Source: County Press
Evening office cleaner required, working 10 hours per week Monday to Friday at £6.31 per hour at Sandown Civic Centre.		
Please send your CV to cleaning@nviro.co.uk		

Caravan Cleaners	Source: County Press
Required in Sandown, must be reliable and available to work on Saturdays 10am to 2pm, previous cleaning experience essential although training will be given to the right people. Good rates of pay (previous applicants need not apply).	
Please call 01983 868268 in the first instance – immediate start.	

LOCATION: SHANKLIN

Cleaning Operative	Top Mops Limited	Source: www.gov.uk
Experienced cleaner required for the Shanklin area. The successful candidate would be required to work Monday - Friday, 5-7pm giving a total of 10 hours per week. Strong attention to detail is essential as the applicant will be completing medical cleaning.		
For further details or to apply, please visit www.gov.uk		

Full-time Care Assistants	Tile House Residential Home	Source: County Press
Tile House Residential Home is currently recruiting for full-time care assistants.		
Fr an application form, please contact our Head Office Administrator on 01983 882236 ext. 201.		

LOCATION: SHANKLIN

Bank Healthcare Assistants	Springfield Nursing Home	Source: County Press
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Springfield Nursing Home requires bank healthcare assistants. Positions are subject to DBS disclosure and satisfactory references.

For an application form, please contact our manager on 01983 862934 or email info@sciohealthcare.co.uk.

Chef and Kitchen Porter	Source: County Press
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Chef and kitchen porter required at Shanklin hotel.

For further information or to apply please call 01983 861500.

Part-time Carer	Acacia Care Home	Source: County Press
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Part time carer, hours as required.

Please call 01983 863845 for more details.

LOCATION: TOTLAND

Westview House Residential Home	Source: County Press
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Westview House Residential Home is currently recruiting for:

Full-time Care Staff

Care Assistant for twilight shifts: 5pm-9pm, Monday-Friday

For an application form, please contact Angela on 01983 753813.

LOCATION: YARMOUTH

Part-time Nail Technician/Beauty Therapist	Ivory Hair & Nail Bar	Source: County Press
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Ivory Hair and Nail Bar require a part-time nail technician/beauty therapist for the summer season. Hairdressing skills also an advantage.

For further information or to apply, please contact Christina on 01983 760994.

Weekend Retail Staff	Harwoods	Source: County Press
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Experience is beneficial and with the ability to start immediately.

Please apply by email to office@harwoodsofyarmouth.com

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: ARRETON

SEN/Behaviour Support Assistant/Apprentice	Arreton St George's Church of England Controlled Primary School	Ref: VAC000458479
Hours: 37½ per week	Wage: £110 per week	Closing Date: 02/08/2014
<p>To work with the SENCO, Behaviour Support Manager and class teachers as appropriate supporting pupils with identified additional needs within the early years' setting. To provide support for pupils in a variety of settings including in class, on the playground and in the Nurture Suite. To supervise and develop good social skills with the pupil outside of classroom times such as over lunch and playtimes following the schools agreed policies. To support identified pupils with developing their skills in accordance with their individual behaviour and education plans. To liaise with other members of the teaching and behaviour management team to ensure good continuity of care and standards and achievement.</p> <p>Training to be provided: Intermediate Level Apprenticeship in Supporting Teaching and Learning in Schools.</p> <p>Skills Required: IT literate, computer skills and attention to detail.</p> <p>Qualifications Required: GCSE in Maths and English (A-E) or equivalent.</p> <p>Personal Qualities: Confident, hardworking, eager to learn, outgoing, patient.</p> <p>To apply for this position please visit: www.apprenticeships.org.uk</p>		

LOCATION: COWES

Apprentice Traffic Assistant/General Administrator	Acclaim Parcel Express	Ref: VAC000463652
Hours: 40 per week	Wage: £150 per week	Closing Date: 29/07/2014
<p>A great opportunity for an apprentice to join the Isle of Wight branch of Acclaim Parcel Express. Duties will include:</p> <ul style="list-style-type: none">- Dealing with retail and account customers- Consignment data entry onto APC and UK Pallets online booking system.- Calling customers to arrange and schedule private home deliveries.- Proof of Delivery data entry- Dealing with credit card transactions.- General administration and paperwork. <p>Training to be provided: Intermediate Level Apprenticeship in Business and Administration</p> <p>Skills Required: Good communication skills, both written and face to face, good customer service skills, confident telephone manner, good IT skills.</p> <p>Qualifications Required: No formal qualifications need. All candidates will be assessed on individual merit.</p> <p>Personal Qualities: Confident Personality, punctual, smart and presentable.</p> <p>To apply for this position please visit: www.apprenticeships.org.uk</p>		

LOCATION: COWES

Electronic Engineering Apprentice	Straininstall	Ref: VAC000432191
Hours: 37½ per week	Wage: £110 per week	Closing Date: 01/08/2014
<p>Duties include:</p> <p>To manufacture load pins and load cells of various sizes:</p> <ul style="list-style-type: none"> • Cleaning and preparing surfaces • Wire preparation • Soldering / Gauging / Testing • Calibration • Reading and interpreting drawings • Electrical connections <p>To produce mooring units and their control units of various sizes:</p> <ul style="list-style-type: none"> • Reading of drawing plans • Assembling metalwork using simple tools • Attaching electronic equipment as required by the drawing • Testing all equipment when assembled • Cleaning and checking units prior to despatch to the customer • Packing equipment as appropriate. <p>Training to be provided: Intermediate Apprenticeship in Engineering Manufacturing</p> <p>Skills Required: An interest in manufacturing items, able to follow simple plans and drawings, able to use simple hand tools, be able to multi skill when required, have basic computer skills.</p> <p>Qualifications Required: C or above in Maths, English or Science or equivalent.</p> <p>Personal Qualities: Keen to learn, wants to work as part of a team, flexible with work requirements to ensure customers are satisfied, work to a high standard, reliable and helpful.</p>		
<p>To apply for this position please visit: www.apprenticeships.org.uk</p>		

Mechanical Machinist Apprentice	Straininstall	Ref: VAC000432192
Hours: 37½ per week	Wage: £110 per week	Closing Date: 01/08/2014
<p>To manufacture load pins and load cells of various sizes:</p> <ul style="list-style-type: none"> • Machining to specific drawings • Milling to specific drawings • Working to close tolerances • Small lathe work • General workshop use of small hand and power tools. • High quality standards <p>Training to be provided: Intermediate Apprenticeship in Engineering Manufacture</p> <p>Skills Required: An interest in manufacturing items, learn to use lathes and programmable machines, able to follow complex drawings, able to use simple hand tools, be able to multi skill when required, have basic computer skills</p> <p>Qualifications Required: C or above in Maths, English or Science or equivalent.</p> <p>Personal Qualities: Keen to learn, wants to work as part of a team, flexible with work requirements to ensure customers are satisfied, work to a high standard, reliable and helpful.</p>		
<p>To apply for this position please visit: www.apprenticeships.org.uk</p>		

LOCATION: COWES

Administration Apprentice	Dancy Dynamics Ltd	Ref: VAC000466156
Hours: 30 per week	Wage: £105 per week	Closing Date: 25/07/2014
<p>We are looking for someone to learn and take on the admin functions of our office. This will include maintaining our databases including cleaning up existing data, entering new data and checking the current validity of old data. There will be paper and online filing to do. You will be expected to take minutes at our weekly and monthly briefings. You will be taught to update certain pages on our website. There may be errands to run like going to the post office or the shop. You will answer the telephone. As your knowledge and experience increases you may also be given tasks such as circulating press releases, researching events, companies, journals etc, helping to organise events, booking travel and accommodation for business trips, creating leaflets, brochures etc, getting quotes from suppliers e.g. printers, ordering stationery, preparing reports and proposals, proof-reading.</p> <p>Training to be provided: Level 2 NVQ Certificate in Business Administration</p> <p>Skills Required: Basic knowledge of word and Excel. Good spelling and grammar.</p> <p>Qualifications Required: GCSE English A-C Grade or equivalent</p> <p>Personal Qualities: You must have real attention to detail; accuracy of our data is essential, Discretion, Sensitive to cultural and religious issues; we work in a global industry where other peoples cultural and religious expectations must be respected. Supportive of our Industry; the oil and gas industry is vital to our society and way of life. An interest in science, particularly geology, may be beneficial but is not essential.</p>		
<p>To apply for this position please visit: www.apprenticeships.org.uk</p>		

Business Administration Apprentice	Little Love Lane Neighbourhood Nursery & Pre School	Ref: VAC000466931
Hours: 30 per week (Minimum)	Wage: £105 per week	Closing Date: 31/07/2014
<p>You will be involved in all administration functions, this will include loading new data onto a specialist nursery programme, filing, answering the telephone, taking and recording payments, liaise with parents, monthly invoicing and general enquiries. Your role will require providing lots of customer service.</p> <p>Training to be provided: Level 2 NVQ Certificate in Business & Administration</p> <p>Skills Required: Good ICT Skills, Excellent personnel and organisational skills, must be a team player.</p> <p>Qualifications Required: First Aid in the workplace-although not essential</p> <p>Personal Qualities: Friendly, good timekeeper, passionate about working with children.</p>		
<p>To apply for this position please visit: www.apprenticeships.org.uk</p>		

LOCATION: EAST COWES

Apprentice Business Admin	Jeremy Marrs	Ref: VAC000466587
Hours: 30 per week (Minimum)	Wage: £80.40 per week	Closing Date: 27/07/2014
<p>Jeremy Marrs Personal Training is currently based in East Cowes (with plans to move to Newport in the near future) and pride themselves in providing a bespoke service to their expanding client list. Duties will include: Greeting clients and building rapport, email correspondence, making and receiving calls, pre-qualifying clients for an initial consultation, sending out client welcome packs, maintaining records, daily system back up, writing newsletter's, updating company social media and blog posts, client and trainer scheduling, cleaning and maintaining facility.</p> <p>Training to be provided: Level 2 NVQ Certificate in Business Administration</p> <p>Skills Required: Basic knowledge of word and Excel. Good spelling and grammar.</p> <p>Qualifications Required: GCSE English and Maths grade A-C is preferred but not essential or equivalent qualifications.</p> <p>Personal Qualities: You must have real attention to detail; accuracy of clients data is essential, discretion and be supportive of our Industry.</p>		
<p>To apply for this position please visit: www.apprenticeships.org.uk</p>		

LOCATION: FRESHWATER

Apprentice Food Production Manufacturing Assistant	Catch (Isle of Wight) Ltd	Ref: VAC000452492
Hours: 30 per week	Wage: £90 per week	Closing Date: 31/07/2014
<p>Candidates will have the opportunity to learn and be involved in all aspects of our manufacturing from basic preparation to include fish filleting, poaching, smoking and finishing. The candidate will learn all about labelling, packing and product traceability. There will also be cleaning and general Kitchen Porter duties to perform each day. There will be the opportunity to attend Farmers Markets and outside events. There will be the occasional overnight stay in London to enable visits and learning at Billingsgate Fish Market. This is a very exciting opportunity for an outgoing customer focused candidate. The job will involve learning every aspect of a manufacturing food business.</p> <p>Training to be provided: Intermediate Apprenticeship in Hospitality.</p> <p>Skills Required: Good numeracy & literacy, good communication & listening skills, ability to work to time schedules be punctual – the role includes early starts, ability to work as part of a small team.</p> <p>Qualifications Required: Basic Food Hygiene Level 1 desirable, but not essential as full training given.</p> <p>Personal Qualities: High standards of personal hygiene and cleanliness, reliability & punctuality, ability to multitask, friendly & outgoing with a sense of humour, a passion for food, keen to learn & take pride in their work.</p> <p>You will also be provided with a Southern Vectis Freedom monthly travel pass/allowance.</p>		
<p>To apply for this position please visit: www.apprenticeships.org.uk</p>		

LOCATION: FRESHWATER

Administration and Customer IT Support Apprentice	Click4Internet Ltd	Ref: VAC000443709
Hours: 40 per week	Wage: £120 per week	Closing Date: 31/07/2014
<p>You will be based in the office for on average 80% of the time completing administrative tasks with our customer data base and handling emails and telephone calls from customers, potential customer and suppliers. This is a real opportunity to have a complete broad introduction and grounding in the workings of a busy office with every aspect being covered including:</p> <ul style="list-style-type: none"> - Call handling - Email handling - Accounts / Payroll - Database reporting and entry - Ordering - Stock control - Report writing - Excel and Word - Working with Ubquitti and Mikrotik <p>For the other 20% of the time you will be attending mast and customer installation working with the qualified engineering staff with full on the job training being given.</p> <p>Training to be provided: Intermediate Level Apprenticeship in Business and Administration.</p> <p>Skills Required: IT Skills and a good communicator with willingness to learn and turn your skills to a variety of roles. Every member of our team has a key role and the company cannot function unless everybody fulfills their individual role.</p> <p>Qualifications Required: No formal qualification needed.</p> <p>Personal Qualities: Reliability and a willingness to learn are essential. A natural confidence is needed to deal with the variety of task this role entails.</p>		
<p>To apply for this position please visit: www.apprenticeships.org.uk</p>		

LOCATION: NEWPORT

Apprentice Dental Nurse	Denby House Dental Practice	Ref: VAC000444667
Hours: 37½ per week	Wage: £100.50 per week	Closing Date: 28/07/2014
<p>Duties will involve:</p> <ul style="list-style-type: none"> - Greeting and caring for patients - Assisting the dentists with suction, retraction, manipulation of air and water syringes, passing instruments and mixing and passing materials - Ensure all lab work is checked and available prior to patients arrival - Maintaining a clean environment during surgery - Cleaning and sterilising instruments - Developing and filing x-rays - Carrying out reception and administration task <p>Training to be provided: Advanced Level Apprenticeship in Health (Dental Nursing)</p> <p>Skills Required: The ideal candidate will have good team working skills as well as having the ability and confidence to work independently, using initiative. Being able to interact and communicate with patients in a friendly and professional manner is an important skill to possess for this role. Good computer skills.</p> <p>Qualifications Required: GCSE English and Maths at grade C or above (or equivalent). Having a qualification in biology would be beneficial but not essential</p> <p>Personal Qualities: Friendly, outgoing person with a flexible approach to work.</p>		
<p>To apply for this position please visit: www.apprenticeships.org.uk</p>		

LOCATION: NEWPORT

Advanced Design Apprentice	AJ Wells & Sons	Ref: VAC000463395
Hours: 40 per week	Wage: £120 per week	Closing Date: 31/07/2014
<p>Successful applicants will be enrolled on our Apprentice Programme which is tailored to provide a full range of experience throughout our manufacturing operation. The successful applicant will be part of our engineering/design team which is focussed in ensuring our products and production methods enable us to meet the needs and requirements of our customers. A significant part of the training will involve using 2D and 3D software to develop skills to deliver solutions to our teams in the business. At AJ Wells we believe everyone should understand engineering and in this instance you initial training will be at a training provider who will be giving you the practical skills to make you more engineering aware. Practical training on machines and engineering processes will continue for the duration of the apprenticeship.</p> <p>Training to be provided: Advanced Level Apprenticeship in Engineering Manufacture</p> <p>Skills Required: A practical, problem solving ability, good mathematical understanding and IT skills.</p> <p>Qualifications Required: Applicants should have 4 GCSEs at grades C or above, including English language, maths and a science subject (predicted grades or equivalent qualifications). Candidates will also be asked to sit some aptitude tests.</p> <p>Personal Qualities: Integrity and reliability, the ability/determination to meet tight schedules and deadlines, initiative.</p>		
To apply for this position please visit: www.apprenticeships.org.uk		

Advanced Maintenance Apprentice	AJ Wells & Sons	Ref: VAC000463396
Hours: 40 per week	Wage: £120 per week	Closing Date: 31/07/2014
<p>Successful applicants will be enrolled on our Apprentice Programme which is tailored to provide a full range of experience throughout our manufacturing processes. The successful applicant will join our maintenance team and report to the supervisor. Training will be given on production machines and other manufacturing processes during the apprenticeship. As part of the maintenance team you will be pivotal in ensuring all of our manufacturing machinery is fully maintained and working effectively and efficiently. This will cover electrical and mechanical aptitudes to enable the applicant to progress well. This role will also require and person with a quizzical mind in order to be able to work out problems and solve issues with equipment.</p> <p>Training to be provided: Advanced Level Apprenticeship in Engineering Manufacture</p> <p>Skills Required: A mechanical aptitude, problem solving ability, good mathematical understanding.</p> <p>Qualifications Required: Applicants should have 4 GCSEs at grades C or above, including English language, maths and a science subject (predicted grades or equivalent qualifications). Candidates will also be asked to sit some aptitude tests.</p> <p>Personal Qualities: Integrity and reliability, the ability/determination to meet tight schedules and deadlines, initiative.</p>		
To apply for this position please visit: www.apprenticeships.org.uk		

LOCATION: NEWPORT

Advanced Fabrication and Weld Apprentice	AJ Wells & Sons	Ref: VAC000463411
Hours: 40 per week	Wage: £120 per week	Closing Date: 31/07/2014
<p>Successful applicants will be enrolled on our Apprentice Programme which is tailored to provide a full range of experience throughout our manufacturing processes. The successful applicants will be part of our production team reporting to our supervisor. You will be producing high quality products from our range of stoves. Training will be given on production machines and other manufacturing processes during the apprenticeship. We strive to ensure our products reach the customer with the highest quality and precision finish in order that AJ Wells keeps its strong position in the marketplace. It would be expected that the successful candidates will also strive to meet our exacting standards.</p> <p>Training to be provided: Advanced Level Apprenticeship in Engineering Manufacture</p> <p>Skills Required: A mechanical aptitude, problem solving ability, good mathematical understanding.</p> <p>Qualifications Required: Applicants should have 4 GCSEs at grades C or above, including English language, maths and a science subject (predicted grades or equivalent qualifications). Candidates will also be asked to sit some aptitude tests.</p> <p>Personal Qualities: Integrity and reliability, the ability/determination to meet tight schedules and deadlines, initiative.</p>		
<p>To apply for this position please visit: www.apprenticeships.org.uk</p>		

Apprentice Assistant Management Accountants	St Marys Hospital	Closing Date: 25/07/2014
<p>An excellent opportunity has arisen to appoint two apprentices to provide a comprehensive and effective service to support the smooth and efficient running of the busy Management Accounts Department. The Apprentices will be required to communicate effectively and courteously with a wide range of internal/external personnel. You will work as part of a team within the department as well as other elements of the service as necessary. You will also have the opportunity to study towards a professional qualification.</p>		
<p>For further information please contact Cloe Rebourgeard, Deputy Finance Manager by calling 01983 822099 ext 6586. To apply, visit www.jobs.nhs.uk using job reference 470-14-110-NDH. To find out more about the trust visit: www.iow.nhs.uk</p>		

LOCATION: RYDE

Front of House Apprentice	The Vine Inn	Ref: VAC000439520
Hours: 30 per week	Wage: £80.40 per week	Closing Date: 31/07/2014
<p>The Apprenticeship will involve all Front of House activities to include;</p> <ul style="list-style-type: none"> • Keeping the Restaurant clean and tidy. - looking after cutlery and glasses. • Serving at the tables. • Interaction with the kitchen & learning Bar activities. <p>Training to be provided: Intermediate Apprenticeship in Hospitality.</p> <p>Skills Required: Good communication, able to use own initiative, friendly and a good team player.</p> <p>Qualifications Required: No formal qualifications required.</p> <p>Personal Qualities: Clean and presentable, reliable, good timekeeper, honest and hardworking.</p> <p>The employer will provide a bus rover for travel to and from work if required.</p>		
<p>To apply for this position please visit: www.apprenticeships.org.uk</p>		

LOCATION: RYDE

Apprentice Chef	The Vine Inn	Ref: VAC000439229
Hours: 30 per week	Wage: £80.40 per week	Closing Date: 31/07/2014
<p>This opportunity involves learning all aspects of the kitchen, to include;</p> <ul style="list-style-type: none">• Preparation of salads and vegetables.• Making fresh pies, lasagne, pasta dishes and puddings.• Keeping the kitchen clean and tidy.• Learning all involved with serving the customers good home cooked food. <p>Training to be provided: Intermediate Apprenticeship in Catering and Professional Chefs. Skills Required: Some kitchen experience would be an advantage but not essential, passionate about cooking. Qualifications Required: No formal qualifications required. Personal Qualities: Clean and tidy, able to communicate, good team player. The employer will provide a bus rover for travel to and from work if required.</p>		
To apply for this position please visit: www.apprenticeships.org.uk		

LOCATION: SHANKLIN

Apprentice Food & Beverage Assistant	Marie Cole	Ref: VAC000425682
Hours: 40 per week	Wage: £120 per week	Closing Date: 31/07/2014
<p>This is a very attractive role for someone who has had some experience or has a keen interest in working in the hospitality industry and enjoys working with people. It would include shift patterns from either 8am to 2pm or 2pm to 8pm. However, you must be flexible as you may be called in outside of your normal working pattern to cover.</p> <ul style="list-style-type: none">- Preparation of cold food such as sandwiches, baguettes etc.- Some cooking of hot food such as burgers, grilled fish, breakfasts and melts.- Taking customer orders at the counter and serving food at the table- Serving soft drinks and teas and coffee using a coffee machine- Serving ice creams using a mr whippy type machine- Clearing tables and washing up- Taking cash payments using a till- Using some kitchen equipment for which training will be given. <p>Training to be provided: Intermediate Level Apprenticeship in Hospitality Skills Required: Experience of working in a similar environment or a keen interest in working in hospitality, must have good customer service skills, the ability to use your own initiative, good social skills, must be a good team player, enthusiastic and friendly. Qualifications Required: Would be preferable if you hold a Food Hygiene certificate but not essential. Personal Qualities: Must be reliable and punctual, able to work under pressure at busy times, keen to learn, be flexible and able to come in at short notice.</p>		
To apply for this position please visit: www.apprenticeships.org.uk		

LOCATION: TOTLAND

Apprentice Food & Beverage Assistant	Highdown Inn	Ref: VAC000409355
Hours: 30 per week, inc evenings and weekends	Wage: £105 per week	Closing Date: 04/08/2014
<p>We are looking for a motivated, passionate individual to join the team as an Apprentice Food and Beverage Assistant. You will be responsible for working in all areas of food and beverage as needed to deliver an excellent Guest and Member experience whilst working to achieve departmental targets. An Apprentice Food and Beverage Assistant would also be required to take and deliver customer orders, provide excellent customer service and to ensure the smooth running of food and beverage service. You will also learn about 'behind the scenes' processes such as stock take and stock orders. As part of this apprenticeship you will work towards an industry wide recognised NVQ Level 2 qualification in Food and Beverage Service. The training will be delivered in the form of work based learning and will include functional skills.</p> <p>Training to be provided: Intermediate Level Apprenticeship in Hospitality</p> <p>Skills Required: You need to have a keen interest in Food and Beverage Industry and be dedicated to working towards your NVQ.</p> <p>Qualifications Required: No qualifications required</p> <p>Personal Qualities: You must be enthusiastic and able to work well in a team.</p> <p>To apply for this position please visit: www.apprenticeships.org.uk</p>		

Apprentice Kitchen Assistant	Highdown Inn	Ref: VAC000409367
Hours: 30 per week, inc evenings and weekends	Wage: £105 per week	Closing Date: 04/08/2014
<p>We are looking for a motivated, passionate individual to join the team as an Apprentice Kitchen Assistant. You will be responsible for assisting in the preparation, cooking and presentation of food with the aim to delivering an excellent customer experience. You would also be required to undertake all reasonable duties as assigned by the head chef. You must have basic cooking skills and have the desire to learn new ones. You will have a good working attitude and enjoy the buzz of working in a busy kitchen environment. As part of this apprenticeship you will work towards an industry wide recognised NVQ Level 2 in kitchen services. The training will be delivered in the form of work based learning and will include functional skills.</p> <p>Training to be provided: Intermediate Level Apprenticeship in Catering & Professional Chefs</p> <p>Skills Required: You need to have a keen interest in Food and Beverage Industry and be dedicated to working towards your NVQ.</p> <p>Qualifications Required: No qualifications required</p> <p>Personal Qualities: You must be enthusiastic and able to work well in a team.</p> <p>To apply for this position please visit: www.apprenticeships.org.uk</p>		

LOCATION: YARMOUTH

Apprentice Chef	The Kings Head	Ref: VAC000467488
Hours: 30 per week	Wage: £180 per week	Closing Date: 06/08/2014
<p>As an Apprentice Chef you will learn all about kitchen duties and responsibilities. The head chef will guide and mentor you to highest standards. On a daily basis you will be expected to;</p> <ul style="list-style-type: none">• Prepare fresh ingredients for the menu• Prepare and cook dishes from the menu and the 'specials' board• Work with fresh meat and fish• Prepare puddings• Work during the busiest periods to ensure smooth service• Cleaning of the kitchen/floors/dishes• Working to the highest Health and Safety standards• Carrying out Hazard Analysis <p>Experience of the above is preferred for this position.</p> <p>Training to be provided: Intermediate Apprenticeship in Catering & Professional Chefs.</p> <p>Skills Required: Experience of working within this industry, create weekly specials board, able to delegate duties, able to work with fresh fish and shellfish.</p> <p>Qualifications Required: A good level of literacy and numeracy, must already have a level 2 qualification in professional cookery, Food Hygiene Certificate.</p> <p>Personal Qualities: Clean and presentable, honest, reliable and a good timekeeper, able to motivate team members.</p>		
To apply for this position please visit: www.apprenticeships.org.uk		

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: BEMBRIDGE

TRAINEESHIP IN HAIR & BEAUTY

Chi-Chi Hairdressers

Ref: VAC000432724

Hours: 16 hours work experience + 7 hours training at CLC

Closing Date: 14/08/2014

This Traineeship opportunity is unwaged work experience as part of an entry to work course. Traineeship for up to 6 months. You will gain essential work experience skills in a salon environment, along with certificated employability training. In the placement, you will be assisting the trained staff with their delivery of various hair and beauty treatments along with learning and assisting with customer service and general duties in the salon. You will also be helping with the general cleaning, reception duties including answering the phone and making appointments, talking to clients and making teas and coffees.

Training to be provided: You will become a member of the team and will be working alongside the fully qualified staff assisting them with the delivery of their service. This will give you valuable insight in to how a busy salon functions on a daily basis and what goes into making a strong work team resulting in a smooth running business and excellent customer service.

Skills Required: No formal skills needed but an interest in hair and beauty is essential.

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

Personal Qualities: Friendly, hardworking, punctual, chatty, willing to learn.

To apply for these positions please visit: www.apprenticeships.org.uk

LOCATION: FRESHWATER

TRAINEESHIP IN CONSTRUCTION WORK

Stoneham Construction Limited

Ref: VAC000403653

Hours: 16 hours work experience + 7 hours training at CLC

Closing Date: 28/08/2014

This Traineeship opportunity is unwaged Work Experience as part of an entry to work course. You will gain essential work experience skills in a working construction environment, along with certificated employability training. The placement will be for 6 months with the view to advance from Trainee to Apprentice upon completion of the traineeship. In the placement, you will be assisting the trained staff with their delivery of various construction related skills including labouring, carpentry, ground work etc and general duties on the placement site.

Training to be provided: The Traineeship programme will include high quality work experience, Job search/Employability skills (CV writing) and English and Maths (as a minimum depending on applicants needs). The work experience at Stoneham will mean you are given work experience each week, in conjunction with "off the job training". You will become a member of the team and will be working alongside the fully qualified staff assisting them with the delivery of their service/trade. This will give you valuable insight in to how a busy construction site functions on a daily basis and what goes into making a strong work team resulting in a smooth running business, excellent customer service and product delivery.

Skills Required: No formal skills required but a willingness to learn and listen is essential.

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

Personal Qualities: A good healthy attitude to work, good time keeping and happy to work outside in all weathers where necessary.

To apply for these positions please visit: www.apprenticeships.org.uk

LOCATION: ISLANDWIDE

TRAINEESHIPS IN HOSPITALITY AND CUSTOMER SERVICE

The Vine Inn

Ryde

Ref: VAC000404256

Aqua Hotel

Shanklin

Ref: VAC000424028

Hours: 16 hours work experience + 7 hours training at CLC

Closing Date: 28/08/2014

We would like to help young enthusiastic and friendly people aged 16 - 18 who are interested in working in the hospitality and customer service sector. This Traineeship work experience is part of an education and training programme that is focused on giving young people the skills and experience that employers are looking for. At its core is work preparation training, English and Maths for those who need it, and a high quality work experience placement.

Training to be provided: This is **UNPAID** work experience. Work Experience as part of an entry to work course. Traineeship 6 month work experience placement with employability skills training. You will gain essential work experience skills in a busy Hotel environment, along with certificated employability training.

Skills Required: No formal skills required but a willingness to learn and listen are encouraged.

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

Personal Qualities: Friendly, punctual, hardworking, well presented and a strong willingness to learn, able to work in a pressured environment and punctual.

To apply for these positions please visit: www.apprenticeships.org.uk

LOCATION: ISLANDWIDE

TRAINEESHIPS IN RETAIL		
British Heart Foundation Sales Limited	Newport	Ref: VAC000423413
British Heart Foundation Sales Limited	Ryde	Ref: VAC000423424
British Heart Foundation Sales Limited	Shanklin	Ref: VAC000423431
Hours: 18-24 per week		Closing Date: 31/07/2014
<p>This Traineeship opportunity is an unpaid Work Experience placement as part of an entry to work course. This position offers valuable work experience opportunities which will help you to improve your skills and knowledge within a Retail/customer services environment. All Trainees that help in our shops carry out an important role which usually includes helping to sort stock for the sales floor and helping customers. Joining a team of passionate volunteers within our Clothing, Books and Music shops you'll help to ensure the smooth running of our shop by assisting in a variety of different roles. You'll help out on the shop floor by:</p> <ul style="list-style-type: none">• Providing friendly and professional customer service• Processing sales on the till• Replenishing displays and receiving donations. <p>You'll also assist in processing stock and work with the shop manager and other staff to represent the BHF in a professional manner, reflecting our core values and beliefs and ensuring a great customer experience.</p> <p>Over the work experience period you will work 6 hours per day over 4 days a week. Working hours will vary and may include some weekend work. This Traineeship work experience is part of an education and training programme that is focused on giving young people the skills and experience that employers are looking for. At its core is Work Preparation training, English and Maths for those who need it, and a high quality work experience placement.</p> <p>Training to be provided: This is voluntary Work Experience forming part of a Traineeship programme which includes quality Work Experience, and certificated Work Preparation, Functional English and Maths qualifications (if these have not already been achieved). BHF offer a comprehensive Induction programme that includes: Introduction & Welcome to BHF, About the BHF, Health & Safety, Equality, Diversity & the DDA, Security, Manual Handling. We are very committed to on-going training and the benefits you will receive from this are rewarding, as an addition this includes: Customer Service Skills, Selling Skills, PC till use, Team Working Skills and Telephone Skills.</p> <p>Skills Required: Good communicator, interest in fashion, books or music useful but not essential.</p> <p>Qualifications Required: No formal qualifications. Other than an interest to learn new skills.</p> <p>Personal Qualities: Friendly with a desire to help and learn, enjoy working in a team.</p>		
To apply for these positions please visit: www.apprenticeships.org.uk		

LOCATION: ISLANDWIDE

TRAINEESHIPS IN HEALTH & SOCIAL CARE

Carefirst IW	Cowes	Ref: VAC000377748
Trent House	Cowes	Ref: VAC000423896
Ancona	Freshwater	Ref: VAC000375218
The Croft Residential Home	Freshwater	Ref: VAC000374515
Westminster	Newport	Ref: VAC000373167
Acorn Care Services	Ryde	Ref: VAC000374194
Acorn Care Services	Sandown	Ref: VAC000374195
Broadhurst	Sandown	Ref: VAC000417286
Down House	Totland	Ref: VAC000375734
Kinloch Tay	Totland Bay	Ref: VAC000376494
Hours: 23 per week		Closing Date: 28/08/2014

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

You will be required to be available for 23 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.

To apply for these positions please visit: www.apprenticeships.org.uk

TRAINEESHIPS IN HAIRDRESSING

The Hair Centre	Ryde	Ref: VAC000414674
Monroe Hair	Shanklin	Ref: VAC000424066
Hours: 16 hours work experience + 7 hours training at CLC		Closing Date: 28/08/2014

This position is a Traineeship 6 month work experience placement with employability skills training. You will gain essential work experience skills in a busy Salon environment, along with certificated employability training.

Training to be provided: This is **UNPAID** work experience. Training will include employability skills and maths and English functional skills. The 23 hour week will be shared between learning time and work experience time. Some weekend work may be required.

Skills Required: No formal skills required, but an interest in hair and hair styling is important.

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

Personal Qualities: Friendly, enthusiastic, punctual, well presented, polite and willing to work hard.

To apply for these positions please visit: www.apprenticeships.org.uk

LOCATION: NEWPORT

TRAINEESHIP IN CUSTOMER SERVICE

British Heart Foundation Sales Limited

Ref: VAC000423513

Hours: 18-24 per week

Closing Date: 31/07/2014

British Heart Foundation would like to help young people aged 16 up to 23 into work. This position offers valuable work experience opportunities which will help you to improve your skills and knowledge within a Customer Service environment. Joining our busy store team within our Furniture and Electrical stores you'll help to create a friendly, professional and inviting shop floor environment by dealing with customer enquiries, involving: replenishing, pricing and ticketing stock, tidying displays, dealing with customer queries on the telephone, arranging collections of donated items and deliveries of sold goods. You will work with the store manager and other staff to represent the BHF in a professional manner, reflecting our core values and beliefs and generally ensuring a great customer experience. Over the work experience period you will work 6 hours per day over 4 days a week. Working hours will vary and may include some weekend work. At its core is Work Preparation training, English and Maths for those who need it, and a high quality work experience placement.

Training to be provided: This is voluntary UNPAID Work Experience forming part of a Traineeship programme which includes certificated Work Preparation, Functional English and Maths qualifications (if these have not already been achieved).

Skills Required: Good communicator, knowledge of furniture and electrical items useful but not essential.

Qualifications Required: No formal qualifications. Other than an interest to learn new skills.

Personal Qualities: Friendly with a desire to help and learn, enjoy working in a team, pleasant manner.

To apply for these positions please visit: www.apprenticeships.org.uk

TRAINEESHIP IN BUSINESS ADMINISTRATION

Care Learning Centre

Ref: VAC000373903

Hours: 23 per week

Closing Date: 28/08/2014

In this placement you will be assisting the staff with many varied admin duties, including filing, corresponding to emails, taking and making phone calls and other office tasks including valuable experience in I.T. CLC would like to help young enthusiastic and friendly people aged 16 - 18 whom are interested in working in Business Admin to join them working up to 26 weeks on a Traineeship programme. Our programme will provide you with the following:

- Work preparation and employability training
- A work placement where you will gain valuable work experience working in the business admin sector
- Industry knowledge and skills specific to Business admin as well as on the job training
- Math and English functional skills

This is a fantastic opportunity for people with a genuine interest and enthusiasm for business admin and to get on the first rung of the career ladder.

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

To apply for these positions please visit: www.apprenticeships.org.uk

LOCATION: RYDE

TRAINEESHIP IN CHEFFING

The Vine Inn

Ref: VAC000404238

Hours: 16 hours work experience + 7 hours training at CLC

Closing Date: 28/08/2014

This position is a Traineeship 6 month work experience placement with employability skills training. You will gain essential work experience skills in a Catering environment, along with certificated employability training. In the placement, you will be assisting the Head Chef with his work and gaining vital hands on experience in a busy kitchen atmosphere along with learning about customer service and helping with general tasks in the kitchen.

Training to be provided: Training will include employability skills and maths and English functional skills. The 23 hour week will be shared between learning time and work experience time. Some weekend work may be required. Learning time will be 7 hours per week and the work experience will be 16 hours per week.

Skills Required: No formal skills required but a willingness to learn and listen are encouraged

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

Personal Qualities: Friendly, able to work in a pressured environment, good listener, well presented and punctual.

To apply for these positions please visit: www.apprenticeships.org.uk

TRAINEESHIP IN HORTICULTURE

Quarr Abbey

Hours: 21 per week (approx)

Two opportunities available with Quarr Abbey to do planting, mowing, hedge trimming and general horticulture on the extensive grounds. This would be a study programme with 2 days a week at College doing functional Maths and English and 3 days work experience at Quarr Abbey for which you will receive a training allowance of £2.68 per hour.

For further information regarding this opportunity, please contact Choices on 01983 525927, email: participationteam@iow.gov.uk or call in to 29 High Street, Newport NOW!!

LOCATION: SANDOWN

TRAINEESHIP IN HAIR & BEAUTY

ANA Hair and Beauty Salon

Ref: VAC000414105

Hours: 23 per week

Closing Date: 28/08/2014

You will gain essential work experience skills in a Salon environment, along with certificated employability training. In the placement, you will be assisting the trained staff with their delivery of various hair and beauty treatments along with learning and assisting with customer service and general duties in the Salon.

Training to be provided: The Traineeship programme will include high quality UNPAID work experience, Job search/Employability skills (CV writing) and English and Maths (as a minimum depending on applicants needs). The work experience at Anas Salon will mean you are given work experience each week, in conjunction with "off the job training". You will become a member of the team and will be working alongside the fully qualified staff assisting them with the delivery of their service. This will give you valuable insight in to how a busy Salon functions on a daily basis and what goes into making a strong work team resulting in a smooth running business and excellent customer service.

Skills Required: No formal skills required, but an interest to learn new skills is important.

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

Personal Qualities: Friendly, punctual, reliable, well presented, willing to help and above all, willing to learn.

To apply for these positions please visit: www.apprenticeships.org.uk

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The Four P's Radio **Course**



The **Vectis Radio** studio is situated within the Riverside Centre in Newport with access to its facilities.

The course runs over a four week period with 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 & produce a 30 second audio CV to 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**

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 course as a means of passing on his extensive knowledge and experience to young people and hopes that the 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.

**For further details, please contact
The Participation Team at the Choices Centre:
Telephone: 01983 525927 or just drop in!
29 High Street, Newport, PO30 1SS
participationteam@iow.gov.uk**

Vectis Radio broadcasts to over 4000 listeners in over 50 Countries!



Real Opportunities Now Programme



Are you age 16 to 19?
Not in education, employment or training?
Not sure of what is available for you to access?

The RON Programme will give you the chance to try a range of activities over 2 weeks and have fun at the same time – for FREE.

What else will RON help you do?

- Develop your team work skills
- Support you with your choices
- Investigate different training opportunities
- Build confidence and self esteem
- 2 Weeks FREE Bus Travel
- Plus £20 Voucher on completion

Interested?

For details of the next programme speak to an Adviser at
CHOICES: 01983 525927

Or

Phil at Challenge & Adventure: 01983 527026





Thinking
about options
after year 11?

The Smart
answer is a
Traineeship

A Smart Traineeship is the ideal stepping stone to an Apprenticeship. It gives you the chance to gain work experience in the real workplace across a range of industry sectors. We also provide Functional Skills training in Maths and English, as well as guiding you through job searching and interview training. It involves 17-24 hours a week from 6 weeks up to 6 months.

We also offer Pre-traineeships to help you gain skills that will prepare you for work. These include help with CV writing, ICT and interview skills along with personal and social development. You'll also have the opportunity to experience a real working environment. A Pre Traineeship course involves 17 hours a week for up to a full academic year.

All courses are set to meet individual needs.

Free driving lessons are one of the many rewards you can receive on successful completion of your programme* and Smart will even pay for your bus travel. Ask us about applying to the 16-18 Bursary Fund for on-course support too!

Get in touch

Find out everything you need to know by visiting our website, dropping us an email, or giving us a call.

Quote code EETO123

Tel: 01983 530 440

Email: traineeships@smarttar.co.uk

Web: www.smarttar.co.uk



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training and recruitment

Traineeships
Apprenticeships

ncfe.

edexcel

Ofsted



*T&Cs apply



EMMA
Health and
Social Care
Apprentice



Your career is waiting...

And with so many to choose from, it's vital to get started the best way – with the Island's best training company!



We have 3 great ways into work. Which one's the best for you?



1 Study Programmes **START SEPT**

FULL-TIME CLASSROOM COURSES (6-12 MONTHS)
We'll help you get ready for an Apprenticeship and gain nationally recognised qualifications. We offer many full-time courses in Newport – some with work experience!

2 Traineeships **START NOW**

THE WORK EXPERIENCE OPTION (UP TO 6 MONTHS)
A substantial work placement with a local employer. You'll also get vocational skills training at our Skills Centre in Newport, as well as support to improve your English and maths.

3 Apprenticeships **START NOW**

REAL JOB, REAL PAY, REAL CAREER (12 MONTHS+)
Already know what you want to do? We'll help you find an apprenticeship placement. Get paid as you train in the workplace and achieve a set of nationally recognised qualifications.



CHRIS
Level 2
Diploma
in ICT

JENNA
Childcare
Advanced
Apprentice

If you're just leaving school or college, you can either build your skills and confidence before entering work, go straight into some serious work experience, or alternatively start a workplace Apprenticeship right away and get paid to learn!

- 95% of our Apprentices continue in full employment following completion
- Rated 'Outstanding' by Ofsted
- Fantastic progression opportunities
- Don't dream it – do it today!

To apply or for more information call:

01983 533926

www.htptraining.com



DON'T MISS OUR ADVICE & INFORMATION AFTERNOONS
Every Wednesday until the end of August
PARENTS WELCOME
FROM 4PM-6PM
AT HTP SKILLS CENTRE
LITTLE LONDON
NEWPORT

We're the Island's experts in: Professional Cookery • Hospitality • Business Administration • Customer Service • ICT Management • Retail • Sales • Health & Social Care • Childcare • Fitness Training • Nail Technology • Cleaning Services

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