

9 January 2014

# Job Vacancy / Information Bulletin for young people

*A collection of current job vacancies, training opportunities and information, from various sources*



[www.youngsouthampton.org](http://www.youngsouthampton.org)



# Welcome



# Happy New Year

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# Daily Echo Vacancies

9 January 2014

Please consult the relevant edition of the ECHO or visit the website for further details as all information below has been abbreviated. Vacancy information correct at time of publication.

*Some employers are unable to employ young people directly from school due to age restrictions in their insurance policies, so please check at the time of application.*

<b>Reprographics Technician</b>	Page 37	Southampton
<p><b>Richard Taunton Sixth Form College</b> Salary pro rata (£13,909 to £16,636) You will be responsible for the provision of reprographics and resources to the staff. You should have excellent communication and organisational skills and applicants must be honest, flexible and have the ability to work as part of a team and on an individual basis. 20 hours per week – term time only. Please contact Human Resources on 023 80514747 or visit the website: <a href="http://www.richardtaunton.ac.uk">www.richardtaunton.ac.uk</a></p>		
<b>Travel Consultants x 2</b>	Page 37	Romsey
<p><b>Bath Travel</b> 22.5 hours over 3 days per week You will need to be able to build rapport with clients, whilst selling everything from cruise to long haul. First rate customer service skills and a passion for travel are essential. A qualification in Travel and Tourism is desirable. Please email your CV to <a href="mailto:personnel@bathtravel.com">personnel@bathtravel.com</a> or download an application form from <a href="http://www.bathtravel.co.uk">www.bathtravel.co.uk</a> Or contact HR on 01202 200676 for further details.</p>		
<b>Contracts Manager's Assistant</b>	Page 37	Millbrook, Southampton
<p>Wedderburn Retail Solutions Limited Required to provide office-based support. You will need to be organised and able to assist with all aspects of running shopfitting projects. Experience of Excel is required. Write, telephone or email to request an application form to Mrs Gail Hopkins, Wedderburn Retail Solutions Limited, 57 – 59 Millbrook Road East, Southampton SO15 1HN. Tel: 02380 900321 Email <a href="mailto:shopfitting@wedderburn.com">shopfitting@wedderburn.com</a></p>		
<b>Bar Staff</b>	Page 37	Chandlers Ford
<p>2 days and 2 nights. Up to 20 hours a week. Must have own transport. Call Jim at Snooker Club. Mob: 07999810058</p>		

INFORMATION SERVICE - WE ARE NOT RESPONSIBLE FOR THESE VACANCIES

[www.dailyecho.co.uk/jobs](http://www.dailyecho.co.uk/jobs)

<b>Appointment makers</b>	Page 38	Southampton
<p>Immediate starts available to join a growing telemarketing call centre. You should be enthusiastic, driven and have a competitive edge. You will be representing leading financial advisers across the UK and full training will be provided. Transport is also provided from central locations.</p> <p>Call 02380 892444 for more details or visit <a href="http://www.abm-solutions.co.uk/vacancies">www.abm-solutions.co.uk/vacancies</a></p>		
<b>Embroidery Assistant</b>	Page 38	Eastleigh
<p><b>Skoolkit</b>  A part time position to include packing, trimming, printing and embroidery, using Tajima multi-head machines. Some experience is required. Temporary until October but may lead to permanent position. Monday 8am – 5pm Saturday 8am – 1pm</p> <p>Closing date 16<sup>th</sup> January</p> <p>To apply download an application form from <a href="http://www.skoolkit.co.uk/vacancies.php">www.skoolkit.co.uk/vacancies.php</a></p>		
<b>Various vacancies</b>	Page 38	Ower, Near Totton
<p><b>Paultons Park</b>  Permanent and seasonal vacancies – retail, catering, operations and other departments. Visit <a href="http://www.paultonspark.co.uk/jobs">www.paultonspark.co.uk/jobs</a> or call 023 8081 4442 for more details.</p>		
<b>Nursery Nurse</b>	Page 38	Shirley, Southampton
<p>Required for Day Nursery. NVQ 3 Childcare qualification is essential. Please call: 023 8077 6655</p>		
<b>Nursery Nurse</b>	Page 38	Southampton
<p><b>Play Away Day Nurseries</b></p> <p>Required for 3 outstanding Nurseries in Southampton. Full and part time available. Monday – Friday. Experience preferred but not essential.</p> <p>02380 862169 or email CV to <a href="mailto:angela@playaway.info">angela@playaway.info</a></p>		

**Pro Rata** - in proportion  
(pay in proportion to hours worked)

**Per Annum** - by the year  
(annual salary)

INFORMATION SERVICE - WE ARE NOT RESPONSIBLE FOR THESE VACANCIES

[www.dailyecho.co.uk/jobs](http://www.dailyecho.co.uk/jobs)

# Working with children

## Children & Young People Now Jobs

[www.cypnowjobs.co.uk](http://www.cypnowjobs.co.uk) is the specialist job site. The site includes vacancies across all sectors, including youth justice, youth work, childcare & early years, education, health and social care.

## Childminders, Babysitters, Nannies

[www.freedomchildcare.com](http://www.freedomchildcare.com) can offer flexible temporary work through to permanent work. Experience with children is essential and a level 2 or 3 qualification essential for Nursery and pre-school positions.

## Creche workers

[www.mobilecreche.biz](http://www.mobilecreche.biz) You will need to have a level 2 NVQ qualification, have first aid experience, proof of ID and experience of working with children aged 0-8 / 8-14 to register on this website. Tel: 0800 4580 187 E-mail: [vacancies@mobilecreche.biz](mailto:vacancies@mobilecreche.biz)

## CURRENT VACANCIES

Job Vacancy:	Location:	Contact:
<b>Floating Support Worker</b>	Rose Road Association	023 8072 1207
<b>Pre-School Room Leader</b>	Pixies Day Nursery	01489 576758
<b>Activity Leader</b>	Rose Road Association	023 8072 1207
<b>Lunch Club Supervisory Assistant</b>	Hardmoor EYC	023 8055 2220
<b>Early Years Practitioner</b>	Weston Church Centre Pre-School	023 8090 1008
<b>Pre-School Assistant</b>	Little Berries Pre-School	023 8091 5533



Please check this website for further details:  
[www.youngsouthampton.org/working-with-children](http://www.youngsouthampton.org/working-with-children)

For an up to date list, contact Southampton Children and Young People's Information Service on 0800 169 8833, or e-mail [cypis@southampton.gov.uk](mailto:cypis@southampton.gov.uk)

# Jobcentre Plus Vacancies

Hundreds of vacancies are displayed on this website.  
Here is just a small selection in Southampton

<p><b>Teaching Assistants Wanted- Southampton</b></p> <p>Job ID 5476000</p>	<p>You will demonstrate a real interest in children, enthusiasm, creativity, confidence and a drive to develop and grow a child's confidence in the classroom. Prior experience in a SEN school setting is preferred, although the role requires no formal qualification</p>	<p>£50 - £70 per day Please visit: <a href="http://www.vacancycentral.co.uk/j/jcp/8-7113823/job.html">www.vacancycentral.co.uk/j/jcp/8-7113823/job.html</a></p>
<p><b>Cleaning Operative Eastleigh</b></p> <p>Job ID 5475694</p>	<p>5 days out of 7 including weekends on the following shift pattern Monday - Saturday 7.30am - 9.30am and 8.00am - 10.00am on Sundays, starting immediately. Experience is preferred but is not necessary as full training will be given.</p>	<p>Salary £6.31 per hour</p> <p>10 hours per week</p>
<p><b>Trainee Retail Assistant</b></p> <p>Job ID 2702950</p>	<p>Your 15 months of in-store learning starts with a five-day induction. You'll start out as a Sales Advisor, you'll learn what we're all about on the shop floor while getting heaps of encouragement from your Store Manager. You'll also have a clear performance framework in place, and we'll do everything we can to support your studies towards a Level 2 Apprenticeship in Retail.</p>	<p>In your first year, your basic salary will be £10,000, rising to over £12,000 after 12 months. If you impress us, there'll be a permanent job offer waiting for you at the end of it.</p>
<p><b>Trainee Personal Trainer</b></p> <p>Job ID 5366324</p>	<p>If you're longing to launch yourself into an exciting and rewarding career doing something you love and possess the drive and determination to be the very best, then our Personal Trainer Academy could be just the answer. As the leading course provider for Personal Trainers we are now recruiting for 2014 intakes and invites applications from highly motivated individuals with a proven track record for success.</p>	<p>Salary 14,000.00 - 30,000.00 per year</p>

For details of these vacancies and to apply please visit this website and input the **Job ID**

<p><b>Trainee Customer Service Advisor</b> Job ID 2728901</p>	<p>On our Customer Team Apprenticeship, your first six to 10 weeks will be spent learning everything you need to get going in a contact centre. After that, your 15-month apprenticeship really gets started. As an Advisor, you can choose to work in Customer Service, dealing with everything from billing enquiries to complex technical issues, or in Campaigns where you'll introduce customers to new products and services.</p>	<p>£10,000.00 - 12,000.00 per year</p>
<p><b>Sign Maker Apprentice</b> Job ID 5444559</p>	<p>We are looking for an Apprentice Sign maker to work alongside our experienced production staff learning all aspects of the business including the layout/design, preparation and application of vinyl graphics onto signs, vehicles, windows etc. You will also on occasion be involved with installing signs at customers' premises plus other duties as required</p>	<p>£180.00 per week</p>
<p><b>Office Administration Apprentice</b> Clarke Mews Estate Agents Job ID 5470877</p>	<p>Typing day to day letters, Preparing sales details, Answering the phone and dealing with customer enquiries, Looking after window displays, Assisting management when needed , Booking appointments for the sales team, Filing confidential paperwork, Delivering leaflets, Ensuring we have adequate supplies of sales details.</p>	<p>£110.00 per week</p>
<p><b>Leaflet Distributor / Promoter - Immediate Start</b> Job ID 5469788</p>	<p>Transport is provided in this position. You and your team will be picked up and dropped off at home everyday. You will be required to speak to people and promote our energy efficient products. There is no selling involved in this position as we have a separate sales force to deal with that side of things</p>	<p>£200.00 - 400.00 per week</p>
<p><b>Private Nursery Assistant</b> Job ID 5466677</p>	<p>Duties will include:</p> <ul style="list-style-type: none"> <li>• Setting up play area for children</li> <li>• Maintaining a safe environment</li> <li>• Ensuring all paperwork is filed</li> <li>• Helping out with cooking and serving children with meals</li> <li>• All other duties as explained by supervisor</li> </ul> <p>Experience within childcare would be advantageous but not essentials as full training will be given</p>	<p>£15,300 per annum</p>

For details of these vacancies and to apply please visit this website and input the Job ID

[www.gov.uk/jobsearch](http://www.gov.uk/jobsearch)

# University of Southampton

## Technician

### Chemistry Education / Teaching

**Location:** Highfield Campus

**Salary:** £14,344 to £15,456 pro rata, per annum

Part Time Permanent, 20 hours per week.

**Closing Date:** Sunday 12 January 2014

**Interview Date:** To be confirmed

**Reference:** 336313EB

Applications are invited for a reliable, well-organised technician to support (predominantly in a technical role) the operation of an undergraduate teaching laboratory under the guidance of a senior technician and laboratory manager. Some knowledge of basic practical chemistry would be desirable.

Duties will include cleaning and setting up equipment and apparatus, keeping the laboratory tidy, some administration work (e.g. signing in and distributing reports) and occasional Outreach and demonstration activities. Good IT competence will also be an advantage.

The appointment is tenable from mid-February 2014 with a starting date to be arranged by agreement.

Informal enquiries should be directed to Mr Colin Flowers (Level 4 Lab Manager, email: [C.M.Flowers@soton.ac.uk](mailto:C.M.Flowers@soton.ac.uk) Tel: 023 8059 3327) or

Dr. David Read - [D.Read@soton.ac.uk](mailto:D.Read@soton.ac.uk) Tel: 023 8059 8562

### Application Procedure:

You should submit your completed online application form at [www.jobs.soton.ac.uk](http://www.jobs.soton.ac.uk) which should include (i) the application form; (ii) your Curriculum Vitae; (iii) the names and addresses of two referees. (Our online application process will prompt you to include all the above).

If you need any assistance, please call Carol Read on +44 (0) 23 8059 3649. Please quote reference 336313EB on all correspondence.



# University of Southampton

## Trainee Rock Preparation Technician

### Ocean & Earth Science - Technical

**Location:** National Oceanography Centre Southampton

**Salary:** £11,350 per annum, in the first year whilst in training.

Full Time Permanent

**Closing Date:** Sunday 19 January 2014

**Interview Date:** To be confirmed

**Reference:** 330513HN

Ocean and Earth Science (based at the National Oceanography Centre, Southampton (NOCS)) is seeking to recruit a Trainee Rock Preparation Technician.

Reporting to the workshop manager, the post holder will be undertaking training over a period of between two and three years in the practical skills required to deliver support in this area. Operating from the rock preparation suite of workshops, you will learn the variety of machining and mounting skills required to produce high quality polished thin sections, and other sample preparation techniques.

The post holder will also be expected to provide teaching support to a variety of Ocean and Earth Science courses.

You will be required to be resourceful in the delivery of support, have good communication skills, and must have relevant NVQ3/HNC/A-level/City and Guilds or equivalent qualification and/or experience.

This is a permanent position within the Ocean and Earth Science, based at the Waterfront Campus of the University of Southampton. The post is based on Level 3 in the Technical and Experimental Job Family, and the salary (after successful training) for the post will be £22,700 per annum. There will be annual stepped increases in salary during the training period, reflecting progression.

Informal enquiries can be made to Mr Stephen Hayward - Technical Supt. on 023 8059 6618, e-mail [stephen.hayward@noc.soton.ac.uk](mailto:stephen.hayward@noc.soton.ac.uk)

## Faculty Administrative Officer

### FOS - Medicine

**Location:** Southampton General Hospital

**Salary:** £18,708 to £22,240

Full Time, Permanent

**Closing Date:** Sunday 19 January 2014

**Reference:** 336613F5

### Faculty Operating Service (FOS)

The Faculty of Medicine invites applications from suitably qualified and experienced individuals to join its Faculty Operating Service (FOS). The service works with Faculty Deaneries and Senior Leadership Teams to support those areas of work which provide essential services to the Faculties core business and underpins the achievement of the strategic objectives of the University.

### Faculty Administrative Officer – Faculty of Medicine

As Faculty Administrative Officer you will join team, based in Clinical and Experimental Sciences Academic Unit, to provide administrative support for the Faculty's complex research environment. You will also provide operational assistance and administrative support to senior managers in the Faculty of Medicine and other functional activities. You will be responsible for the conduct of administration and maintenance of support service standards. You will liaise with stakeholders in order to deliver a high quality and efficient service which meets the requirements of the Faculty. You must have previous work experience within an administrative role and have the capacity to manage your own time effectively.

### Application procedure:

**The closing date for this vacancy is: 19th January 2014.**

**You should submit your completed online application form at [www.jobs.soton.ac.uk](http://www.jobs.soton.ac.uk). If you need any assistance, please call the Recruitment Team on +44 (0) 23 8059 5070. Please quote reference 336613F5 on all correspondence.**

# University of Southampton

## Trainee Rock Preparation Technician

### Ocean & Earth Science - Technical

**Location:** National Oceanography Centre Southampton

**Salary:** £11,350 per annum whilst in training.

Full Time Permanent

**Closing Date:** Sunday 19 January 2014

**Interview Date:** To be confirmed

**Reference:** 330513HN

Ocean and Earth Science (based at the National Oceanography Centre, Southampton (NOCS)) is seeking to recruit a Trainee Rock Preparation Technician.

Reporting to the workshop manager, the post holder will be undertaking training over a period of between two and three years in the practical skills required to deliver support in this area. Operating from the rock preparation suite of workshops, you will learn the variety of machining and mounting skills required to produce high quality polished thin sections, and other sample preparation techniques.

The post holder will also be expected to provide teaching support to a variety of Ocean and Earth Science courses.

You will be required to be resourceful in the delivery of support, have good communication skills, and must have relevant NVQ3/HNC/A-level/City and Guilds or equivalent qualification and/or experience.

This is a permanent position within the Ocean and Earth Science, based at the Waterfront Campus of the University of Southampton. The post is based on Level 3 in the Technical and Experimental Job Family, and the salary (after successful training) for the post will be £22,700 per annum - 50% pro rata whilst in training.

Informal enquiries can be made to Mr Stephen Hayward - Technical Supt. on 023 8059 6618, e-mail [stephen.hayward@noc.soton.ac.uk](mailto:stephen.hayward@noc.soton.ac.uk)

### Application procedure:

You should submit your completed online application form at [www.jobs.soton.ac.uk](http://www.jobs.soton.ac.uk). If you need any assistance, please call Carol Read on +44 (0) 23 8059 3649. Please quote reference 330513HN on all correspondence.

[www.jobs.soton.ac.uk](http://www.jobs.soton.ac.uk)

# Southampton Solent University

Learning and Information Service

## **Library Shelver – part time term time only**

£14,665 - £16,705 per annum pro rata

15 hours per week / 34 weeks per year

Working pattern: Mondays to Fridays 14:00 - 17:00 (times negotiable in the afternoons)

Closing date: 22 January 2014

Interview date: 6 February 2014

Applicants must have previous customer service experience and an understanding of the Dewey library classification system.

Please note that CVs will only be accepted in support of a completed online application form.

Ref: 0000001467

## **IT Support Assistant**

(37 hours per week, over 36 weeks per year)

£19,247 - £22,240 per annum pro rata

### **Description**

37 hours per week Monday to Friday, over 36 weeks per year (term time only)

Some evening work may be required on occasion

Closing date: 21 January 2014

Interview date: 12 February 2014

£19,247 - £22,240 per annum pro rata

Ref: 0000001463

For more information and to apply, please visit:

[www.solent.ac.uk/about/working-at-solent/working-at-solent.aspx](http://www.solent.ac.uk/about/working-at-solent/working-at-solent.aspx)

# Southampton Solent Uni

## Employability and Enterprise

### **Administrative Assistant**

**Salary £16,705 - £19,247 per annum**

**37 hours per week**

Closing date: 22 January 2014

Interview date: 6 February 2014

Experienced administrator required to provide high quality administrative support as part of a wider team. Primarily based within Employability and Enterprise, the post holder will support all Learning and Information Service managers. Applicants should be comfortable working in a fast moving environment and have experience of working in varied roles.

Ref: 0000001468

### **IT Support Assistant**

£19,247 - £22,240 per annum pro rata

20 hours per week (Monday to Friday 10:00 to 14:00) over 32 weeks per year (term time only)

Some evening work may required on occasion

Closing date: 21 January 2014

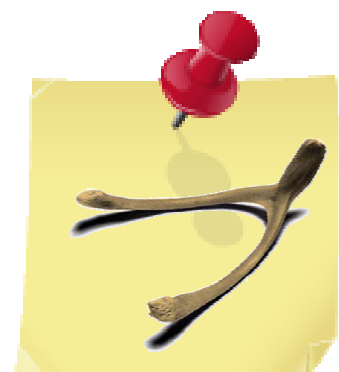
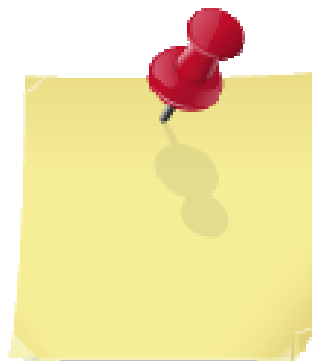
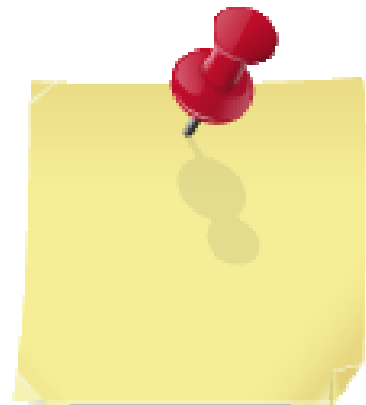
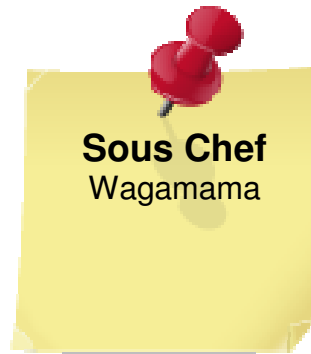
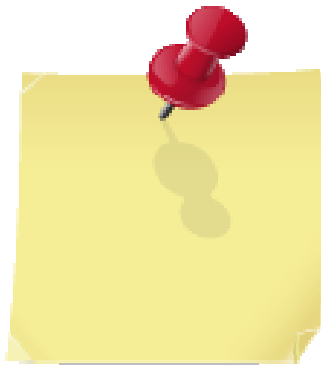
Interview date: 12 February 2014

Ref 0000001464

For more information and to apply, please visit:

[www.solent.ac.uk/about/working-at-solent/working-at-solent.aspx](http://www.solent.ac.uk/about/working-at-solent/working-at-solent.aspx)

# Hotel / Catering Vacancies



Please visit this website for details of this week's jobs and many more!

[www.caterer.com](http://www.caterer.com)

# Fast Food

## Domino's Pizza

[www.dominos.co.uk](http://www.dominos.co.uk)

## Pizza Hut

[www.careersatpizzahut.co.uk](http://www.careersatpizzahut.co.uk)

## Burger King

[www.bkcareers.co.uk/crew.aspx](http://www.bkcareers.co.uk/crew.aspx)

## Subway

[www.subway.co.uk/business/careers/default.aspx](http://www.subway.co.uk/business/careers/default.aspx)

**9 stores in Southampton**



## KFC

[www.kfc.co.uk/join-us](http://www.kfc.co.uk/join-us)

## McDonalds - Vacancies available this week

Job ID	Title	Restaurant Name	Employment Type	Shift
55316	HEDGE END OVERNIGHT STAFF MEMBER	Hedge End	Full Time	Overnight
16111	Crew Member Ower Part Time	Ower	Part Time	Evenings
16111	Crew Member Ower Part Time	Ower	Part Time	Evenings
53664	Customer Care Assistant	Eastleigh	Full Time	Fully Flexible
51534	Crew Member	Eastleigh	Full Time	Fully Flexible
51665	Shift Running Floor Manager	Shirley Road,Southampton	Full Time	Fully Flexible
50684	Crew Member	Eastleigh	Full Time	Fully Flexible
19654	Crew Member West Quay Retail Park Overnights 18yrs	Southampton Esplanade	Part Time	Overnight
29063	Crew Member Ower Over 18's Overnights	Ower	Part Time	Overnight
16112	Crew Member Ower Full Time	Ower	Full Time	Fully Flexible
46945	Crew Member	Black Cat	Full Time	Overnight
46265	Crew Member	Black Cat	Full Time	Fully Flexible
10050	Crew Member Shirley	Shirley Road,Southampton	Full Time	Fully Flexible
43007	Maintenance Person	Shirley Road,Southampton	Full Time	Fully Flexible
30243	Crew Member 471	Shirley Road,Southampton	Full Time	Fully Flexible
8151	Customer Care Assistant	Shirley Road,Southampton	Full Time	Fully Flexible

[www.mcdonalds.co.uk/ukhome/People/Join-the-team.html](http://www.mcdonalds.co.uk/ukhome/People/Join-the-team.html)

# West Quay Vacancies

## **Sales Assistants – Moo and Berry – Frozen Yoghurt**

Hours Various  
Salary £6.50 per hour  
Contract type Permanent



Sales Assistants required for recently opened retail outlet in West Quay.

Moo and berry frozen yogurt are looking for a number of 'pool' staff to add to their existing team. The ideal candidate will be smart and presentable and demonstrate clear communication skills. Your outgoing and positive demeanour will be coupled with a natural flair for sales. It is essential that you are proactive, think on your feet and be prepared to go the extra mile at all times.

Successful candidates will be paid £6.50 per hour.

We are only able to contact those shortlisted for initial telephone interview.

To apply please send your cv to [jobs@mooandberry.co.uk](mailto:jobs@mooandberry.co.uk) by 14th January 2014.

## **Team Member – Millie's Cookies**

Hours 20 - 30  
Salary £6.31ph  
Full or part time Full Time  
Contract type Permanent

Must have experience handling money and cashing up also some retail experience and customer service skills. shifts vary from early starts to late finishes.

More hours will be available to work over school holiday

Hand CV into store and give to Unit Manager - Michael



[www.west-quay.co.uk](http://www.west-quay.co.uk)



# West Quay Vacancies

## **Sales Advisor - Swatch**

Hours 40 pw  
Salary Competitive

We are looking for a bubbly fun character to be part of the Swatch team at our Southampton store.

Previous retail experience is preferred.

Please hand a CV and cover letter in store for the attention of Sarah Fegan



## **Optical Assistant – Vision Express**

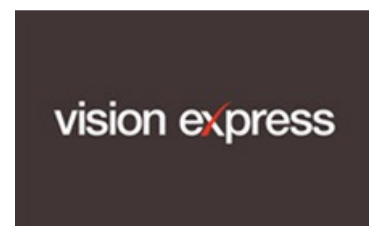
Hours 31 hours  
Salary c £14.500 pa  
Contract type Temporary

Vision Express is looking for a talented individual to join our team in Southampton.

Your role is to meet, greet and advise our customers, ensuring they feel delighted with our service. You will be booking appointments, conducting pre-screen tests and dispensing spectacles.

You will have a passion for helping people and exceeding customers' expectations. Teamwork is really important so the ability to work well with others is essential. If you are enthusiastic and willing to learn, we will provide all the training you need.

As well as some excellent benefits, there's plenty of opportunity to develop your career.



[www.west-quay.co.uk](http://www.west-quay.co.uk)

# The Marlands

Vacancies displayed on the Marlands website this week

## APPRENTICESHIP - Savers

Savers apprenticeship positions available.  
For further information please call 01977 657008  
or text 07510 242238 and a member of the team  
will get back to you.



[http://intomarlands.co.uk/job\\_opportunities](http://intomarlands.co.uk/job_opportunities)

# NHS Vacancies

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## Patient Services Centre Clerk

Posted: 07/01/2014

### University Hospital Southampton NHS Foundation Trust

Are you looking to start a career in the NHS? An opportunity has arisen for an enthusiastic and motivated individual to join the Trusts Patient Services Centre. Our team works trust wide to deliver a high quality, safe and efficient outpatient administration service. The role requires various tasks, which include face to face and telephone communication with patients and staff...

£14,294 - £17,425 per annum

Southampton

Permanent

- Closing date  
14/01/2014

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## Receptionist

Posted: 07/01/2014

### Solent NHS Trust

An exciting opportunity has arisen to join the dynamic clinical team working across our three surgeries, mainly at the Nicholstown GP Surgery, Royal South Hants, Southampton but there may also be opportunities to work at our Adelaide GP Surgery based in Millbrook and our Portswood Surgery, according to service need. You will join a hardworking, friendly, professional team of GP's, ...

£14,294 to £17,425 pa

Southampton

Permanent

- Closing date  
14/01/2014

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## Team Administrator

### East Community Health Team

Posted: 02/01/2014

### Solent NHS Trust

Team Administrator Fixed Term (One year maternity cover) We are looking for an enthusiastic and reliable individual to join our locality based Community Health Teams as a Team Administrator. You will be working as part of an admin team supporting a busy, multi professional team who work with adults and older people living at home who have complex health needs....

£16,271 to £19,268 based on full-time hours

Southampton

Fixed Term Temporary

- Closing date  
16/01/2014

[www.jobs.nhs.uk](http://www.jobs.nhs.uk)

# City / County Councils

Cleaner - Tanners Brook Primary School	Southampton City Council	Southampton	21 Jan 2014	Grade 1	10 Hours Per Week
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MILLER	Other Organisations	Southampton Totton	24 Jan 2014	scp – 12-15, Band 3 - £15,190 - £16,215 (Pro-rata)	Wed – Sat 10am – 4pm (plus some Sundays and Bank Holidays)
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PLANNING ADMINISTRATOR	Other Organisations	Totton	20 Jan 2014	£16,440 - £17,802 per annum pro-rata	9.00am – 12.00 noon , Monday & Friday
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Receptionist - Shirley Warren Primary & Nursery School	Southampton City Council	Southampton	9 Jan 2014	£14,880 - £19,317 pro-rata	10
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Caretaker/Property Maintenance Worker - Fleming House (HCC1380771)	Hampshire County Council	Eastleigh	16 Jan 2014	£15,288 - £17,205 per annum	37 (includes working some weekends, evenings and bank holidays)
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Kitchen Assistant - Fleming House (HCC1388558)	Hampshire County Council	Eastleigh	20 Jan 2014	£12,615 - £13,353 per annum pro rata	18 working a two week rota:
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Hampshire  
County Council

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

# Supermarkets

[www.tesco-careers.com/jobsearch.cfm](http://www.tesco-careers.com/jobsearch.cfm)

[www2.sainsburys.co.uk/aboutus/recruitment/careers\\_new.htm](http://www2.sainsburys.co.uk/aboutus/recruitment/careers_new.htm)

[www.jlpjobs.com/jobs/waitrose-jobs.htm](http://www.jlpjobs.com/jobs/waitrose-jobs.htm)

[www.asda.jobs](http://www.asda.jobs)

[www.co-operative.jobs](http://www.co-operative.jobs)

[www.morrisons.co.uk/corporate/work-with-morrisons](http://www.morrisons.co.uk/corporate/work-with-morrisons)

[www.aldirecruitment.co.uk](http://www.aldirecruitment.co.uk)

[www.lidl.co.uk](http://www.lidl.co.uk) then select CAREERS



Or just call in and ask about jobs - most stores have a noticeboard



# Volunteering

Voluntary work can be rewarding and give you the skills to help you into work

Visit these websites for more information

[www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk)

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

[www.do-it.org.uk](http://www.do-it.org.uk)



This week's featured opportunity:

## Children's Library Volunteer

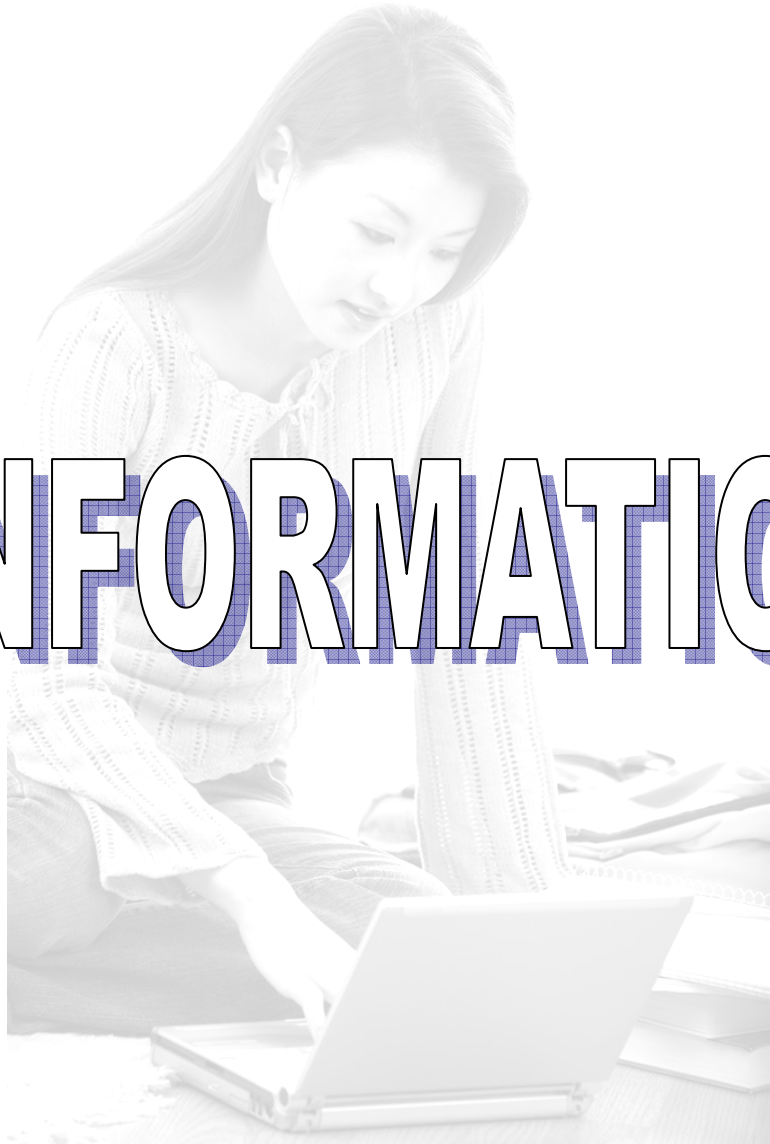
Children benefit from using libraries. Libraries bring within the reach of all children an astonishing range of books for fun, education and information for free. We need people to help us spread the word about libraries and to help children get more from them by : - helping to prepare craft activities; - helping library staff provide homework sessions - preparing free book packs for young children - assisting with the Summer Reading Challenge and other special promotions

We are a public library service funded by Southampton City Council

Visit [www.do-it.org.uk](http://www.do-it.org.uk) for more details of this opportunity

Something valuable to add to your CV \* Improve future employment prospects  
\* Help your local community \*

# INFORMATION



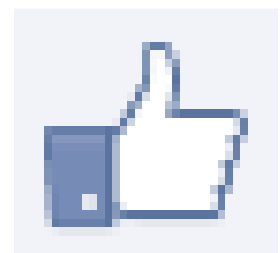
# Why not visit our facebook page?

[www.youngsouthampton.org/facebook](http://www.youngsouthampton.org/facebook)



**283** young people in Southampton are currently receiving updates on jobs / training / general information from us ...

*why don't you too?*





# Don't forget to visit our website:

[www.youngsouthampton.org](http://www.youngsouthampton.org)



**Young Southampton**  
Southampton Children and Young People's Trust

Home | Privacy | Contact

Enter keywords

Text Size:

Home Children and Young People Parents and Carers Working with Children

You are here: [home](#) > [Children and young people](#)

### Children and Young People

Welcome to Young Southampton, the Southampton Children and Young People's Trust website.

In this section of the site we provide information for children and young people within the Southampton area.

So, if you want to [find something to do](#), need some [money guidance](#) or [housing advice](#), or if you're [trying to find work](#), then you've come to the right place.

[We're also on Facebook](#). 'Like us' to be informed of the latest news and events for young people.

### Job vacancy bulletins and signposting guide

Download our job vacancy bulletins.

- [Job Vacancy / Information Bulletin](#)
- [Vacancies working with children](#)

Use the signposting guide to find relevant support.

- [Signposting guide](#)
- [NEET Directory](#)

### Like us on Facebook

Like us on Facebook receive site updates and information targeted at children young people.

223

Rate and comment on this page

Twitter

The current version of this bulletin can be downloaded here

More vacancies -  
Childcare

Details of other organisations who can help you

'Like' Young Southampton on FACEBOOK to receive updates

Directory of training opportunities

# JOB PROFILES

# TATTOOIST

If you've got an eye for design, a steady hand and an interest in body art, this could be the job for you.

Tattooists, also known as body artists, apply permanent images onto their clients' bodies. They use needles and ink to draw images, symbols or words onto the skin.

In this job you will need good hand-eye co-ordination. You will need to have good concentration and attention to detail. You will also need to be very aware of hygiene, and health and safety.

To get into this job you would usually approach a tattooist and ask if they will take you on as an apprentice. By law tattooists must be registered by their local Environmental Health Department.

## The work

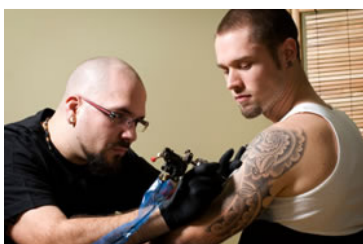
As a tattooist your tasks would include:

- advising clients on suitable tattoos
- making sure that the chosen design is exactly what the client wants
- making sure that clients understand that tattooing is permanent
- placing the chosen design onto the customer's skin, either by drawing freehand or using a transfer
- following the lines with an electrically-operated needle, which injects ink under the skin
- using different shapes and numbers of needles depending on the type of tattoo
- following strict hygiene and health and safety procedures
- keeping up to date with the latest fashions in tattoos.

## Hours

You would usually work a five-day or six-day week, including Saturdays.

Studio hours are usually 9am to 5pm, but you may schedule your work into short sessions during the day because of the level of concentration and attention to detail you need.



Hours	30 – 40 per week
Starting Salary	£15,000 per year

For more information visit: [www.nationalcareersservice.direct.gov.uk](http://www.nationalcareersservice.direct.gov.uk)

# NATIONAL MINIMUM WAGE

**New rate from  
1 October 2013**

**Pay and Work Rights Helpline  
0800 917 2368**



Year	21 and over	18 to 20	Under 18	Apprentice*
<b>2013</b> (current rate)	<b>£6.31</b>	<b>£5.03</b>	<b>£3.72</b>	<b>£2.68</b>
2012	£6.19	£4.98	£3.68	£2.65
2011	£6.08	£4.98	£3.68	£2.60
2010	£5.93	£4.92	£3.64	£2.50

\*This rate is for apprentices under 19 or those in their first year. If you're 19 or over and past your first year you get the rate that applies to your age.

## National Minimum Wage Calculator

Check if your pay matches the National Minimum Wage or if your employer owes you payments from past years

[www.gov.uk/am-i-getting-minimum-wage](http://www.gov.uk/am-i-getting-minimum-wage)



# TRAINEESHIPS

## What is a Traineeship?

Traineeships prepare young people for their future careers by helping them to become 'work ready'.

Traineeships provide the essential work preparation training, Maths and English and work experience needed to get an Apprenticeship or other job:

- Work preparation training which ensures young people have the skills and confidence needed for an Apprenticeship or other job.
- Maths and English support to improve young people's literacy and numeracy.
- Meaningful work experience which provides insight and experience of the world of work.

## Who are Traineeships for?

Traineeships are an ideal opportunity for young people who are motivated to get a job but who lack the skills and experience that employers are looking for. Young people who have been applying unsuccessfully for Apprenticeship vacancies due to a lack of skills or experience could be good candidates for a Traineeship.



# RAISING THE PARTICIPATION AGE

## Information for young people

From summer 2013, the Government has changed the law so that all young people in England will have to continue in education or training until their 18th birthday.

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.

This does not necessarily mean that you have to stay in school, and there are a number of options that you can choose:

- Study full-time such as in a school, college or with a training provider;
- Full-time work or volunteering combined with part-time education or training;
- An Apprenticeship

You are of course free to take a summer job and then go onto to a full-time course from September. But, if you decide to continue in full-time work you will need to combine that with part-time study.

[www.education.gov.uk/rpa](http://www.education.gov.uk/rpa)



[www.gov.uk](http://www.gov.uk)



# CHILD EMPLOYMENT

## Children (under 16 years of age) are not allowed to work:

- without an employment permit issued by the education department of the local council, if this is required by local bylaws
- in places like a factory or industrial site
- during school hours
- before 7am or after 7pm
- for more than one hour before school (unless local bylaws allow it)
- for more than 4 hours without taking a break of at least 1 hour
- in most jobs in pubs and betting shops and those prohibited in local bylaws
- in any work that may be harmful to their health, well-being or education
- without having a 2-week break from any work during the school holidays in each calendar year

There are also special rules which only apply during term times and school holiday times.

## Term time rules

During term time children can only work a maximum of 12 hours a week. This includes:

- a maximum of 2 hours on school days and Sundays
- a maximum of 5 hours on Saturdays for 13 to 14-year-olds, or 8 hours for 15 to 16-year-olds

## School holiday rules

During school holidays 13 to 14-year-olds are only allowed to work a maximum of 25 hours a week. This includes:

- a maximum of 5 hours on weekdays and Saturdays
- a maximum of 2 hours on Sunday

During school holidays 15 to 16-year-olds can only work a maximum of 35 hours a week. This includes:

- a maximum of 8 hours on weekdays and Saturdays
- a maximum of 2 hours on Sunday



[www.gov.uk/child-employment/restrictions-on-child-employment](http://www.gov.uk/child-employment/restrictions-on-child-employment)



# More info from GOV.UK

## School leaving age

You can leave school on the last Friday in June, as long as you'll have turned 16 by the end of that school year's summer holidays. However, you may need to stay in some form of education or training for longer.

[www.gov.uk/know-when-you-can-leave-school](http://www.gov.uk/know-when-you-can-leave-school)

## Get a replacement exam certificate

Contact an exam board to get a replacement exam certificate. You may need to prove your identity to get your certificate.

[www.gov.uk/replacement-exam-certificate](http://www.gov.uk/replacement-exam-certificate)

## What different qualification levels mean

There are 4 main frameworks that group all qualifications into the same levels from entry to level 8.

[www.gov.uk/what-different-qualification-levels-mean](http://www.gov.uk/what-different-qualification-levels-mean)

## Careers helpline for teenagers

Information and advice about what career choices are available if you're a teenager in England.

[www.gov.uk/careers-helpline-for-teenagers](http://www.gov.uk/careers-helpline-for-teenagers)



[www.transportdirect.info](http://www.transportdirect.info)

For help with directions and travel

[www.fish4jobs.co.uk](http://www.fish4jobs.co.uk)

Features around 20,000 jobs

[www.jobsite.co.uk](http://www.jobsite.co.uk)

Upload your CV & Get Jobs-by-Email

[www.fasttomato.com](http://www.fasttomato.com)

Careers interactive programme



## MORE USEFUL WEBSITES

[www.dailyecho.co.uk/jobs/tools/](http://www.dailyecho.co.uk/jobs/tools/)

Submit your CV and the Daily Echo will match it to their jobs.

[www.adviceguide.org.uk/england/debt\\_e/young\\_people\\_money\\_and\\_consumer\\_rights.htm](http://www.adviceguide.org.uk/england/debt_e/young_people_money_and_consumer_rights.htm)

Lots of financial information for young people

<http://life.wilko.com/the-students-guide-to-bills/>

Living independently?  
This guide will help you budget efficiently.

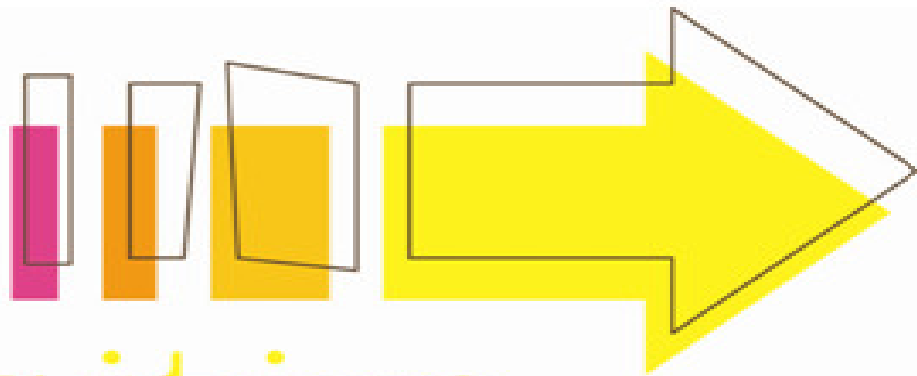
<http://career-advice.monster.ca/job-interview/interview-preparation/interview-prep-for-young-people/article.aspx>

Interview advice

[www.learndirect.co.uk/campaigns/worth-learning/managing-money/understanding-your-payslip/](http://www.learndirect.co.uk/campaigns/worth-learning/managing-money/understanding-your-payslip/)

Starting work – understanding your payslip





# Positive Directions



**Aged 16 – 17?**



**Not in Education, Training or Working?**



**No GCSE's? Or GCSE's below a C?**

**We can help you to decide your future, we work with you to achieve your goals!**

**Contact Francesca Prior at City Limits Employment on 02380917585**



Part of the Youth Contract Funded by the Education Funding Agency

# Want to move your family forward

**BUT.....**

I want to be part of my local community – I feel socially isolated

I am concerned about Health or Well-being? How can I work?

I can't use computers / email accounts? How do I do that? Internet searches

Child care

I have no CV – Interviews? How do I do it?

I have not worked for years... Where do I start?



EMPLOYMENT

## Family Project

Call us at City Limits Employment on **02380 917585**

Ask to speak to Mandy Burdfield, Francesca Prior or Mandy Jurd  
or email for further information:


[mandy.burdfield@southampton.gov.uk](mailto:mandy.burdfield@southampton.gov.uk)

[francesca.prior@southampton.gov.uk](mailto:francesca.prior@southampton.gov.uk)

[amanda.jurd@southampton.gov.uk](mailto:amanda.jurd@southampton.gov.uk)

We want to help you **AND** your family!



A young man with short hair, wearing a plaid shirt over a white t-shirt and jeans, stands in the background. The word "TRAINING" is overlaid in large, white, outlined letters with a purple shadow effect.

# TRAINING



If you are aged 16-25, work ready but unemployed and interested in a career in Hospitality, join our free training programme where you can:

- undertake two weeks' training giving you key knowledge and skills required to work in the hospitality sector
- gain qualifications to help you to get a job in the hospitality sector
- complete a two week work placement in a Premier Inn
- improve your team work, communication, CV writing, interviewing skills and boost your confidence
- guaranteed interviews and employment for the right young people
- receive six months support after the programme to help you to find a job

Travel costs reimbursed for the duration of the programme

We are looking for young people who are work ready and genuinely interested in working in the hospitality sector.

To register your interest or for more information, please contact: Shirley Eastwood on 07909 54500 email [gisoutheast@princes-trust.org.uk](mailto:gisoutheast@princes-trust.org.uk).

Eligible young people will be invited to attend a Taster day on 12th February 2014 in Southampton where you will have the opportunity to learn more about Premier Inn, get a feel for the programme and meet the team. You will also participate in a short individual interview to assess your suitability for the programme.

The programme will run in Southampton from 17th February to 14th March 2014 in Southampton. All placements will be in a Premier Inn in Southampton (various locations available).

In partnership with:

**WHITBREAD**





## Opportunity Notification

Provider	
<b>Name</b>	Totton College
<b>The</b>	Bernard Street Southampton SO14 3AY
Provision	
<b>Title</b>	<b>Computerised Accounts using SAGE line 50</b>
<b>Days</b>	<b>Information session</b> Mon 20 <sup>th</sup> Jan 10.30 – 12.00. <b>Course starts</b> Mon 27 <sup>th</sup> Jan to Fri 14 <sup>th</sup> Feb 2014 (3 weeks)
<b>Times</b>	9.30am – 4.00pm
<b>Content</b>	City and Guilds Computerised Accounts Level 1 and 2 Using the computerised accounts package SAGE line 50 Level 1 City and Guilds Employability units
Customer Eligibility	
<b>Age</b>	19 years +
<b>Benefit Type</b>	JSA or ESA WRAG customers
<b>Basic Skills Level</b>	Level 1
<b>Customer Group (if appropriate)</b>	JSA or ESA WRAG customers
Referral Contact Details	
<b>Name</b>	Projects Team, Totton College
<b>Email</b>	<a href="mailto:sloveday@totton.ac.uk">sloveday@totton.ac.uk</a>
<b>Telephone</b>	02380 427361 or 02380 427353
Referrals	
<b>Method</b>	Email or Telephone
<b>Closing Date</b>	Friday 24th Jan 2014
Additional Information	
<b>Details</b>	<p>Information session will take place on Monday 20th Jan 10.30 till 12 held at Bernard Street. To book onto the information session please call or email the projects team. Suitable for those who wish to work in Finance</p> <p>Level 1 computerised accounts enables learners to operate computerised software and to carry out routine tasks</p> <p>Level 2 computerised accounts enables learners to carry out everyday operational aspects of computerised accounts</p> <p><b>Level 1 and Level 2 consists of one exam for each unit.</b></p> <ul style="list-style-type: none"> <li>• <b>Level 1 exam is 1 hour and 5 minutes reading time</b></li> <li>• <b>Level 2 exam is 2 hours and 5 minutes reading time</b></li> </ul>
Contact Details	
<b>Name</b>	Projects Team
<b>Email /telephone</b>	<a href="mailto:sloveday@totton.ac.uk">sloveday@totton.ac.uk</a> 02380 427361 or 02380 427353



## Opportunity Notification

Provider	
Name	Totton College
The	Bernard Street Southampton SO14 3AY
Provision	
Title	City & Guilds <b>Functional Skills</b> qualification in English/Maths at Entry level 3/Level 1
Days	Maths Monday & Tues 6 <sup>th</sup> & 7 <sup>th</sup> Jan - 11 <sup>th</sup> Feb 9.30 - 12.30 (x 6wks) OR English Monday & Tues 6 <sup>th</sup> & 7 <sup>th</sup> Jan – 11 <sup>th</sup> Feb 13.30 - 16.30 (x 6wks )
Times	Maths 9.30 – 12.30 English 13.30 – 16.30
Content	
Customer Eligibility	
Age	19 years +
Benefit Type	JSA or ESA WRAG customers
Basic Skills Level	Level 1
Upper Qualification Restrictions	n/a
Customer Group (if appropriate)	JSA or ESA WRAG customers
Referral Contact Details	
Name	Projects Team, Totton College
Email	<a href="mailto:sloveday@totton.ac.uk">sloveday@totton.ac.uk</a>
Telephone	02380 427361 or 02380 427353
Website	n/a
Referrals	
Method	Email or Telephone
Closing Date	Friday 3rd Jan 2014
Additional Information	
Details	<p>This course is suitable for customers who need to improve their functional skills (Maths &amp; English) Working towards entry 3 or level 1</p> <p>To book onto the information session please call or email the projects team. Customers will take a paper based exam for which they will receive a certificate at the end of the course.</p>
Contact Details	
Name	Projects Team
Email /telephone	<a href="mailto:sloveday@totton.ac.uk">sloveday@totton.ac.uk</a> 02380 427361 or 02380 427353



## Opportunity Notification

Provider	
Name	Totton College (Enterprise4Totton)
	Enterprise Centre Junction Road Totton S040 3BU
Title	<b>First Steps in Enterprise</b>
Days	Wednesday to Fridays 8 <sup>rd</sup> January 2014 – 14 <sup>th</sup> February 2014
Times	9.30am – 4.00pm
Content	OCNRL Level 2 Certificate in First Steps to Enterprise
Customer Eligibility	
Age	19 years +
Benefit Type	JSA or ESA WRAG customers
Basic Skills Level	Level 2
Customer Group (if appropriate)	JSA or ESA WRAG customers
Referral Contact Details	
Name	Projects Team, Totton College
Email	<a href="mailto:tallen@totton.ac.uk">tallen@totton.ac.uk</a>
Telephone	02380 427361 or 02380 427353
Referrals	
Closing Date	Fri 3 <sup>rd</sup> January 2014
Additional Information	
Details	<p>To book a slot please call the Projects team on 02380 427361 or 02380 427353 Potential candidates will be able to find out more about the course and we will be able to assess their suitability.</p> <p><b>Induction and initial assessment</b> will take place on Monday 16<sup>th</sup> December 10.00 – 16.30 at Junction Road</p> <p>This qualification aims to develop learner's knowledge of the skills needed to start their own business. Learners must gain 8 credits from the mandatory units</p> <ul style="list-style-type: none"> <li>• Legal Aspects of Trading for a New Business</li> <li>• Assessing Your Capacity to Start and Run a Business</li> <li>• Financial Considerations for a New Business</li> <li>• Understanding How to Sell a Product or Service</li> </ul> <p>and a minimum of 5 credits from the optional units for example, generating and assessing a business idea or understanding the impact of welfare benefits and tax credit systems for a business start up</p> <p><b>All successful candidates will be supported to complete an application form and prepare for interview. At the end of the course they will have the skills to set up their own business and if needed progress to a level 3 qualification.</b></p>
Contact Details	
Name	Projects Team
Email /telephone	<a href="mailto:tallen@totton.ac.uk">tallen@totton.ac.uk</a> 02380 427361 or 02380 427353



## Opportunity Notification

### Provider

Name	FNTC Training
Address	22-24 Commercial Road Totton SO40 3BY

### Provision

Title	<b>Traineeships - Childcare</b>
Days	Starting January 27 <sup>th</sup> , 2014
Times	2 days per week in class, 2 days per week in a voluntary work placement
Content	<p>Learners will gain the following:</p> <ul style="list-style-type: none"><li>• Level 2 Certificate Introducing Caring for Children and Young People</li><li>• Skills in Maths &amp; English</li><li>• Employability skills including CV writing, job applications and interview skills</li><li>• Work skills gained through work placement</li></ul> <p>Traineeships last up to 6 months however learners who are ready to progress to an Apprenticeship may do so in a shorter time frame</p>

### Location

Location Covered	Southampton, Romsey and New Forest
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### Customer Eligibility

Age	16 – 23 year olds
Upper Qualification Restrictions	Applicants must be below a full Level 2 qualification (equivalent to 5 GCSE's at Grades A – C)
Other Criteria (CRBs etc.)	Traineeships are aimed at young people who would like to progress in to an Apprenticeship but may require further development before being ready. Learners will gain basic vocational knowledge along with skills in Employability, Maths & English in a classroom environment whilst gaining valuable experience in a voluntary work placement

### Referral Contact Details

Name	Lisa Calvert
Email	<a href="mailto:Lisa.Calvert@fntctraining.co.uk">Lisa.Calvert@fntctraining.co.uk</a>
Telephone	01794 523857
Website	<a href="http://www.fntctraining.co.uk">www.fntctraining.co.uk</a>

### Referrals

Method	Email: <a href="mailto:Lisa.Calvert@fntctraining.co.uk">Lisa.Calvert@fntctraining.co.uk</a> or call 01794 523857
Closing Date	January 24 <sup>th</sup> , 2014

### Additional Information

Details	FNTC Training also offers Apprenticeships in Childcare, Health & Social Care, Business Administration and Customer Service for those whom a Traineeship would not be suitable
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## Opportunity Notification

### Provider

<b>Name</b>	Brockenhurst College
<b>Address</b>	Lyndhurst Road, Brockenhurst SO42 7RE

### Provision

<b>Title</b>	<p><b>Traineeships</b> - Giving young people the employability skills and experience that local employers are looking for to progress into apprenticeships. Traineeships routes are available in the following vocational areas: Hospitality &amp; Catering /Retail, Customer Service &amp; Business Administration /Adult Health and Social Care</p> <p><b>Apprenticeships</b> - Opportunities with employers at Advanced Level in Beauty Therapy, Childcare and Engineering and Intermediate Level in Hospitality, Business and Admin, Early Years and Health and Social Care</p> <p><b>E Learning</b> - Level 2 Certificates applicable in a range of Health and Social Care Environments covering: Diabetes, Dementia, End of Life Care, Equality and Diversity, Infection Control, Mental Health and Safe Handling of Medicines</p>
<b>Days</b>	TBC – Starting January / February 2014
<b>Times</b>	<p><b>Traineeships</b> - 2 to 3 days in a work placement (unpaid) and 1 day at College Expected duration - 5 weeks to 6 months</p> <p><b>Apprenticeships</b> - email cv to <a href="mailto:apprenticeships@brock.ac.uk">apprenticeships@brock.ac.uk</a> Minimum 12 months+ programmes</p> <p><b>E Learning</b> - Email <a href="mailto:mbrothers@brock.ac.uk">mbrothers@brock.ac.uk</a> with your training needs in care-10-20 week programmes</p>
<b>Content</b>	<p><b>Traineeships</b> - Functional Skills English and Maths (if required) and Employability support and vocational tasters and Level 1 qualifications</p> <p><b>Apprenticeships</b> - Functional Skills in English and Maths, Employment Rights and Responsibilities, Technical Certificate and QCF Level 2 or 3 Certificate or Diploma in Vocational area. Employer mentoring and internal company training</p> <p><b>E Learning</b> - QCF Level 2 units in Care pathways covering: Diabetes, Dementia, End of Life Care, Equality and Diversity, Infection Control, Mental Health and Safe Handling of Medicines</p>

### Location

<b>Location Covered</b>	Southampton, New Forest and surrounding areas- No boundaries for E Learning
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### Customer Eligibility

<b>Age</b>	<p><b>Traineeship</b> - 16 -23 suits school leavers, unemployed, 1st job, below Level 2</p> <p><b>Apprenticeship</b> - 17-23 suits school leavers, unemployed 1st job with qualification between Level 1- 4 Employed 17+ with Level 1-3 seeking development within the workplace</p> <p><b>E Learning</b> - 19+, below a Level 4 and involved in caring practice</p> <p><b>Age 24+ Advanced Learner Loan</b> for Advanced Apprenticeship or Level 3 QCF Framework Diploma – personal development or workplace development</p>
<b>Basic Skills Level</b>	Level 1

<b>Upper Qualification Restrictions</b>	<p><b>Traineeships</b> - If you are aged 17 – 23 and below a Level 2* *  <small>A full Level 2 qualification is equivalent to 5 GCSEs at Grades A*-C, University degree+ is Level 5-7</small></p> <p><b>Apprenticeship</b> - If you are 17-23 and qualified Level 1 to Level 4</p> <p><b>E Learning</b> - If you are aged 19+, involved in a care environment and qualified between Level 1- 4</p>
<b>Customer Group (if appropriate)</b>	<p>Aged -16 to18 and qualified below level 3</p> <p>Aged -19 to 23 and not yet achieved a level 2 qualification - 24+ Care Sector</p>
<b>Other Criteria (CRBs etc.)</b>	<p>Aimed at young people who are not currently in a job and have little work experience, but who are focussed on progressing onto an apprenticeship or work</p> <p>Aimed at those volunteering or caring-CRB checks required for Adult Care or Child Care Apprenticeships</p> <p>Aimed at those working but wanting to develop their qualifications to improve their opportunities to gain promotion, improve their hours and earnings and job sustainability through transferable skills</p> <p>Those applicants currently in receipt of JSA are advised to check with their advisors regarding their eligibility to commit to the training outlined</p>

### Referral Contact Details

<b>Name</b>	Melina Brothers
<b>Email</b>	apprenticeships@brock.ac.uk
<b>Telephone</b>	01590625561
<b>Website</b>	www.brock.ac.uk

### Referrals

<b>Method</b>	Email: <a href="mailto:apprenticeships@brock.ac.uk">apprenticeships@brock.ac.uk</a> A cv may be requested from the applicant and an enrolment form for e learners
<b>Closing Date</b>	February / March 2014

### Additional Information

<b>Details</b>	<p>Brockenhurst College will be hosting a range of events during 2014 at various centres: See <a href="http://www.brock.ac.uk">www.brock.ac.uk</a> Upcoming Events for further detail</p> <p><b>Ultima Beauty Academy</b>, Fusee House, New Milton – Enrolling for Beauty Therapy Level 2 and 3. Advanced Level 3 Apprenticeship covers pathways in Spa Treatments, Massage and General Beauty-<b>Day Release Mondays</b></p> <p><b>Engineering (Manufacturing ) Advanced Apprenticeship opportunities</b> suitable for applicants with a previous Level 2 engineering qualification at HS Butyl in Lymington</p> <p><b>Child Care/ Early Years 13<sup>th</sup> January &amp; 20<sup>th</sup> January</b> Interviews held at Waterside Children Centre</p> <p><b>Construction and Marine Technology Centre – Marchwood Open Evening on all Construction, Engineering and Marine Weds 5<sup>th</sup> March 2014</b></p>
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### Contact Details

<b>Name</b>	Melina Brothers
<b>Email</b>	mbrothers@brock.ac.uk
<b>Telephone</b>	01590 625561



## Opportunity Notification

Provider	
Name	Totton College (Wheatsheaf site)
Address	Wheatsheaf House 24 Bernard St Southampton SO14 3AY
Provision	
Title	Cleaning Pre Employment Training Course
Days	Information day 24 Feb 10.00-12.00 Induction day 28 Feb 09.30 – 16.00 Course start day 3 March 09.30 – 16.00 Course ends 7 March
Times	Mondays to Fridays 9.30 – 4pm
Content	The course will cover: <ul style="list-style-type: none"> <li>• First Aid in the Workplace</li> <li>• Health and Safety in the Workplace</li> <li>• Manual Handling</li> <li>• COSHH Awareness</li> </ul>
Customer Eligibility	
Age	19 years +
Benefit Type	JSA or ESA WRAG customers
Basic Skills Level	Level 1
Upper Qualification Restrictions	n/a
Customer Group (if appropriate)	JSA or ESA WRAG customers
Referral Contact Details	
Name	Projects Team, Totton College
Email	aham@totton.ac.uk
Telephone	02380 427361 or 02380 427353
Website	n/a
Referrals	
Method	Email or Telephone
Closing Date	
Additional Information	
Details	Please book a place on the information session taking place on <b>Thurs 28th Nov</b> at 9:30-11:30am to find out more about the course. The Session is held at Wheatsheaf House 24 Bernard St. Southampton SO14 3AY  <b>All successful candidates will receive help to complete an application form and prepare for interview. At the end of the course they will meet with employers who have a range of current vacancies</b>
Contact Details	
Name	Projects Team Totton College
Email /telephone	<a href="mailto:aham@totton.ac.uk">Aham@totton.ac.uk</a> 02380 427361 or 02380 427353



## Opportunity Notification

### Provider

<b>Name</b>	City College Southampton
<b>Address</b>	St Mary Street, Southampton. SO14 1AR

### Provision

<b>Title</b>	<b>Traineeships</b> – Giving young people the skills and experience that employers are looking for. Traineeships routes are available in the following vocational areas: Hospitality & Catering / Business Administration/ IT/ Accountancy /Hair and Beauty and other areas.
<b>Days</b>	TBC – Starting January / February 2014
<b>Times</b>	2 – 3 days in a work placement (Unpaid) and 1 day at College Expected duration: 5 weeks – 6 months.
<b>Content</b>	Functional Skills English and Maths (if required) and Employability support to include: CV preparation, interview techniques and vocational tasters.

### Customer Eligibility

<b>Age</b>	16 - 23
<b>Upper Qualification Restrictions</b>	If you are aged 19 – 23 and qualified at Level 2* or higher, then unfortunately, this route will not be for you, but you may wish to consider an apprenticeship * A full Level 2 qualification is equivalent to 5 GCSEs at Grades A*-C
<b>Customer Group (if appropriate)</b>	Aged :16 – 18 and qualified below level 3 Aged: 19 – 23 and not yet achieved a level 2 qualification
<b>Other Criteria (CRBs etc.)</b>	Aimed at young people who are not currently in a job and have little work experience, but who are focussed on progressing onto an apprenticeship or work. Those applicants currently in receipt of JSA are advised to check with their advisors regarding their eligibility to commit to the training outlined.

### Referral Contact Details

<b>Name</b>	Lorraine Wheeler
<b>Email</b>	Traineeships@southampton-city.ac.uk
<b>Telephone</b>	02380 577354
<b>Website</b>	www.southampton-city.ac.uk

### Referrals

<b>Method</b>	Email: Traineeships@southampton-city.ac.uk Application form will be issued.
<b>Closing Date</b>	February / March 2014

### Additional Information

<b>Details</b>	
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## Opportunity Notification

Provider	
Name	Totton College (Wheatsheaf site)
Address	Wheatsheaf House 24 Bernard St Southampton SO14 3AY
Provision	
Title	Cleaning Pre Employment Training Course
Days	Information day 24 Feb 10.00-12.00 Induction day 28 Feb 09.30 – 16.00 Course start day 3 March 09.30 – 16.00 Course ends 7 March
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Customer Eligibility	
Age	19 years +
Benefit Type	JSA or ESA WRAG customers
Basic Skills Level	Level 1
Upper Qualification Restrictions	n/a
Customer Group (if appropriate)	JSA or ESA WRAG customers
Other Criteria (CRBs etc.)	n/a
Referral Contact Details	
Name	Projects Team, Totton College
Email	aham@totton.ac.uk
Telephone	02380 427361 or 02380 427353
Website	n/a
Referrals	
Method	Email or Telephone
Closing Date	
Additional Information	
Details	Please book a place on the information session taking place on <b>Thurs 28th Nov</b> at 9:30-11:30am to find out more about the course. The Session is held at Wheatsheaf House 24 Bernard St. Southampton SO14 3AY  <b>All successful candidates will receive help to complete an application form and prepare for interview. At the end of the course they will meet with employers who have a range of current vacancies</b>
Contact Details	
Name	Projects Team Totton College
Email /telephone	<a href="mailto:aham@totton.ac.uk">Aham@totton.ac.uk</a> 02380 427361 or 02380 427353



## **Looking to start your career, but are lacking the industry experience required to get a job?**

### **...then why not try a Traineeship?**

#### **What is a Traineeship?**

A Traineeship is a six month scheme which combines six weeks work placement with relevant training in college. The programme focuses on giving you the skills and experience that employers are looking for, to help you prepare for your future career.

A Traineeship also supports your learning in English and Maths, ensuring that you have the literacy and numeracy skills required for the workplace.

#### **Do Traineeships cost anything?**

Traineeships are free for those who meet the eligibility criteria, and do not affect any state benefits that you could be in receipt of.

You will not be paid for the work placement that you undertake during the Traineeship, however employers are encouraged to help with expenses, such as transport and meals.

\*Level 2 qualifications are equivalent to 5 GCSEs at Grades A\*-C

#### **What areas are Traineeships offered in?**

At Eastleigh College we offer Traineeships in Travel & Tourism, Business Administration, Hospitality & Catering, Motor Vehicle, Brickwork, Hairdressing and Childcare.

Units covered by each Traineeship include interview skills and CV writing, English and Maths, as well as industry specific learning.

#### **Is a Traineeship right for me?**

Traineeships are an ideal opportunity for individuals who are motivated to get a job, but lack the skills and experience that employers are looking for. If you have been unsuccessful in applying for Apprenticeships due to a lack of skills and experience, then a Traineeship could be for you! Are you:

- unemployed (or work less than 16 hours per week) and have little work experience;
- motivated to work;
- aged 19 - 23;
- qualified below Level 2\*?

### **TO FIND OUT MORE**

Please contact our Apprenticeships Team on 023 8091 1226, [ecta@eastleigh.ac.uk](mailto:ecta@eastleigh.ac.uk)  
or visit [www.eastleigh.ac.uk](http://www.eastleigh.ac.uk)



**EASTLEIGH  
COLLEGE**  
*Learning for Success*

## Automotive Studies

### Traineeship Programme

*Notes for potential work placement providers*

In May 2013 the Department for Education and the Department for Business, Innovation and Skills published plans for Traineeships with the aim of "supporting young people to develop the skills for apprenticeships and sustainable employment". It is a new programme for young people who want to work, but who need extra help to gain an apprenticeship or go onto employment.

Traineeships will be introduced from August 2013 for 16 to 19 year-olds and possibly extended to those aged 24 in due course. They will fit within broader study programmes for 16 to 19 year-olds.

The full document on the delivery framework can be found at: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/197586/](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/197586/)

Traineeships\_-\_Framework\_for\_Delivery.pdf. Alternatively type "traineeships" into Google and following the Department for Education links.

The key factors in the scheme are work placements and improvements in English and Maths. The work placement must be of "high quality" and the education provider and the employer will need to work together to engage and support each trainee.

An employer must be identified and agree to provide a work placement before a trainee can join the scheme. The work placement would need to be a minimum of two weeks and a maximum of five months, in a six month period.

Employers are not required to pay young people for the work placement under the Traineeship as they fall under an exemption to the National Minimum Wage.



**Apprenticeships**

**EASTLEIGH  
COLLEGE**  
*Learning for Success*

### The core target group for Traineeships will be young people who:

- are not currently in a job and have little work experience, but who are focused on gaining employment or the prospect of it;
- are qualified below Level 3; and
- providers and employers believe have a reasonable chance of being ready for employment, or an apprenticeship within six months of engaging in a traineeship.

### Traineeships are not intended for:

- the most disengaged young people, who require very intensive support;
- those who are already ready to start an apprenticeship; or
- those who are already in employment.

### Why Employers should get involved:

- You have told us that young people who apply for your vacancies often do not have the skills or experience you are looking for.
- Traineeships offer you the opportunity to shape their training and experience, creating a larger pool of high quality applicants for

your sector to draw on.

- Traineeships also allow you to work with a young person over a significant period, helping to develop young people who will be best placed to be part of the future workforce in your sector.
- Traineeships are designed to be as simple as possible and we have created a range of routes so that you can decide how to get involved – from working with The College to offer work placements to getting involved in designing and leading traineeships yourself.

If you would like to find out more about a Traineeship with Eastleigh College please telephone Ross Hardwick on:

**023 8091 1074 or email  
rhardwick@eastleigh.ac.uk**

Please note that all course descriptions may be subject to change.

# Traineeships - Security

Want to train & gain work experience at a Premier League Football Club...

Predominately 12 weeks at Southampton Football Club—this will include working weekend & evening fixtures.

Are you...

- Unemployed (or work less than 16 hours per week) and have little work experience
- Motivated to work
- Aged 16 - 18 inclusive and are qualified below Level 3

What is on the course:

- Customer Service
- English & Maths (if required)
- CV Writing & Job Search
- Interview Preparation & Interview Techniques
- Introduction to Understanding Stewarding
- Hands-on work experience with the SFC Security team

Then this opportunity is for you!

## What will the Traineeship involve?

Work preparation training in the classroom and practical work experience within the SCF security team and departments around the club. Flexibility is essential to cover various shifts and match days in addition, at the stadium and training ground.



## What are the benefits to the individual, you?

- A Traineeship will put you in a better position to compete for an Apprenticeship or other job.
- Traineeships give you the opportunity to build your CV and get vital experience with local and national employers.
- Improving their English and maths skills will boost your chances of getting a job, as well as improving your long term prospects and earning potential over your lifetime.
- Employers are at the centre of Traineeships to ensure they give you the skills you need to secure a job and succeed in employment.
- At the end of the work experience placement you will receive a reference and an exit interview to take onto potential new employers for a job or apprenticeship programme, if a role becomes available you'll get a job interview with the company.

## Eligibility

Candidates must be:

- Unemployed (or work less than 16 hours per week) and have little work experience;
- Motivated to work
- Aged 16 - 18 inclusive and are qualified below Level 3

To enquire about a place on our next Traineeship please contact us using the information below :





KEEP

MOTIVATED

JOIN A

PRINCE'S TRUST

TEAM PROGRAMME

...NEW YEAR...NEW START...NEW YOU...NEW YEAR...NEW STA

WHAT DO YOU WANT TO  
ACHIEVE IN 2014?

Join the SOUTHAMPTON PRINCE'S TRUST  
TEAM PROGRAMME in January and gain new  
skills, qualifications and make new friends. Get a  
great start to 2014 by uncovering hidden talents  
and improving confidence. This 13 week self  
development programme won't cost you anything  
and won't affect your benefits. Start your journey  
today by calling **07918 887844** and move  
forward to creating a bright new future!

Team starts: 27th January 2014  
@ Redbridge Fire Station,  
Southampton  
Don't miss out, book  
your place now!!



**Alternatively you can pop along to one  
of our informal meet and greets during  
January, meet the Team Leaders and  
find out more information about this  
fantastic opportunity happening in  
Southampton!!**

Available if you  
are aged 16 - 25

Drop in to the Prince's Trust Office,  
Redbridge Fire Station between  
1pm - 3pm

In partnership with



Mon 13th Jan 2014

Wed 15th Jan 2014

Fri 17th Jan 2014



Team  
programme

NEW YOU...NEW YEAR...NEW START...



# MOVE FORWARD

## JOIN A

# PRINCE'S TRUST

# TEAM PROGRAMME

NEW YEAR...NEW START...NEW YOU...NEW YEAR...NEW START...

## WHAT DO YOU WANT TO ACHIEVE IN 2014?

Join the **SOUTHAMPTON PRINCE'S TRUST TEAM PROGRAMME** in January and gain new skills, qualifications and make new friends. Get a great start to 2014 by uncovering hidden talents and improving confidence. This 13 week self development programme won't cost you anything and won't affect your benefits. Start your journey today by calling **07918 887844** and move forward to creating a bright new future!

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**Available if you  
are aged 16 - 25**

Drop in to the Prince's Trust Office,  
Redbridge Fire Station between  
1pm - 3pm



Mon 13th Jan 2014  
Wed 15th Jan 2014  
Fri 17th Jan 2014



Team programme

NEW YOU...NEW YEAR...NEW START...



**SPARSHOLT**  
BUSINESS

# Traineeships

**A Traineeship is designed to get you ready for work and could dramatically increase your chances of getting an apprenticeship or taking the first step into a rewarding career.**

## Key Facts

- You must be aged 16 - 23
- You can still work in a part-time job while you are a trainee
- You will spend a minimum of two days a week in the work place
- We will assist you in finding a work placement
- College time will include interview practice, understanding the workplace and obtaining qualifications that you may be missing, including Maths and English
- The traineeship programme will last for at least six weeks and up to six months.

**Traineeships**

**Are you motivated to start your career?**

**Do you need support to take the next step towards work?**

**Are you struggling to get a job because you don't have the qualifications?**

**Are you finding that jobs all need relevant work experience?**

**Would you like to gain work experience?**

**If you said "yes" to any of these questions, a Traineeship could be the answer.**

## Benefits

- Get a better idea of what work you enjoy
- Build up work experience
- Earn a reference from an employer
- Obtain a qualification: BTEC level 1 In Work-skills
- Provide the opportunity to get more qualifications including Maths, English and vocational qualifications
- Boost your confidence
- Help you get an Apprenticeship opportunity or find work.

## Get started

Just call **Eve Hartridge** on **01962 797452**

or **Anthony Brown** on **01962 797503**

Visit our website: [www.andover.ac.uk](http://www.andover.ac.uk) or [www.sparsholt.ac.uk](http://www.sparsholt.ac.uk) and click on Services to Business  
or email: [business@sparsholt.ac.uk](mailto:business@sparsholt.ac.uk)

**SPARSHOLT**  
BUSINESS



**Learndirect** are offering a new and exciting Traineeship programme aimed at people aged between **16-18** that are not in employment, education or training.

The **learndirect** Traineeship is a programme designed to provide the skills to progress into an Apprenticeship and gain real life work experience at the same time. We are currently offering opportunities in Childcare, Business Administration and Hospitality.

All travel expenses to and from the classroom and work placement are fully reimbursed and a bursary allowance will be paid to learners who are committed to the programme.

To express your interest please contact Clementyne Cook at

[Clementyne.Cook@learndirect.com](mailto:Clementyne.Cook@learndirect.com)

or telephone 07912307995



# Make your own CHOICES



Are you...  
Aged 16-19?  
Not in college?  
Out of work?  
Not sure what's next?

Smash your barriers  
Find your strengths  
Know your skills  
Think positively  
Work in a team  
Plan for a job or course  
Set goals



[youth@safe.org.uk](mailto:youth@safe.org.uk) 023 8070 2222

**Days and Times**  
Thursdays and Fridays  
10.30am-3.30pm

## The Details...

### Days and Times

Thursdays & Fridays for 5 weeks  
10.30am—3.30pm

### Where?

At a local venue in Southampton

### What's the cost?

Course = free  
Free lunch, drinks & snacks  
Travel expenses reimbursed

### Interested?

Contact Charlotte or Becky



023 8070 2222



[youth@safe.org.uk](mailto:youth@safe.org.uk)



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

For more information please call

02380702222

# SAINTS BOX



LEARN THE BASICS. GET FIT. HAVE FUN. BOX.

SUPPORTED BY



WEDNESDAYS  
6PM-7PM

FOLLOW US  
@PL4SSouthampton

FREE BOXING SESSIONS FOR 14-25 YRS

TWITTER: @PL4SSouthampton

FACEBOOK: The Garage Ufi



# The Military Preparation College

## Disappointing GCSE Results?

The Military Preparation College recognises the potential in every one of its learners and doesn't select based on previous academic achievement... [more](#)



## Time to Change Your Life?

Some young people find today to be a challenge, thinking that if their GCSE results aren't as good as expected, they have limited options. The Military Preparation College recognises that the traditional academic environment doesn't suit everyone and instead celebrates its learners' enthusiasm for realising their own potential. Find out more at one of our Open Days.

## NEW Website now Live!

Our new website is now LIVE and attracting much interest. The navigation has been simplified and it is now fully updated with the latest social media tools such as live Twitter feeds.

A huge variety of activities take place at the Military Preparation College every day, such as military training days, physical training, careers sessions, academic work in vocational settings and ceremonies to celebrate learner success.

Visit the site TODAY to see how we have helped over 1,750 young people to enlist in the Armed Forces...

[www.mpct.co.uk](http://www.mpct.co.uk)

## Over 220 Army Roles

A Job for Everyone

There are more than 220 roles in the Army which means that you are almost certain to find something which interests you. Start planning for a bright future...

[LEARN MORE »](#)

## Join the Military Preparation College

Places Available NOW!

Places are available now for young people aged 16-18 to gain the necessary skills to embark on a rewarding career in the Armed Forces.

[LEARN MORE »](#)



» ENGAGE  
» MOTIVATE  
» EDUCATE

MPCT, MPCT House, Oak Tree Court, Mulberry Drive, Cardiff Gate Business Park, Cardiff, CF23 8RS

Call us on 08442 438438



**MYCOACHING**

Sam Scott - 07762580800

James Welsh - 07432711913

- *Not doing anything?*
- *Want to start a Career in sport?*
- *Improve your CV?*
- *Enjoy Playing Football 16-18?*

**Goals Soccer Centre:**

**Monday**

**Tuesday**

**Friday**

• *Play football*

• *B - licenced coaches*

• *Gain Qualifications*

**Join our 5 a side team!**

• *Free to play!*

• *Under 19s!*

• *Monday Night!*

*Enrollment day 18<sup>th</sup> october*

**goals**  
soccer centres

**Limited Spaces!!**

**City & Guilds**



Like us on Facebook:  
[www.facebook.com/mycoacheducation](http://www.facebook.com/mycoacheducation)

Follow us on Twitter: @my\_coaching





# Opening Doors

## to learning & work



Aged 16-18?  
Not in college?  
Not in work?  
Not sure what to do next?

The Opening Doors programme  
could be for you.....

### Opening Doors can provide:

-  Help to gain qualifications
-  Personal skills development
-  Training for the workplace
-  Info & advice on finding work
-  Assistance with CVs and job application forms
-  Support to assess and plan your future



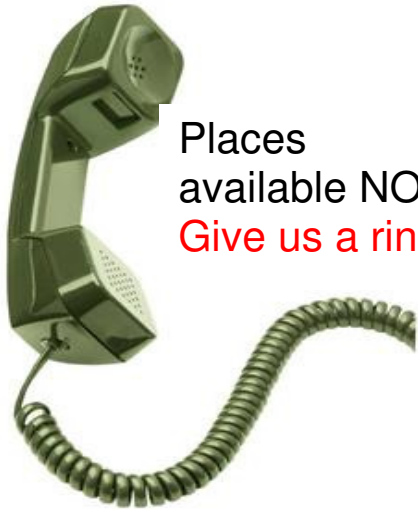
### How long is the course?

You can attend for up to 18 weeks -  
depending on your personal learning programme.

### Where is it held?

Courses are held in the College's Skills Centres at:  
Junction Road in Totton or Waterside in Dibden Purlieu.

**(023) 80 874 874**  
**info@totton.ac.uk**



Places  
available NOW  
**Give us a ring!**



**Skills2Achieve (S2A) is a programme that helps and supports young people aged 16-18 to gain the skills to enter employment, apprenticeships or full-time education.**

**Learners are given essential information, advice and guidance to make real life choices on how to move forward, while also making new friends.**

**The programme, which is completely funded by the Young People's Learning Agency, provides the opportunity to build vocational skills and understand more about employment opportunities.**

**For more details please contact:**

*Amber Rowley  
Senior E2E Tutor  
Southampton  
02380 211683*

**1st Floor • Spitfire House • 28-29 High Street • Southampton • Hampshire • SO14 2DF**

**T 02380 211683**

**M 0759 5069594**

**E [amber.rowley@enham.org.uk](mailto:amber.rowley@enham.org.uk)**

**[www.enham.org.uk](http://www.enham.org.uk)**

# Youth Options

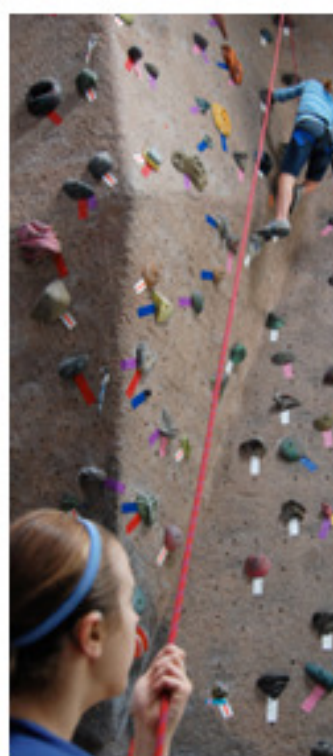
a better future  
for young people

Are you aged 16-17?

Fancy a week away full of fun activities?

How about gaining valuable experience  
volunteering whilst boosting your CV?

**Sign up now!**



£30

**Limited places available!**

Call Rachael Hancock  
07825041996

See reverse for more details





# APPRENTICESHIPS

# APPRENTICESHIPS

**What is an apprenticeship?**



An Apprenticeship is a real job with training so you can earn while you learn and pick up recognised qualifications as you go. If you live in England, are over 16 and not in full time education you can apply. They take between one and four years to complete and cover 1,500 job roles in a wide range of industries, from things like engineering to financial advice, veterinary nursing to accountancy

Apprenticeships are available in all sectors and industries throughout England. There are more than 280 different types of Apprenticeships available offering over 1,500 job roles, in a range of industry sectors, from engineering to boat building, veterinary nursing to accountancy. :

**Tell me more**

Intermediate Level Apprenticeships  
Advanced Level Apprenticeships  
Higher Apprenticeships

Yes, all employed apprentices will get a wage. The current 'apprentice National Minimum Wage' is currently £2.65 per hour\*.

However, as skills develop, many employers tend to increase wages – in fact, research has found that apprentices earn an average of £200 net pay per week.

The apprentice 'National Minimum Wage' applies to all 16 to 18 year olds and to those aged 19 and over in the first year of their Apprenticeship. If you reach age 19 and have completed the first year of your Apprenticeship your employer must pay you at least the 'full National Minimum Wage' rate for those aged 18 to 20.

**Do I get paid?**

## Apprentice Administration Assistant (SOL004/17)

Location: > Southampton

Category: > [Business Administration](#)

Close Date: > 19/01/2014

Salary: > £3.54 per hour

A fantastic apprenticeship opportunity for someone interested in gaining new skills and experience, working within the Occupational Health & Wellbeing Department of the RSH Hospital in central Southampton as an Apprentice Administration Assistant. The Service provides a Health & Wellbeing Service to employees of Solent NHS Trust and a number of other organisations. The role involves a variety of different duties, so you will have the opportunity to work within a busy office environment whilst developing a range of essential skills in business administration.

## IT Support Apprentice (SOL004/12)

Location: > Southampton

Category: > [IT](#)

Close Date: > 19/01/2014

Salary: > £3.54 per hour

Our client is looking for two apprentices with some technical expertise and an interest in developing a career in IT to support their exciting ICT Transition Programme. They are migrating their current ICT services from existing suppliers to a single ICT provider. This is a really good opportunity for a young candidate wanting to develop new skills, knowledge and experience and to gain significant insight into the delivery of a complete ICT service across a large community and mental health Trust. The successful applicants will be involved in supporting some of the project management tasks associated with the transition but also support the project team on delivering some in-house IT projects.

## Apprentice Administration Assistant (SOL004/18)

Location: > Southampton

Category: > [Business Administration](#)

Close Date: > 19/01/2014

Salary: > £3.54 per hour

This is a superb opportunity to join the Sexual Health Team in Solent NHS Trust as an apprentice administrator. The job role will be varied and interesting and the successful applicant will gain a thorough grounding and understanding of working for the NHS as an administration assistant. You will get to develop a broad range of administrative skills and be required to support colleagues with updating the service website on a day to day basis, helping to organise venues for meetings, conferences and training events and creating and maintain staff train

For more information on all these opportunities please visit:

[www.southamptona4b.co.uk/region/southampton/](http://www.southamptona4b.co.uk/region/southampton/)



## Apprenticeship Information Events

**Tuesday 21<sup>st</sup> January 2014 - 4.00 - 6.00pm**

Southampton City Centre, Civic Centre,  
Southampton, SO14 7LY

**Thursday 23<sup>rd</sup> January 2014 - 3.00 - 6.30pm**

Fratton Park, Portsmouth, PO4 8RA  
(Schools welcome from 9.30am)

**Tuesday 28<sup>th</sup> January 2014 - 4.00 - 6.00pm**

Explosion! Museum, Priddys Hard, Gosport, PO12 4LE

Drop in to one of these events to find out more information from the National Apprenticeship Service and local Training Providers about the Apprenticeship opportunities in your area.

If you would like more information about the events please email:  
[alex.oneill@apprenticeships.gov.uk](mailto:alex.oneill@apprenticeships.gov.uk)



# PRIDE

**Brought to you by**  
National  
Apprenticeship  
Service

If you can't attend any of the events but want more  
information on Apprenticeships, visit  
[apprenticeships.org.uk](http://apprenticeships.org.uk)

# FREE A TASTE OF ENTERPRISE BUSINESS TRAINING

A linked up programme supporting you on your journey to start a business and beyond.

## **Be Your Own Boss: 3 hour workshop: 10am - 1pm.**

An informal interactive workshop to explore the possibilities of starting up in business looking at ideas to how to begin the journey of working for yourself. Learn how to research the market and find finance.

## **Enterprise Club and 1-1 Mentor support**

Activities to help you move your idea forward.

## **The Full Business Start Up 'Enterprise'**

### **Course: 6 hour workshop: 9.30am - 3.30 pm.**

An introduction to business planning - marketing & sales - creating a brand - finance - managing the cash flow - taxation - finding & keeping customers - customer etc.

Get set Go.....action planning to get the business started.

## **Network events** – Informal meetings to create contacts

We provide:

- ✓ **Free training by experienced providers**  
(Awarded Queen's Award for Enterprise Promotion)
- ✓ **Free extensive training materials**
- ✓ **Refreshments Provided**
- ✓ **Fully accessible building**
- ✓ **Free parking**

[For more information or to book your place](#)

call **Lynda Draper** on **01983 406681**

e.mail **lyndadiow@aol.com**



**Spring  
2014**

### **Be Your Own Boss:**

**Course 10am - 1pm**

Monday 20th January

Monday 3rd February

Monday 17th February

Monday 3rd March

Monday 17th March

### **Enterprise Club:**

**2pm - 4pm**

Monday 20th January

Monday 3rd February

Monday 17th February

Monday 3rd March

Monday 17th March

### **'Full' Enterprise course:**

**9.30am - 3.30pm**

18th February

18th March

**Network Events – TBA**

All events are held at:

**Ropewalk Centre**

**53 Derby Road**

**Southampton**

**SO14 1DJ**



# APPRENTICESHIPS ON-LINE

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

You will need to register on this website

Here is the current list of Apprenticeships available in the Southampton area NOW, please check the website as there are many more

[www.facebook.com/apprenticeships](http://www.facebook.com/apprenticeships)

<a href="#">Apprentice Office Administrator with Eagle Freight Southampton Ltd</a>	1	Southampton	Business and Administration (CFA)	13/01/2014
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A positive thinking, confident candidate with practical abilities is required for an Apprentice position within a Southampton Customs Approved Warehouse

<a href="#">Apprentice Payroll Assistant with 4Pay</a>	1	Southampton	Business and Administration (CFA)	13/01/2014
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Are you organised, methodical and a good communicator? Do you work well as part of a team? If the answer is yes, read on!

<a href="#">Apprentice Recruitment Administrator with Dynamic Positions Ltd</a>	1	Southampton	Business and Administration (CFA)	13/01/2014
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Do you have good communication skills? Are you enthusiastic and determined with a flexible approach to working? If the answer is yes, read on!

<a href="#">Apprentice Recruitment Administrator with Premier Recruitment Solutions Limited</a>	2	Southampton	Business and Administration (CFA)	13/01/2014
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Do you have good communication skills? Are you enthusiastic and determined with a flexible approach to working? If the answer is yes, read on!

<a href="#">Support Worker Apprenticeship with Complete Care</a>	1	Southampton	Health and Social Care (Skills for Care)	09/01/2014
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An opportunity has arisen to begin an apprenticeship in Care.

<a href="#">Hairdressing level 2 apprentice with Valentin's Hair Design</a>	1	Southampton	Hairdressing (Skills Active/ Habia)	13/01/2014
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Apprenticeship in hairdressing level 2 helping with the everyday running of the salon

<a href="#">Business and Administration Apprentice with Enfield Ltd</a>	1	Southampton	Business and Administration (CFA)	10/01/2014
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To provide help and support throughout the office carrying out duties as required.

<a href="#">Warehouse Apprentice with Howden Joinery Limited</a>	1	Southampton	Customer Service (CFA)	10/01/2014
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Howdens Joinery is committed to securing talented people to work as part of the warehouse Team. In this role you will be working as part of a team to deliver excellent customer service in joinery environment.

<a href="#">Apprentice Office Administrator with Eagle Freight Southampton Ltd</a>	1	Southampton	Business and Administration (CFA)	13/01/2014
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A positive thinking, confident candidate with practical abilities is required for an Apprentice position within a Southampton Customs Approved Warehouse

<a href="#">Level 2 Intermediate Apprenticeship at Vibe by Feng with YU Ying Limited</a>	1	Southampton	Hairdressing (Skills Active/ Habia)	19/01/2014
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Start your Hairdressing career in our busy friendly salon

<a href="#">Hairdressing level 2 apprentice with Valentin's Hair Design</a>	1	Southampton	Hairdressing (Skills Active/ Habia)	13/01/2014
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Apprenticeship in hairdressing level 2 helping with the everyday running of the salon

<a href="#">Sign Maker Apprentice with Signs Express Ltd</a>	1	Southampton	Signmaking (Cogent)	20/01/2014
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This is an exciting new opportunity for a Sign Maker Apprentice.

<a href="#">Operations Technology – Broadcast Services Apprenticeship Programme 2014 (Southampton) with B Sky B Group PLC</a>	2	Southampton	Broadcasting Technology	18/01/2014
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Creating great entertainment is one thing. Delivering it perfectly is quite another. As part of this exciting Apprenticeship, you'll have the chance to join us in one of three innovative areas, all working towards a nationally-recognised qualification.

<a href="#">Marketing and Comms Apprentice with apprentices for business'</a>	1	Southampton	Marketing	17/01/2014
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This is a really fantastic opportunity to develop existing and new skills as a marketing apprentice with a successful and rapidly growing hospitality business. This role requires someone with real passion for marketing and creative design!

<a href="#">ATA - Business Support Apprentice with apprentices for business'</a>	1	Southampton	Business and Administration (CFA)	19/01/2014
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We have an exciting opportunity working for a large NHS Trust as a Business Support Apprentice! You will provide administrative support to two teams based in the Discharge Bureau and Emergency Department.

<a href="#">ATA - Estates/Facilities Administration Assistant with apprentices for business'</a>	1	Southampton	Business and Administration (CFA)	19/01/2014
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We have an exciting opportunity to join the rapidly expanding apprentice workforce of a large NHS Trust as an apprentice administrator for their Estates/Facilities Department at their Headquarters based in Millbrook, Southampton.

<a href="#">ITC - IT Technician Apprentice with ITC</a>	1	Southampton	IT, Software, Web & Telecoms Professionals	20/01/2014
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Apprentice Technician to assist with the building, installation and support of computer systems & internet services.

<a href="#">Apprentice Sales/Marketing Assistant with Interita Uk Ltd</a>	1	Southampton	Sales and Telesales	22/01/2014
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Would you like to be part of a fast growing information technology company that specialises in cloud based web design solutions across the world? The business is looking to add a regional salesperson to the already successful Sites for free team.

<a href="#">Sign Maker Apprentice with Signs Express Ltd</a>	1	Southampton	Signmaking (Cogent)	20/01/2014
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This is an exciting new opportunity for a Sign Maker Apprentice.

<a href="#">Sign Maker Apprentice with Signs Express Ltd</a>	1	Southampton	Signmaking (Cogent)	20/01/2014
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This is an exciting new opportunity for a Sign Maker Apprentice.

<a href="#">IT Apprenticeship / Support Technician Apprentice with Hjs Essentia Ltd</a>	1	Southampton	IT, Software, Web & Telecoms Professionals	23/01/2014
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At Baltic Training we're passionate about our IT Apprenticeship Programmes and it's little wonder that we are one of only a handful of approved Microsoft Apprenticeship Partners.

<a href="#">Activity Leadership Apprentice with Learning Through Sport Limited</a>	2	Southampton	Activity Leadership	25/01/2014
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This is an exciting and fun opportunity to work and help out at parties which are held on a converted double decker bus. This role involves supporting the Co-Ordinator during parties and discos for both adults and children.

<a href="#">Apprentice Administration Assistant with Abds Accountancy</a>	1	Southampton	Business and Administration (CFA)	27/01/2014
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This is a fantastic opportunity to join Accountants for Business Development and Solutions, a busy and dynamic organisation, as an Apprentice Administration Assistant.

[TRAINEESHIP in Childcare with Wellingtons After school Club](#) 1 Southampton Traineeship 27/01/2014

This is a excellent Traineeship Opportunity to get Work Experience in Childcare as part of an entry to work course.

[Grounds Maintenance Apprentice with GN&SN LIMITED](#) 1 Southampton Horticulture (Lantra) 31/01/2014

Apprenticeship working with and under the guidance of a Grounds Maintenance Supervisor visiting several commercial sites every day maintaining outside areas including grass, hedging, shrub beds and car parks

[Apprentice Administrator with Carillion Construction](#) 1 Southampton Business and Administration (CFA) 26/01/2014

Apprentice Administrator required to assist with general admin duties.

[New Business Apprentice with Liberty Leasing PLC](#) 1 Southampton Sales and Telesales 31/01/2014

This is an exciting opportunity for an Apprentice to join this independent finance company based in Hamble, Southampton.

[Microsoft IT Technical Support Apprenticeship with Marcus Computer Solutions](#) 1 Southampton IT, Software, Web & Telecoms Professionals 31/01/2014

As IT technical support you will be working with computers and supporting the users of computers. You will also get involved in the maintenance and repair of the companies hardware and equipment.

[Hospitality Apprentice with Express by Holiday Inn Southampton West](#) 1 Southampton Hospitality 30/01/2014

As Hospitality Apprentice you will work alongside the Guest Service Assistants/Agents and/or Guest Service Managers carrying out Reception, Bar Service and Food Service duties to the standards required. It is essential you provide excellent guest service

[IT Apprenticeship with The It Skills Management Company Limited](#) 1 Southampton IT, Software, Web & Telecoms Professionals 31/01/2014

IT support, Helpdesk Frontline helpdesk work including telephone and remote support. Also, administrative support work

[Apprentice Nursery Assistant with Starpoint Sholing Day Nursery](#) 1 Southampton Children and Young People's Workforce 03/02/2014

This is a Nursery Assistant role based within a very friendly nursery in Portsmouth, Hilsea with children from 0 to 5 years. Working within a team you will be caring for the children on a day to

day basis.

<a href="#">Telesales Apprentice with Snows Business Forms Ltd</a>	1	Southampton	Sales and Telesales	31/01/2014
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To learn and gain skills in all aspects of telesales: promoting products, communicating with customers, receiving orders, maintaining computer records, working within a team.

<a href="#">Apprentice Lead Generator with Advisa Link Ltd</a>	1	Southampton	Sales and Telesales	31/01/2014
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Lead generator - Will be responsible for generating leads/booking appointments for our clients up and down the country plus passing leads in-house to our partner company. Candidates will have a basic grasp of computers as will be using our own CRM system.

<a href="#">Apprentice Administrator with Liberty Leasing PLC</a>	1	Southampton	Business and Administration (CFA)	31/01/2014
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This is an exciting opportunity for an Administrative Apprentice to join this independent finance company based in Hamble, Southampton.

<a href="#">Business Administration Apprenticeship with C A T (UK) Services Ltd</a>	1	Southampton	Vehicle Maintenance and Repair	31/01/2014
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In any business, no matter what industry, administration tasks will need to be done. Jobs such as invoicing, filing, sorting out wages, dealing with customers and other office tasks are all important in the smooth running of a business.

<a href="#">Customer Service Apprenticeship with Motocolor (Southampton) Ltd</a>	1	Southampton	Customer Service (CFA)	31/01/2014
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If you like people then this is the apprenticeship for you. The customer service advisor is usually the first person customers come into contact with when contacting or entering a business.

<a href="#">Health and Social Care Apprenticeship with Rowan House</a>	1	Southampton	Health and Social Care (Skills for Care)	14/02/2014
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This is great opportunity for the right person to gain an apprenticeship in Health and Social Care -this is a very rewarding position making a difference to the daily lives of the residents.

<a href="#">Apprentice Electrical Control &amp; Instrumentation Technician with Marchwood Power Limited</a>	1	Southampton	Engineering Manufacture (Craft and Technician)	23/02/2014
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Join our friendly engineering maintenance team helping to keep our leading edge power station running efficiently. As an Apprentice Technician you will learn to work with and maintain the electrical, measuring and controlling equipment.

<a href="#">Engineering Multi-skilled Technical Apprentice with DP World Southampton</a>	2	Southampton	Engineering Manufacture (Craft and Technician)	30/03/2014
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DP World Southampton needs a team of highly skilled Engineering Technicians to solve the challenges that arise from a wide range of complex mechanical, electrical and electronic equipment.

<a href="#">Quality Assurance Technician with Qioptiq Photonics Ltd.</a>	1	Southampton	Engineering Manufacture (Craft and Technician)	05/02/2014
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This is a diverse role supporting key staff in all areas of quality assurance. The role involves hands on investigative work (to get to the root cause of problems), process auditing (to help identify improvement opportunities) & final product inspection.

<a href="#">Apprentice Administrator with Chiltern Maritime Ltd</a>	1	Southampton	Business and Administration (CFA)	27/02/2014
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To provide and maintain an efficient support service to all members of staff. To contribute to the smooth running of the firm. This role would suit some-one who is keen to follow a recruitment/HR pathway.

<a href="#">Advanced Apprenticeship in Engineering - Project Control with Doosan Babcock</a>	Multiple	Nationwide	The Power Industry	31/03/2014
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Advanced Apprenticeship in Project Control. The Doosan Babcock Apprenticeship scheme programmed over a 36 month period and leading to a Level 3 Diploma in Project Control

<a href="#">Office Administration Apprentice with Clarke Mews Estate Agents</a>	1	Southampton	Business and Administration (CFA)	28/02/2014
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Clarke Mews are a dynamic and successful estate agent seeking an administration apprentice to assist with all business related tasks and progress into the sales team.

<a href="#">Holiday Courier with Greenbank Services Limited</a>	Multiple	Nationwide	Travel Services (People 1st)	18/02/2014
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Gain a qualification and improve your skills, while working and living on a campsite in France.

.... And many, many more

Please visit this website for many more opportunities and more information on those above. You will need to register.

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



A grayscale photograph of a woman with long dark hair, smiling and talking on a mobile phone. She is wearing a dark jacket and jeans. The image is centered and serves as a background for the text.

# ADVICE / SUPPORT

# Redbridge Job Club

Redbridge Union Learning Centre SO15 0LJ  
Provided by Totton College  
Drop in for over 18 year olds

## Wednesdays

9 am – 12 noon (drop in service)

Improve your CV, Job search, Get Interview tips, Complete application forms

[tshrimpton@totton.ac.uk](mailto:tshrimpton@totton.ac.uk)

02380 427361 or 02380 427353



# Weston Job Club

Weston Lane Surgery, Weston, Southampton SO19 9GH  
Provided by Totton College  
For over 18 year olds

## Thursdays

10 – 1pm by appointment

Improve your CV, Job search, Get Interview tips, Complete application forms

[jwindess@totton.ac.uk](mailto:jwindess@totton.ac.uk)

02380 427361 or 02380 427353

# Bitterne Library Work Club

## Mondays

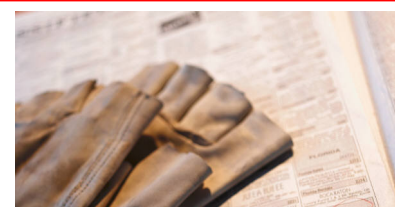
10 – 12 drop in

Update your CV, Job search, Interview prep, Complete application forms, Signposting, Advice & Guidance

City Limits Employment, Southampton City Council

[city.limits@southampton.gov.uk](mailto:city.limits@southampton.gov.uk)

023 8091 7585







**Find us** in Eling Recreation Ground  
Off Totton By pass A35

**Open** in term time and school holidays  
For young people who live in the Totton & Eling Area

**Monday, Wednesday, Thursday**

6pm to 9.30pm

For young people aged

**11 to 18 years**

.....

**Saturday 12pm to 4pm**

For young people aged

**9 to 18 years**

**Extended Service**

**For young people up to 21 years**

Thursday 2pm to 5pm

Wednesday 3pm to 5pm

Health & Wellbeing Drop in service

Keep up to date with us on

Facebook: log in and search for 'The Garage Ufi'.



...don't forget to 'like' the page!

Tel: 023 8066 9908

## **Are you:**

- 🍃 Looking for a job?
- 🍃 Unsure where to look?
- 🍃 Worried about interviews?
- 🍃 Not sure what skills you have?
- 🍃 Needing a confidence boost?

**Yes? Why not try the...**

# ParkLife Job Club

**MONDAYS**

1pm to 3pm

The Community Room, St. James' Park, Shirley



**There is limited parking at the park. So, if you can, walk, cycle or bus.**

**Call** City Limits Employment: **023 80917585**

**F&SJP**  
Friends of St James' Park





### **Eastleigh and Winchester Youth Support Services**

Hampshire County Council  
Rookwood Centre  
Penshurst Way  
Boyatt Wood  
Eastleigh  
SO50 4RJ

Tel: 023 8068 4932

Email: [youth.eastleighandwinchester@hants.gov.uk](mailto:youth.eastleighandwinchester@hants.gov.uk)

For information on benefits and housing, call 023 8068 4930 / 4932 to ask for an appointment at an outreach centre.

### **New Forest Youth Support Service**

Claypits Lane  
Dibden,  
Southampton  
SO45 5TN

Tel: 023 8087 7960

Email: [youth.newforest@hants.gov.uk](mailto:youth.newforest@hants.gov.uk)

### **Test Valley Youth Support Service**

The Wedge  
London Road  
Andover  
SP10 2PS

Tel: 01264 336571

Email: [youth.testvalley@hants.gov.uk](mailto:youth.testvalley@hants.gov.uk)

If you live outside  
Southampton,  
please visit this  
website to find out  
where you can get  
support and  
advice.

[www3.hants.gov.uk/  
youthtube](http://www3.hants.gov.uk/youthtube)

# The YouthHouse

Moorgreen Recreation Ground,  
Moorgreen Road, West End,  
Southampton, SO30 3EG

Tel: 07725 724619 or 02380 462371

## Careers session

Tuesdays 12.30pm – 2.30pm  
(phone to book).

## Youth club nights

Tuesday to Friday for young people  
aged 8 – 18+ years.



## Job Club

If you are 16 to 24 years old and  
would like practical help and advice  
on getting and keeping a job please  
join us at

## Fair Oak Library

9.30am to 11.30am  
Every Tuesday\*

\*During school term time

**Help to get Organized, Prepared and  
Encouraged  
into work**  
07970543098  
hopejobclub@gmail.com

TERM TIME ONLY



# City Limits

E M P L O Y M E N T

## WORK CLUB

The City Limits Mental Health Work Club runs every  
**Tuesday 3.30pm – 5.30pm**  
at the **Central Library Learning Centre**

It is for clients currently receiving a service from  
Southampton Community Treatment Team (CTT's)

People are welcome to drop in to find out more.  
For on-going support they will need to be referred by  
their Care Coordinator.

### We can assist with:

- General information and advice on employment & training
- Writing & updating a CV
- Information on returning to education
- Job searching
- Information on volunteering
- Preparing for interviews
- Completing application forms
- Disclosure advice

If you know someone you think would benefit from  
this kind of support just ask them to pop along. To  
find out more please call City Limits on  
**023 80917 585** or visit

**[www.southampton.gov.uk/citylimits](http://www.southampton.gov.uk/citylimits)**



# NO LIMITS

Training

Employment

Helping Young People  
Help Themselves

## Work Club

Looking for support

Get help with

Completing CVs

Identify your  
strengths and  
interests

Preparing for  
interviews

Learning Interview  
techniques

Job search

Are you aged  
between 16  
and 25?

Work Club is for anyone  
who wants support to  
find a job or get  
involved in training or  
education.

Monday's 2:00pm-4:00pm

City Centre: 24a Bernard  
Street, SO14 3AY

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

 @nolimitshelp

 nolimits

## Drop-in centres

### City drop-in centre

☎ 023 8022 4224



#### Facilities:

- ✓ Free internet
- ✓ Telephones
- ✓ Shower for young people who are homeless
- ✓ Washing machine for young people who are homeless
- ✓ Confidential advice
- ✓ Counselling
- ✓ Pregnancy testing
- ✓ Chlamydia screening

#### Address:

24a Bernard Street  
SO14 3AY  
See map: [Google Maps](#)

#### Opening hours:

MONDAY	10am - 1pm & 2pm-5pm* (*appointment only)
TUESDAY	10am - 1pm
WEDNESDAY	2pm - 5pm & 6pm - 8pm
THURSDAY	2pm - 5pm
FRIDAY	10am - 1pm

### Shirley drop-in centre

☎ 023 8051 1051

#### Facilities:

- ✓ Free internet
- ✓ Telephones
- ✓ Confidential advice
- ✓ Counselling
- ✓ Pregnancy testing
- ✓ Chlamydia screening

#### Address:

278 Shirley Road  
SO15 3HL  
See map: [Google Maps](#)

#### Opening hours:

MONDAY	10am - 1pm
TUESDAY	2pm - 5pm & 6pm - 8pm
WEDNESDAY	2pm - 5pm
THURSDAY	10am - 1pm
FRIDAY	2pm - 5pm

### Sholing drop-in centre

☎ 023 8043 5000

#### Facilities:

- ✓ Free internet
- ✓ Telephones
- ✓ Confidential advice
- ✓ Counselling
- ✓ Pregnancy testing
- ✓ Chlamydia screening

#### Address:

406 Portsmouth Road  
SO19 9AT  
See map: [Google Maps](#)

#### Opening hours:

MONDAY	2pm - 5pm
WEDNESDAY	2pm - 5pm
THURSDAY	2pm - 5pm

Open access drop-in centres. Visit alone or with a friend for support, no appointment needed

NEED TO FIND WORK,  
APPRENTICESHIP OR  
TRAINING?

CV APPRENTICESHIPS INTERVIEWS  
COVERING LETTERS CSCS CARD CAREERS  
ADVICE JOB APPLICATIONS MONEY SKILLS

NEED SUPPORT ON  
ANY ISSUE?

HEALTH CONFIDENCE DRUGS DROP-INS

ANXIETY ANTS TESTING FEAR  
INTERVIEWS IDENTIFICATION TESTS SEX  
HOUSING ANTS APPLICATIONS  
CONDOMS EMERGENCY CHARITY  
CONFIDENTIAL SEXUAL HEALTH TESTING  
BENEFITS FAMILY GROWTH CONNECTION

**YIR**  
Youth In Romsey

**YOUTH IN ROMSEY**

*Here to help!*

23 BELL STREET, ROMSEY  
TELEPHONE 01794 500581  
YOUTHINROMSEY.YIR@GMAIL.COM  
CHECK WWW.YIR.ORG.UK FOR OPENING TIMES



CHARITY NO: 1071190





# Are you 19 or over and would like some help?

The National Careers Service is FREE to all adults and provides information, careers and skills advice that's tailored to you. The careers advisers are professionally qualified to help you make the right choices about learning and work

## How to write a CV

Golden rules of producing an effective CV with advice on style, content and layout and how to target a CV to particular jobs.

## Interview Skills

Help to overcome interview anxiety. Find out how to succeed through preparation and answering effectively to make a last

## Job Search Skills

Advice on how to write speculative letters, complete application forms and make the best of a CV. Useful web sites and how to find and use information about the local labour market.

## Confidence Building

Help with developing confidence and self-esteem to improve job prospects.



Call 0800 1954 700 to make an appointment to see an adviser face to face or visit [www.nationalcareersservice.direct.gov.uk](http://www.nationalcareersservice.direct.gov.uk)

**National  
Careers  
Service**

Helping you take  
the next step

# NOTES

The next bulletin is ... Thursday 23 January 2014