



CHOICES



Education, Employment & Training Opportunities Weekly 21.02.2014

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

The Isle of Wight Council Participation Team
Choices Centre, 29 High Street, Newport
Monday – Thursday (9:30am - 12:30pm and 1:00pm – 4:30pm)
Friday (9:30am - 12:30pm and 1:00pm – 4:00pm)
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: BRIGHSTONE

Isle of Wight Pearl	Source: County Press
<p>New seasonal Part-time staff required for the forthcoming season. Starting dates: March, April and May Receptionist/Customer Services: 30-40 hours, experience preferred but full training given. Trainee Assistant Cook: 20-30 hours Front of House for Pearl Café: 20-30 hours, experience preferred but full training given. Various hours available, must be able to work 5 days out of 7 days. All applicants must have own transport and be flexible as work will include weekends. Closing date: Monday 10th March 2014, telephone 01983 740352.</p>	
<p>Please call to arrange an interview and bring along or post your CV as emailed CV are not always compatible with our system so will not be opened.</p>	

LOCATION: COLWELL BAY

Kitchen & Service Staff	The Hut	Source: County Press
Vacancies available from the beginning of April until the end of September. Applicants must be passionate, determined, able to work well as part of a team and have plenty of experience. Hourly pay plus extremely good tips.		
Senior Sous – Junior Sous – CDP's – Commis – Kitchen Porters		
Send your CV's to: kitchen@thehutcolwell.co.uk		
Waiters – Bar Staff – Hosts – Prep/Cleaning Staff		
Send your CV's to: charlie@thehutcolwell.co.uk		

LOCATION: COWES

Counter Assistant	Tiffins of Cowes	Source: County Press
The successful applicant will be expected to work 5 days out of 7, this will include weekends and bank holidays. Front of house experience is essential, along with good customer service. You must be flexible, along with good ethic and be able to work as part of a team. You will have good communication skills and enjoy working with people. Previous applicants need not apply. Closing date 28 th February 2014.		
If you are interested in working in a lively, busy establishment then call into Tiffins, 127 High Street, Cowes and collect an application form, ask for Sam.		

LOCATION: FISHBOURNE

Cleaner	GSF Sandylight Ltd	Source: www.gov.uk
Required Monday-Wednesday 5.30am - 7am and 3pm - 4pm and an additional person required to work Friday and Saturday 5.30am - 7am and 3pm - 4pm. General cleaning tasks required including damp wiping , emptying bins, cleaning toilet and kitchen areas.		
To apply call the recruitment line on 0844 854 1581 quoting reference 213 FISH.		

LOCATION: GURNARD

Weekend Waiting Person	Watersedge Beach Café	Source: County Press
Required for our busy beach café for Saturdays and Sundays all day, for every weekend. Permanent all year round position. Extra weekdays available if required when season starts. Over 18 years please, experience preferred, table service, so making drinks, taking orders and general café duties. Must be good with customers.		
Telephone 01983 299929 after 5pm.		

LOCATION: ISLANDWIDE

Experienced Bar/Waiting Staff	Horse & Groom – Ningwood The Griffin – Godshill	Source: County Press
We are looking for additional experienced bar / waiting staff. Flexible part time positions with good rates of pay and working conditions and the opportunity to progress within our pubs. Around 30 hours per week including evenings and weekend work, various hours to suit. If you can demonstrate that you are experienced and are searching for a new opportunity forward your CV and details immediately.		
Email your CV to mark@familypubsiow.co.uk		

LOCATION: ISLANDWIDE

Solar Renewable Installations Ltd

Source: County Press

Due to continued expansion and upcoming long-term contracts Solar Renewable Installations Ltd have vacancies for the following full time positions:

All candidates must have a good general work ethic and possess excellent customer service skills. The company ethos is quality work and quality service and anyone joining the team must have similar work ethic. All candidates must also be self-motivated and able to work to deadlines.

Apprenticeships

We are again ready to recruit several apprentices to aid the future development of the company. All candidates must be ambitious and want to become part of a growing company working in the forefront of energy and efficiency technologies. Reasonable Maths, English and ICT skills are required. Candidates must have an excellent work ethic and desire to be at the cutting edge of their chosen career path. All roles will start on a national apprenticeship wage with regular reviews and increases based on job progression. All will involve day release at the IW College to secure relevant technical qualifications.

Electrical Apprentice

Working with the various different departments of the electrical contracting team. Your role will involve assisting senior electricians while carrying out all kinds of electrical works across both the domestic and commercial sectors.

Plumbing Apprentice

Working with the various different departments of the mechanical contracting team. Your role will involve assisting senior plumbing and gas engineers while carrying out all kinds of plumbing, heating and gas works across the domestic and commercial sectors.

Business Administration Apprentice

Good organisational skills, customer service experience or operational knowledge of most Microsoft Office applications would be advantageous. The role will be supporting the sales accounts and operations departments in their day to day roles.

To apply for any of the above roles please contact us on 01983 730619 to register your interest. We will then issue an application form via email and ask that you return with a CV to info@solarrenewable.co.uk

LOCATION: NEWPORT

Office Assistant

Roach Pittis Solicitors

Source: County Press

Applicant must be a good team player with pleasant personality and good communication skills. Main duties include photocopying, filing, deliveries and responsibility for outgoing post. A good telephone manner is essential as successful applicant will be required to cover receptionist/telephonist duties on occasion.

Handwritten application please with accompanying CV by 28th February to Roach Pittis Solicitors, 60-66 Lugley Street, Newport, Isle of Wight, PO30 5EU for the attention of Sally Stone.

TIPTOP TIP



ARE YOU SERIOUS ABOUT FINDING WORK? HAVE YOU CONSIDERED VOLUNTARY WORK? IT SHOWS EMPLOYERS JUST HOW DETERMINED YOU REALLY ARE AND IMPROVES YOUR CHANCES OF FINDING PAID WORK

LOCATION: RYDE

Cleaner	LCNS Group	Source: www.gov.uk
We need hard working and reliable commercial office carpet cleaners for various locations. Training will be given! You will be using commercial carpet cleaning machine with chemicals. Wages : £8.40 per hour, hours: Monday - Friday, 10pm - 5am		
For further details or to apply, please visit www.gov.uk		

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: <ul style="list-style-type: none">- 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.		
For further details or to apply, please visit www.gov.uk or call in to get an application form.		

LOCATION: SANDOWN

Junior Carer	Stonehaven Residential Home	Source: www.gov.uk
Experience an advantage, but training will be given. Part-time day + 2 nights available. Must be 18+ DBS checks are performed for successful applicants, the cost of which is to be met by the applicant.		
For further details or to apply, please visit www.gov.uk or call Mrs Cowen on 01983 402213.		

LOCATION: WROXALL

Seasonal Staff	Appuldurcombe Aviary Team Room	Source: County Press
Part time staff, open Sunday to Friday from 1 st April.		
Telephone 01983 840188, extension 1 for further details.		

TIPTOP TIP

FINDING A GOOD JOB IS HARD WORK! IT MAYBE BETTER TO TAKE A JOB OFFER EVEN IF IT'S NOT EXACTLY WHAT YOU WANTED! BEING EMPLOYED AND LOOKING FOR WORK GIVES YOU AN ADVANTAGE OVER THOSE OUT OF WORK LOOKING FOR A JOB.

VACANCIES ON APPRENTICESHIPS ONLINE



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: BRIGHSTONE

Apprentice Chef	Three Bishops Inn	Ref: VAC000360045
Hours: per week	Wage: £80.40 per week	Closing Date: 28/02/2014
<p>Your role will be to assist the Head Chef in food preparation using fresh local produce. Aside from assisting the chef and preparing food, there is much to be learned. As an apprentice chef, you will be taught various ways to prepare food. You will also learn how to use and properly care for kitchen materials and equipment. The chefs or managers will also give you much information about menu planning, food cost control, purchasing food supplies, determining portion sizes of food and how to use leftover food to diminish waste. Apprentice chef jobs will also have you learning much about restaurant sanitation and health rules on food.</p> <p>Training to be provided: Intermediate Apprenticeship in Catering & Professional Chefs</p> <p>Skills Required: You will learn how to work under pressure, stay calm during challenging situations and still be able to follow directions accurately. It's important for you to have good communication and interpersonal skills; being an apprentice chef will have you dealing with different kinds of people.</p> <p>Qualifications Required: No formal qualifications required.</p> <p>Personal Qualities: To become successful as an apprentice chef, it's a must that you enjoy cooking and love preparing food. You should also maintain a high level of personal cleanliness and be able to keep your workspace clean as well. When you become an apprentice chef, you also need to be flexible in dealing with shifting work schedules; it's important that you arrive at work punctually.</p>		
To apply for this position please visit: www.apprenticeships.org.uk		

LOCATION: COWES

Apprentice Childcare Assistant	Little Love Lane Neighbourhood Nursery & Pre School	Ref: VAC000388790
Hours: 30 per week (minimum)	Wage: £80.40 per week	Closing Date: 28/02/2014
<p>To work as part of the team under the direction of the manager to provide safe, high quality education and care for young children from 0 years of age to 5 years.</p> <p>Training to be provided: Level 3 Diploma for the Children and Young People's workforce, Level 2 Award in Food Safety in Catering and Level 2 Award in Paediatric first Aid.</p> <p>Qualifications Required: Level 2 Certificate for the Children and Young People's Workforce.</p> <p>Personal Qualities: Friendly, good timekeeper, passionate about working with children.</p>		
To apply for this position please visit: www.apprenticeships.org.uk		

LOCATION: COWES

Engineering Technician	BAE Systems PLC	Ref: VAC000345599
Hours: 37 per week	Wage: £198 per week	Closing Date: 28/02/2014
<p>The Engineering Technician Apprenticeship Programme is a combination of off-the-job training at a local college of further education, and on-the-job training across a variety of Engineering functional disciplines including:</p> <ul style="list-style-type: none">• Detailed Design (Primary Location – Portsmouth)• Fleet Services (Primary Location – Portsmouth)• Naval Base Services (NBS) (Primary Location – Portsmouth)• Products & Training Services (P&TS) (Primary Locations – Portsmouth & Cowes, Isle of Wight)• Production Design (Primary Location – Portsmouth) <p>Working towards both practical and academic targets, this competency based programme takes up to four years to complete, building on your technical skills, knowledge and transferable skills. You'll be joining our team of highly skilled and dedicated employees working across Maritime Services - the area of BAE Systems that provides services to meet our customers' rapidly evolving needs, remaining agile to deliver on our commitments, wherever and whenever our customers need us.</p> <p>Training to be provided: We encourage and support you to realise your potential. You'll have the opportunity to learn from colleagues who are experts in their field, and gain insights that can only come from real world experience. A typical apprenticeship for this opportunity will see you gain the following qualifications:</p> <p>Year 1: NVQ/SVQ Level 2 – Performing Engineering Operations, Core Skills/Key Skills/Functional Skills, Employment Rights & Responsibilities, HNC in Engineering Systems, City & Guilds Level 2 Certificate in Computer Aided Design</p> <p>Year 2: HND – Engineering Systems Mechanical / Electrical year 1</p> <p>Year 3: HND – Engineering Systems Mechanical / Electrical year 2, NVQ/SVQ Level 3 – Engineering Technical Support</p> <p>Year 4: NVQ/SVQ Level 3 – Engineering Technical Support leading to an Advanced Apprenticeship Certificate</p> <p>Skills Required: For all roles, you'll be able to demonstrate a level of hands on practical aptitude and will have good team working and communication skills. Applicants will also be expected to be medically fit as deemed necessary to perform the role, be eligible to work in the UK and be able to successfully achieve security clearance.</p> <p>Qualifications Required: To apply as an Engineering Technician you'll require five GCSEs at Grade A-C (or equivalent) including Maths, English and Double Science. In addition, for Mechanical roles you'll need A Levels (Grade A-C) in Mathematics & Physics or BTEC National (Merit or above) in Mechanical Engineering. For Electrical / Electronic roles you'll need Level Mathematics + 1 one other A' Level in Science or Technology Subjects (Grade A-C) (e.g. Physics, Electronics, Design, Chemistry, Biology, Information Technology, Computing etc.) or BTEC National (Merit or above) in an Engineering, Science or IT discipline</p>		
To apply for this position please visit: www.apprenticeships.org.uk		

LOCATION: COWES

Apprentice Software Designer	Open Sauce Systems Limited	Ref: VAC000387108
Hours: 32 per week	Wage: £96 per week	Closing Date: 26/02/2014
Duties to include: <ul style="list-style-type: none">• Develop business software• Develop phone systems• Develop cloud applications• General administration• Customer support• General IT support		
Training to be provided: Level 2 Apprenticeship in IT, Software, Web & Telecoms Professionals.		
Skills Required: An enquiring mind, willingness to learn, basic understanding of IT, an understanding of open source software.		
Qualifications Required: A good standard of education and an IT qualification at GCSE level or equivalent would be ideal.		
Personal Qualities: Must be sociable and friendly with a good telephone manner, able to follow instructions effectively, have good listening skills, must be accurate and precise, committed and reliable, presentable.		
To apply for this position please visit: www.apprenticeships.org.uk		

Apprentice IT Software Programmer	Noble Shops International Ltd	Ref: VAC000374494
Hours: 38 per week	Wage: £114 per week	Closing Date: 28/02/2014
Candidates will be requested for a one week work trial to demonstrate their skills in order to be taken on. The apprenticeship will develop in time and there will be more chances to expand when the role develops but the core role will be as follows: <ul style="list-style-type: none">- Looking into HTML codes with other websites to help grab products- Writing PHP filter scripts to eradicate errors- Integrating products into website via PHP- Website development / progression onto Apps and other products- Contact merchant partners – liaising with clients for Noble shops , this will involve dealing with all the technical issues and will involve dialling into other computers via VPN and assisting with their needs.		
Training to be provided: Intermediate Apprenticeship in IT, Software, Web & Telecoms Professionals.		
Skills Required: IT Skills / HTML knowledge, have knowledge of physical language such as PHP, HTML, CSS and preferably visual basic, C Sharp and My SQL, customer service skills, telephone manner, good attention to detail, versatile and bubbly personality who is not afraid to talk to customers, team player, self motivated.		
Qualifications Required: No formal qualifications needed but a good level of Math's, English and ICT would be preferable		
Personal Qualities: Problem solver, time keeping, polite/well mannered, confident, versatile/adaptable, well presented, organised.		
To apply for this position please visit: www.apprenticeships.org.uk		

LOCATION: EAST COWES

Apprentice Care Assistant	Community Spirited	Ref: VAC000377726
Hours: 30 per week	Wage: £80.40 per week	Closing Date: 03/03/2014
<p>Working as part of a team the apprentice will be required to work in the community as a home help, this will involve driving to the clients homes around the Island on a daily basis. This will include food preparation, light cleaning duties, and aiding with shopping when required.</p> <p>Training to be provided: Level 2 Diploma in Health & Social Care</p> <p>Skills Required: Effective communication skills, patience, good listening skills, caring nature. Flexibility with approach to work essential. Candidate must be a car driver as you would be required to visit clients in their own homes around the Island</p> <p>Qualifications Required: None as full training will be given.</p> <p>Personal Qualities: Trustworthy, caring and enthusiastic person capable of working on own initiative and as part of a team.</p>		
To apply for this position please visit: www.apprenticeships.org.uk		

LOCATION: FRESHWATER

Apprentice Administrator and Accounts Assistant	Click4internet Ltd	Ref: VAC000348456
Hours: 30 per week	Wage: £100.50 per week	Closing Date: 28/02/2014
<p>Duties to include:</p> <ul style="list-style-type: none">• Database administration• Dealing with customers over the telephone• Accounts using Sage (after training)• Marketing and Sales work• Scheduling of appointments for engineers.• Filing (electronic)• Invoice Handling• Dealing with accounts• Customer email and telephone enquiries• Processing enquiries to Sales <p>Training to be provided: Intermediate Apprenticeship in Business and Administration.</p> <p>Skills Required: IT Literate (essential), ability to use own initiative, good customer service skills, attention to detail, good team player, must be numerate and have an interest in accounts, some experience in Sage accounts would be useful.</p> <p>Qualifications Required: An IT qualification is required for this job role as must understand word, excel, database processes.</p> <p>Personal Qualities: Friendly and sociable, willingness to learn, reliable and trustworthy, confident, flexible.</p>		
To apply for this position please visit: www.apprenticeships.org.uk		

LOCATION: ISLANDWIDE

Apprentice – Retail Travel Services	Bath Travel	Ref: VAC000381530 (Newport) VAC000381538 (Ryde) VAC000381541 (Shanklin)
Hours: 37½ per week	Wage: £104 per week	Closing Date: 21/03/2014

This apprenticeship is perfect to develop your interest in travel. Working in the sales division requires hard work, excellent customer service skills and a firm grasp on product knowledge. With a positive and results driven attitude, you will recommend a range of holiday experiences, ancillary and insurance products with a view to achieving your individual and team sales targets. You will also be focussed towards completing the apprentice programme with the determination to be successful in your role.

Training to be provided: The Apprenticeship programme is operated internally by Bath Travel with the support of our parent company, Hays Travel who have an experienced and accredited training centre. The award winning programme gives you the chance to earn while you learn and take the first steps towards reaching your full potential of becoming a 1st class travel agent. Your position on our programme will be permanent from your day of joining us. You will learn about the travel and tourism industry by becoming proficient in worldwide geography, selling and promoting products to a variety of customers and understanding the systems used to perform your job with confidence. As well as in-house training sessions, you will be visited regularly by our Training Assessors to monitor your work and to make sure that you are enjoying the programme and benefit from it. You will also attend specialised day-release training sessions, which are held regionally and this gives you the opportunity to meet Apprentices from other branches and departments. Upon completing the Apprenticeship you will have gained an NVQ level 3 in travel services plus invaluable work experience.

Skills Required: Our Apprenticeship programme will help you to develop a variety of skills however we are looking for people who have good communication and organisational skills with an enthusiasm and a positive approach to working in a customer facing sales environment.

Qualifications Required: Ideally, we look for GCSE (or equivalent) grades A – C including Maths and English however as you will be continuing your education with us, an opportunity through the functional skills unit of the Apprenticeship will be an option to achieve the equivalent grades if you don't already possess these grades. It would also be quite useful if you are well travelled or have a qualification relevant to the industry however, this is not essential.

Personal Qualities: You should have a genuine passion for travel, be sociable, enthusiastic and helpful with a real commitment to learning about the business.

To apply for this position please visit: www.apprenticeships.org.uk

TIPTOP TIP

DO YOU HAVE A C.V.? MANY EMPLOYERS DEMAND ONE! A C.V. IS A "CURRICULUM VITAE" (WHICH IS LATIN AND MEANS "COURSE OF LIFE"). UPDATE YOUR CV OR WRITE ONE TODAY! ONE SIDE OF A SHEET OF PAPER SHOULD BE ENOUGH. HAVING A C.V ALSO MEANS THAT WHEN YOU COMPLETE AN APPLICATION FORM, ALL THE DETAILS CAN BE COPIED ACROSS. CONTACT CHOICES FOR HELP, CALL 525927!

LOCATION: NEWPORT

Apprentice Admissions Assistant	Isle of Wight College	Ref: VAC000386367
Hours: 39 per week	Wage: £182.91 per week	Closing Date: 06/03/2014

The Apprentice Admissions Assistant will report directly to the Marketing and Admissions Managers and work alongside a small, helpful and friendly team. This is a front facing role, dealing with the general public and their queries about courses at the Isle of Wight College.

Training to be provided: Intermediate Level 2 Apprenticeship in Business and Administration.

Skills Required: Excellent communication skills both verbal and written, a high level of accuracy when inputting data and giving advice, able to work in a timely and efficient manner, the ability to learn new information and formulate it quickly, dedicated, willing to help, willing to learn, able to use Microsoft office programs, a professional attitude, a good work ethic, be willing to go the extra mile to ensure results, to remain calm under pressure, organised

Qualifications Required: Hold a minimum of 3 x Level 2 (A-C or equivalent) qualifications in English and Maths and one other. If a candidate does not hold this level of qualification but demonstrates capability they will be considered, however they must be willing to work towards qualifications

Personal Qualities: Friendly and polite, professional approach, good attitude, flexible, responsive and Pro Active, well presented, self-motivated

To apply for this position please visit: www.apprenticeships.org.uk

Nursery Apprentice	Tops Day Nursery	Ref: VAC000385703
Hours: 35 per week	Wage: £95 per week	Closing Date: 02/05/2014

We are seeking to employ an enthusiastic, hardworking individual as a full time apprentice to join our busy day nursery. Working as part of a team of professionals to provide a high standard of Childcare. The Childcare Apprenticeship is a programme designed for learners who are seeking a career in Childcare, you will be employed gaining valuable work experience as well as working to achieve a recognised qualification at level 2. The Certificate for the Children & Young Peoples Workforce consists of achieving 35 credits, and be supported to achieve Key Skills - Application of Number and Communication level 1. The Apprenticeship programme is work based and learners spend time working with the children and 3 hours study time with aspire training team. You will be supported every step of the way by a fully qualified assessor. Some of the duties include: the care and supervision of children with regard to their general basic needs, working with the nursery practitioner on planning and preparation of activities to meet children's individual needs, preparation, care, cleanliness and maintenance of the playrooms and equipment.

Training to be provided: Certificate for the Children & Young Person's Workforce Level 2

Skills Required: Reliable, confident with the ability to interact with children. Being able to create play and to be active team member.

Qualifications Required: GCSE's or equivalent at C-G grade or above would be an advantage but not essential.

Personal Qualities: You should be friendly, flexible, a good team player, motivated and willing to achieve a level 2 qualification.

To apply for this position please visit: www.apprenticeships.org.uk

LOCATION: NEWPORT

Administrative Support Apprentice	Solar & Renewable Installations Ltd	Ref: VAC000390659
Hours: 40 per week	Wage: £120 per week	Closing Date: 26/02/2014

This role is a supportive one and the successful candidate will liaise with both the Operations and Accounts department and assist them in their duties.

Training to be provided: Level 2 Apprenticeship in Business Administration

Skills Required: Good use of IT packages such as Excel and Word. There is an internal IT programme which training will be given on, highly organised, capable, excellent communication skills, accurate written and numerical skills, ability to compose letters, ability to remain calm under pressure, excellent telephone manner and message taking skills, punctuality and good timekeeping are vital, effective workload management.

Qualifications Required: Ideally grade C or above (or equivalent) in both English and Maths and IT if possible. Excellent standard of written, spoken English and accurate numeracy skills will be considered even if grades are not reflective of ability.

Personal Qualities: Smart and presentable, polite, willing, helpful, good communication skills, self motivated, determined, a person who is keen to succeed and become a part of a growing company, team player.

To apply for this position please visit: www.apprenticeships.org.uk

Apprentice Administrator	Bailey Finch Associates	Ref: VAC000389402
Hours: 35 per week	Wage: £93.80 per week	Closing Date: 28/02/2014

This is an exciting opportunity to join a forward thinking recruitment agency as their new Education Office Administrator. The role will involve the following tasks:

Answering incoming calls, inputting & updating internal databases, posting vacancies onto job boards, creating and designing marketing materials including the administration of social media channels, calling candidates regarding availability for jobs, organising interviews on the mainland, dealing with DBS (Disclosure Barring Service) documentation.

Training to be provided: NVQ Certificate in Business and Administration.

Skills Required: You must have a good telephone manner, be keen to learn, have good IT skills and be able to work both on your own and as part of a team, good organisational skills and a good eye for detail.

Qualifications Required: No specific qualifications but candidates will ideally have achieved Grades A - C in Maths and English at GCSE or equivalent.

Personal Qualities: The successful candidate will be confident, have a smart appearance, and have a 'can do' attitude to work.

To apply for this position please visit: www.apprenticeships.org.uk

TIPTOP 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: NEWPORT

Business Administration Apprentice	Isle of Wight Council	Ref: 50028237
Hours: 37 per week	Wage: £5,156.32 per annum	Closing Date: 07/03/2014

Fixed term until qualification is completed (within 24 months)

To assist, within the establishment's administrative teams, in providing effective secretarial and administrative support to managers within the Post 14 section. The role will be based within the Participation Team, Choices, 29 High Street, Newport. To provide an efficient and effective reception facility, including the taking and passing on of information, when necessary. For further information or an informal discussion please contact Andrew Briggs, on 01983 821000 Extension 6261. 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.

Please view information pack and complete your job application online at www.iwight.com/jobvacancies Telephone 01983 823134 or email callcentre@iow.gov.uk if you need further information about applying. Completed applications should be returned to Human Resources, County Hall, Newport, Isle of Wight, PO30 1UD.

Business Administration Assistant Apprentice	Dave Death Motorcycles (IW) Limited	Ref: VAC000389197
Hours: 30 per week	Wage: £80.40 per week	Closing Date: 04/03/2014

Duties to include:

- Carry out reception duties including welcoming customers taking coats / helmets, making customer hot drinks while they wait for services.
- Mail Order – collate orders, dispatch, admin duties relative to mail order
- Use IT for databases, spread sheets, document imaging
- Collating purchase advice notes and matching to invoices
- Collating invoices and matching to statements
- Booking stock onto Dealer Management System
- Pricing up of retail items in the shop
- Assist in stock control

Training to be provided: Intermediate Apprenticeship in Business and Administration

Skills Required: Computer literate, organised & tidy, ability to work under pressure.

Qualifications Required: You will need 4 GCSE grades A*-D or equivalent, which must include English at D; or a full Level 1 qualification at merit grade with literacy and numeracy at an appropriate level; or a full Level 1 NVQ with literacy and numeracy at an appropriate level. You will need to be working within an office environment for at least 30 hours per week. You will be assessed and interviewed prior to enrolment on programme.

Personal Qualities: Good timekeeping, friendly & outgoing.

To apply for this position please visit: www.apprenticeships.org.uk

LOCATION: NEWPORT

Apprentice Counter / Fish Fryer Assistant	Stotesbury's	Ref: VAC000391219
Hours: 30 per week	Wage: £90 per week	Closing Date: 07/03/2014

In this apprenticeship you will be expected to learn all aspects of working in a very successful Fish and Chip Shop. The apprentice will learn how to cook and serve Fish and Chips, and other items on the menu. The work will involve counter work and cleaning as well. Stotesburys is a wonderful Traditional Fish and Chip Shop, it has a long history and a very high reputation. The Apprentice will be expected to work to the highest of standards that Stotesburys has built up over the past 170 years.

Training to be provided: There will be a full induction into the business and at the end of the Apprenticeship in Kitchen Services there will be opportunities to move onto higher qualifications.

Skills Required: Able to work in a small team, must be punctual and reliable and passionate.

Qualifications Required: No formal qualifications required as full training will be given

Personal Qualities: The candidate must be well presented, clean and tidy at all times, must be able to take instruction well, willing to learn, friendly and customer focused.

To apply for this position please visit: www.apprenticeships.org.uk

LOCATION: RYDE

Apprentice Chef	Gaynor Lavery	Ref: VAC000382897
Hours: 30 per week	Wage: £80.40 per week	Closing Date: 28/02/2014

Daily duties will be assisting within the kitchen and assisting with food preparation. You will be dealing with all hygiene and cleaning related duties, including health and safety within the kitchen area. This apprenticeship is ideal for someone who is looking for their first step on the ladder in the Catering /Hospitality trade. You will learn to and be involved in all aspects of cooking and cleaning, Daily and weekly upkeep of all logs and check sheets in the kitchen.

Training to be provided: Intermediate Apprenticeship in Professional Cookery

Skills Required: Enthusiastic and willing to learn. Committed and hardworking. A good team player who is flexible in approach, in order to meet the demands of the business. Must have some experience of cooking.

Qualifications Required: No formal qualifications required full training will be provided.

Personal Qualities: Reliable and with a good work ethic combined with consideration for colleagues is more important. The employer welcomes applications from individuals who are passionate about catering and friendly enough to let their own personality shine through.

To apply for this position please visit: www.apprenticeships.org.uk

LOCATION: RYDE

Fabrication Engineering Apprentice	DN Associates Ltd	Ref: VAC000389538
Hours: 38 per week	Wage: £102 per week	Closing Date: 02/03/2014
<p>This is a great opportunity to start your career in Engineering learning the fundamental skills from a very experienced team. DN Associates produce and install a number of steel products within the construction industry and they are looking for a candidate who can develop and grow with their business. Your tasks will include: Fabrication, drilling, marking out, MIG welding, cutting, manipulation of metal. Candidates must be able to work outdoors or within cold environments as and when required.</p> <p>Skills Required: Good understanding of maths, good literacy skills.</p> <p>Qualifications Required: A C or above in Maths and English is desirable but not essential however you will have to demonstrate a good level of Maths and English through an assessment before being offered this post.</p> <p>Personal Qualities: Attention to detail, enthusiasm, reliable, honest, practical, willingness to learn, good sense of humour.</p>		
To apply for this position please visit: www.apprenticeships.org.uk		

Apprentice Front of House Assistant	Café Coco	Ref: VAC000391886
Hours: 30 per week	Wage: £80.40 per week	Closing Date: 10/03/2014
<p>Front of house team member position available to work with a growing team. Candidate will be working front of house interacting with customers and maintaining the service area. You will be offered full training in using the equipment and making a range of hot drinks. You will be responsible for serving customers, handling money, preparing and delivering orders and clearing the front of house area.</p> <p>Training to be provided: Intermediate Apprenticeship in Hospitality</p> <p>Skills Required: Good communication skills, ability to work within a team, enthusiasm, initiative</p> <p>Qualifications Required: No qualifications required as full training will be given</p> <p>Personal Qualities: Willing to learn new skills and ability to work under pressure. Must be friendly and reliable</p>		
To apply for this position please visit: www.apprenticeships.org.uk		

LOCATION: SANDOWN

Apprentice Greenkeeper	Shanklin & Sandown Golf Club	Ref: VAC000374548
Hours: 40 per week, 7am to 3pm (Winter), 6am to 3pm (Summer)	Wage: £200 per week	Closing Date: 28/02/2014
<p>For this role, you will be responsible for maintaining the golf course on a daily basis and to a high standard. You will cover all areas including, greens, tees, approaches, fairways, bunkers, rough, ponds and course furniture. You will also be working with other greenkeepers carrying out construction and repair work.</p> <p>Training to be provided: Training will be mainly work based but you will attend Sparsholt College one day a week for the theory teaching. Work Based Diploma Level 2 Horticulture (Greenkeeping)</p> <p>Skills Required: You will need to enjoy an outdoor life.</p> <p>Qualifications Required: Maths and English GCSE Grade D or above (or equivalent)</p> <p>Personal Qualities: You will be reliable, adaptable and enjoy working with other people.</p>		
To apply for this position please visit: www.apprenticeships.org.uk		

LOCATION: SANDOWN

Apprentice Care Assistant	Autumn House	Ref: VAC000363292
Hours: 30 per week	Wage: £80.40 per week	Closing Date: 10/03/2014
<p>Working as part of a friendly and dedicated team you would be required to serve refreshments to the residents, get involved with daily activities within the home. Cleaning and restocking the residents rooms. To engage with residents on a one to one basis. To ensure the welfare of the residents at all times and to be able to work well in a team and be flexible with approach to working in a demanding but highly satisfying environment.</p> <p>Training to be provided: Level 2 Diploma in Health & Social Care</p> <p>Skills Required: Good communication skills essential, patience, caring nature and flexibility with regard to work.</p> <p>Qualifications Required: None as full training will be provided.</p> <p>Personal Qualities: Trustworthy, caring and enthusiastic person, capable of working on own initiative and as part of a team.</p>		
To apply for this position please visit: www.apprenticeships.org.uk		

Business Administration Apprentice	ASL Group Limited	Ref: VAC000390358
Hours: 37½ per week	Wage: £100.50 per week	Closing Date: 05/03/2014
<p>The successful candidate should relish the thought of a being highly organised, responsive and pro active. This is an ideal opportunity to get a great, all round office experience with many skills. The team is a busy and lively one who will be supportive of an apprentice but a good work ethic and quick thinking and learning skills will be necessary.</p> <p>Training to be provided: Level 2 Apprenticeship in Business and Administration.</p> <p>Skills Required: Excellent timekeeping, highly organised, willing and able to learn new things and implement them, precise, methodical, IT literate (Microsoft applications), excellent communication skills both verbal and written (a high standard of English skills will be necessary), team player, numerate, accurate, cooperative, able to work on own initiative.</p> <p>Qualifications Required: The employer has specified that for this role the successful candidate should hold a GCSE C or above (or equivalent) in both Maths and English. An IT qualification would be an advantage. Learning to drive, aspirations to drive or a licensed driver will be positively looked at.</p> <p>Personal Qualities: Well presented, keen and willing, helpful, common sense, polite, able to maintain confidentiality, able to process information, good memory, trustworthy.</p> <p>This vacancy is in a busy environment and the successful candidate will be dealing with not only clients but with co workers and shop floor staff. ASL is based at the back on Sandown Airport. There will be a 10 - 15 minute walk from the nearest bus stop although staff will offer lifts where appropriate.</p>		
To apply for this position please visit: www.apprenticeships.org.uk		

LOCATION: SANDOWN

Apprentice in Multi-Skilled Hospitality	The Beach Shack	Ref: VAC000380599
Hours: 30 per week	Wage: £80.40 per week	Closing Date: 28/02/2014
<p>Apprentice required for this beautiful little Licensed Restaurant situated right on the beach in Sandown. The suitable candidate will be expected to learn all aspects of working in a Licensed Restaurant. This will include; The Kitchen/Bar/Waiting/Cleaning and excellent customer service skills.</p> <p>Training to be provided: Intermediate Apprenticeship in Hospitality.</p> <p>Skills Required: IT Literate (essential), ability to use own initiative, good customer service skills, attention to detail, good team player, must be numerate and have an interest in accounts, some experience in Sage accounts would be useful.</p> <p>Qualifications Required: An IT qualification is required for this job role as must understand word, excel, database processes.</p> <p>Personal Qualities: Friendly and sociable, willingness to learn, reliable and trustworthy, confident, flexible.</p>		
<p>To apply for this position please visit: www.apprenticeships.org.uk</p>		

LOCATION: SHANKLIN

Apprentice Care Assistant	Springfield Private Nursing Home	Ref: VAC000378983
Hours: 30 per week	Wage: £80.40 per week	Closing Date: 03/03/2014
<p>Working as part of a team the candidate will be expected to share with other staff to meet the personal care needs of residents in a way that respects the dignity of the individual and promotes independence, security and civil rights. To help in the care of the residents physical environment and in the general day to day activities of the home. To observe physical and psychological health of the residents and report changes to the nurse in charge.</p> <p>Training to be provided: Level 2 Diploma in Health & Social Care</p> <p>Skills Required: To be able to document individual care given to allocated residents. To actively participate in staff and residents meetings. To welcome visitors into the home and assist as required.</p> <p>Qualifications Required: None as full training will be provided.</p> <p>Personal Qualities: Good planning and organising skills, caring, positive attitude, friendly, good communication skills and a willingness to learn.</p>		
<p>To apply for this position please visit: www.apprenticeships.org.uk</p>		

Apprentice Kitchen Assistant	Fine Nammet	Ref: VAC000378927
Hours: 37½ per week Mon- Sat: 12pm-3pm & 6pm-10.30pm	Wage: £105 per week	Closing Date: 26/02/2014
<p>Duties to include:</p> <ul style="list-style-type: none"> • Preparation of fresh produce, vegetables, meats, fish, garnish and desserts • Plating up of desserts • Carrying out cleaning duties to maintain a high standard of cleanliness in the kitchen • Some basic cooking <p>Training to be provided: Intermediate Apprenticeship in Catering and Professional Chefs</p> <p>Skills Required: Must be passionate about food and cooking, dedicated and hard working, reliable, good team player</p> <p>Qualifications Required: No formal qualifications required</p> <p>Personal Qualities: Keen to learn, must be clean and smart, confident, able to follow instruction effectively, ability to use own initiative</p>		
<p>To apply for this position please visit: www.apprenticeships.org.uk</p>		

LOCATION: SHANKLIN

Apprentice Chef	YMCA Fairthorne Group	Ref: VAC000385988
Hours: 30 per week	Wage: £120 per week	Closing Date: 26/02/2014
<p>This is a very interesting position. There is an opportunity to learn the following within this apprenticeship role. You will be assisting the head chef in the following daily routines:</p> <ul style="list-style-type: none">• To deliver a range of interesting and healthy menus for adults and children.• To maintain the kitchen, serving and dining areas to the required standards set by the manager• Catering for Weddings and functions.• Cooking for nursery school children. <p>Training to be provided: Level 2 Apprenticeship in Professional Cookery.</p> <p>Skills Required: Ability to plan ahead, able to work as part of a team, able to follow Health and Safety procedures, being able to work to tight deadlines.</p> <p>Qualifications Required: Basic numeracy skills essential</p> <p>Personal Qualities: Well presented, willingness to learn all aspects of the catering industry, friendly and cheerful, can work well under any stressful situations.</p>		
To apply for this position please visit: www.apprenticeships.org.uk		

LOCATION: VENTNOR

Apprentice Hospitality Assistant	The Crab & Lobster Tap	Ref: VAC000385929
Hours: 30+ per week	Wage: £80.40 per week	Closing Date: 28/02/2014
<p>The Crab and Lobster Tap are looking to take on an apprentice to build on an already passionate team. EVERY area of hospitality will be part of your daily duties, from cleaning to cooking, from taking telephone bookings to taking food orders. You will be included in the daily banking, ordering and even staff rotas. There will be weekend work and late nights. This opportunity will help in deciding which direction of hospitality you would like to follow and also give that direction on progression.</p> <p>Training to be provided: Level 2 Apprenticeship in Hospitality</p> <p>Skills Required: The main skill required is passion. This employer has emphasised that the correct candidate that shows passion and desire will be treated the same way.</p> <p>Qualifications Required: A maths and English A-C would be desirable but not essential.</p> <p>Personal Qualities: Passion, excellent timekeeping, a happy personality.</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: COWES

TRAINEESHIP IN HEALTH & SOCIAL CARE

Hours: 16 per week workplace training and 7 per week off the job training

Ref: VAC000377748

Closing Date: 03/03/2014

You will be assisting the staff with the provision of care and support for clients in their own homes. This will involve social interaction support, care and life skills support. Some office based admin work will be required during the placement which will provide valuable learning opportunities.

Are you eligible?

1. Are you currently not in a job and have little or no relevant Work Experience
2. Are you aged 16-18 and qualified below Level 3 (2 A level's) or 19 to 23 and not yet achieved a Level 2 (5 GCSE's at grade C including maths and English)
3. Think you could be ready for employment or an apprenticeship within 6 months

Training to be provided: The Traineeship programme will include high quality work experience with the agency. You will also be given off the job training such as job search/employability skills (CV writing) and English & Maths (where required depending on applicant's needs)

Skills Required: A keen interest to learn new skills and gain experience in the care sector.
Good communication skills

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

Personal Qualities: Friendly, presentable and polite, reliable, keen to learn and a sensible attitude to work. Caring and considerate.

To apply for this position please visit: www.apprenticeships.org.uk

Keep up to date with all the news from the
Participation Team by liking our Facebook Page:
www.facebook.com/choicesiw



LOCATION: ISLANDWIDE

TRAINEESHIPS IN HEALTH & SOCIAL CARE

Acorn Care Services	Cowes	Ref: VAC000374154
Trent House	Cowes	Ref: VAC000375557
The Croft Residential Home	Freshwater	Ref: VAC000374515
Ancona	Freshwater	Ref: VAC000375218
Westminster House	Newport	Ref: VAC000373167
Acorn Care Services	Ryde	Ref: VAC000374194
Cameron House	Ryde	Ref: VAC000376494
Acorn Care Services	Sandown	Ref: VAC000374195
Kinloch Tay	Totland Bay	Ref: VAC000374095
Down House	Totland Bay	Ref: VAC000375734
Hours: 23 per week		Closing Date: 03/03/2014

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 (30 hours at Down House and Cameron House), 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

LOCATION: NEWPORT

TRAINEESHIP IN BUSINESS ADMINISTRATION

Hours: 23 per week	Ref: VAC000373903
Closing Date: 03/03/2014	

In this Traineeship 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.

Training to be provided: This is **UNPAID** work experience. This will be a 26 week Traineeship where you will gain quality work experience in Business Administration

Skills Required: Excellent telephone manner, good communication skills, good use of the English language, and 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 this position please visit: www.apprenticeships.org.uk

LOCATION: NEWPORT

TRAINEESHIP IN BUSINESS ADMINISTRATION

Hours: 24 per week (maximum)

Ref: VAC000388139

Closing Date: 28/02/2014

The Traineeship is for a Business Administration work placement in a sales and retail environment within the County Press. The Trainee will receive training in the systems and procedures within the office environment. The placement will involve being part of the Sales and Marketing team with tasks that will include communication with clients on the telephone and face to face.

Training to be provided: This is **UNPAID** work experience. This will be a minimum of 6 weeks and maximum of 6 months Traineeship where you will gain quality work experience in Business Administration.

Skills Required: The person is likely to have good communication skills; telephone and face to face, keyboard skills with an interest in marketing or sales.

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

Personal Qualities: Applicants should be reliable, have good communication skills and able to use initiative along with a willingness to learn and work effectively as part of a team.

To apply for this position please visit: www.apprenticeships.org.uk

LOCATION: SANDOWN

TRAINEESHIP IN HAIRDRESSING

Hours: 29½ per week

Ref: VAC000371303

Closing Date: 28/02/2014

This Traineeship opportunity is UNWAGED work experience as part of an entry to work course. You will gain essential work experience skills in a Salon environment, along with certificated employability training. In the placement, you will be assisting the trained staff with their delivery of various hair treatments along with learning and assisting with customer service and general duties in the Salon.

Training to be provided: Training will include employability skills and maths and English functional skills. The 29½ hour week will be shared between learning time and work experience time covering Monday to Friday. Some Saturday work may be required, but this will be substituted by a day off in the week. Learning time will be 5 ½ hours per week and the work experience will be 24 hours per week.

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

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

To apply for this position please visit: www.apprenticeships.org.uk

New Traineeships!

16-18 Year Olds

MAKE THE

SMART CHOICE.

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

An alternative
option to school
past 16!

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

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

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

SMART-TRAINEESHIP

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

Tel: 0330 088 0888

E-mail: info@smarttar.co.uk

Web: www.smarttar.co.uk



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Apprenticeships





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!

Challenge & Adventure

**Forest Office
Parkhurst Forest
Newport
Isle of Wight
PO30 5UL**

**Phone us on
01983 527026**



Real Opportunities Now Programme

Age 16 – 18?

**Not in education, employment or training?
Not sure of what is available for you to
access?**

**RON will give you the chance to try a range
of activities over 2 weeks and have fun at the
same time.**

RON will give you:

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

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

**R
O
N**

YOUNG VOLUNTEERS



Support your community

16-18 year olds

Help others

Gain confidence, skills and experience

Volunteer as much or as little as you want

Will not affect benefits

Contact The Participation Team

Choices Centre: 29 High Street, Newport, PO30 1SS

Phone: 525927 or just drop in! participationteam@iow.gov.uk

DROP IN SESSIONS AT THE CHOICES CENTRE

The Care Learning Centre will be available during 'drop in' sessions at the Choices Centre, High Street, Newport for you to find out about training / course opportunities. Call in on **Monday afternoon** from 1pm to 3pm.

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

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