



# Education, Employment & Training Opportunities Weekly 21.03.2014

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)

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Participation Team follow us now:

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## LOCAL JOB VACANCIES

### LOCATION: ALUM BAY

Park Assistants	The Needles Park	Source: County Press
<p>The Needles Park, one of the most visited attractions on the Island, is looking for reliable, enthusiastic, customer service orientated people, who enjoy working with the public. We are keen to hear from mature applicants as well as university/college students. Appointments will be made at staged intervals from now to the height of the summer.</p> <p><b>Cashiers are required for the following areas:</b></p> <ul style="list-style-type: none"><li>• Attractions</li><li>• Catering</li><li>• Retail</li></ul> <p>Experience is an advantage, along with good communication skills and the ability to work as a team. Full training will be given, employment subject to suitable references. All previous applicants need not apply.</p> <p>Please email <a href="mailto:info@theneedles.co.uk">info@theneedles.co.uk</a> expressing your interest and attach your CV.</p>		

# LOCATION: BEMBRIDGE

<b>Part time Sales Assistant</b>	<b>J &amp; J Wilson Supermarket</b>	<b>Source: County Press</b>
Duties to include cash handling, stock replenishment, keeping the store clean and tidy and any other tasks necessary in the day to day running of the store. Variable hours up to 20 hours per week including evenings and weekends. Applicants must be over 18 years of age for the purpose of selling alcohol. Own transport necessary due to location.		
<b>For further details or to apply please email: <a href="mailto:brian.leyshon@jjwilsonltd.com">brian.leyshon@jjwilsonltd.com</a></b>		

<b>Catering Staff</b>	<b>Whitecliff Bay Holiday Park</b>	<b>Source: County Press</b>
Busy holiday park requires extra seasonal staff in the Catering Department. Applications welcome from Cooks / Chefs / KPs.		
<b>Call Darryn or Jeremy on 01983 872671 extension 2533 or 2514 or email <a href="mailto:darryn.yeowell@away-resorts.com">darryn.yeowell@away-resorts.com</a></b>		

# LOCATION: CHALE

<b>Waiting Staff</b>	<b>Chale Green Stores</b>	<b>Source: County Press</b>
Positions available for our friendly, local Restaurant/Deli.		
<b>Please send your CV and covering letter to <a href="mailto:shop@chalegreenstores.co.uk">shop@chalegreenstores.co.uk</a></b>		

# LOCATION: LAKE

<b>Laundry Operatives</b>	<b>Berendsen UK Ltd</b>	<b>Source: County Press</b>
Full and part time vacancies, experience not essential as full training given. Minimum wage, must be reliable and work as a team player.		
<b>To apply please call 01983 405111.</b>		

# LOCATION: NEWPORT

<b>Cleaning Operative</b>	<b>Future Cleaning Services Ltd</b>	<b>Source: <a href="http://www.gov.uk">www.gov.uk</a></b>
Rate of pay £6.31 per hour. Working 5 hours per week - Monday to Friday. Experience preferred, but not essential. Training available and uniform will be provided.		
<b>To apply for this position please call the Recruitment Line on: 0844 225 1118, leaving only the following information:</b>		
1. Name of the Town for the position which you are applying for		
2. Your name and contact telephone number		
3. Note of any previous cleaning experience		

<b>Guest Room Cleaner</b>	<b>Travelodge Hotel</b>	<b>Source: <a href="http://www.gov.uk">www.gov.uk</a></b>
We are looking for someone to join our Travelodge team who can work flexibly across weekdays and weekends mainly between 7am and 3pm. This role is temporary until October 2014.		
<b>For further details or to apply please email: <a href="mailto:newportiow.mgr@travelodge.co.uk">newportiow.mgr@travelodge.co.uk</a></b>		

# LOCATION: NEWPORT

<b>Retail Store Cleaner</b>	<b>Source: <a href="http://www.gov.uk">www.gov.uk</a></b>
<p>We require an experienced cleaner who can work to a schedule on their own initiative. The position is general cleaning of a retail shop to the highest of standard, starting on the shop floor first thing and moving to the back areas as the store opens. The position is part time in the mornings working Monday, Tuesday, Thursday and Friday 8.30am-10.00am, total of 6 hours per week, these times are fixed and not flexible. All cleaning products and equipment will be supplied. For the right candidate we can offer a fast start. Reliability and own initiative are essential.</p>	
<p><b>Contact us by sending a free text to 80800 and start your message with code A6 followed by your NAME and POSTCODE. You will have an immediate response. Example: A6 John Smith HG1 1LX.</b></p>	

# LOCATION: ROOKLEY

<b>The Chequers Inn</b>	<b>Source: County Press</b>
<p>We are looking for the following seasonal staff: <b>Kitchen Porters</b> <b>Waiting Staff</b> <b>Bar Staff</b> Interviews to be held on Thursday 3<sup>rd</sup> April from 9am.</p>	
<p><b>Please call Mark or Dan on 01983 840314 to book an appointment.</b></p>	

# LOCATION: RYDE

<b>Food &amp; Beverage Staff</b>	<b>Ryde Castle</b>	<b>Source: <a href="http://www.gov.uk">www.gov.uk</a></b>
<p>A great opportunity has arisen to join the team at the picturesque Ryde Castle Hotel. We are looking for passionate, enthusiastic people to join our team and in return we offer a great, fun working environment, team incentives and an opportunity to develop as part of a successful business.</p>		
<p><b>If you think you have what it takes then contact us now, telephone 01983 563755.</b></p>		

# LOCATION: ST HELENS

<b>Baywatch on the Beach</b>	<b>Source: County Press</b>
<p><b>Counter &amp; Waiting Staff</b> – Previous experience not essential but smart appearance, an understanding of the provision of high quality food service, excellent communication skills and the ability to manage people in a busy environment is essential.</p>	
<p><b>Kitchen Catering Assistants &amp; Porters</b> – Successful applicants will be flexible, energetic and able to work in a high quality, very busy and fast moving environment. Smart appearance, a sense of fun and excellent communication skills are essential.</p>	
<p><b>For further information or to apply please telephone 0797 089 7547 or email <a href="mailto:baywatchiow@aol.com">baywatchiow@aol.com</a></b></p>	

# LOCATION: SANDOWN

<b>General Hotel Assistant</b>	<b>Carlton Hotel</b>	<b>Source: <a href="http://www.gov.uk">www.gov.uk</a></b>
General Hotel Assistant required to help with the running of a large coaching hotel to deliver efficient customer service and to create a warm and welcoming atmosphere for all our guests with the key aim of retaining and attracting new customers. Duties to include: <ul style="list-style-type: none"><li>* Greeting &amp; checking in guests</li><li>* Reception/Administrative duties</li><li>* Oversee dining room</li><li>* Implementing daily/weekly/monthly Company checks</li><li>* Bar duties</li></ul>		
<b>For further details or to apply please visit <a href="http://www.gov.uk">www.gov.uk</a></b>		

<b>Apprentice</b>	<b>Ana Hair Salon</b>	<b>Source: County Press</b>
Apprentice required.		
<b>Telephone 01983 402694 for further information.</b>		

<b>Seasonal Cleaners</b>	<b>Source: County Press</b>
Required for busy caravan park. Experience preferred but not essential as training will be given, above minimum wage. Own transport essential. Must be able to work Saturday mornings, 9am to 2pm working to a high standard.	
<b>Please email CV and cover letter to: Yvonne Todd: <a href="mailto:info@mgcleaning.iow.co.uk">info@mgcleaning.iow.co.uk</a></b>	

# LOCATION: SHANKLIN

<b>Kitchen Porter</b>	<b>Marlborough Hotel</b>	<b>Source: <a href="http://www.gov.uk">www.gov.uk</a></b>
Kitchen Porter required for hotel kitchens. Duties will include cleaning, must be prepared to be flexible. Hours are split shift 8am to 10:30 am and 6pm to 9pm Monday to Sunday over 5 days on a rota. £6.31 per hour.		
<b>For further details or to apply, please telephone: 01983 862588 or email: <a href="mailto:eugenio.pascoal@btopenworld.com">eugenio.pascoal@btopenworld.com</a></b>		

<b>Waiting Person</b>	<b>Daish's Hotel</b>	<b>Source: County Press</b>
Split shifts, 6 days per week. All year round position.		
<b>Please send CV's to <a href="mailto:managers@daishs.com">managers@daishs.com</a> or drop it in to us.</b>		

<b>Sales Assistant</b>	<b>Glyn Morgan</b>	<b>Source: County Press</b>
Permanent, friendly person required in busy family run Newsagents and stationers.		
<b>CV's to Glyn Morgan, 26-28 Regent Street, Shanklin, PO37 7AA.</b>		

## 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

# 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: EAST COWES

<b>Apprentice Care Assistant</b>	<b>Community Spirited</b>	<b>Ref: VAC000377726</b>
<b>Hours:</b> 30 per week	<b>Wage:</b> £80.40 per week	<b>Closing Date:</b> 07/04/2014
<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><b>Training to be provided:</b> NVQ Level 2 in Health &amp; Social Care</p> <p><b>Skills Required:</b> 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><b>Qualifications Required:</b> None as full training will be given.</p> <p><b>Personal Qualities:</b> Trustworthy, caring and enthusiastic person capable of working on own initiative and as part of a team.</p> <p><b>To apply for this position please visit:</b> <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a></p>		

### TIP TOP TIP

FINDING A JOB IS HARD WORK! HAVE YOU CONSIDERED APPLYING FOR THE JOBS THAT USUALLY HAVE VACANCIES? FOR EXAMPLE CARE WORK IS ONE! IT OFFERS GOOD TRAINING AND PROMOTION PROSPECTS!

<b>Apprentice Chef</b>	<b>Sea Breeze</b>	<b>Ref: VAC000404614</b>
<b>Hours:</b> 40 per week	<b>Wage:</b> £120 per week	<b>Closing Date:</b> 31/03/2014
<p>This is a unique opportunity for a Chef Apprentice to work within an established kitchen team. You will need to: be flexible &amp; work effectively as a member of our successful team support, the preparation &amp; cooking of food throughout the day work &amp; communicated effectively with the team provide consistently high standards in all you do, be self-confident, ambitious &amp; motivated, work at weekends and early evenings as required.</p> <p><b>Training to be provided:</b> Intermediate Apprenticeship in Professional Cookery</p> <p><b>Skills Required:</b> The right candidate will need to: be a good team player, have good communication skills, follow &amp; implement instructions, have good literacy &amp; numeracy skills, show a willingness to learn &amp; be trained, be able to work independently or under supervision.</p> <p><b>Qualifications Required:</b> No formal qualifications required, however a good level of literacy &amp; numeracy would be preferable.</p> <p><b>Personal Qualities:</b> You will need to be: punctual &amp; hard-working, calm in a busy working environment, methodical &amp; orderly with your work, well-presented with good personal hygiene, a good team player with a great personality and a passion for great food.</p> <p><b>To apply for this position please visit:</b> <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a></p>		

# LOCATION: ISLANDWIDE

<b>Apprentice Care &amp; Support Workers</b>	<b>Southern Housing Group</b>	<b>Ref: CASI - 14071</b>
<b>Hours:</b> 35 per week on a rota including evenings and weekends (one day per week at the IW College studying towards a QCF, Level 2 Award).	<b>Wage:</b> £8,000 per annum	<b>Closing Date:</b> 31/03/2014
<p>We are looking to recruit an enthusiastic individual with an ability to communicate effectively. As an Apprentice Care and Support Worker you will learn about providing care and support to vulnerable people whilst promoting their independence, health and wellbeing and general life skills. A driving licence and access to a vehicle for business use is essential, for which a generous mileage allowance will be paid. Applicants for this role must be over 18 years of age, due to Care Quality Commission Regulations. Successful candidates will be subject to an enhanced DBS check.</p>		
<p><b>To apply please go to <a href="http://www.shgroup.org.uk">www.shgroup.org.uk</a> and navigate to the careers page, quoting the reference above. For further information please contact 01983 539092.</b></p>		

# LOCATION: NEWPORT

<b>Nursery Apprentice</b>	<b>Tops Day Nursery</b>	<b>Ref: VAC000385703</b>
<b>Hours:</b> 35 per week	<b>Wage:</b> £95 per week	<b>Closing Date:</b> 02/05/2014
<p>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 &amp; 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.</p> <p><b>Training to be provided:</b> Certificate for the Children &amp; Young Person's Workforce Level 2</p> <p><b>Skills Required:</b> Reliable, confident with the ability to interact with children. Being able to create play and to be active team member.</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>		

# LOCATION: NEWPORT

<b>Apprentice Front of House (Barista)</b>	<b>Love Catering Ltd</b>	<b>Ref: VAC000403937</b>
<b>Hours:</b> 30 per week	<b>Wage:</b> £80.40 per week	<b>Closing Date:</b> 01/04/2014
<p>Candidate will be fully trained in making a range of coffee based drinks and cold drinks to a high standard. This position will also include food training and preparing food fresh to table. Candidate will report to line manager or duty manager on shift and be responsible for cash handling and maintaining customer service. You will be responsible for maintaining high levels of service to customers as well as maintaining the front of house area. The role will also include housekeeping and daily close down and cleaning duties within the store. Within this role, the candidate will also be trained to make food that is served fresh daily. Will include basic food safety training delivered on job as well as built into the framework of the NVQ. These duties will also include cleaning down of the kitchen and cleaning of tools and equipment. The role will involve strong communication and customer service skill as well as team work, to ensure a smooth delivery of service to customer as well as building into the growing team.</p> <p><b>Training to be provided:</b> Intermediate Apprenticeship in Hospitality.</p> <p><b>Skills Required:</b> Good communication skills, eye for detail, team worker, can use initiative.</p> <p><b>Qualifications Required:</b> None required as training will be given.</p> <p><b>Personal Qualities:</b> Friendly and willing to learn skills, confident and able to be flexible.</p> <p><b>To apply for this position please visit:</b> <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a></p>		

<b>Apprentice Parts Consultant / Service Advisor (Suzuki)</b>	<b>Hale Common Suzuki</b>	<b>Ref: VAC000404339</b>
<b>Hours:</b> 40 per week (minimum)	<b>Wage:</b> £120 per week	<b>Closing Date:</b> 31/05/2014
<p>Supported throughout by an employer, this vacancy is for a 3 year apprenticeship that will resulting the successful candidate gaining an Advanced Apprenticeship made up of a NVQ at level 3, a technical certificate at level 3 and associated functional skills if required. You would be involved in a variety of tasks ranging from dealing with Technicians, other companies and the general public, booking customer cars in for service, invoicing, handling cash, answering the telephone, taking orders, ordering parts and checking parts also putting stock orders away.</p> <p><b>Training to be provided:</b> This will be delivered on block release at the Suzuki Apprentice Training Centre at Doncaster, S.Yorks.</p> <p><b>Skills Required:</b> No specific skills required, however an interest in motor vehicles would be beneficial.</p> <p><b>Qualifications Required:</b> GCSEs (or equivalent) grades A-C in Maths, English, Science, ICT. Please ensure you list all your qualifications, as lower grades may be considered.</p> <p><b>Personal Qualities:</b> Keen and enthusiastic, able to work as part of a team, good time keeping.</p> <p><b>For further details please visit:</b> <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a>. <b>To apply please visit:</b> <a href="http://www.suzuki.co.uk/cars/about/careers/apprenticeships/career-path">www.suzuki.co.uk/cars/about/careers/apprenticeships/career-path</a></p>		

<b>Apprentice Chef</b>	<b>Island Harbour Ltd</b>	<b>Ref: VAC000403638</b>
<b>Hours:</b> 30 per week (minimum)	<b>Wage:</b> £80.40 per week	<b>Closing Date:</b> 31/03/2014
<p>The head chef at The Breeze restaurant would like to train an enthusiastic and passionate person in professional cookery. Working alongside you will get a taste of everything this qualification has to offer. Food safety, food hygiene, ordering, planning and not forgetting cooking will all be included. The restaurant and surroundings are all looking to expand within the near future and this will give the right person the opportunity to grow with it.</p> <p><b>Training to be provided:</b> Level 2 Professional Cookery Diploma</p> <p><b>Skills Required:</b> Communication must come easily, must be able to work under pressure. Some previous knowledge of kitchen work would be an advantage but this can be outweighed by enthusiasm.</p> <p><b>Qualifications Required:</b> None as training will be given.</p> <p><b>Personal Qualities:</b> Commitment, dedication, enthusiastic, passionate.</p> <p><b>To apply for this position please visit:</b> <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a></p>		



# LOCATION: SANDOWN

<b>Apprentice Care Assistant</b>	<b>Stonehaven</b>	<b>Ref: VAC000404026</b>
<b>Hours:</b> 36 per week	<b>Wage:</b> £96.48 per week	<b>Closing Date:</b> 14/04/2014
<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> <li>• Be able to work within a team and be aware of the policies in the home</li> </ul> <p><b>Training to be provided:</b> Level 2 NVQ Diploma in Health &amp; Social Care</p> <p><b>Skills Required:</b> Good communication skills, empathy with the residents, friendly manner, team worker, efficient attitude to work.</p> <p><b>Qualifications Required:</b> None as full training will be provided but a good standard of spoken English required</p> <p><b>Personal Qualities:</b> Trustworthy, good work ethic, enthusiastic friendly personality.</p> <p><b>To apply for this position please visit:</b> <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a></p>		

<b>Apprentice Care Assistant</b>	<b>Cameron House</b>	<b>Ref: VAC000376494</b>
<b>Hours:</b> 30 per week	<b>Wage:</b> £80.40 per week	<b>Closing Date:</b> 18/04/2014
<p>The successful candidates duties will include assisting residents and accommodating their needs and requirements as follows:-</p> <ul style="list-style-type: none"> <li>• Assisting with personal care and dressing</li> <li>• Assisting at meal times and help with eating</li> <li>• Supporting clients with their daily activities</li> <li>• Provide emotional and social support</li> </ul> <p><b>Training to be provided:</b> Level 2 Diploma in Health &amp; Social Care</p> <p><b>Skills Required:</b> Effective communication skills and the ability to work under pressure in stressful situations. We require someone who is flexible and can understand the needs of the residents. The ability to work as part of a team is important.</p> <p><b>Qualifications Required:</b> None as full training will be provided</p> <p><b>Personal Qualities:</b> The right candidate will have a keen enthusiasm for a long term career in the care industry. Have a friendly and cheerful outlook, with a motivation to learn.</p> <p><b>To apply for this position please visit:</b> <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a></p>		

<b>Apprentice in Multi-skilled Hospitality</b>	<b>The Beach Shack</b>	<b>Ref: VAC000</b>
<b>Hours:</b> per week	<b>Wage:</b> £ per week	<b>Closing Date:</b>
<p>Apprentice required for this beautiful little Licensed Restaurant situated right on the beach. 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><b>Training to be provided:</b> Intermediate Apprenticeship in Hospitality</p> <p><b>Skills Required:</b> Good communication skills</p> <p><b>Qualifications Required:</b> No formal qualifications required but being good at Maths would be an advantage.</p> <p><b>Personal Qualities:</b> Must be friendly, confident, enthusiastic, honest and reliable and must work well as part of a team. Must also be well presented</p> <p><b>To apply for this position please visit:</b> <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a></p>		



# LOCATION: SANDOWN

<b>Apprentice Care Assistant</b>	<b>Autumn House</b>	<b>Ref: VAC000363292</b>
<b>Hours:</b> 30 per week	<b>Wage:</b> £80.40 per week	<b>Closing Date:</b> 14/04/2014
<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><b>Training to be provided:</b> Level 2 in Health &amp; Social Care</p> <p><b>Skills Required:</b> Good communication skills essential, patience, caring nature and flexibility with regard to work.</p> <p><b>Qualifications Required:</b> None as full training will be provided.</p> <p><b>Personal Qualities:</b> Trustworthy, caring and enthusiastic person, capable of working on own initiative and as part of a team.</p> <p><b>To apply for this position please visit:</b> <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a></p>		

# LOCATION: SHANKLIN

<b>Apprentice Chef</b>	<b>YMCA Fairthorne Group</b>	<b>Ref: VAC000385998</b>
<b>Hours:</b> 30 per week	<b>Wage:</b> £120 per week	<b>Closing Date:</b> 28/03/2014
<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"><li>• To deliver a range of interesting and healthy menus for adults and children</li><li>• To maintain the kitchen, serving and dining areas to the required standards set by the manager</li><li>• Catering for Weddings and functions</li><li>• Cooking for nursery school children</li></ul> <p><b>Training to be provided:</b> Level 2 in Professional Cookery</p> <p><b>Skills Required:</b> 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><b>Qualifications Required:</b> Basic numeracy skills essential.</p> <p><b>Personal Qualities:</b> Well presented, willingness to learn all aspects of the catering industry, friendly and cheerful, can work well under any stressful situations.</p> <p><b>To apply for this position please visit:</b> <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a></p>		

## 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: SHANKLIN

<b>Apprentice Front of House Assistant</b>	<b>Morgans Restaurant</b>	<b>Ref: VAC000383456</b>
<b>Hours:</b> 30 per week	<b>Wage:</b> £80.40 per week	<b>Closing Date:</b> 28/03/2014
<b>Duties to include:</b> <ul style="list-style-type: none"><li>• Taking customers orders for food and drink at the table</li><li>• Serving customers orders to the table</li><li>• Clearing up of tables and relaying</li><li>• Taking payments using a till or credit card</li></ul> <b>Training to be provided:</b> Level 2 in Food & Beverage <b>Skills Required:</b> Excellent customer service skills, good team player, some experience would be preferable, professional image. <b>Qualifications Required:</b> Educated to a good standard in Maths and English. <b>Personal Qualities:</b> Must be reliable and punctual, well groomed and presentable, outgoing and friendly nature, be prepared to work hard, enthusiasm and commitment, ambition to progress to a higher level.		
<b>To apply for this position please visit: <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a></b>		

# LOCATION: TOTLAND BAY

<b>Apprentice Healthcare Worker</b>	<b>Seven Gables</b>	<b>Ref: VAC000404465</b>
<b>Hours:</b> 30 per week	<b>Wage:</b> £135 per week	<b>Closing Date:</b> 30/05/2014
<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> <b>Training to be provided:</b> Level 2 NVQ Diploma in Health & Social Care <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. <b>Qualifications Required:</b> None as full training will be provided but must be willing to progress within the field of Health & Social Care training opportunities. <b>Personal Qualities:</b> Bright, cheerful, honest and willing to work.		
<b>To apply for this position please visit: <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a></b>		

# LOCATION: VENTNOR

<b>Business Administration Apprentice</b>	<b>Betapak Limited</b>	<b>Ref: VAC000405097</b>
<b>Hours:</b> 40 per week	<b>Wage:</b> £120 per week	<b>Closing Date:</b> 01/04/2014
<p>We need enthusiastic people, full of energy and ideas and who are not afraid of a challenge. Good time management, reliability and an eye for detail are essential qualities. Good communication skills are also required, as this position will involve considerable customer contact which will be both proactive and reactive. Experience of working in an administrative role is not essential as training will be given, but applicants must be able to demonstrate the necessary personal qualities to succeed in a busy office environment, including good literacy and numeracy. Our environment is very fast paced and busy which requires constant hard work through the day whilst always working to our statement of purpose.</p> <p><b>Training to be provided:</b> Intermediate Apprenticeship in Business and Administration.</p> <p><b>Skills Required:</b> We are only looking for candidates who can demonstrate that they are: confident and assertive, hungry for success, enjoy taking on tough challenges, focussed on delivering high output.</p> <p><b>Qualifications Required:</b> Full training will be provided in house, with training continuing on an ongoing basis. We would also provide an NVQ in sales as part of our development program.</p> <p><b>Personal Qualities:</b> Time keeping, polite, well mannered, tenacious, 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>		

<b>Apprentice Chef</b>	<b>Rex Piano Bar</b>	<b>Ref: VAC000395440</b>
<b>Hours:</b> 30 per week	<b>Wage:</b> £100 per week	<b>Closing Date:</b> 29/03/2014
<p><b>Duties to include:</b></p> <ul style="list-style-type: none"> <li>• Preparation of fresh produce such as meat, fish, poultry, vegetables, sauces and desserts.</li> <li>• Cooking of fresh produce to a high standard (after training)</li> <li>• Responsibility for cleaning all work areas</li> <li>• Involved in the completion of kitchen documentation</li> <li>• Stock rotation and ordering of stock</li> </ul> <p><b>Training to be provided:</b> Intermediate Apprenticeship in Catering &amp; Professional Chefs</p> <p><b>Skills Required:</b> Must have a creative flair for cooking, must be very enthusiastic, eager to learn, motivated to produce high quality food.</p> <p><b>Qualifications Required:</b> A good standard of education and preferably hold a Food Hygiene certificate.</p> <p><b>Personal Qualities:</b> Hardworking and reliable, clean and tidy, friendly and sociable, good team player, a passion for cooking.</p>		
<b>To apply for this position please visit: <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a></b>		

# LOCATION: YARMOUTH

<b>Apprentice Chef</b>	<b>The Boat House</b>	<b>Ref: VAC000385541</b>
<b>Hours:</b> 30 per week	<b>Wage:</b> £105 per week	<b>Closing Date:</b> 28/03/2014
<p>Apprentice Chef to be trained and mentored by Martin and Tracy in all aspects of the catering industry. Duties will include all aspects of preparing and cooking food, food safety, cleaning in the kitchen, KP duties, customer service and some front of house.</p> <p><b>Training to be provided:</b> Intermediate Apprenticeship in Catering and Professional Chefs</p> <p><b>Skills Required:</b> Must be motivated, reliable and a team player</p> <p><b>Qualifications Required:</b> None required, just an interest in catering and keen to learn and progress</p> <p><b>Personal Qualities:</b> Enthusiastic, well presented, approachable and flexible and have a general willingness to learn new skills</p> <p><b>To apply for this position please visit:</b> <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a></p>		

## 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	
<b>Stoneham Construction Limited</b>	<b>Ref: VAC000403653</b>
<b>Hours:</b> 23 per week	<b>Closing Date:</b> 30/04/2014
<p>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.</p> <p><b>Training to be provided:</b> 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 Stoneham will mean you are given work experience each week, in conjunction with "off the job training".</p> <p><b>Qualifications Required:</b> No formal qualifications required but a willingness to learn and listen is essential.</p> <p><b>Personal Qualities:</b> A good healthy attitude to work, good time keeping and happy to work outside in all weathers where necessary.</p> <p><b>To apply for these positions please visit:</b> <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a></p>	

# LOCATION: ISLANDWIDE

## TRAINEESHIPS IN HEALTH & SOCIAL CARE

Carefirst IW Ltd	Cowes	Ref: VAC00037748
Ancona	Freshwater	Ref: VAC000375218
The Croft Residential Home	Freshwater	Ref: VAC000374515
Westminster House	Newport	Ref: VAC000373167
Acorn Care Services	Ryde	Ref: VAC000374194
Acorn Care Services	Sandown	Ref: VAC000374195
Kinloch Tay	Totland Bay	Ref: VAC000374095
Hours: 23 per week		Closing Date: 31/03/2014

In this Traineeship placement you will be assisting the staff with the provision of care and support for adults which will involve visiting clients in their own homes, social interaction support, eating/drinking and life skills support. Some personal care assistance may be required but this will be supervised at all times by a fully trained member of staff.

**Training to be provided:** The Traineeship programme will include UNPAID high quality work experience. You will also be given off the job training such as job search/employability skills (CV writing) and English & Maths (where required depending on applicants needs). 23 hours per week to consist of 16 hours per week workplace training and 7 hours per week off the job training.

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

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

**Personal Qualities:** Friendly, presentable and polite.

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

# LOCATION: NEWPORT

## TRAINEESHIPS IN BUSINESS ADMINISTRATION

Care Learning Centre	Ref: VAC000373903
Hours: 23 per week	Closing Date: 31/03/2014

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 traineeship programme will mean you will be offered work experience each week in conjunction with 'off the job training'. You will become a member of the team in the office and will be working in reception. All of this will give you a valuable insight into a business admin environment. The Traineeship Programme will also include off the job training in English and Maths, job search activity, CV writing and interview techniques. 23 hours per week to consist of 16 hours per week Workplace training and 7 hours per week off the job training.

**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: NEWPORT

TRAINEESHIPS IN HAIRDRESSING	
Pin Ups	Ref: VAC000404496
Hours: 23 per week	Closing Date: 09/04/2014
<p>In the placement, you will be assisting the existing stylists with their work, aiding the beauty therapists, making sure the customer is happy and comfortable and gaining vital hands on experience in a busy Salon atmosphere. Alongside learning about the 'hands on' side of things, you will learn about customer service and helping with general tasks in the Salon.</p> <p><b>Training to be provided:</b> 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). Your placement at Pin Ups 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 delivery.</p> <p><b>Skills Required:</b> No formal skills required but an interest in styling and hair is encouraged.</p> <p><b>Qualifications Required:</b> No formal qualifications required but must be willing to learn new skills.</p> <p><b>Personal Qualities:</b> Friendly, chatty, punctual, smart appearance, and a willingness to learn and work as a team.</p>	
To apply for these positions please visit: <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a>	

# LOCATION: ST HELENS

TRAINEESHIP IN HOSPITALITY & CUSTOMER SERVICE	
The Vine Inn	Ref: VAC000404256
Hours: 29½ per week	Closing Date: 30/04/2014
<p>In the placement, you will be assisting the Front of House staff with their work, serving food, taking orders, serving drinks, making sure the customer is happy and comfortable and gaining vital hands on experience in a busy kitchen and bar atmosphere. Alongside learning about the 'hands on' side of things, you will learn about customer service and helping with general tasks in the kitchen and the service area.</p> <p><b>Training to be provided:</b> 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). Your placement at The Vine Inn will mean you are given work experience each week, in conjunction with "off the job training".</p> <p><b>Skills Required:</b> No formal skills required but a willingness to learn and listen are encouraged.</p> <p><b>Qualifications Required:</b> No formal qualifications required but an interest to learn new skills.</p> <p><b>Personal Qualities:</b> Friendly, able to work in a pressured environment, good listener, well presented and punctual.</p>	
To apply for these positions please visit: <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a>	



# LOCATION: ST HELENS

TRAINEESHIP IN CHEFFING	
The Vine Inn	Ref: VAC000404238
Hours: 23 per week	Closing Date: 30/04/2014
<p>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.</p> <p><b>Training to be provided:</b> 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). Your placement at The Vine Inn will mean you are given work experience each week, in conjunction with “off the job training”.</p> <p><b>Skills Required:</b> No formal skills required but a willingness to learn and listen are encouraged.</p> <p><b>Qualifications Required:</b> No formal qualifications required but an interest to learn new skills.</p> <p><b>Personal Qualities:</b> Friendly, able to work in a pressured environment, good listener, well presented and punctual.</p>	
To apply for these positions please visit: <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a>	

# LOCATION: SANDOWN

TRAINEESHIP IN HAIRDRESSING	
ANA Hair & Beauty Salon	Ref: VAC000371245
Cutting Edge	Ref: VAC000371303
Hours: 29½ per week	Closing Date: 31/03/2014
<p>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 in the Salon.</p> <p><b>Training to be provided:</b> 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.</p> <p><b>Qualifications Required:</b> No formal qualifications required, but an interest to learn new skills is important.</p> <p><b>Personal Qualities:</b> Friendly, punctual, reliable, well presented, willing to help and above all, willing to learn.</p>	
To apply for these positions please visit: <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a>	





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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!***

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Interested? Call Choices on 525927 and speak with our Advisers  
or drop in to see us at: Choices, 29 High Street, Newport, PO30 1SS.

# DROP IN SESSIONS AT THE CHOICES CENTRE

The following 'drop in' sessions will be available at the Choices Centre, High Street, Newport for you to find out about training / course opportunities.

**Monday 1pm to 3pm – The Care Learning Centre**

*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.*