

# CHOICES

## **Education, Employment & Training Opportunities Weekly 20.06.2014**

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](mailto:participationteam@iow.gov.uk)  
Website: [www.iwight.com/Choices](http://www.iwight.com/Choices)

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

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### LOCAL JOB VACANCIES

## LOCATION: BEMBRIDGE

<b>Summer Staff</b>	<b>Source: County Press</b>
Summer staff needed for busy seafood café in Bembridge. Ideally over 18 years old, must be keen and reliable.	
For further information or to apply, please call 01983 874758.	

# LOCATION: COLWELL BAY

Summer Staff	The Hut	Source: <a href="http://www.isleofwightjobs.com">www.isleofwightjobs.com</a>
<p><b>WOULD YOU LIKE TO JOIN A CREW HAVING FUN BY THE SEA ALL SUMMER LONG?</b></p> <p>If you need a new summer job or simply want to earn some great extra income to see you through the summer months, and if you have experience 'front of house' with high end hotels, restaurants or bars, then we want to hear from you. We would like to put together a 'bank' of available staff who are looking for additional bar or waiting work, through the summer season, on zero hour contracts. We have a fluctuating trade and through the months of July &amp; August in particular we need to hire additional crew members to join us in the restaurant and bar, some of these roles will be full-time and some part-time, we are happy to be flexible for talented staff. Should you apply for a place on the staff 'bank', you are stating you will be happy for us to contact you as and when we have extra hours throughout the summer. If you are available when we call, fantastic, if not, then we'll keep your contact details for the next time.</p> <p>We will need staff to cover:</p> <ul style="list-style-type: none"><li>• Waiting Staff (both indoors and out on deck)</li><li>• Dispensers (Coffees, Teas, Ice Creams etc)</li><li>• Runners / Glass Wash</li><li>• Bar Staff</li><li>• Water Taxi</li></ul> <p>We are offering around £6.50 per hour for most roles and with substantial tips from our customers you can expect to earn considerably more per shift. We will let you know asap if you have been placed on the staff bank, but we won't be contacting you directly unless we have the hours for you.</p> <p>To be placed on our staff bank, please visit <a href="http://www.isleofwightjobs.com">www.isleofwightjobs.com</a> attach a current CV, along with a cover letter stating your general availability (days/shifts) and which role you would like to be considered for.</p>		

# LOCATION: COWES

Cleaner	T & H Contract Services Ltd	Source: <a href="http://www.gov.uk">www.gov.uk</a>
<p>Retail store cleaner required for Cowes Co-operative store for 6 hours per week. Monday through to Saturday 6am - 8am £6.31 per hour. Must be reliable and previous experience would be an advantage but not essential as full on-site training will be given.</p> <p><b>For further details or to apply, please visit <a href="http://www.gov.uk">www.gov.uk</a></b></p>		



**Aldi are currently recruiting, please visit [www.aldirecruitment.co.uk](http://www.aldirecruitment.co.uk) for further details and to apply!**

# LOCATION: COWES

<b>Waiter / Waitress</b>	<b>Watersedge Beach Café</b>	<b>Source: <a href="http://www.wightbay.co.uk">www.wightbay.co.uk</a></b>
A person with previous experience required to help in a very busy beach café. Hours to include weekends and a couple of flexible days in the week longer hours and evening hours available during summer.		
<b>For further details or to apply please telephone 07043551609 after 5pm.</b>		

<b>Best Western New Holmwood Hotel</b>	<b>Source: County Press</b>
We are seeking a self-motivated and enthusiastic individual to join our busy reception. Working with our experienced, friendly team, you will be responsible for looking after our guests' needs from booking to departure. This is a full time position working 5 days out of 7 and weekend working will be essential. Previous experience in a similar role would be advantageous.	
<b>For further information or to apply, please contact Emma or Carol on 01983 292508.</b>	

# LOCATION: EAST COWES

<b>General Waiting &amp; Counter Service Assistants</b>	<b>Osborne House</b>	<b>Source: <a href="http://www.isleofwightjobs.com">www.isleofwightjobs.com</a></b>
We are looking for Catering Assistants (20 to 30 hours per week) to serve in our restaurant and cafe at Osborne House. Applicants must be passionate about service with a focus on the customer experience. Training will be provided, experience in a busy restaurant would be desirable. Food safety and health and safety training an advantage. These are seasonal positions until September or October 2014 and you will be required to work weekends and some evenings. Due to Bar and Waiting duties applicants must be over 18 years old.		
<b>For further details or to apply, please visit <a href="http://www.isleofwightjobs.com">www.isleofwightjobs.com</a> ensuring you attach a recent CV and a cover note.</b>		

# LOCATION: ISLANDWIDE

<b>Trainee Estate Agent</b>	<b>Pittis</b>	<b>Source: <a href="http://www.gov.uk">www.gov.uk</a></b>
Are you good at building strong relationships? Thrive in exceeding targets? We could be just what you are looking for! Here at Pittis we are looking for confident, enthusiastic and successful Estate Agents to join our thriving team in one of our Isle of Wight branches. You are required to have a full UK driving license and be able to work a five day week including a Saturday.		
<b>For further details or to apply, please visit <a href="http://www.gov.uk">www.gov.uk</a></b>		

<b>Temporary Distributors</b>	<b>Source: County Press</b>
To deliver the Thomson Local in <b>Bembridge, Cowes, Newport, Ryde, Sandown, Shanklin, Totland, Ventnor, Shorwell</b> and <b>surrounding areas</b> . Good rates of pay and flexible working hours. You will need a car to transport your directories.	
<b>Call 01252 390990 or <a href="http://www.bookaroute.com">www.bookaroute.com</a> or text IOWN to 07786 208008.</b>	

<b>Catalogue Distributors</b>	<b>Source: County Press</b>
Catalogue distributors required, £75-£200, cash paid weekly.	
<b>For further information or to apply, please call 07929 592461 or visit <a href="http://www.earnpennies4pounds.info">www.earnpennies4pounds.info</a>.</b>	


# LOCATION: ISLANDWIDE

<b>Part-time Position within Catering Trailer</b>	<b>Source: County Press</b>
We are looking for a motivated individual to join our team within our family run catering trailer. This will be a part time position for now, which will include weekends.	
<b>Please phone 01983 539624 to leave your details.</b>	

<b>Catalogue Distributor/Collector</b>	<b>Source: County Press</b>
Flexible hours delivering/collecting catalogues. £100-£500 per week.	
<b>For further information, please visit <a href="http://www.make-extra-income.co.uk">www.make-extra-income.co.uk</a></b>	

<b>Leaflet Distributors</b>	<b>Source: County Press</b>
Leaflet distributors required, all areas, flexi hours, good rates of pay.	
<b>For further information, please call 07894 738246.</b>	

# LOCATION: NEWPORT

	<b>Instore Roles</b> <b>Salary: £6.71 per hour</b> <b>Tuesdays - Fridays: 6.30am – 10.30am</b> <b>For further details and to apply, please visit <a href="http://www.sainsburys.jobs">www.sainsburys.jobs</a></b>
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<b>Play Party Host</b>	<b>JR Zone</b>	<b>Source: <a href="http://www.isleofwightjobs.com">www.isleofwightjobs.com</a></b>
Hours are approximately 16 hours per month on casual contract (mainly weekends and school holidays). Extra hours may also be available to work additional roles. Hosts manage these fun-filled events for groups of 10 to 30+ children (up to 12 years old), making JR Zone parties unique, memorable events. The hosts' enthusiasm and attention to detail means the parties run smoothly and kids (& parents!) are free to enjoy themselves and have a great time.		
<b>If you can demonstrate you have the necessary skills and aptitudes for this position, please visit <a href="http://www.isleofwightjobs.com">www.isleofwightjobs.com</a> with your CV and covering letter explaining why you would be ideal for the position.</b>		

<b>Telemarketing &amp; Admin Assistant</b>	<b>a-plan</b>	<b>Source: County Press</b>
Previous experience advantageous but not essential providing you have a very good telephone manner. Salary negotiable depending on experience.		
<b>Please call Richard Johnson on 01983 550150.</b>		

# LOCATION: RYDE

<b>Housekeeper</b>	<b>Yelfs Hotel</b>	<b>Source: <a href="http://www.gov.uk">www.gov.uk</a></b>
We are looking for a housekeeper to work over 5 days to include weekends. No previous experience required as training will be given. Duties will include cleaning bedrooms, communal areas and general upkeep of the hotel.		
<b>To apply either email your cv to <a href="mailto:manager@yelfshotel.com">manager@yelfshotel.com</a> or call round for an application form.</b>		

# LOCATION: RYDE

	<b>Customer Assistant (Personal Shopper)</b>
	<b>Job Reference:</b> tesco/TP/61/1714
	<b>Shift Pattern:</b> Saturdays 6am - 9:45am
	<b>Closing Date:</b> 10/07/2014
	<b>For further details and to apply, please visit <a href="http://www.tesco-careers.com">www.tesco-careers.com</a></b>

# LOCATION: SANDOWN

<b>Room Attendant</b>	<b>Carlton Hotel</b>	<b>Source: <a href="http://www.gov.uk">www.gov.uk</a></b>
Previous experience as a Room Attendant is preferred but not essential as full training will be given. Must have the ability to work on own as well as within a team. Duties to include cleaning bedrooms and bathrooms, vacuuming, making beds ensuring company standards are met. No live-in positions available. £6.19 per hour.		
<b>For further details or to apply, please telephone: 01983 403202.</b>		

<b>Burlington Hotel</b>	<b>Source: County Press</b>
Requires the following staff: <b>Chefs, Waiting Staff and Housekeepers.</b>	
<b>Contact The Burlington Hotel. Please email CV to <a href="mailto:jill@burlingtonhoteliow.com">jill@burlingtonhoteliow.com</a></b>	

# LOCATION: VENTNOR

<b>Bar &amp; Waiting Staff</b>	<b>Mill Bay Restaurant</b>	<b>Source: <a href="http://www.wightbay.co.uk">www.wightbay.co.uk</a></b>
We are looking for a part time and full time waiter/waitress. Experience is essential preferably in fine dining/restaurants and bar. Must be smart, approachable, confident and not scared of hard work as we get very busy.		
<b>For further details or to apply, please telephone: 01983 855554</b>		

<b>Hillside</b>	<b>Source: County Press</b>
Please join our busy team with flexible hours for roles like <b>Front of House, Waiting Persons, Chamber Persons, Gardeners.</b>	
<b>Please send CV via email to: <a href="mailto:team@hillsideventnor.co.uk">team@hillsideventnor.co.uk</a> marked CP0614.</b>	

<b>D. Care</b>	<b>Source: County Press</b>
Can you spare a few hours a day, helping elderly people prepare for bed or getting up in the morning? We pay good rates of pay and supply uniforms and training. For instance, for a couple of evenings and part of the weekend you could take home £120 per week.	
<b>Please phone 01983 863288 for more details.</b>	

# LOCATION: YARMOUTH

<b>Housekeeping Staff</b>	<b>The George Hotel</b>	<b>Source: County Press</b>
Housekeeping staff required, full and part time positions available.		
<b>For further information or to apply, please email <a href="mailto:Joanne@thegeorge.co.uk">Joanne@thegeorge.co.uk</a></b>		

## VOLUNTEERS

### LOCATION: ISLANDWIDE

<b>Volunteers</b>	<b>The Phoenix Project</b>	<b>Source: County Press</b>
The Phoenix Project, a day service for adults with learning disabilities, has a variety of volunteer opportunities available.		
If you are interested in volunteering in a friendly and lively environment please contact us on 01983 810172 or email <a href="mailto:enquiries@phoenixprojectiow.org">enquiries@phoenixprojectiow.org</a> .		

### LOCATION: YARMOUTH

<b>Volunteers</b>	<b>Fort Victoria</b>	<b>Source: County Press</b>
Looking for retail or tourism experience? Interested in Island history? Like DIY? Sunken Secrets underwater archaeology exhibition needs volunteers!		
Pop in to Fort Victoria, Yarmouth or see <a href="http://www.sunkensecrets.maritimearchaeologytrust.org/">http://www.sunkensecrets.maritimearchaeologytrust.org/</a> for more details.		

## VACANCIES ON APPRENTICESHIPS ONLINE

[www.apprenticeships.org.uk](http://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

<b>South Boats (IOW) Ltd</b>	<b>Closing Date: 11/07/2014</b>
Due to an increase in workload we are pleased to invite applications for apprenticeships in the following departments: <b>Fabrication, Outfit, Engineering, Refit/Repair.</b>	
Please submit your CV along with a covering letter explaining why you would like to join South Boats (IOW) Ltd and which department you wish to apply for. Email: <a href="mailto:derrickhannah@southboatsiow.com">derrickhannah@southboatsiow.com</a> Post: Derrick Hannam, South Boats (IOW) Ltd, Medina Shipyard, Pelham Road, Cowes, Isle of Wight, PO31 7PG.	

# LOCATION: COWES

<b>Deckhand Apprentice</b>	<b>Seacat Services Limited</b>	<b>Ref: VAC000444786</b>
<b>Hours:</b> 30 per week	<b>Wage:</b> £172.80 per week	<b>Closing Date:</b> 27/06/2014
<p>We are looking for individuals with a passion for the sea and keen to progress with a career in this industry. Deckhands will be accommodated on the vessels during their time for time rotations. These are normally 2 weeks on and 2 weeks off or 3 weeks on and 3 weeks off. The role of the deckhand will include but not limited to:</p> <ul style="list-style-type: none"> <li>• Assisting with berthing duties, both in port and whilst out on the wind farms.</li> <li>• Along with the vessels Mate assist with maintenance of the vessel, cleaning, carrying out stock takes of all equipment onboard and general husbandry.</li> <li>• Ensure the passengers onboard are looked after during their time on the vessel. You will also be required to assist the Mate in ensuring their safety at all times.</li> <li>• Learn the skills required both from the Master and Mate to assist your progression and training towards Master.</li> </ul> <p><b>Training to be provided:</b> Intermediate Level Apprenticeship – Pathway 1: Rivers &amp; Inland Waterways including limited distances to sea (Boatmaster tier 1 level 2). For the right candidate there is excellent career progression from Deckhand to a Master qualification in 18 months. All training will be provided through the apprentice scheme for you to achieve your boatmasters license. Once this is completed and an appraisal has been carried out a discussion can be had over the further training required to achieve your Master 200gt certificate.</p> <p><b>Skills Required:</b> Committed and dedicated, good work ethic, attention to detail.</p> <p><b>Qualifications Required:</b> GCSE Grade C and above in English and Maths desirable, but not essential (or equivalent qualifications).</p> <p><b>Personal Qualities:</b> Clean and presentable, works well in a team, keen interest in a career at sea.</p>		
<p><b>To apply for this position please visit: <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a></b></p>		

<b>Electronic Engineering Apprentice</b>	<b>Strainstall</b>	<b>Ref: VAC000432191</b>
<b>Hours:</b> 37½ per week	<b>Wage:</b> £110 per week	<b>Closing Date:</b> 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"> <li>• Cleaning and preparing surfaces</li> <li>• Wire preparation</li> <li>• Soldering / Gauging / Testing</li> <li>• Calibration</li> <li>• Reading and interpreting drawings</li> <li>• Electrical connections</li> </ul> <p>To produce mooring units and their control units of various sizes:</p> <ul style="list-style-type: none"> <li>• Reading of drawing plans</li> <li>• Assembling metalwork using simple tools</li> <li>• Attaching electronic equipment as required by the drawing</li> <li>• Testing all equipment when assembled</li> <li>• Cleaning and checking units prior to despatch to the customer</li> <li>• Packing equipment as appropriate.</li> </ul> <p><b>Training to be provided:</b> Intermediate Apprenticeship in Engineering Manufacturing</p> <p><b>Skills Required:</b> 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><b>Qualifications Required:</b> C or above in Maths, English or Science or equivalent.</p> <p><b>Personal Qualities:</b> 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><b>To apply for this position please visit: <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a></b></p>		

# LOCATION: COWES

<b>Mechanical Machinist Apprentice</b>	<b>Strainstall</b>	<b>Ref: VAC000432192</b>
<b>Hours:</b> 37½ per week	<b>Wage:</b> £110 per week	<b>Closing Date:</b> 01/08/2014
<p>To manufacture load pins and load cells of various sizes:</p> <ul style="list-style-type: none"> <li>• Machining to specific drawings</li> <li>• Milling to specific drawings</li> <li>• Working to close tolerances</li> <li>• Small lathe work</li> <li>• General workshop use of small hand and power tools.</li> <li>• High quality standards</li> </ul> <p><b>Training to be provided:</b> Intermediate Apprenticeship in Engineering Manufacture</p> <p><b>Skills Required:</b> 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><b>Qualifications Required:</b> C or above in Maths, English or Science or equivalent.</p> <p><b>Personal Qualities:</b> 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><b>To apply for this position please visit: <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a></b></p>		

# LOCATION: FRESHWATER

<b>Apprentice Food Production Manufacturing Assistant</b>	<b>Catch (Isle of Wight) Ltd</b>	<b>Ref: VAC000452492</b>
<b>Hours:</b> 30 per week	<b>Wage:</b> £90 per week	<b>Closing Date:</b> 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><b>Training to be provided:</b> Intermediate Apprenticeship in Hospitality.</p> <p><b>Skills Required:</b> Good numeracy &amp; literacy, good communication &amp; 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><b>Qualifications Required:</b> Basic Food Hygiene Level 1 desirable, but not essential as full training given.</p> <p><b>Personal Qualities:</b> High standards of personal hygiene and cleanliness, reliability &amp; punctuality, ability to multitask, friendly &amp; outgoing with a sense of humour, a passion for food, keen to learn &amp; take pride in their work.</p> <p><b>You will also be provided with a Southern Vectis Freedom monthly travel pass/allowance.</b></p> <p><b>To apply for this position please visit: <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a></b></p>		



# LOCATION: NEWPORT

<b>Admin Apprentice</b>	<b>Tops Day Nursery</b>	<b>Ref: VAC000429729</b>
<b>Hours:</b> 35 per week	<b>Wage:</b> £90 per week	<b>Closing Date:</b> 27/06/2014
<p>We are seeking to employ an enthusiastic, hardworking individual as a full time apprentice to support the nursery manager with general office duties while working towards a Level 2 Certificate in Business Administration. You will be expected to carry out tasks such as filing, scanning, answering the telephone, ordering nursery supplies, minute taking and other general computer tasks, it is a 12 month apprenticeship and you will be supported every step of the way with your learning.</p> <p><b>Training to be provided:</b> Business Admin Level 2</p> <p><b>Skills Required:</b> Eye for accuracy, good ICT Skills, confident enough to communicate by e-mail, in person and over the telephone.</p> <p><b>Qualifications Required:</b> GCSE's or equivalent at C-G grade or above would be an advantage but not essential.</p> <p><b>Personal Qualities:</b> You should be friendly, flexible, a good team player, motivated and willing to achieve a level 2 qualification.</p>		
<p><b>To apply for this position please visit: <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a></b></p>		

<b>Apprentice Dental Nurse</b>	<b>Denby House Dental Practice</b>	<b>Ref: VAC000444667</b>
<b>Hours:</b> 37.5 per week	<b>Wage:</b> £100.50 per week	<b>Closing Date:</b> 28/07/2014
<p>Duties will involve:</p> <ul style="list-style-type: none"> <li>- Greeting and caring for patients</li> <li>- Assisting the dentists with suction, retraction, manipulation of air and water syringes, passing instruments and mixing and passing materials</li> <li>- Ensure all lab work is checked and available prior to patients arrival</li> <li>- Maintaining a clean environment during surgery</li> <li>- Cleaning and sterilising instruments</li> <li>- Developing and filing x-rays</li> <li>- Carrying out reception and administration task</li> </ul> <p><b>Training to be provided:</b> Advanced Level Apprenticeship in Health (Dental Nursing)</p> <p><b>Skills Required:</b> 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><b>Qualifications Required:</b> GCSE English and Maths at grade C or above (or equivalent). Having a qualification in biology would be beneficial but not essential</p> <p><b>Personal Qualities:</b> Friendly, outgoing person with a flexible approach to work.</p>		
<p><b>To apply for this position please visit: <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a></b></p>		

# LOCATION: RYDE

<b>Apprentice in Hairdressing</b>	<b>The Hair Centre Limited</b>	<b>Ref: VAC000431243</b>
<b>Hours:</b> 30 per week (Tuesday to Saturday)	<b>Wage:</b> £80.40 per week	<b>Closing Date:</b> 21/07/2014

The Hair Centre is looking for someone to work in a modern, stylish and fast paced salon, the successful candidate will be working as a Hairdressing Apprentice. A Full Standard Hairdressing Kit will be provided worth £100 consisting of everything you would require to start your hairdressing apprenticeship. Their duties will include:

- Meeting and greeting clients in a friendly and helpful manner, and offering refreshments.
- Performing reception duties including answering phones and booking appointments.
- Cleaning the salon, equipment and work areas.
- Shampooing, conditioning and rinsing hair.
- Assisting the qualified Hairdressers with client preparation, applying and removing treatments.
- After relevant training, some basic cutting and styling will be involved in this role, this will become more complex as your skills develop.

**Training to be provided:** Level 2 Apprenticeship qualification in Hairdressing. Once you have completed your Level 2 apprenticeship you may have the opportunity to join the salon team as a graduate stylist and go on to do your Advanced Apprenticeship.

**Skills Required:** Good communication and interaction skills, ability to work under pressure Some creative flair, a desire to succeed in the hairdressing industry.

**Qualifications Required:** None, as full training will be provided.

**Personal Qualities:** Well presented, pleasant, friendly & polite personality, good hand/eye co-ordination is essential, enthusiasm for the industry, good timekeeping, willingness to learn.

**To apply for this position please visit:** [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)

<b>Apprentice Chef</b>	<b>The Vine Inn</b>	<b>Ref: VAC000439229</b>
<b>Hours:</b> 30 per week	<b>Wage:</b> £80.40 per week	<b>Closing Date:</b> 31/07/2014

This opportunity involves learning all aspects of the kitchen, to include;

- Preparation of salads and vegetables.
- Making fresh pies, lasagne, pasta dishes and puddings.
- Keeping the kitchen clean and tidy.
- Keeping up with the strict Health and Safety of the kitchen.
- Learning all involved with serving the customers good home cooked food.

**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.**

**To apply for this position please visit:** [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)

## TIP TOP TIP

SET UP ANOTHER EMAIL ACCOUNT JUST FOR ONLINE JOB APPLICATIONS (NOT A PERSONAL HOTMAIL ACCOUNT WHICH YOUR FRIENDS USE). IT COSTS NOTHING TO ADD ANOTHER AND GIVE A SUITABLE NAME THAT YOU ARE HAPPY TO SHARE WITH POTENTIAL EMPLOYERS – NOT A NICK NAME.

# LOCATION: RYDE

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

# LOCATION: SANDOWN

<b>Apprentice Care Assistant</b>	<b>Stonehaven</b>	<b>Ref: VAC000404026</b>
<b>Hours: 36 per week</b>	<b>Wage: £96.48 per week</b>	<b>Closing Date: 07/07/2014</b>
<p>The successful candidates duties will include assisting residents and accommodating their needs and requirements and will be required to have the following qualities:</p> <ul style="list-style-type: none"><li>- Have good people skills and a good communicator.</li><li>- Assisting with personal care and dressing.</li><li>- Assisting at meal times and help with eating.</li><li>- Supporting residents with their daily activities.</li><li>- Provide emotional and social support</li><li>- Deliver high standards of care meeting the need of each client.</li></ul> <p>Be able to work within a team and be aware of the policies in the home. <b>Training to be provided:</b> Intermediate Level Apprenticeship in Health And Social Care <b>Skills Required:</b> Good communication skills, empathy with the residents, friendly manner, team worker, efficient attitude to work. <b>Qualifications Required:</b> None as full training will be provided but a good standard of spoken English required. <b>Personal Qualities:</b> Trustworthy, good work ethic, enthusiastic, friendly personality</p> <p><b>To apply for this position please visit: <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a></b></p>		

# LOCATION: SANDOWN

<b>Apprentice Care Assistant</b>	<b>Broadhurst</b>	<b>Ref: VAC000425829</b>
<b>Hours:</b> 30 per week (various shifts)	<b>Wage:</b> £80.40 per week	<b>Closing Date:</b> 21/07/2014
<p>Broadhurst is a residential care home specialising in providing care for residents suffering from dementia and other age related conditions. The successful candidates duties will include assisting residents and accommodating their needs and requirements and will be required to have the following qualities:</p> <ul style="list-style-type: none"><li>• To be able to deliver high standards of care to clients working alongside the existing team.</li><li>• Have good people skills and be a good communicator.</li><li>• To assist with personal care and dressing.</li><li>• To assist at meal times.</li><li>• To support residents with their daily activities.</li><li>• To provide emotional and social support.</li></ul> <p><b>Training to be provided:</b> Level 2 NVQ Diploma in Health &amp; Social Care</p> <p><b>Skills Required:</b> Ability to communicate well and work as an effective team player, cheerful disposition, must have a desire and interest to work with people with dementia.</p> <p><b>Qualifications Required:</b> None as full training will be provided but must be willing to progress within the field of Health &amp; Social Care training opportunities.</p> <p><b>Personal Qualities:</b> Bright, honest and a willingness to work hard.</p>		
<b>To apply for this position please visit: <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a></b>		

<b>Apprentice Production Assistant</b>	<b>Rapanui Clothing</b>	<b>Ref: VAC000444522</b>
<b>Hours:</b> 35 per week	<b>Wage:</b> £93.80 per week	<b>Closing Date:</b> 25/06/2014
<p>Rapanui is a fast-growing, multi-award winning ecommerce and direct sales clothing business on the Isle of Wight. We are looking for a production assistant to join our factory floor team. As part of the production team, the production assistant will be responsible for:</p> <ul style="list-style-type: none"><li>• Assisting the manager in the delivery of production orders</li><li>• Including screen printing</li><li>• vinyl printing</li><li>• direct to garment printing</li><li>• Embroidery.</li><li>• High level of awareness of Health and Safety needed at all times on factory floor</li></ul> <p>The Production Assistant will be responsible for maximising factory throughput, and achieving a low reject ratio. The ideal candidate will have good written and verbal communication skills, and be highly organised with the ability to prioritise and multi-task. Rapanui has a fast-paced, can-do culture and is looking for an exciting individual with drive and determination to share in this exciting phase in our brand's growth.</p> <p><b>Training to be provided:</b> Intermediate Level Apprenticeship in Warehousing and Storage</p> <p><b>Skills Required:</b> Customer service skills, team player, self-motivated, excellent attention to detail.</p> <p><b>Qualifications Required:</b> No formal qualifications needed, although a good knowledge of English, Maths and ICT preferable.</p> <p><b>Personal Qualities:</b> Time-keeping, polite/well mannered, confident, versatile/adaptable, well presented, organised.</p>		
<b>To apply for this position please visit: <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a></b>		

# LOCATION: SHANKLIN

<b>Nail Technician</b>	<b>Wight Beauty</b>
<b>Hours:</b> 9am to 4pm Tuesday to Saturday	<b>Wage:</b> £87.10 per week
Some experience needed. You will be required to undertake training with a training provider 1 to 2 days per week.	
<b>To apply for this position or to find out more, please telephone: 01983 868562.</b>	

# LOCATION: TOTLAND

<b>Apprentice Kitchen Assistant</b>	<b>Highdown Inn</b>	<b>Ref: VAC000409367</b>
<b>Hours:</b> 30 per week	<b>Wage:</b> £105 per week	<b>Closing Date:</b> 30/06/2014
<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. We will consider all applications, recruitment will be on merit.</p> <p><b>Training to be provided:</b> Intermediate Apprenticeship in Catering and Professional Chefs</p> <p><b>Skills Required:</b> You need to have a keen interest in Food and Beverage Industry and be dedicated to working towards your NVQ.</p> <p><b>Qualifications Required:</b> No qualifications required.</p> <p><b>Personal Qualities:</b> You must be enthusiastic and able to work well in a team.</p>		
<b>To apply for this position please visit: <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a></b>		

<b>Apprentice Care Assistant</b>	<b>Down House</b>	<b>Ref: VAC000429341</b>
<b>Hours:</b> 30 per week	<b>Wage:</b> £80.40 per week	<b>Closing Date:</b> 14/07/2014
<p>Down House is a residential care home looking after 17 residents and specialising in looking after people with dementia, old age and physical disability. The successful candidate's duties will include assisting residents and accommodating their needs and requirements and will be required to have the following qualities:</p> <ul style="list-style-type: none"><li>- To be able to deliver high standards of care to clients working alongside the existing team.</li><li>- Have good people skills and be a good communicator</li><li>- To assist with personal care and dressing</li><li>- To assist at meal times</li><li>- To support residents with their daily activities</li><li>- To provide emotional and social support</li></ul> <p><b>Training to be provided:</b> Intermediate Level Apprenticeship in Health and Social Care</p> <p><b>Skills Required:</b> Ability to communicate well and work as an effective team player, must have a desire and interest to work in the care sector, patience and with good listening skills, flexibility with approach to work.</p> <p><b>Qualifications Required:</b> None as full training will be provided.</p> <p><b>Personal Qualities:</b> Bright, cheerful, honest and a willingness to work hard.</p>		
<b>To apply for this position please visit: <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a></b>		

# LOCATION: TOTLAND

<b>Apprentice Care Assistant</b>	<b>Eden House</b>	<b>Ref: VAC000413061</b>
<b>Hours:</b> 30 per week (various shifts)	<b>Wage:</b> £80.40 per week	<b>Closing Date:</b> 21/07/2014
<p>Eden House is a care home specialising in providing care for people with dementia and mental health needs. The successful candidates duties will include assisting residents and accommodating their needs and requirements and will be required to have the following qualities:</p> <ul style="list-style-type: none"> <li>• To be able to deliver high standards of care to clients working alongside the existing team.</li> <li>• Have good people skills and be a good communicator.</li> <li>• Assisting with personal care and dressing.</li> <li>• Assisting at meal times and help with eating.</li> <li>• Supporting residents with their daily activities.</li> <li>• Provide emotional and social support.</li> <li>• Deliver high standards of care meeting the needs of each client.</li> <li>• Be able to work within a team and be aware of the policies in the care home whilst promoting independence, privacy and dignity.</li> </ul> <p><b>Training to be provided:</b> Level 2 NVQ Diploma in Health &amp; Social Care</p> <p><b>Skills Required:</b> Ability to communicate well and work as an effective team player, good ability to be able to write and record in clients notes and various other documentation, must have a desire and interest to work with the elderly.</p> <p><b>Qualifications Required:</b> None as full training will be provided but must be willing to progress within the field of Health &amp; Social Care training opportunities.</p> <p><b>Personal Qualities:</b> Bright, cheerful, honest and willingness to work hard.</p>		
<p><b>To apply for this position please visit: <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a></b></p>		

<b>Apprentice Care Assistant</b>	<b>Seven Gables</b>	<b>Ref: VAC000404465</b>
<b>Hours:</b> 30 per week (various shifts)	<b>Wage:</b> £135 per week	<b>Closing Date:</b> 21/07/2014
<p>Seven Gables is a family run care home providing 25 beds for the care of the elderly. The home is in a quiet residential area close to the shops, church and beach. The successful candidates duties will include assisting residents and accommodating their needs and requirements and will be required to have the following qualities:</p> <ul style="list-style-type: none"> <li>• To be able to deliver high standards of care to clients working alongside the existing team.</li> <li>• Have good people skills and be a good communicator.</li> <li>• Assisting with personal care and dressing.</li> <li>• Assisting at meal times and help with eating.</li> <li>• Supporting residents with their daily activities.</li> <li>• Provide emotional and social support.</li> <li>• Deliver high standards of care meeting the needs of each client.</li> <li>• Be able to work within a team and be aware of the policies in the care home whilst promoting independence, privacy and dignity.</li> </ul> <p><b>Training to be provided:</b> Level 2 NVQ Diploma in Health &amp; Social Care</p> <p><b>Skills Required:</b> Ability to communicate well and work as an effective team player, good ability to be able to write and record in clients notes and various other documentation, must have a desire and interest to work with the elderly.</p> <p><b>Qualifications Required:</b> None as full training will be provided but must be willing to progress within the field of Health &amp; Social Care training opportunities.</p> <p><b>Personal Qualities:</b> Bright, cheerful, honest and willing to work.</p>		
<p><b>To apply for this position please visit: <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a></b></p>		



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[jon.carter@betapak.co.uk](mailto:jon.carter@betapak.co.uk) or send by post to Mr. J. Carter, General Manager, Betapak Ltd, Pritchett's Way, Rookley, IW, PO38 3LT. [www.betapak.co.uk](http://www.betapak.co.uk)

## TRAINEESHIPS ON APPRENTICESHIPS ONLINE

[www.apprenticeships.org.uk](http://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: 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](http://www.apprenticeships.org.uk)

### LOCATION: ISLANDWIDE

#### 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](http://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"> <li>• Providing friendly and professional customer service</li> <li>• Processing sales on the till</li> <li>• Replenishing displays and receiving donations.</li> </ul> <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>Are you eligible?</p> <ol style="list-style-type: none"> <li>1. Are you currently NOT in a job and have little Work Experience?</li> <li>2. Are you aged 16-19 and qualified below Level 3 (2 x A levels) or 19 to 23 and not yet achieved a Level 2 (fewer than 5 GCSE's at grade A-C including Maths and English)?</li> <li>3. Are you motivated and think you could be ready for employment or an apprenticeship within 6 months?</li> </ol> <p><b>Training to be provided:</b> 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 &amp; Welcome to BHF, About the BHF, Health &amp; Safety, Equality, Diversity &amp; 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><b>Skills Required:</b> Good communicator, interest in fashion, books or music useful but not essential.</p> <p><b>Qualifications Required:</b> No formal qualifications. Other than an interest to learn new skills.</p> <p><b>Personal Qualities:</b> Friendly with a desire to help and learn, enjoy working in a team.</p>		
<p><b>To apply for these positions please visit: <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a></b></p>		

# 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](http://www.apprenticeships.org.uk)**

## 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](http://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](http://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](http://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](http://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](mailto: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](http://www.apprenticeships.org.uk)**

# Traineeships

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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](mailto: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](mailto:traineeships@smarttar.co.uk)

Web: [www.smarttar.co.uk](http://www.smarttar.co.uk)



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\*T&Cs apply





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# Careers Event

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**1 START WORK NOW** **2 TRY OUT A JOB** **3 GAIN SKILLS FIRST**

**Study Programmes**  
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- Health & Social Care
- Business Administration
- Customer Service
- Hospitality
- Childcare
- Fitness Training
- Nail Technology
- Cleaning Services
- ICT, Retail, Sales, and many more areas!

**NEW!**  
We now offer  
**GCSE Maths & English!**

If you're leaving school or college, or have a child who is, come to St James' Square in Newport on Saturday July 5th between 11am and 3pm. Find out about the latest apprenticeships and vocational courses – you can even apply on the day.

Get qualified advice and guidance from HTP Training – we're the Island's experts in work preparation and training and have been named by Ofsted as one of Britain's top training providers. Let us help you find your perfect career and take the first step to making it happen.

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