

4 February 2016

Job Vacancy / Information Bulletin

for young people

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

'Welcome to Our World' Festival – 6th February



The **'Welcome to Our World'** Festival is ICS's latest project to encourage intercultural awareness and strengthen international links in Southampton. Involving students, staff and the local community, this one day event will celebrate the cultural diversity of the city of Southampton and give attendees the opportunity to experience different customs and traditions, enjoy a variety of performances and activities, and engage in intercultural exchange. The festival is currently scheduled to take place on Avenue Campus, University of Southampton on Saturday, 6th February 2016, from 10:00-16:00.

Over the course of the day there will be numerous arts activities, dance workshops, cookery demonstrations, debates, lectures and more all run by university students and societies, academic and professional services staff and local associations.

Find out more: <https://blog.soton.ac.uk/ics/festival/>

This document is best viewed on-line due to the number of hyperlinks to original websites

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HOT JOBS

Don't miss these!

Need to get there quickly?
Just click on the link!

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Apprentice
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Transport
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Creative
Apprentice
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Daily Echo Vacancies

4 Feb 2016

Please consult the relevant edition of the ECHO or visit the website for further details as 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.



- [Bar Staff](#) Southampton, Salary not specified

The Bitterne Brisith Legion club require experienced Bar Staff, various shifts available, please apply to the club secretary on 023 8044 0988 or by...

- [Cleaner](#) Southampton, Salary not specified

Cleaner required The Gregg School, Townhill Park House, Cutbush Lane, SO18 2GF. Mon-Fri 4.15pm - 6.15pm. Contact Mr Scurr during business hours on ...

- [Full Time/ Part Time Call Centre Advisors](#) South East England, Salary not specified

PERMANENT FULL-TIME and PART-TIME Call Centre Advisors Required £7.16 ph, rising to £7.50ph (On completion of satisfactory probationary period) Wes...

- [Full Time Retail Sales Assistant | Pop-Up Events and Promotions](#)

Southampton, Fareham, Bournemouth, Portsmouth, Eastleigh, £15k - £25k/year
Full Time Retail Sales Assistant | Pop-Up Events and Promotions | 2016 Start Dates Southampton,

- [Medical receptionist](#) Southampton, Salary not specified

MEDICAL RECEPTIONIST 18 hrs. p.w, which incl 8.30am start & finish 6.30pm. Starting pay £7.10 p.h.
For info call Stoneham Lane Surgery Tel: 02380 671168.

INFORMATION SERVICE - WE ARE NOT RESPONSIBLE FOR THESE VACANCIES

www.dailyecho.co.uk/jobs



- [Catering/Coffee Shop Assistant](#) Southampton, Salary not specified

Catering/Coffee shop assistants at BBs in Marlands Shopping centre. Tel 023 8022 7062 email

- [Trainee Vinyl & Graphics Designer](#) Southampton, Salary not specified

Trainee Vinyl and Graphics Designer The successful candidates will be required to work 40 hours per week plus over time when needed. Occasional eve...



- [Customer Services Officer](#) Southampton, £10.60 - £11.70/hour

Customer Services Officer Are you looking for a fun and vibrant workplace with a decent salary and career progression opportunities? Nationwide Pla...

- [Casual Room Attendant](#) Southampton, Salary not specified

A Room Attendant with Hilton Hotels & Resorts is responsible for cleaning guest rooms and replenishing amenities to deliver an excellent Guest and ...

- [Trainee Marketing & Sales Assistant](#) Southampton, From £12,500 year

Trainee Marketing & Sales Assistant Southampton Centre Bravington Capital is looking to grow due to high demand for our venue based customer acquis...

- [Services Assistant VAC1001](#) Southampton, £16,751/year

Services Assistant VAC1001 Southampton Permanent Full time position - Shifts will cover 7 days a week including early starts and late finishes. £16...

INFORMATION SERVICE - WE ARE NOT RESPONSIBLE FOR THESE VACANCIES

www.dailyecho.co.uk/jobs



Embroidery Operator

Full time Embroidery Operator position available within a successful, growing company based in Hamble. The successful applicant would be joining a team of 11, with plenty of opportunities. Salary will be discussed at the interview.

Experience would be preferred but full training can be given. Due to location of company, own transport would be required.

Mon to Fri 9am to 5:30, 1 hr unpaid lunch.

www.printingcrazy.com

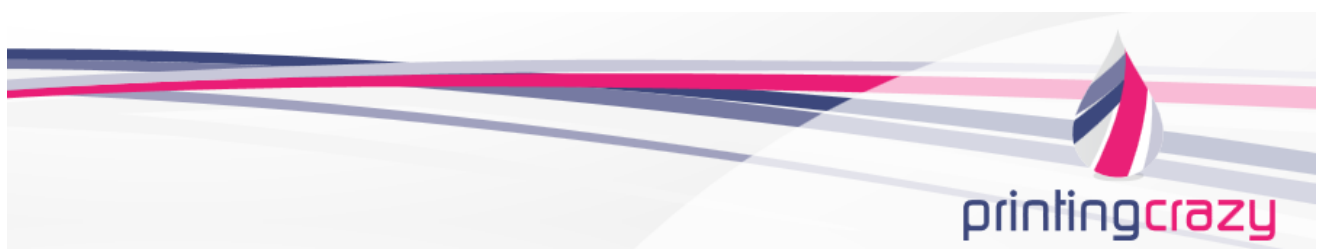
Units 12+15 Mitchell Point, Ensign Way, Hamble. SO31 4RT.

Printing Crazy Ltd is a clothing and branding company. We embroider and print clothing and textiles for anyone from the individual to large corporate clients, superyachts, teams, sports etc etc, we also provide banners, flags, vehicle branding, stickers. We supply companies and yachts all over the world and have a comprehensive client list. We are in the midst of having an Exhibition Unit built which will have embroidery and print machines on board, with clothing brands, so we can go to Events all over the UK. So, the right applicant could be involved with this project also.



IMMEDIATE INTERVIEWS,

please send your CV to Kate@printingcrazy.com



Working with children

CURRENT VACANCIES



[Assistant \(Nursery Assistant\) x 2 - Taplins Childcare](#)

Closing date: 11 February 2016

Trust Taplins Childcare Centre, Western Community Hospital, William Macleod Way, Southampton SO16 4XE

023 80296981

[Assistant \(Nursery Assistant\) 30 hours - Taplins Childcare](#)

Closing date: 11 February 2016

Taplins Day Nursery Southampton General Hospital Tremona Road Southampton SO16 6YD

023 80296981

[Early Years Practitioner \(Hardmoor EYC\)](#)

Closing date: 10 February 2016

Hardmoor Early Years Centre Leaside Way Southampton SO16 3EP

023 8055 2220

[Nursery Nurse - Sunrise Day Nursery](#)

Closing date: 12 February 2016

Sunrise Day Nursery Southampton City College St. Mary Street Southampton SO14 1AR

023 80829393

[Nursery Nurses \(ref 380\) YMCA Zero hours - ongoing](#)

YMCA Nursery Woolston Victoria Road Southampton SO19 9EF

01489 785228

[Pre-school Practitioner - Busy Bee Pre-school, Shirley](#)

Closing date: 31 March 2016

Busy Bee Pre School, Unit 2 Marlborough Road Southampton SO15 3ND

02380776339 (answer phone available) 07775880500



Please visit this for further details:

<http://sid.southampton.gov.uk/kb5/southampton/directory/results.page?familychannel=9-10>

www.sid.southampton.gov.uk

Jobcentre Plus Vacancies

Hundreds of vacancies are displayed on this website.
Here are just a small selection:



Job Title	Advertised by:	Location:
Apprentice Administrator	Job Vacancies Direct Ltd	Southern-Southampton
Administrator	Hays	Southern-Romsey
Customer Care Advisor	reed.co.uk	Southern-Southampton
Accounts Assistant	reed.co.uk	Southern-Eastleigh
Team Administration Assistant	reed.co.uk	Southern-Eastleigh
6 x Ground workers	Multiwork	Southern-City of Southampton
Trade Counter Sales Advisor (Southampton)	Selco Builder's Warehouse	SO15 0ND-Southampton
Support Worker Apprentice	Lifetime Training	Southern-Southampton
Customer Service Administrator - February interviews	reed.co.uk	Southern-Southampton
Business Admin Estimator Apprentice	Job Vacancies Direct Ltd	Southern-Southampton
Apprentice Nursery Nurse	Job Vacancies Direct Ltd	Southern-Southampton
Part Time Administrator / Office Assistant	reed.co.uk	Southern-Totton
Team Member- Pumpkin Cafe- Southampton Parkway Station	SSP UK	Southern-Eastleigh
Excel Administrator - Southampton - Temp for minimum 1 month	reed.co.uk	Southern-Southampton
Transport office assistant	Eldapoint Ltd	Southern-Southampton 
Cleaner/Cleaning operative	Ellack Cleaning Contractors Ltd.	Southern-Eastleigh
Hotel Receptionist	reed.co.uk	Southern-Southampton
Customer Service Representative - Southampton Airport	reed.co.uk	Southern-Southampton

www.gov.uk/jobsearch

Other Job Vacancies

Diary Coordinator / Full Time - Immediate Start

Venture Photography
£16,000 a year

A high level of motivation and enthusiasm are a must as well as an ability to effectively communicate with an excellent telephone manner, expressing ideas...

Administrator/Data Entry

Eastleigh College - Eastleigh
£17,145 a year

It is a community. The Contracts and Learner Data team are responsible for the effective administration and monitoring of all external/internal student related...

Customer Assistant - Part Time

Tesco - Southampton SO18

Part-time
Customers are always able to get the products they need. Customers leave our store feeling valued and satisfied....

Paintball Marshal / Cash Handler Delta

Force Paintball - Southampton - Southampton SO16

Due to continued expansion and the ever-increasing popularity of paintball across Europe, Delta Force Paintball - Southampton is looking for confident,...

Garden Centre Assistant

Homebase Ltd - Hedge End

Temporary
Full training will be given, but we are looking for an outgoing people focused individual. This is initially a temporary contract and start date will be 14th...

Office Admin/Receptionist

Yo Telecom - Southampton

Answering and routing all incoming telephone calls. As an Office Administrator/Receptionist within Yo Telecom, you will be responsible for dealing with all...

Sales Floor Assistant

Homebase Ltd - Hedge End

Part-time
Full training will be given, but we are looking for an outgoing people focused individual. Homebase in Hedge End are currently recruiting for a part time...

Medical Receptionist

The Grove Medical Practice - Southampton

Medical Receptionist full time. Interviews will be held on Friday 11th March 2016. This demanding role requires the ability to cope in a stressful environment,...

Creative

Apple - Southampton

You spend much of your time leading scheduled training sessions, but you're still comfortable interacting with store customers between those sessions....

Part Time Bridal Sales Consultant

Hannah Elizabeth Bridal Boutique - Southampton

Part-time
The role is well suited to a bubbly, positive and warm individual with excellent communication skills, a polite and confident telephone manner and must be...

Here's a snapshot of the vacancies currently available on this website. Vacancies are removed from this site without notice so please check the website below:

www.indeed.co.uk

Other Job Vacancies

[Kitchen Porter - Washing up](#)

Catering Services International - Southampton SO14

Temporary

So if you're interested in a new challenge, or just fancy earning some extra cash, then please don't hesitate to send us your CV!...



[Animal Technician](#)

s3 science - Southampton

£14,000 - £15,500 a year

Are you a car driver with access to a vehicle? Experience of working with animals or hold an animal related qualification....



[Barista/Team Member](#)

23.5 degrees ltd (Starbucks) - Southampton SO14

To create the Starbucks Experience for our customers by providing customers with prompt service, quality beverages and products, and maintaining a clean and...



[Practice Host/Receptionist](#)

Highfield Dental Care - Southampton

£9 an hour - Part-time

Ideally you will have experience in a customer focused reception role, possibly within a dental, private health or sales environment....



[Telephony Customer Adviser - Southampton](#)

NatWest - Southampton

You'll have a natural flair and genuine desire to help customers to satisfy their individual needs by discussing products and services which are right for them,...



[Hotel Receptionist](#) Russell Allen Recruitment - Southampton

£15,000 - £20,000 a year - Permanent

This prestigious Hotel are looking for a receptionist that is front of house, you will be working on a rolling shift....



[Stockroom Assistant \(Delivery/Stockroom Department\)](#) Next PLC Eastleigh

To work as part of the sales team to achieve personal and store objectives through:. Actively supporting and communicating with colleagues, customers and...



[Customer Service Advisor](#)

Old Mutual Wealth - Southampton

£17,000 a year - Permanent

You do however need to have experience of, and a passion for, dealing with customers face-to-face or over the telephone....



[Post Room Assistant](#)

Swatch Group - Southampton

Reporting to the Post Room Supervisor, the successful candidate will support the customer service function and service journey by maintaining complete accuracy...



[Bar Assistant](#)

Whitbread - Southampton SO16

Part-time

Bar:. Deliver drinks to necessary company standards. Maintain high cleanliness requirements. Service with a smile....



Click on the job title to take you straight there



www.indeed.co.uk

Other Job Vacancies

Locksmith / Trainee

Solent Locksmiths Ltd - Southampton
Permanent

Shop key cutting and lock sales. On site lock servicing opening and fitting. We are looking for a Locksmith or possibly training for the right candidate with...



Retail Assistant

JOHN SMITH & SON GROUP LIMITED -
Southampton SO17

Part-time

Using your passion and knowledge of books to provide all customers with first-class service face-to-face, online and over the telephone....



Linen Porter

Meridian Hotel Leisure - Southampton SO30
Holiday Inn Express Soton M27 Jct 7 is a busy hotel with 176 bedrooms located next to the Ageas Bowl. Assisting in delivering clean linen to appropriate bedroom...



Administrative Assistant - Mansel Park Primary School

Southampton City Council -
Southampton

£7,594 a year - Permanent

Mansel Park is a 'good' school (Ofsted October 2012), passionate about ensuring every child achieves their full potential,...



Shop Assistant

Tasty Plaice (Fish and Chip Shop) -
Permanent

High school or equivalent. We are looking for a young person who is reliable with a friendly personality, Candidate must be serious about working and committed...



Retail Assistant

Power Tool Sales - Southampton SO17
£16,000 a year

Plan & implement shop merchandising, layout so as to maximise sales, customer satisfaction, appearance, image & ergonomics for customers....



Retail Team Member

Krispy Kreme Doughnuts [157 reviews](#) -
Southampton SO15

And if any of our customers aren't too sure what to have, you're always ready to give them some hints and tips....



Waiting staff

Premium Country Pubs - Southampton

In return, you'll be part of the UK's biggest pub and restaurant business and if you have the ambition to succeed in hospitality you'll have the potential to...



Casual Laundry Assistant - Hampshire

County Council Eastleigh

£7.06 - £7.21 an hour - Temporary
Our Organisation is committed to safeguarding and promoting the welfare of children, young people and adults. This post is subject to a criminal records check....



Trainee Pharmacy Advisor (Trainee Dispenser)

Boots - Hythe

Part-time

Fantastic customer care is at the heart of everything we do, and as a Pharmacy Advisor you'll be part of helping customers feel good....



Vacancy information correct at time of publication but will be withdrawn from website when enough applications have been received.

www.indeed.co.uk

Jobs in the Cruise Industry

P & O

Cunard

Carnival



Waiter

As a market leader in the cruise industry, we operate spectacular ships all over the world. Join us as a Restaurant Waiter and you'll discover that working at sea is more than just a job. It's a way of life. Providing magnificent customer service whilst ensuring quality of service and hygiene, you'll visit different places, explore new worlds and gain experiences that will stay with you for a lifetime.

Bar Staff

As a market leader in the cruise industry, we operate spectacular ships all over the world. We are looking for Bar Staff to join our ships in various different positions onboard, join us and you'll discover that working at sea is more than just a job. It's a way of life, you'll visit different places, explore new worlds and gain experiences that will stay with you for a lifetime.

Musicians

As a market leader in the cruise industry, P&O Cruises deliver a varied entertainment line-up around the world and we need skilled & experienced "reading" musicians to work in our House Orchestras as part of our onboard teams.

Stage Crew

We are currently attracting new talented Stage Crew within our Production team to join our fleet. Carnival UK is the UK operating company for P&O Cruises & Cunard Line. We are passionate about providing world class customer experiences and operate a winning culture to achieve unrivalled business success and delivering our vision of being the most spectacularly successful Cruise Company in Britain. Our award winning prestigious brands of great British heritage, employ engaged and passionate people to deliver the highest customer service standards to our adoring and loyal customers.

Outbound Sales Agent (Personal Cruise Specialist)

As a market leader in the cruise industry, we operate spectacular ships all over the world. Join us as a Sales Agent within our Southampton Contact Centre and you'll go far too. Provided with leads from a variety of sources you will be expected to pro-actively secure bookings and manage a portfolio of clients. You will be responsible for maximising all sales opportunities by adding appropriate products and upgrades, and will be expected to consistently exceed revenue and activity targets.


www.jobtrain.co.uk/carnival/vacancies.aspx

Lots more jobs here

University of Southampton



Closing date

687116TD	Domestic Assistant - Highfield Campus	Estates & Facilities	15/02/2016
646315EW-R	Early Years Practitioner - Modern Apprentice	Student Services	12/02/2016
680616KX	Library Assistant HSL Evening & Weekends	Library 	16/02/2016
686516GX	Administrative Officer - Admin & Assessment	Student & Academic Administration	07/02/2016
676516GX	Administrative Officer - Humanities	Student & Academic Administration	07/02/2016
687916GX	Administrative Officer - Student Life Cycle Team - Faculty of Social Human and Mathematical Sciences	Student & Academic Administration	04/02/2016
688116GX	Administrative Officer - Life Cycle Team - Faculty of Social, Human and Mathematical Sciences	Student & Academic Administration	04/02/2016

www.jobs.soton.ac.uk

Facilities Assistant – Southampton Solent University

As a Facilities Assistant you will have day to day contact with staff, students and visitors across a range of facilities related areas. Your role will be to undertake a number of tasks and answer queries – these include recycling, waste management, storage, postal services, storage, furniture moves and set ups, system testing, parking, security and minor maintenance.

<https://recruitment.solent.ac.uk/WebRecruitment/>

Fast Food

Check out these websites for vacancies:

McDonalds

www.mcdonalds.co.uk/ukhome/People/Join-the-team.html

Pizza Hut

www.careersatpizzahut.co.uk

Domino's Pizza

www.dominos.co.uk

Burger King

www.bkcareers.co.uk/crew.aspx

Subway

www.subway.co.uk/business/careers/default.aspx

9 stores in Southampton

KFC

www.kfc.co.uk/join-us

Harry Ramsdens

www.harryramsdens.co.uk/about-harrys/work-with-us/

Pret a Manger

www.pret.com/jobs/

Nandos

www.nandos.co.uk/careers

Anyone for coffee?

Costa

www.costa.co.uk/about-us/our-people/careers/

Starbucks

www.starbucks.co.uk/careers

Café Nero

www.caffenero.co.uk/people/ourpeople.aspx



West Quay Vacancies

NEW LOOK

[Product Team Members](#)

H.SAMUEL
THE JEWELLER

[Sales Assistant](#)

F.HINDS

[Sales Advisor](#)



WESTQUAY WATERMARK

Opening late 2016

Visit the website for all the latest news

WORK

WestQuay Watermark will help reinvigorate the southern area of central Southampton and in the first phase will create over 1,200 job opportunities across the construction, hospitality and operations sectors.

The proposals also have the potential to deliver flexible office accommodation in Phase Two, creating new employment space for a range of business types.

A major benefit of the new investment from WestQuayWatermark will be new facilities for Southampton's growing workforce to enjoy.


www.west-quay.co.uk/jobs

The Marlands Vacancies



*Savers Part Time Sales Assistant
16 hours a week*

www.savers.co.uk/careers



*STAKKS - Full Time Cook Required
Full time cook position available – this
will include weekends*

*Required to join a brand new, busy and
thriving Pancake House*

*Experience is essential for this busy
kitchen*

*Must be hardworking, reliable, and
enthusiastic*

*Pay is negotiable dependent on
experience*

*To apply please email your CV to
contact.stakks@gmail.com or take in
person to the Manager Anna Copper*



**JRC Global Buffet - The new
Global Buffet on the First Floor are hiring.**

*The restaurant has been extremely busy
since opening on the 11th November and are
now looking for more staff to join the team.
Call in for details. They have the following
positions available:*

Bar Supervisors

Reception

Cleaners

Assistant Chef

Bar Staff

Waiters/Waitresses

Chefs

Zany Zebras 2016!

For 10 weeks from Saturday 16 July 2016, a zeal of Marwell's Zany Zebras will gallop through the streets of Southampton creating a fun, family friendly trail for all to enjoy. Brought to you by the same team at Marwell behind the hugely successful Go! Rhinos of 2013,



In addition to this a trail of replica miniature Marwell's Zany Zebras will be hidden within Marwell Zoo itself. After the event, all of the large sculptures will be sold at auction to raise funds to conserve endangered Grevy's zebras and other wildlife, and to support communities living in the arid rangelands of northern Kenya.

www.intomarlands.co.uk/job_opportunities

NHS Vacancies

GP Receptionist - Bath Lodge

Administration

Malling Health (UK), Southampton

Bath Lodge GP Receptionist At IMH Malling Health we run GP Practices and NHS GP Led Health Centre's. Our GPLHC's provide traditional Doctor and Nurse services for both registered and non-registered patients. The Health Centre's are open 12 hours day (8am – 8pm)...

Salary: £7.50 p/h
Closing Date: 28/02/2016
Job Ref: J102-A-16-0829

Speciality Admin Team Clerk

Administration

University Hospital Southampton NHS Foundation Trust, Princess Anne Hospital

The role is varied, interesting and crucial to ensuring an excellent patient experience every step of the way. You will be responsible for dealing with all ...

Salary: £15,100 – £17,800 pa
Job Type: Permanent
Closing Date: 11/02/2016
Job Ref: 188-DIVC732

Nursery practitioner (nursery assistant)

Paediatrics

We require two Nursery Assistants to work at our Day Nursery on the Western Community Hospital site, and one Nursery Assistant to work at our Day Nursery on the Southampton General Hospital site. These roles involve working within a team and caring for a group of children aged 3 months to 5 ...

Salary: £15,100 - £17,800 pa pro rat:
Closing Date: 11/02/2016
Job Ref: 188-TRUSTHQ468



www.jobs.nhs.uk

NHS Vacancies



Medical Secretary/ Patient Pathway Co- ordinator

**Administration General Hospital,
Southampton**

The Child Psychology team are looking for a medical secretary to come and support the clinical psychologists who work across the hospital supporting children and their families. It is a very friendly and supportive team to work in. Your role will include reception duties, making appointments, ...

Salary :£16,633-19,461 pa pro rata
Closing Date: 11/02/2016
Job Ref: 188-DIVC731



Secretarial Assistant Administration

General Hospital, Southampton

The Discharge Bureau has a vacancy available for an enthusiastic band 2 Secretarial Assistant to work within a friendly busy team. This is a part time post of 34hrs per week which will include weekend working. The successful candidate will be expected to provide administrative support for ...

Salary: £15,100 - £17,800 pa pro rata

Closing Date: 16/02/2016

Job Ref: 188-TRUSTHQ476



Administrator Receptionist

Southampton General Hospital, Southampton

University Hospital Southampton NHS Foundation Trust An exciting opportunity has arisen for an Administrative Assistant/Receptionist to join the NIHR-funded units, the WT Clinical Research Facility (CRF), Respiratory Biomedical Research Unit (BRU) and the Nutrition Biomedical Research Centre (...)

Salary: £16,633 - £19,461 pa
Closing Date: 16/02/2016
Job Ref: 188-TRUSTHQ479



and lots more www.jobs.nhs.uk

City / County Councils

Vacancy Title	Council	Area	Closing Date	Salary	Hours Per Week
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Administrative Assistant - Mansel Park Primary School . Job Reference: 1536031	Southampton City Council	Southampton	8 Mar 2016	£7,593.63 per annum	20 hrs per week 12.30 pm - 4.30 pm
Apprentice Foundation Early Years Worker - 413820 . Job Reference: 1536460	Southampton City Council	Southampton	9 Feb 2016	£8,790	30 hours per week term time only – can be flexible.
Catering Assistant - 412291 . Job Reference: 1534587	Southampton City Council	Southampton	9 Feb 2016	£15,144.93 - £17,631 pro rata	16
Digital Resource Assistant - Springwell School . Job Reference: 1536425	Southampton City Council	Southampton	12 Feb 2016	£16,490 – £20,001 pro rata	25
Cleaner - Newlands Primary School . Job Reference: 1535229	Southampton City Council	Southampton	5 Feb 2016	£7.85 per hour	12.5 hours per week. 6.00-8.30am – Mon-Fri
Cleaner - Valentine Primary School . Job Reference: 1535553	Southampton City Council	Southampton	8 Feb 2016	£4,093 per annum	10
P00624 Leisure Attendant x 2 Totton Health & Leisure . Job Reference: 1534246	New Forest District Council	Totton	7 Feb 2016	£13,875 - £14,437 p.a. pro rata	Vacancy 1. 33.25 hours average per week. Vacancy 2. 25.25 hours average per week



www.hampshirejobs.org.uk

City / County Councils



Vacancy Title	Council	Location	Salary
Casual Laundry Assistant - HCC2023132	Hampshire County Council	Eastleigh	£7.06 - £7.21 per hour plus holiday pay
Casual Domestic Assistant HCC2020804	Hampshire County Council	Eastleigh	£7.06 - £7.21 per hour plus holiday pay
Casual Kitchen Assistant HCC2020807	Hampshire County Council	Eastleigh	£7.06 - £7.21 per hour plus holiday pay
Catering Assistant (Bartley Junior School - CBA)	Hampshire County Council	Southampton, Totton	£7.06 per hour
Customer Service Assistants (Library Service) HCC2019630	Hampshire County Council	Hythe, Romsey, Totton	£15,621 - £17,583 pro-rata, per annum
Customer Services Assistant (Library Service) - Winchester/Chandlers Ford HCC2029530	Hampshire County Council	Eastleigh, Winchester	£15,621 - £17,583 pro-rata, per annum
Information Officer Totton & Eling Town Council	Other Organisations	Totton	£15,523 - £16,572



www.newjob.org.uk

Supermarkets

www.tesco-careers.com/jobsearch.cfm

www2.sainsburys.co.uk/aboutus/recruitment/careers_new.htm

www.jlpjobs.com/jobs/waitrose-jobs.htm

www.asda.jobs

www.co-operative.jobs

www.morrisons.co.uk/corporate/work-with-morrisons

www.aldirecruitment.co.uk

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

www.southamptonvs.org.uk

www.do-it.org.uk

This week's featured opportunity:

Receptionist/Administration Volunteer

About the opportunity

As the first point of call for many people who come into contact with Age UK Southampton, we're looking for confident individuals who would be able to deal with a wide range of enquiries over the phone and in the office.

Overview: An important first point of contact for our clients and visitors, whether face to face or on the phone, and provides administrative support for our staff as required.

About Age UK Southampton

Age UK Southampton is a small, local, independent charity with a vision of Southampton being a city where people in later life can flourish.

Work with us to build a sustainable new service offer, delivering better outcomes for older people

After 50 years of supporting the city's vulnerable older people, Age UK Southampton (the new name for Age Concern Southampton) is in an exciting new phase of service development, delivering support through a new integrated model that achieves better and more sustainable outcomes for clients.

We are responding to increasing levels of need from the City's growing older population, building our future capacity and sustainability by working closely with Health and Adult Social Care services that is resulting in a wider range of volunteering opportunities becoming available.



[Click here for further details](#)

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



We're recruiting!



The purpose of the Youth Commission is to enable young people to support, challenge and inform the work of the Police and Crime Commissioner. The members of the Youth Commission ensure that young people's voices from across Hampshire and the Isle of Wight help shape decisions about policing and crime.

There are spaces for up to 40 Youth Commission members aged 14 to 25 years from across Hampshire and the Isle of Wight. We are keen to ensure that the Youth Commission is made up of a diverse group of young people who reflect their local community. We are particularly interested to hear from young people who have had personal experience with police, crime or the criminal justice system.

The Youth Commission is a brilliant opportunity for a wide range of young people to gain new knowledge, skills and experience. Youth Commission members will work directly with the Police and Crime Commissioner, key police officials and partners. They will also play a pivotal role in helping run events and gathering the opinions of young people on their police and crime concerns.

Applications are open from 1 February to 4 March 2016. Forms and further information regarding the role are now available on our website.

The online application form can be found at the following URL:
<http://sgiz.mobi/s3/ce0c4b8de0a2>

Hard copies can be requested by emailing opcc.comms@hampshire.pnn.police.uk or by ringing 01962 871595. Please use the same contact details if you would like to discuss the role.

We would really value your help in spreading the word about this fantastic opportunity for young people.



APPRENTICESHIPS



Have a look at these Youtube clips:

Apprenticeships Deliver

<http://www.youtube.com/watch?v=YRrYaUE2hSs>

Take a Look at Apprenticeships

<http://www.youtube.com/watch?v=0eUk8vVkubA>

APPRENTICESHIPS

Become an apprentice

1. Overview

Apprenticeships combine practical training in a job with study. As an apprentice you'll:

- work alongside experienced staff
- gain job-specific skills
- [earn a wage and get holiday pay](#)
- study towards a related qualification (usually one day a week)

Apprenticeships take 1 to 4 years to complete depending on their level.

2. Levels of apprenticeship

An apprenticeship has an equivalent education level and can be:

- Intermediate - equivalent to 5 GCSE passes
- Advanced - equivalent to 2 A level passes
- Higher - can lead to NVQ Level 4 and above, or a foundation degree

3. Who can apply

You can apply for an apprenticeship if you're:

- 16 or over
- eligible to work in England
- not in full-time education

4. How to apply

There are 3 steps to applying for an apprenticeship.

1. [Search for an apprenticeship.](#)
2. Sign in or create an account.
3. Complete and submit your application.

The [National Careers Service](#) has advice on writing applications and what to do at interviews.

Apprenticeship helpline

Telephone: 0800 015 0400 or 0247 682 6482

nationalhelpdesk@apprenticeships.gov.uk



www.apprenticeships.gov.uk/

APPRENTICESHIPS AND TRAINEESHIPS

WITH EASTLEIGH COLLEGE

Apprenticeships are a great way to earn while you learn - you will gain technical knowledge and real practical experience, along with the skills required for an immediate job and future career. At Eastleigh College we also offer Traineeships, which are a mix of unpaid work experience and college-based learning, and enable you to progress to a Level 2 Apprenticeship.

Our current Apprenticeship areas include:

Accounting	Design	Motor Vehicle
Business Administration	Domestic Heating	Performing
Building Energy Management Systems	Electrotechnical	Manufacturing Operations
Business Improvement Techniques	Engineering Environmental Technologies	Plumbing and Gas
Building Services Engineering	Engineering Manufacture	Procurement
Construction Building	Fenestration Installation	Refrigeration and Air Conditioning
Construction Management	Hair and Beauty	Security Systems
Creative and Digital Media	Hospitality and Catering	Social Media and Digital Marketing
Dental Nursing	Human Resources Management	Surveying
	Management	Team Leading
	Marketing	

To find out more, please email ecta@eastleigh.ac.uk, call 023 8091 1226, or visit www.eastleigh.ac.uk

EASTLEIGH
COLLEGE



Provider Type:	Training		
Provider name:	CITB – Construction	Industry Training	Board
Vocational area:	Construction Trades and Management Apprenticeships		
Entry requirements:	For trades no formal qualifications required but candidates need to pass an assessment test. For Professional or Management Trades x3 Grade C or above GCSE's required in Maths, English and a Science.		
Address:	CITB-ConstructionSkills, Suite 2 Venture House, 674 Melton Road, Thurmaston, Leicester, LE4 8BB . However we have local people in all regions that work from their Homes.		
Phone Number:	07766 133804 (Heidi Greenham Apprenticeship Officer) 07770 843140 (Mark Pope Shared Apprenticeship Co-ordinator) or Recruitment on 0300 456 5038		
E-Mail:	Heidi.Greenham@citb.co.uk mark.pope@citb.co.uk or central.recruitment@cskills.co.uk		
Main Contact:	Heidi Greenham (Apprenticeship Officer) Mark Pope (Shared Apprenticeship Co-ordinator)		
Course location:	Various local and National Colleges for formal training. Site work will depend on Employers workload so applicants will be required to travel near and/or far.		
Course overview:	Full Apprenticeship framework, employed full time with block or day release to College. Technical qualifications gained at college and QCF (NVQ) qualifications gained from the work-place. On and off the job training. Mentored and managed by a dedicated Apprenticeship Officer to help the apprentice, employer, College and parents aid the apprentice gain their qualifications. Each apprentice is diagnosed for learning difficulties and extra support supplied if required.		
Referral Method:	On-line application only at www.bconstructive.co.uk or email Mark Pope for Shared Apprenticeship application details		
Selection method:	Assessment and possible interview depending on employer		
Course frequency:	This varies depending on Trade chosen		
Course duration:	Minimum two years for an apprenticeship, three years for advanced apprenticeship, plumbing and electrical may take up part of a fourth year. Some apprentices progress to HNC/D and even Degree levels in Construction.		
Accreditation:	National/International recognised qualifications for the construction		

Apprenticeship opportunities in the South - with City College Southampton

The government have now set an objective of having 6,600 apprenticeships in the Southampton and surrounding area over the next 3-4 years. These may be existing staff looking to upskill or new apprentices enabling a company to develop the apprentice to suit the business requirements.

City College Southampton is extremely well positioned to help achieve this goal with its large campus facilities and a wide range of apprenticeships and courses. Excellent relationships with the local business community.

For the commercial business community there are two main sectors of interest - these being Information Technology and Business Administration.

Information Technology -

The Information Technology apprenticeships and courses have a range of subjects including Creative IT, Digital Communications and E-Marketing.

The details on this course will give the learner hands-on skills in how to use IT and creative packages to communicate information for the modern technology and business world. This course will also provide the skills to take advantage of the prospects created by social media and digital communication, enabling a company to make use of the e-marketing opportunities for their company.

Business Administration -

Business Administration Apprenticeships are for employers wanting to develop their staff and for individuals, of all ages, interested in a career or developing their existing skills in business and administration. Business administration is an important support role within any business or organisation and, with more experience, is an excellent starting point to progress onto team leading and management roles.

Apprentice benefits:

- Earn while you learn
- Professional recognition
- Industry relevant qualifications
- Highly skilled
- Professional recognition
- Future proof your business
- Training matches business value
- Clearer understanding of responsibility
- Real life industry experience

Employer benefits:

- Upskill and train existing staff
- Employability skills
- Tailored tuition
- Career and progression opportunities
- Improved staff performance
- First class service
- Improved productivity
- Work-based training programme
- Low cost - high quality

If you have any questions than please do not hesitate to contact Jon Vamplew Business Development Office for IT & Business Administration at jon.vamplew@southampton-city.ac.uk or 07834 049963 and I will follow up your enquiry.

CITB – Apprenticeships in Construction

CITB Apprenticeships

All you need to know about becoming an apprentice



1. Complete the application for CoTrain via this link https://www.surveymonkey.com/s/CoTrain_application
- 2 Register with CITB so that a College place can be booked for you if you are successful via this link <http://www.citb.co.uk/bconstructive/citb-apprenticeships/bconstructive-application-form/>

Mark Pope

Shared Apprenticeship Co-ordinator

CITB

Email: mark.pope@citb.co.uk

Web: www.citb.co.uk

Mobile: 07770 843140

Keep up to date and connect with CITB – Gwelwch y diweddaraf a chysylltwch â CITB




NATIONAL APPRENTICESHIPS SERVICE

VACANCIES AVAILABLE IN SOUTHAMPTON:



<u>Nursery Assistant Apprentice with The Trees Day Care Nursery</u>	2	Southampton	Children and Young People's Workforce	05/02/2016
Apprentice required to undertake all duties within a busy nursery to support qualified staff whilst gaining own qualification.				
<u>Trade Counter Apprentice with Pirtek Ltd</u>	1	Southampton	Customer Service (CFA)	05/02/2016
Pirtek Southampton and Isle of Wight is the fastest Emergency Hose Replacement, Hose Assemblies and hydraulic products provider. Our service will be convenient for the client a 24/7, 365 days a year and will minimise any downtime of our client's machinery				
<u>Apprentice Volunteering Administration Assistant with Southampton Voluntary Services</u>	1	Southampton	Business and Administration (CFA)	05/02/2016
You will assist the Voluntary Sector Support Team based within Southampton Voluntary Services – reporting mainly to the Volunteer Development Worker.				
<u>Apprentice Sales Negotiator with Connells</u>	1	Southampton	Property Services (Asset Skills)	06/02/2016
Want to work for one of the most well-known estate agents? You will be working in a busy environment as part of a team. Starting by learning the ropes and hopefully progressing into a great career opportunity as an estate agent.				
<u>Administration Apprentice - Student Support with THE ENGINEERING DEVELOPMENT TRUST</u>	1	Southampton	Business and Administration (CFA)	07/02/2016
We are looking for an enthusiastic apprentice to support students across the UK who are applying to The Year in Industry. This will involve checking their evidence of entitlement to work in the UK and helping them to produce a CV.				
<u>Assistant Shop Manager Apprenticeship with Oakhaven Charity Shop</u>	1	Southampton	Retail (Skillsmart)	07/02/2016

To effectively manage the day to day activities of the relevant shop ensuring donated goods are merchandised effectively to maximise sales.				
<u>Creative Apprentice (Administrative and Events Assistant) with City Eye Limited</u>	1	Southampton	Community Arts	07/02/2016 
City Eye is looking for a confident apprentice to join its small & busy team. 2016 will be a particularly significant year for the organisation as it marks its 30th anniversary & relocates to purpose-built facilities within Southampton's new arts complex.				
<u>Apprentice Hairdresser with Chique Hair Design</u>	1	Southampton	Hairdressing (Skills Active/Habia)	07/02/2016
This is a fantastic opportunity to join a long established hairdressing salon. The successful candidate has the potential to learn quality skills within the hairdressing industry.				
<u>Apprentice Sales Assistant with BUSINESS MOBILE SOLUTIONS LTD</u>	1	Southampton	Sales and Telesales	08/02/2016
Are you self-motivated and driven? Would you thrive in a sales environment? If you answered yes, this could be the role for you.....				
<u>Accountant Apprenticeship with Apto Accounting Ltd</u>	1	Southampton	Accounting (FSP)	11/02/2016
A well established Accountancy Practice based in Southampton are currently seeking to recruit an aspiring Accountant of the future, with an Accounts Apprenticeship available.				
<u>Business Administration Apprenticeship with THE HIGHFIELD RECRUITMENT COMPANY LTD</u>	1	Southampton	Business and Administration (CFA)	12/02/2016
This is an exciting opportunity to undertake a Business Administration apprenticeship working for a recruitment company in Southampton. The provider for this apprenticeship is Fareham College.				
<u>Data Administrator Apprentice with Weston Lane Surgery</u>	1	Southampton	Business and Administration (CFA)	12/02/2016
To ensure the smooth running and effectiveness of both Weston Lane and Harefield administrative functions.				
<u>Apprentice Administrative Assistant with Weston Lane Surgery</u>	1	Southampton	Business and Administration (CFA)	12/02/2016

Provide Administrative support to team To ensure the smooth running and effectiveness of both Weston Lane and Harefield administrative functions				
<u>Intermediate Apprentice Activity Instructor with Woodmill Outdoor Centre</u>	2	Southampton	Activity Leadership	14/02/2016
12 month Intermediate Apprenticeship in Activity Leadership. You will be trained to assist / deliver a range of outdoor and adventure activities as well as learning about the general running of a busy outdoor activity centre.				
<u>Apprentice Administrative Assistant with UNIVERSITY OF SOUTHAMPTON</u>	1	Southampton	Business and Administration (CFA)	14/02/2016
To provide basic administrative support to the Faculty of Medicine's assessment activities including some liaison with students, academic colleagues and NHS Trust personnel.				
<u>Trainee Smart Metering Expert - National Vacancy with British Gas Services Limited</u>	1+	Nationwide	Smart Meter Installations (Dual Fuel)	14/02/2016
At British Gas, we do the right thing for our customers - and helping them to manage their energy consumption and save money is at the top of our agenda. Here's your chance to train as a Smart Metering Energy Expert and come on an exciting journey with us.				
<u>Administration and Lead Development Apprentice with Peer 1 (Uk) Ltd</u>	1	Southampton	Business and Administration (CFA)	15/02/2016
WORK FOR BRITAIN'S BEST OFFICE! Peer 1 Hosting are expanding their team with an eager to learn apprentice. You will learn various skills from administration, to marketing and customer service! Are you confident? Want to begin your career? APPLY NOW				
<u>Business Administration Apprentice with PROTEC INSTALLATIONS (SOUTHERN) LIMITED</u>	1	Southampton	Business and Administration (CFA)	15/02/2016
CAREER OPPORTUNITY IN A GROWING COMPANY! Protec are expanding their friendly team with an eager to learn apprentice. You will learn invaluable administration skills, begin your career in business and apply today!				
<u>Installation and Workshop Apprentice with Waterside Blinds Ltd</u>	1	Southampton	Improving Operational Performance	15/02/2016
As a leading manufacturer and installer of window coverings within the South, you will be trained in all aspects of manufacturing and installation of blinds, curtains, awnings and solar film.				

<u>Office and charity Administrator with BUSINESS MOBILE SOLUTIONS LTD</u>	1	Southampton	Business and Administration (CFA)	15/02/2016
Are you organised? Are you proactive and hardworking? Are you looking for a career in business administration? If you answered yes, this could be the role for you...				
<u>Biffa Traffic Office Apprentice with Biffa Waste Services</u>	1	Southampton	Traffic Office (Skills for Logistics)	15/02/2016
The scheme has been developed for those who have a desire to work in the Transport, Logistics and Recycling industries.				
<u>Business Administration Apprentice with Ctc Aviation Group Plc</u>	1	Southampton	Business and Administration (CFA)	16/02/2016
EXCITING CAREER PROSPECT CTC Aviation are seeking an eager to learn apprentice who can become a valued member of their office and administration team! APPLY NOW!				
<u>Administration and Sales Apprentice with Global It Networks</u>	1	Southampton	Sales and Telesales	16/02/2016
EXCELLENT CAREER OPPORTUNITY Looking to begin a dynamic career in sales with a professional company? Global IT are looking for a confident apprentice to help generate new business and work with experienced sales professionals. APPLY NOW!				
<u>Business Administration Apprentice with One Business Insurance Solutions</u>	1	Southampton	Business and Administration (CFA)	16/02/2016
One Business Insurance require an eager to learn apprentice to join their busy administration team NOW! Fantastic career progression and training available!				
<u>Nursery Assistant Apprentice with Red Roofs Nursery</u>	1	Southampton	Children and Young People's Workforce	16/02/2016
Want to train as a nursery assistant? Here is the perfect opportunity at Red Roofs Nursery to be part of a friendly, supportive team, caring for and meeting the needs of children aged between 3 month and five years, creating a safe environment.				
<u>Apprentice Engineer Technician with Airways Optical Limited</u>	1	Southampton	Engineering Manufacture (Operator & Semi Skilled)	16/02/2016
An exciting opportunity to work within a fast-paced and varied engineering environment with a forward thinking company				

<u>Level 3 Teaching Assistant Apprentice with St Marks C of E Primary School</u>	1	Southampton	Supporting Teaching and Learning in Schools (LSIS)	17/02/2016
Teaching Assistant for a child with very challenging behaviour and learning difficulties/also opportunities to be a general class teaching assistant.				
<u>Apprentice Sales advisor (Telesales) with Advisalink</u>	1	Southampton	Sales and Telesales	17/02/2016
Are you a confident person? Do you have exceptional telephone manner? Look no further this is for you! Apply now!				
<u>Apprentice Administrator with Mknr Ltd</u>	1	Southampton	Business and Administration (CFA)	17/02/2016
Are you interested in recruitment? Do you want to work along side highly professional individuals in MKN Recruitment? If you answered yes to both of these questions then why not apply now!				
<u>Marketing/Digital Resources Apprentice with Springwell School</u>	1	Southampton	Social Media and Digital Marketing	19/02/2016
Springwell School requires an enthusiastic person with creative skills to fill the vacancy of Marketing Apprentice.				
<u>Apprentice Developer with Blue Rock Systems</u>	1	Southampton	IT, Software, Web & Telecoms Professionals	19/02/2016
An apprentice role that aims to cover all elements of business software development during the apprentice period.				
<u>Recruitment Support Assistant Apprentice with STELLAMAR LIMITED</u>	1	Southampton	Business and Administration (CFA)	19/02/2016
Fantastic HR and Recruitment company in Ocean Village require the services of an eager-to-learn Apprentice.				
<u>Apprenticeship - Trailblazer Dual Fuel Smart Metering (Southampton) with G4S Accuread</u>	1	Southampton	Smart Meter Installations (Dual Fuel)	19/02/2016

<p>This is fantastic opportunity for someone who wishes to pursue a long term career now, instead of going to University. As a school leaver you will be given the chance to join a Global company and embark on vocational career in Gas & Electric Metering.</p>				
<u>Apprentice Administration Assistant with ROAMING INNOVATION LIMITED</u>	1	Southampton	Business and Administration (CFA)	21/02/2016
<p>We are looking to recruit a general administrator within our team.</p>				
<u>Marketing Apprenticeship with Auto Bulbs Direct Ltd</u>	1	Southampton	Business and Administration (CFA)	21/02/2016
<p>Providing administrative support within the Marketing department, primarily focused on content creation for the group websites. Learning different aspects of the business but mainly Marketing with a key element working within the customer service field.</p>				
<u>Customer Service Apprentice with SNOWS MOTOR GROUP LIMITED</u>	1	Southampton	Customer Service (CFA)	22/02/2016
<p>Do you have a passion for all things automotive? Could you deliver a great standard of customer service? Then it's time you considered a career with Snows Motor Group. We are looking for passionate individuals with a love of all things that drive.</p>				
<u>Apprentice Warehousing Assistant with The Bittern Carpet Gallery Limited</u>	1	Southampton	Warehousing and Storage (Skills for Logistics)	22/02/2016
<p>Are you looking for a varied warehousing career in a specialist field? Are you hardworking, self-motivated and hands-on? If you answered yes, read on- this could be the role for you.</p>				
<u>Business Administration Apprentice with Rock Services Ltd</u>	1	Southampton	Business and Administration (CFA)	22/02/2016
<p>***EXCELLENT CAREER PROSPECT*** Business Choice Direct (part of Rock Services) are looking for an administration apprentice to assist their customer service team in a fast paced insurance company. You will learn invaluable skills! APPLY TODAY!</p>				
<u>Administration Apprentice with ECO CONTRACTING SERVICES LIMITED</u>	2	Southampton	Business and Administration (CFA)	22/02/2016
<p>**EXCITING CAREER OPPORTUNITY** ECO Contracting Services have a great opportunity for an organised individual to contribute to their growing business! You will learn all aspects of their administration and take the first step in your exciting career!</p>				


<u>Administration/Secretary Apprentice with Field Palmer</u>	1	Southampton	Business and Administration (CFA)	22/02/2016
EXCITING OPPORTUNITY WITH ESTABLISHED ESTATE AGENTS! Field Palmer are expanding their team with an eager to learn apprentice. You will learn all aspects of their office administration and gain invaluable skills! APPLY NOW!				
<u>Administration and Accounts Apprentice with Rock Services Ltd</u>	1	Southampton	Business and Administration (CFA)	22/02/2016
BEGIN YOUR CAREER TODAY! Business Choice Direct are a dynamic, well established insurance firm who are expanding their team! You will learn invaluable administration and accounting skills to kick start your career! APPLY NOW!				
<u>Sales Apprentice with Rock Services Ltd</u>	2	Southampton	Sales and Telesales	22/02/2016
Excellent opportunity with a well established Insurance firm! Business Choice Direct are expanding their busy team with a confident Sales Apprentice! Apply today to become a valued team member and start your exciting sales career! DON'T MISS OUT!				
<u>Apprentice Nursery Assistant with Play Away Day Nurseries Ltd</u>	1	Southampton	Children and Young People's Workforce	23/02/2016
Want to train as a nursery assistant? Here is the perfect opportunity at our nursery in West End to be part of a friendly, supportive team, caring for and meeting the needs of children aged between 0-5 years, creating a safe environment.				
<u>Apprentice Nursery Nurse with Southampton University Day Nursey</u>	1	Southampton	Children and Young People's Workforce	23/02/2016
Want to train as a nursery assistant? Here is the perfect opportunity at Southampton Early Years to be part of a friendly, supportive team, caring for and meeting the needs of children aged between 3 months and 4 years, creating a safe environment.				
<u>Apprentice Administrator with Auto Bulbs Direct Ltd</u>	1	Southampton	Business and Administration (CFA)	23/02/2016
As an Apprentice Administrator you be supporting the Marketing Department , primarily helping with the content creation group. As well as writing descriptions, emailing customers, social media updates, online chats.writing articles for blog.				
<u>Apprentice Holiday Courier with Greenbank Services Limited</u>	1+	Nationwide	Travel Services (People 1st)	25/02/2016

Gain a qualification and improve your skills, while working and living on a campsite in France or Holland. For more information please see www.eurocampjobs.com .				
<u>Vehicle Service Advisor Apprentice with Hunters Land Rover</u>	1	Southampton	Business and Administration (CFA)	25/02/2016
A great opportunity to pursue a long term career with Land Rover.				
<u>Business Administration Apprenticeship with Balfour Beatty Living Places Ltd</u>	2	Southampton	Business and Administration (CFA)	25/02/2016
Working as part of the administration team you will provide effective, efficient, confidential and comprehensive administration support. Duties will include filing, scanning, typing, arranging travel and accommodation and conference bookings.				
<u>Technical Apprentice - Southampton with Selex Es International Ltd</u>	1	Southampton	Engineering Manufacture (Craft and Technician)	26/02/2016
Selex ES is a global company working at the forefront of engineering and technology. The Company is respected around the world for delivering innovative technological solutions in environments where failure is not an option.				
<u>Bar Staff/General Assistant Apprentice with The Freemantle Arms</u>	1	Southampton	Hospitality	27/02/2016
Are you interested in a career within hospitality and the opportunity to develop within a role where you will be assisting with the daily running of the pub? Have you got a passion for customer service? Then this Apprenticeship is for you!				
<u>Apprentice Technician – Light Vehicle with Mercedes-Benz Of Southampton</u>	2	Southampton	Vehicle Maintenance and Repair	27/02/2016
Mercedes-Benz are 'Searching for the Stars of Tomorrow' to join their apprenticeship Programme to train as a Light Vehicle Technician.				
<u>Parts Operations Apprenticeship with Mercedes-Benz Of Southampton</u>	1	Southampton	Vehicle Parts	27/02/2016
Mercedes-Benz are 'Searching for the Stars of Tomorrow' to join their Apprenticeship Programme to train as a Parts Operations Apprenticeship.				
<u>Apprentice Nursery Practitioner with Sunshine Nursery</u>	1	Southampton	Children and Young People's Workforce	28/02/2016

<p>Fantastic child care nursery from Southampton requires eager to learn apprentice to assist the nursery team in their task of ensuring that all children attending the setting receive high quality care. are kept safe and receive stimulating play experiences.</p>				
<u>Nursery Assistant Apprentice with Little Berries Pre-School</u>	1	Southampton	Children and Young People's Workforce	28/02/2016
<p>Want to train as a pre-school assistant? Here is the perfect opportunity at Little Berries Pre-School to be part of a friendly, supportive team, caring for and meeting the needs of children aged between 3 month and five years, creating a safe environment.</p>				
<u>Pharmacy Services Apprentice with Pharmacy Direct</u>	1	Southampton	Health - Pharmacy Services	28/02/2016
<p>The role will be a varied and interesting one as the employer is looking to develop the Apprentice into a long term member of staff who can build a successful career, and progress in their second year on to an Advanced Pharmacy Technician</p>				
<u>Pharmacy Services Apprentice with Pharmacy Direct</u>	1	Southampton	Health - Pharmacy Services	28/02/2016
<p>The role will be a varied and interesting one as the employer is looking to develop the Apprentice into a long term member of staff who can build a successful career, and progress in their second year on to an Advanced Pharmacy Technician</p>				
<u>Unleash your inner engineer – Network Rail Advanced Apprenticeship Scheme with Network Rail</u>	1+	Nationwide	Rail Engineering (Track)	29/02/2016
<p>Join our Advanced Apprenticeship Scheme and very soon you could be doing a critical job within our business.</p>				
<u>Apprenticeship in Nail Services with L A Nails</u>	1	Southampton	Nail Services (Skills Active/Habia)	29/02/2016
<p>A fantastic opportunity to undertake an Apprenticeship in Nail Services in L.A. Nails located in Southampton.</p>				
<u>Sales Apprentice with G10 SOLUTIONS LIMITED</u>	4	Southampton	Sales and Telesales	29/02/2016
<p>Are you self-motivated and driven? Would you thrive in a sales environment? If you answered yes, this could be the role for you.....</p>				

<u>Nursery Assistant Apprentice with The Trees Day Care Nursery</u>	4	Southampton	Children and Young People's Workforce	29/02/2016
Apprentice required to undertake all duties within a busy nursery to support qualified staff whilst gaining own qualification.				
<u>Front of House Team Member with SEASHELLS BAR & RESTAURANT LIMITED</u>	1	Southampton	Hospitality	29/02/2016
This is a fantastic vacancy working in a very busy seaside resort. You will be fully trained in all aspects of our Pub and Restaurant and have the opportunity to progress with our team. This is a fast paced role where no 2 days are the same.				
<u>Apprentice Chef with SEASHELLS BAR & RESTAURANT LIMITED</u>	1	Southampton	Catering and Professional Chefs	29/02/2016
This is a fantastic vacancy working in a very busy seaside resort. You will be fully trained in all aspects of kitchen and have the opportunity to progress with our team. This is a fast paced role where no 2 days are the same.				
<u>Apprentice Office Administrator with Hampshire Care Furniture</u>	1	Southampton	Business and Administration (CFA)	29/02/2016
Having experienced consistent growth and increasing demand, we now find ourselves in need of an Apprentice Office Administrator. In cooperation with Totton College, we will work with you to develop your admin skills and knowledge of our business operations				
<u>Apprentice Administrator with THE ENGINEERING DEVELOPMENT TRUST</u>	1	Southampton	Business and Administration (CFA)	29/02/2016
An excellent opportunity to learn and develop a complete range of administrative skills working for EDT, a charity that provides work placement opportunities for pre university and undergraduate students for up to one year.				
<u>Apprentice Support Consultant with Drivers Ltd</u>	1	Southampton	Business and Administration (CFA)	29/02/2016
The perfect opportunity to join a family run recruitment company in Southampton specialising in driver recruitment. You will learn key skills for the office environment as well as develop skills to enable you to work in this exciting, fast paced industry.				
<u>Nissan Apprentice Service Technician with Westway Southampton</u>	1	Southampton	Vehicle Maintenance and Repair	01/03/2016

An opportunity to join the Nissan Apprentice program as an Apprentice Service Technician. You will work with a dedicated Nissan dealer and attend training at our state of the art centre in Doncaster.				
<u>Nursery Assistant Apprentice with Learningland</u>	1	Southampton	Children and Young People's Workforce	07/03/2016
LearningLand is a small, friendly day nursery who offer a high standard of care. We are located on the edge of Millbrook, close to all main bus routes and within walking distance to local shops.				
<u>Body Paint and Repair Apprentice with Richmond Cars</u>	1	Southampton	Vehicle Maintenance and Repair	07/03/2016
A fantastic opportunity to work for a well-established Hyundai Bodyshop based in Southampton, Hampshire.				
<u>Parts Advisor Apprentice with Richmond Cars</u>	1	Southampton	Vehicle Parts	07/03/2016
The Hyundai Advanced Apprenticeship Programme is designed to train and develop you in a way that enables you to learn the core elements of your job role using advancing technology as well as fostering an exceptional level of customer service.				
<u>Reception Apprentice (Service Advisor) with Richmond Cars</u>	1	Southampton	Customer Service (CFA)	07/03/2016
The Hyundai Advanced Apprenticeship Programme is designed to train and develop you in a way that enables you to learn the core elements of your job role using advancing technology as well as fostering an exceptional level of customer service.				
<u>Parts Advisor Apprentice with Richmond Cars</u>	1	Southampton	Vehicle Parts	07/03/2016
The Hyundai Advanced Apprenticeship Programme is designed to train and develop you in a way that enables you to learn the core elements of your job role using advancing technology as well as fostering an exceptional level of customer service.				
<u>Audit Apprentice (Southampton) with Grant Thornton</u>	1	Southampton	Accounting (FSP)	11/03/2016
We recognise that you may want a different route into a career with us, one that bypasses university and takes you straight into work after school. If you're eager to jump straight in then our school leaver programme is for you.				
<u>Tax Apprenticeship - ATT (Southampton) with Grant Thornton</u>	1	Southampton	Accounting (FSP)	11/03/2016

<p>We recognise that you may want a different route into a career with us, one that bypasses university and takes you straight into work after school. If you're eager to jump straight in then our school leaver programme is for you.</p>				
<u>Apprentice Branch Sales Assistant with Jewson Ltd</u>	1	Southampton	Trade Business	25/03/2016
<p>An excellent opportunity to join a successful National General Builders Merchant and take the first step in understanding the merchant trade.</p>				
<u>Apprentice Sales Negotiator with Fox & Sons</u>	1	Southampton	Property Services (Asset Skills)	28/03/2016 
<p>This is a fantastic opportunity to work within an estate agents. You will be working in a busy environment as part of a team. Starting by learning the ropes and hopefully progressing into a great career opportunity into estate agency.</p>				
<u>Engineering Multi-skilled Technical Apprentice with DP World Southampton</u>	2	Southampton	Engineering Manufacture (Craft and Technician)	29/03/2016
<p>DP World Southampton needs a team of highly skilled Engineering Technicians to solve the challenges that arise as a result of a wide range of complex mechanical, electrical and electronic equipment to enable to support the terminal's growth.</p>				
<u>Relationship Management Support Apprentice - Commercial and Private Banking with RBS with Royal Bank of Scotland</u>	1	Southampton	Providing Financial Services (FSP)	31/03/2016
<p>Thanks to initiatives like the RBS Apprenticeship scheme, you can earn while you learn and still gain a professional qualification at the end of the programme. Here at RBS, we have big ambitions for our apprentices.</p>				
<u>Apprentice Traction and Rolling Stock Maintenance Technician with Siemens Plc</u>	4	Southampton	Rail Traction and Rolling Stock Engineering	31/03/2016
<p>Siemens Rail Systems is the leading passenger train maintainer in the UK, looking after over 1600 vehicles for customers like Heathrow Express, London Midland, and South-West Trains.</p>				
<u>Apprentice Crew Member with McDonald's Restaurants Ltd</u>	1	Southampton	Hospitality	01/04/2016
<p>Our programme is a fantastic opportunity to study while you work, leading to a qualification that's equivalent to 5 good GCSEs. If you are highly motivated, it's a great way to deepen your understanding of our business – and boost your career prospects</p>				

<u>Apprentice Crew Member with McDonald's Restaurants Ltd</u>	1	Southampton	Hospitality	01/04/2016
Our programme is a fantastic opportunity to study while you work, leading to a qualification that's equivalent to 5 good GCSEs. If you are highly motivated, it's a great way to deepen your understanding of our business – and boost your career prospects				
<u>Apprentice Mortgage Business Administrator with CARTER EDWARDS LIMITED</u>	1	Southampton	Business and Administration (CFA)	04/04/2016
A good opportunity for an apprentice business administrator position in the property sector and to be trained to work in a financial services environment to be based in Carter Edwards Estate Agents Southampton.				
<u>Childcare Apprenticeship with Creative Kidz</u>	1	Southampton	Children and Young People's Workforce	14/04/2016
A Childcare Apprenticeship in a lovely nursery setting. You will develop and support the children in their own play and learning activities that will support the increase of self esteem, self confidence and motivation to learn.				
<u>Childcare Apprenticeship with Witherswood Ltd</u>	1	Southampton	Children and Young People's Workforce	14/04/2016
This is an exciting opportunity for a Childcare Apprentice to work with children aged 0-5 years of age, in an apprenticeship role!				
<u>Childcare Assistant Apprentice with Young Explorers Day Nursery</u>	2	Southampton	Children and Young People's Workforce	14/04/2016
Support the efficient management of childcare provision, to be aware and comply with all statutory regulations, policies and procedures and to assist in providing a safe environment for children and adults.				
<u>Apprentice Administrative Assistant (Student Life Cycle Support) with University of Southampton</u>	2	Southampton	Business and Administration (CFA)	14/04/2016
Working within the Faculty of Engineering and the Environment. You will provide an effective, efficient and flexible administrative support service. To proactively contribute to process, system and service improvements through developing relationships.				
<u>DAF Heavy Vehicle Apprenticeship ref 8617/MS with Admas Morey Ltd</u>	1	Southampton	Vehicle Maintenance and Repair	20/04/2016

Working alongside qualified technicians who will be dealing with all aspects of the maintenance and repair of heavy vehicles.				
<u>Construction Apprentice with Carillion Construction Ltd</u>	1+	Nationwide	Construction Building	21/04/2016
Carillion offers apprenticeships in the main building trades of carpentry, bricklaying, painting & decorating, plastering, general construction operations, dry lining and building maintenance & re-furbishment,				
<u>Recruitment Support Apprentice with STELLAMAR LIMITED</u>	1	Southampton	Business and Professional Administration	21/04/2016
The Recruitment Support Apprentice will be accountable for supporting the team of Account Executives, Managers and Directors at Stellamar with their day to day duties				
<u>Advanced Apprenticeship - Engineering Construction with Doosan Babcock</u>	1+	Nationwide	Engineering Construction – ECITB	28/04/2016
The Doosan Babcock Limited Apprenticeship scheme programme over a 36 month period and leading to a Level 3 Diploma in Welding, Erecting & Pipefitting.				
<u>Advanced Apprenticeship in Engineering - Project Control with Doosan Babcock</u>	1+	Nationwide	The Power Industry	28/04/2016
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.				
<u>BT Apprentice Scheme - IT - Advanced with BT</u>	1+	Nationwide	IT, Software, Web & Telecoms Professionals	30/06/2016
As an apprentice at BT, you can do amazing things. You'll be part of a global innovations company, using the power of communications to make a better world and create new possibilities for our customers.				
<u>BT Apprentice Scheme - Vehicle Maintenance with BT</u>	1+	Nationwide	Contact Centre Operations	30/06/2016
As an apprentice at BT, you can do amazing things. You'll be part of a global innovations company, using the power of communications to make a better world and create new possibilities for our customers.				
<u>BT Apprentice Scheme - Engineering with BT</u>	1+	Nationwide	Network engineer (Level 4)	30/06/2016

As an apprentice at BT, you can do amazing things. You'll be part of a global innovations company, using the power of communications to make a better world and create new possibilities for our customers.				
<u>BT Apprentice Scheme with BT</u>	1+	Nationwide	IT, Software, Web & Telecoms Professionals	30/06/2016
As an apprentice at BT, you can do amazing things. You'll be part of a global innovations company, using the power of communications to make a better world and create new possibilities for our customers.				
<u>Apprentice - Retail Travel Services (Southampton) with Hays Travel Ltd</u>	5	Southampton	Travel Services (People 1st)	24/07/2016
Working towards an NVQ level 3 in Travel Services, we will support your development through a structured programme which will help your product knowledge, customer service and selling skills enabling you to grow in confidence and reach your full potential.				
<u>Apprentice Activity Leader with Kingswood Centre Ltd</u>	1+	Nationwide	Activity Leadership	05/09/2016
The successful candidates will deliver a range of outdoor activities and lead tours on a range of historical and educational topics, in a variety of locations. You must show a keen willingness for personal development while ensuring a strong customer.				



www.apprenticeships.gov.uk/



Apprenticeships available NOW!

[Witherswood](#) Nursery (Portswood) - Level 2 CYPW Childcare or Level 3 EYE Childcare qualification - GCSE Grade C Maths and English or above required the level 3 qualification

[Southampton University Faculty Engineering and Environment](#) - The successful candidate will be working towards a Business Administration Diploma Level 2 with additional Maths and English qualifications if required.

[Southampton University Faculty of Student Recruitment and Admissions](#) - The successful candidate will be working towards a Business Administration Diploma Level 3 with additional Maths and English qualifications if required.

[The Trees Regents Park](#)- Level 2 CYPW Childcare or Level 3 EYE Childcare qualification - GCSE Grade C Maths and English or above required the level 3 qualification.

[The Trees Portswood](#) - Level 2 CYPW Childcare or Level 3 EYE Childcare qualification - GCSE Grade C Maths and English or above required the level 3 qualification.

[Stellamar](#) –The successful candidate will be working towards a Business Administration Diploma Level 3 with additional Maths and English qualifications if required. The employer will provide training to use the CRM database in addition to FNTC Training providing a work based training programme.

[Young Explorers](#) Childcare (Woolston) - Apprentice - Level 3 EYE Childcare qualification - GCSE Grade C Maths and English or above required for this role

[Kingsmead](#) - - Level 2 CYPW Childcare or Level 3 EYE Childcare qualification - GCSE Grade C Maths and English or above required the level 3 qualification.

[Rebecca's](#) Out Of Sch Club (Hiltingbury Road, C.Ford) - Level 2 CYPW Childcare or Level 3 EYE Childcare qualification - GCSE Grade C Maths and English or above required the level 3 qualification

[Rebecca's](#) Out Of School Club (Scantabout, C.Ford) - Level 2 CYPW Childcare or Level 3 EYE Childcare qualification - GCSE Grade C Maths and English or above required the level 3 qualification

[Creative Kids After School Club](#) (Waltham Chase) – Apprentice –Level 2 CYPW Childcare Qualification

[Creative](#) Kids After School Club (Bursledon) – Apprentice –Level 2 CYPW Childcare qualification

[Creative Kids After School Club](#) (Swanmore) – Apprentice –Level 2 CYPW Childcare qualification

[Happy Days Nursery \(Totton\)](#) – Apprentice – Level 3 EYE Childcare qualification - GCSE Grade C Maths and English or above required for this role

[Little 1 Nursery \(Chandlers Ford\)](#) – Apprentice – Level 3 EYE Childcare qualification - GCSE Grade C Maths and English or above required for this role

[Little 1 Nursery \(Hedge End\)](#) – Apprentice – Level 3 EYE Childcare qualification - GCSE Grade C Maths and English or above required for this role

[Abbotswood Day Nursery \(Romsey\)](#) – Apprentice – Level 3 EYE Childcare qualification - GCSE Grade C Maths and English or above required for this role

[Romsey Centre Pre School](#) - Level 2 CYPW Childcare or Level 3 EYE Childcare qualification - GCSE Grade C Maths and English or above required the level 3 qualification.

[Fawley Independent Nursery \(Fawley\)](#) - Apprentice - Level 3 EYE Childcare qualification - GCSE Grade C Maths and English or above required for this role

[Sundial Cottage Care Home \(Fawley\)](#) – Apprentices – Level 2 Health and Social Care qualification

For more information and to
apply, please contact:

Emily Buckell

Business Development Administrator
FNTC Training & Consultancy

Tel: 02380 866664



Reeves Designs (ceramic-gifts.com) Apprentice Studio assistant

63 Burseldon Road
Southampton
SO30 0BP

Weekly Wage: £150

Are you looking to work in a fun relax environment? Are you looking to kick start you career? DO you want to work in a growing business? If yes apply today!

Juliet Reeves Designs has now seen success through Etsy.com, Folksy.com, Not On The High Street and of course now through www.ceramic-gifts.com. Juliet is a huge ambassador of the 'handmade movement' and will always help promote friends and fellow makers as well as encouraging everyone she meets to buy handmade. It is a very relaxed working environment and will be great for someone with a strong interest in art.

Basic role and Responsibilities:

- Order taking
- Looking through existing orders
- Making and packing product
- Printing orders
- Picking and processing orders
- Stock listing
- Product checking
- Ordering new materials
- Answering customer queries usually by email
- Answering the occasional phone call

KEY
TRAINING
unlocks potential

If you feel you're suitable for this role, why not apply right now! The ideal candidate would have the opportunity to progress within the company and go on to complete their NVQ Level 3 in Business Admin!

Apprentice Sales advisor (Telesales) with Advisalink

www.advisalink.com/

The Old Bond Store
Back of the Walls
Southampton
Hampshire
SO14 3HA

Working Week Mon-Fri 10am-6pm 37.5 hour per week

Weekly Wage £ 150.00

KEY
TRAINING
unlocks potential

Advisalink was founded in 2012. The managing director had 10 years' experience in the financial industry prior to founding Advisalink and has used his frustration of non-advised and mis-sold financial products to provide a fresh, innovative approach to the provision of financial services in the UK.

Based in Southampton in the heart of the ancient city walls, the company started with 4 like-minded individuals and 3 years later boasts a healthy 20-strong team. The environment is young, vibrant and energetic and gives a fresh vibe and outlook to an otherwise somewhat 'grey' industry. Are you a confident person? Can you pick up the phone and speak to people? Look no further this is for you! Apply now!

The roles and responsibilities:

- Answering telephone
- Updating data base
- Communicating with other members of staff
- Work closely with the marketing team to achieve sales objectives
- Negotiate commercial terms within set guidelines

If you feel you're suitable for this role, why not apply right now! The ideal candidate would have the opportunity to progress within the company and go on to complete their NVQ Level 3 in Telesales!

Apprentice Admin Resourcer with One Way Resourcing Ltd

Andersons Road
Southampton
Hampshire
SO14 5FE

www.oneway.co.uk
Working week – Mon-Fri 9am – 5pm (1hr lunch)
Weekly Wage £200.00

One Way is a respected and rapidly growing recruitment company for the construction industry, with specialist expertise in the built environment, rail, civil engineering and heavy plant. They place top quality construction professionals, technical and management staff, and trades and labour roles across the UK.

One Way are on the search for a Confident, success driven individual to join their team as an Apprentice Admin Resourcer! The ideal candidate will have a chance to complete an NVQ Level 2 and Level 3 in Business Administration and potentially gain a full time contract at One Way after the apprenticeship!

Roles and responsibilities:

- Organise and plan weekly activity
- Data Entry
- Faxing
- Manage candidates visit times
- Reference calls to potential clients
- To provide support to other areas of the business as directed
- Inform candidates about prospective positions
- Meeting and greeting clients
- To assist with ad-hoc projects, campaigns and assignment as required
- Manage candidates visit times and incoming calls
- Candidate generation
- Scanning
- Advertise Vacancies
- Deal with incoming calls
- Maintain regular contact with candidates

This is a fantastic opportunity for anyone who is looking to kick start their career! Why not apply right now!

Apprentice Administrator with Mknr Ltd

www.mknrecruitment.co.uk

London Road
Southampton
Hampshire
SO15 2AG

Working Week 9am-5pm
£175.00 per week

KEY
TRAINING
unlocks potential

Are you interested in recruitment? Do you want to work alongside highly professional individuals in MKR Recruitment? If you answered yes to both of these questions then why not apply now! MKN Recruitment has a very simple vision and that is to ensure that their clients and candidates receive the specialised service which they deserve. You will be trained in the following duties. Working for a small but growing recruitment consultancy. Duties:

- Maintaining and updating the recruitment database
- Formatting CVs in Microsoft word
- Creating professional profiles for candidate CV submittal
- Acting as gatekeeper for the team, handling incoming calls etc.
- Assisting with document template creation
- Data input and document uploads
- Filing documents
- Scanning documents
- Speaking to candidates over the phone or via email
- Collecting CV's

If you feel you're suitable for this role then why not apply now? This is a fantastic opportunity!

georgie.howe@keytraining.co.uk

Interested in this apprenticeship? Send your CV to:



Earn whilst you learn - Become an Apprentice today!

A Carillion Apprenticeship is a great way to start a career in the construction industry - with very little costs involved. Carillion is recognised as one of the best construction training providers in the country. You need to be 16 – 18 to start with us and you do not need any qualifications.

We recruit male and females in Bricklaying and Carpentry/Joinery offering NVQ Level 1 - 3 qualifications in our Southampton Training Centre with the support of real life construction Employers - There is no need to attend a college, it's all covered in our training centre

Level 1 is 15 weeks, paying £30 pw learner allowance ,giving you comprehensive blended classroom and practical training to learn about the construction trade, H&S training and Maths and English functional skills if your grades are below level C. You are assigned an assessor for the duration of your training and we train and award your CSCS card – **free of charge** to give you access to work safely on sites whilst gaining work experience.

We give you full Personal Protective Equipment (PPE) including boots, hard hat, hi - vis, gloves, safety glasses, masks and ear protection - **all completely free of charge**.

Level 2 12 -15 Months paying £122.10 pw offers a combination of classroom and on site training with construction Employers (who we find for you) providing real life working experience and expert advice in your chosen trade. Your assessor will visit you on site to help gather your evidence for your qualifications.

You are provided with a comprehensive tool kit to start you off in your chosen field and to use during your 'on site' work experience during Level 2.

Level 3 can give you more intricate skills and gain supervisory experience, leading onto employment opportunities as site supervisors. From this, some of our apprentices have gone onto university for graphic designing/architecture degrees.

At this Level, you will be paid £149.85 pw which could rise to the NMW limit if you have been with us a year and reached the age of 19

91 % of the last round of Southampton apprentices have successfully gained their qualifications and gone into sustainable employment as a result of our training programme, with an earning potential of £16,000 - £32,000 per annum

Vacancies available for August 2016. To find out more or arrange a visit of the Centre contact lin.seikus@carillionplc.com, Call Southampton 023 80786161 or apply online www.carillionapprenticeships.com



86% of apprentices leave
with full time employment
in the construction
industry

Please contact us
if you would like a
tour around
the centre

As an alternative to college, have you considered an apprenticeship? If you're looking for a fully supported start in Carpentry and Joinery or Bricklaying, Level 1-3, then we can help you. We'll find Employers to work with you to give you work experience and ultimately employment opportunities at the end of your qualification.

You don't need any qualifications and you'll earn whilst you learn.

Contact:
Lin Seikus
Mob: 07989 187322
lin.seikus@carillionplc.com

or contact the Centre direct
Tel: 02380 786 161

Apply Online today
www.carillionapprenticeships.com


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Just think . . . you could be working for one of these employers!

To view or apply for these vacancies, please click on Apply Now

Do **NOT** contact the Employer direct

Current Vacancies

Apprentice Trainee Programmer

Location: Romsey

Closing Date: 10/02/2016

Employer Name: Business Analysis Ltd

Wage: £185.00 per week

Ref: 760631

[APPLY NOW](#)

Technical Administrative Assistant Apprentice

Location: Chandlers Ford

Closing Date: 14/02/2016

Employer Name: Medatech UK Ltd

Wage: £200.00

Ref: MEDA0001

[APPLY NOW](#)

Marketing Apprentice

Location: Southampton

Closing Date: 27/01/2016

Employer Name: Autobulbs Direct Limited

Wage: £157.50

Ref: ABD01

[APPLY NOW](#)

Web: www.peta.co.uk/choices

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with a Kaplan Apprenticeship



Come to our School Leavers Open Day to find out how we can help kick start your career

Kaplan Southampton Centre, Wed 24th Feb, 4–7pm

- ✓ Learn more about our Apprenticeships in Accounting, Financial Services or Traineeships
- ✓ Speak to representatives from professional bodies
- ✓ Check out our **FREE CV review service**
- ✓ Meet local employers



Kaplan Financial Southampton
Broadcasting House, 10 Havelock Road,
Southampton, SO14 7FY.



To book your place:

➔ www.kaplanapprenticeships.co.uk

☎ 02380 220 852 ✉ southampton@kaplan.co.uk

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Wealth of well known employers
who take on apprentices every year;
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to welcoming you to one of
our Open Evenings

from 4.30 pm – 7.30 pm

Thursday
25th February 2016



 Traineeships

SETA's Open Evenings
www.setatraining.co.uk

 Apprenticeships

Apprenticeship Opportunities

Start your career today!

Brockenhurst College have a many fantastic apprenticeship opportunities available in a wide variety of businesses across Southampton and the surrounding area. To help you prepare for work and succeed at interview we are currently offering the chance to attend an Apprenticeship Customer Service pre-employment training is a 5 day course designed to give you a sound understanding of customer service and provide you with the skills and knowledge needed to become an effective member of a team in the workplace.

Course content:

- World Host Principles of Customer Service
- Employability Skills including
 - Working as Part of a Team
 - Effective Communication
 - Interview Skills
 - Searching for a job

All training is carried out by fully qualified industry experts; we can provide one to one support with job search and interview preparation. All apprenticeship opportunities will be discussed on the course and work experience and interviews arranged following successful completion of the course.

Timings 9.30am – 2.45pm

All training is delivered at Unit 33, Basepoint Business Centre, Royal Crescent Rd, Southampton, SO14 5FE

To book a place on and information session please call us on **02380 682571**

Unit 32 Basepoint Business Centre, Andersons Road, Southampton SO14 5FE
T: 02380 682571 or 572 E: employmentsupport@brock.ac.uk
www.employment-support.co.uk



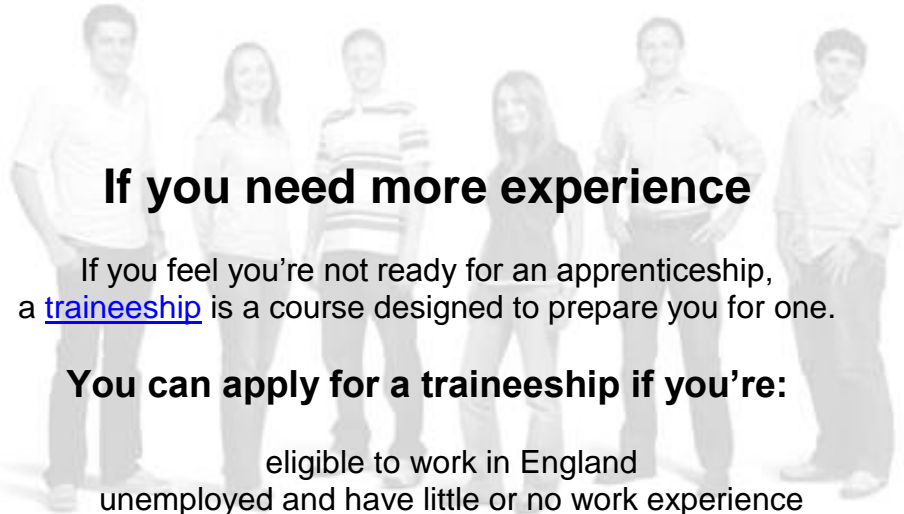
Brockenhurst College





TRAINEESHIPS

TRAINEESHIPS



If you need more experience

If you feel you're not ready for an apprenticeship, a [traineeship](#) is a course designed to prepare you for one.

You can apply for a traineeship if you're:

eligible to work in England
unemployed and have little or no work experience
aged 16 to 18 and qualified below Level 3, or aged 19 to 24 and qualified below Level 2

A traineeship is a course to get you ready for work or an apprenticeship.
It can take up to 6 months.

You'll get:

help with English and maths (if you need it)
a work experience placement lasting at least 6 weeks

You won't be paid, but your employers can sometimes give you expenses for things like travel and meals.

The [National Careers Service](#) has advice on writing applications and what to do at interviews.

Apprenticeship helpline

Telephone: 0800 015 0400 or 0247 682 6482
nationalhelpdesk@apprenticeships.gov.uk



www.gov.uk/find-traineeship



Opportunity Notification

Provider

Name	Kaplan Skills and Employment
Address	Broadcasting House, 10 Havelock Road, Southampton, SO14 7FY

Provision

Title	Financial Internship
Days / Times	Mon-Fri 10am-4pm
Content	Employability skills (CV writing, cover letters, application forms, interview techniques) AAT (Association of accounting technicians) Work placement – minimum of 100 hours Potential apprenticeship opportunity
Location Covered	Southampton, Eastleigh, Winchester & Surrounding areas

Customer Eligibility

Age	16-18
Benefit Type	NEET
Basic Skills Level	Level 1
Upper Qualification Restrictions	Cannot possess a full Level 3 qualification

Referral Contact Details

Name	Jason McLean
Email	Jason.mclean@kaplan.co.uk
Telephone	07785 426679 Mobile Direct dial 023 80213412
Website	http://www.getmyfirstjob.co.uk/Search/Jobs.aspx?id=30040
Method	Email or telephone
Closing Date	29 th February

Additional Information

Details	<p>The Traineeship Programme is twelve weeks long and there is no cost to the student as it is Government funded. The individual will study 1 of Work Skills (Employability) which will help them to prepare for interviews as well as update their CV/cover letters, plus Level 1 AAT. They can also expect to get a work placement at the end of the training to help them gain valuable experience in a accounts role; which could potentially turn into an apprenticeship and help to kick start their career.</p> <p>On top of this any students that come from particularly vulnerable backgrounds or live with parents that are on low incomes would be entitled to a bursary to help them through the programme. We reimburse all travel expenses and also award the young people with £100 worth of Love2Shop vouchers once they successfully complete their work placement.</p> <p>I am currently recruiting NEET young people aged between 16-18 to take part in our next Traineeship Programme – Financial Internship. We have several opportunities currently available.</p>
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Traineeship in childcare

Our traineeship course is designed for **16-24 year olds** who are looking for a **stepping stone** into an apprenticeship or employment. Our traineeship entry requirements are set so that someone with limited work experiences or qualifications can benefit from attending sessions both in class and also in work placement to build on these.

We offer four sections to build an individual traineeship tailored to meet the needs of the learner. These four sections are English, maths, employability and also childcare.

The learner will be expected to attend class based learning located at our Totton learning centre Mondays, Tuesdays and also Wednesdays- times vary depending on individual needs.

Following a successful DBS check, the learner will work with our business development team to acquire a suitable voluntary work placement in the chosen area of childcare. This not only provides hands on experience in their chosen area but also a great opportunity to progress onto an apprenticeship as well as contributing a reference on their CV.

If you would like to discuss potential candidates suitable to this course or have any questions relating to the traineeship please do not hesitate to contact us on: **02380 866664**

Kelly Miller- Traineeship tutor

Traineeships (pre-apprenticeships)

A **Learndirect Traineeship** is a **10 week** programme designed for individuals **aged 16-24** who are not in employment, education or training.

Week 1 and 2

Training based in our Southampton Centre including:

- Maths Support
- English Support
- CV Support
- Job Club / Support
- Interview Support

Week 3 to 10

Work experience in a variety of sectors including:

- Business Admin
- Childcare
- Hospitality
- Health & Social Care
- Retail

All **travel expenses** to the Southampton Training Centre and work placement will be fully reimbursed. If eligible, you can also receive a weekly bursary payment up to **£30 per week**.

Additional sectors on offer such as Mechanics and Hairdressing.

For further information or to apply, please contact:

Sophie Dudley

Mobile: 07469 102 463 Email: sophie.dudley@learndirect.com

Our FREE* Courses are ALL family friendly hours

**Employability
City & Guilds L1**

29th February – 11th March 2016
9.30am – 2.30pm

**Confidence & Motivation
City & Guilds EL3**

22nd, 23rd, 25th, 26th February 2016
9.30am – 2.30pm

**Warehouse
City & Guilds L2**

15th February – 2nd March 2016
9.30am – 4.00pm

**IAG required before all courses
Contact Admin to Book directly**

Tel: 02476 707942

Please bring proof of ID on the day

All inductions are on a 1-2-1 appointment only.



get on get a traineeship

If you're 16-24 and need some experience, Kaplan will help you get there and help you get on.

Work placements can be gained in many industries; for example: Animal Care, Business Admin, Construction, Travel and Tourism, Beauty, Health and Social Care, IT, Childcare, Accounting, Customer Service, Hospitality, Education and many more!

To get on a Traineeship

Call: 0161 233 4596 or visit: www.kaplantraineeships.co.uk

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Traineeships

Apprenticeships



KAPLAN

New BBC Traineeship



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- Get ahead in the job market
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- Gain valuable digital skills to help you into employment



Ask here for details
if you are aged 16 to 24
and unemployed



Find out more at our website:
bit.ly/midtraineeship



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COURSE
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FREE
training
16-24 yrs

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TRAINING
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Traineeships





**THE AGEAS BOWL
SOUTHAMPTON**

TRAINEESHIP PLACEMENTS AVAILABLE NOW

Would you like to be part of an organisation like the Hilton The Ageas Bowl to take your first step on the career ladder?



1.7m people in the UK work in hospitality – you too could find a career in; front of house, catering, sales and marketing, events and many more.

Kaplan Skills and Employment joint with Hilton Ageas are offering you the chance to gain an employability course, Hilton bespoke training and a work placement for 100 hours, plus potential apprenticeship opportunities.

If you are aged between 16-18 and do not have a qualification equivalent to Level 3 please contact Jason.Mclean@kaplan.co.uk or call 02380 213412.





OTHER TRAINING



Opportunity Notification

Provider	
Name	SAFE - Youth Choices Course
The	Course venue: 1 st Floor Dukes Keep, Marsh Lane, Southampton. SO14 3EX
Provision	
Days	<p>Jan/Feb 2016: 2 days a week for 5 weeks (Mondays and Thursdays):</p> <p>Monday 25 January Thursday 28 January</p> <p>Monday 1 February Thursday 4 February</p> <p>Monday 8 February Thursday 11 February</p> <p>Monday 22 February Thursday 25 February</p> <p>Monday 29 February Thursday 3 March</p> <p>N.B course will not be running during Half Term week comm 15/2</p>
Times	10.30am - 3.30pm
Content	Vocational CBT course to boost confidence, self-esteem, motivation and employability
Customer Eligibility	
Benefit Type	Any
Customer Group (if appropriate)	For 16-24 year olds not in education, training or employment who may have mild to moderate mental health difficulties.
Other Criteria (CRBs etc.)	Candidates must be from Southampton City only.
Referral Contact Details	
Name	Nicola King/ Paul Smith 023 8070 2222
Email	choices@safe.org.uk www.safe.org.uk
Referrals	
Method	Email/Telephone/Website referral form: each candidate must have an initial one-to-one meeting prior to the start of the course and so time needs to be allowed for this
Closing Date	Friday 22 January 2016
Additional Information	
Details	<p>This course is designed for disengaged young people and adults (aged 16-24 years) in Southampton City who want to progress into work, training or community involvement. It is for those struggling with low confidence, self-esteem and motivation but who want to change their situation and progress in their lives. The course will enable them to identify their skills and strengths along with a healthy way of thinking about themselves and their situation so that their motivation increases. It is an informal, interactive course.</p> <p>Travel expenses are reimbursed.</p> <p>Lunch and refreshments are provided.</p>



Get Started



Get Started with Football

with The Prince's Trust

If you are **16-25**, not currently in employment, education or training - join our free **Football training** programme where you can:

- Gain a **FA Level 1** Coaching qualification
- Gain **Emergency First Aid and Safeguarding** qualifications
- Get the opportunity to work with **Southampton FC** and learn from professionals
- Meet new people and improve your **communication and teamwork skills**
- Opportunity to access further training with **Southampton FC**
- Receive up to **three months' progression support** with the Prince's Trust to help you find further work, education or training

Interested?

Taster Day: Wed 3rd February 2016

Main Programme: 8th to 12th February

Lunch and Travel will be provided during the programme.

To register your interest or for more information contact **Ryan Hayter** on **07903647959** or email ryan.hayter@princes-trust.org.uk. Alternatively, you can also text the word '**Football**' to **07903647959**.

In Partnership with:





with The Prince's Trust and Totton College

If you are aged **16-25** and unemployed– join our free games design training programme. The Prince's Trust and Totton College are running **a one week programme** for young people who are interested in the gaming industry.

Join our free Games Design programme where you can:

- Learn to design a computer game
- Build a computer game including the artwork, characters, sound effects and music
- Showcase your game to a wider audience at the end of the week
- Meet new people and improve your communication and teamwork skills
- Receive up to three months progression support with the Prince's Trust to help you find further work or training
- Your travel costs will be provided during the taster day and the main programme

Interested?

To register your interest or for more information contact **Ryan Hayter** on **07903647959** or email ryan.hayter@hotmail.co.uk Alternatively you can text the word '**Games Design**' to **07903647959**.

Taster day: 10th February 2016

Main programme: 15th February – 19th February 2016

Sponsored by Huawei





If you are 16-25, currently not in employment, education or training and interested in a career in Retail, join this **FREE** four-week training programme, where you can:

- Learn about customer service and the various customer service roles at Marks & Spencer
 - Get on-the-job training in a Marks & Spencer store (West Quay or Hedge End)
 - Get regular feedback and guidance via a dedicated buddy
 - Improve your teamwork and communication skills and boost your confidence, interview skills and your CV at the same time
- Receive up to six months support after the programme to help you find a job

Travel expenses reimbursed, lunch provided for the duration of the programme and a uniform will also be provided

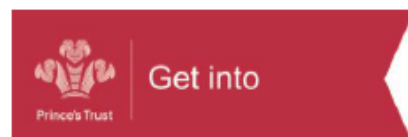
Interested?

To be eligible for the programme you will need to attend an information session either on 27th or 28th **January** followed by a **taster day on 1st February 2016**, both will be in Southampton. Final selections will be made after the taster day.

The main programme will run from **8th February to 4th March 2016** in Southampton and Hedge End.

To register your interest or for more information, please contact **Jonny Brason** on **02380 206990**, text **'RETAIL'** to 07436790153 or by emailing jonny.brason@princes-trust.org.uk

In Partnership with:





GET STARTED WITH GAMES DESIGN

Get Started with The Prince's Trust is for unemployed young people aged 16-25. If you are into computer games but out of work, then Get Started with us.

- Find out how computer games are designed and built
- Work with others to build a game including artwork, characters and sounds
- Present your game to a wider audience
- Test out games designed by others in the group
- Work with experts in the Games Design industry
- Meet new people and improve your communication and teamwork skills
- Receive up to three months' support with the Prince's Trust to help you find further work or training

When and Where?

Taster day will be held on 10th February at Totton College

This course will run 15th – 19th February 2016 at Totton College

Contact:

If you're interested or want more information please contact **Ryan Hayter** on 02380 206987, text "COMPUTER GAMES" to 07903647959 or you can email ryan.hayter@princes-trust.org.uk

This course is entirely free and we reimburse travel costs and provide lunch.

In Partnership with:



Warehousing (Industrial, Retail, Commercial) – 11th February 2016 for 12 days

If you're looking to become a warehouse operative, stock controller, dispatcher or any other role within the warehousing industry, this recognised course will give you the necessary skills and knowledge to apply for these jobs.

What is the qualification?

City & Guilds Level 2 Certificate in Warehousing and Storage

What does the course cover?

As well as gaining a nationally recognised qualification, you'll learn:

- how to receive and store goods and materials
- how to process orders and dispatch goods
- the importance of safety, security and stock loss through theft and damage
- how to deliver effective customer service
- warehouse related health, safety, security and legislation
- how to be an effective team worker

Please contact Kathy Lewis for further information. <http://www.learndirect.com/>

Kathy Lewis
Employer Engagement Consultant – South Coast

m • 07803 200 183
e . Katharine.lewis@learndirect.com



Free English and Maths qualifications for **your Workforce**. Click [here](#) for more info.

Retail Training with Brookenhurst College

This retail course is 10 days and designed to give the candidate a sound understanding of the retail industry and provide the skills and knowledge needed to become an effective member of a retail team.

Course content:

- City and Guilds Retail Knowledge Award Level 1
- Health and Safety in the Workplace CIEH Level 2 Award
- Food Safety CIEH Level 2 Award
- Manual Handling
- Employability Skills including
 - Working as Part of a Team
 - Effective Communication
 - Interview Skills
 - Searching for a job

All training is carried out by fully qualified industry experts; we can provide one to one support with job search and interview preparation.

Course dates and timings: 01/02/16 – 12/02/16 9.30am – 2.30pm

To be eligible for the course candidates must be claiming benefits and be 19 years old or over. (In some circumstances we can accept 16 – 18 year olds please call to discuss on an individual basis).

All training is delivered at Unit 33, Basepoint Business Centre; our entrance is located on Royal Crescent Road just by the central Bridge.

To book a place on an information session to find out more about the training please call us on **02380 682571**



Unit 32, Basepoint Business Centre, Andersons Road, Southampton SO14 5FE
T: 02380 682571 or 572 E: employmentsupport@brock.ac.uk
www.employment-support.co.uk

BROCK100
100 years of education excellence



Not achieved your grades?

Not sure of your future?

**Feel more confident in a small
group?**

Not a problem!

Steps 2 Success

Make a fresh start with Totton College.

**Our part time programme will support you to make choices
about your future.**

Contact: Karen Keen Young
Tel: 023 80874874
Email: info@totton.ac.uk
Website: www.totton.ac.uk

How do I go about getting a job?

Work your way through the key skills to learn everything you need to know about getting a job, from writing a stand-out CV to giving your best performance at interview.



Writing your CV

1



Making connections

2



Understanding job ads

3



Building self-confidence

4



Preparing for an interview

5

How do I get ahead using people skills?

Work your way through the key skills to learn everything you need to know about the people skills employers are looking for and how you can use them to best effect.



Discovering your people skills

1



Growing your people skills

2



Building your confidence

3



Putting your people skills into practice

4

Explore this website for lots of tips on getting a job, using people skills, managing your finances and more

SIGN UP NOW!

www.barclayslifeskills.com

MILITARY PREPARATION COLLEGE

at Chamberlayne Arts College, Southampton, SO19 9QP

Places
Available
NOW!

Looking
for a
**HEAD
START?**



CALL 08442 438438 NOW!



Aim **HIGH,**
Go **FAR!**

Book Your
Place
TODAY!

www.mpct.co.uk

1,850 ARMED FORCES ENLISTMENTS

By Failing to Prepare, You are Preparing to Fail...

SKILLS2 ACHIEVE

CASH
incentives
may
apply!!

16-19yrs?

Stuck at home with nothing to do?

- ▶ Want to try something new?
- ▶ Want to meet new people?
- ▶ Want to gain skills and qualifications?
- ▶ Want to get that first foot on the job ladder, apprenticeship or college placement?

Well, if you're a young person aged 16-19 who isn't in training, education or employment, then Skills2Achieve could be for you.

Want to know more?

For more information or to arrange an interview please call Freephone 0808 100 3134 or text 07912 631235.





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!*

www.my-coaching.co.uk

goals
soccer centres

Limited Spaces!!

City & Guilds



Like us on Facebook:
www.facebook.com/mycoacheducation



Follow us on Twitter: @my_coaching

www.saintsfoundation.co.uk



INFORMATION

Find your
career



... is designed to help you find a good career by providing the most current **local data** on wages, employment, job postings, and associated education and training.

LOOK

EXPLORE

APPLY

1.

Answer 6 brief questions and see which careers you are matched to

Explore information about that career -
Average wages – how many people are
employed in this area etc.

2.

3.

Check out current salaries –
is the career on the increase or decline?

Finally, look at the list of **LIVE, CURRENT**
vacancies and **APPLY**

4.

www.access-southampton.co.uk

Got a career idea?
Check it out **HERE!**

Find your
career

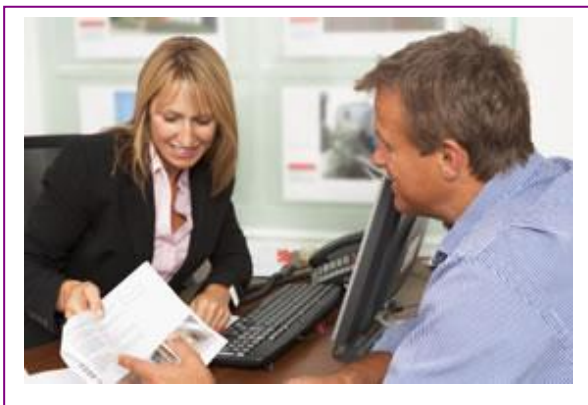




Estate Agent

Estate agents market commercial and residential property, acting as negotiators between buyers and sellers. You'd use your knowledge of the local property market to get the best price for the seller. If you are interested in the property market and you enjoy meeting different people, this job could be perfect for you. To be an estate agent, you should have good organisational and time-keeping skills. You should also be trustworthy. Employers are usually more interested in your skills and experience than your formal qualifications.

Work activities You'd normally work for an independent or chain of estate agents. As well as residential sales, you could also be looking after land sales, commercial property, lets, property management and auction sales. viewing properties and taking photos and measurements advising clients about the buying and selling process arranging surveys and valuing properties marketing and advertising properties for sale using online media to market properties and communicate with clients showing potential buyers and tenants around properties helping negotiate a price acceptable to the buyer and the seller arranging the legal side of property buying and selling (conveyancing) carrying out energy performance assessments managing rented properties and collecting rent. You're likely to work on Saturdays as well as week days. You'd be based at an office or high street agency but would spend a lot of your time visiting properties, showing people around and making valuations.



STARTING SALARY



£12,000
per year

HOURS
PER WEEK



35 -40

SOUTHAMPTON WEBSITES:

Southampton Information Directory

The screenshot shows the homepage of the Southampton Information Directory (SID). At the top left is the Southampton City Council logo. The main heading reads "WELCOME TO SOUTHAMPTON INFORMATION DIRECTORY (SID)". Below this are three main service categories, each with an icon, a brief description, a list of services, and a "More" button:

- Adults:** Information and support for adults and those that are caring for them. Services include: Caring & Help at Home, Things to Do, Money Matters & Benefits.
- Families:** Information and support for families with children and young people aged 0-19. Services include: Childcare, Things to do, Sure Start Children's Centres.
- SEND Local Offer:** Information and support for children & young people with special educational needs and disabilities aged 0-25. Services include: Short breaks/respite, Schools and Learning, Support for Parent/Carers.

www.sid.southampton.gov.uk

Do more than ever online

Southampton City Council is on Facebook.

To connect with Southampton City Council, sign up for Facebook today.

Sign Up

Log In

Paying my council tax online

Just renewed my library books! #lovereading

So easy to request a new garden waste bin!

Reported a pothole



Southampton City Council
Government Organisation

Timeline

About

Photos

Twitter

More ▾

- Keep up to date with what's happening in Southampton.
- Check out information about events

www.facebook.com/SotonCC

NATIONAL MINIMUM WAGE

Rates increase from
1st October 2015

Pay and Work Rights Helpline
0800 917 2368



Year	21 and over	18 to 20	Under 18	Apprentice*
2015 (from 1 Oct)	£6.70	£5.30	£3.87	£3.30*
2014	£6.50	£5.13	£3.79	£2.73*
2013	£6.31	£5.03	£3.72	£2.68*

*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



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



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

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

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

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



USEFUL CAREERS / JOB SEARCH WEBSITES

jobzoo.co.uk – Join job zoo and on 'your wall' get information specific to your interests.

nationalcareersservice.direct.gov.uk – Check out the skills health check – essential for generating career ideas.

icould.com – Video site with job profiles to help explore career ideas about choose subjects.

careersbox.co.uk – An online library of careers related films, news and information. Case studies show real people doing real jobs, giving viewers insights into all different careers.

fasttomato.com – Find out which jobs and careers might suit you based on your individual interests, learning styles and expectations.

thestudentroom.co.uk – On this site GCSE, A-Level and university students share academic and social knowledge: from study help, to choosing a university, careers, and student life. NOTE: Although this site can be useful, it's largely peoples' opinions, so it may not always be 100% accurate or unbiased.

prospects.ac.uk – Although this is a website designed for University graduates, it has a good A-Z of career information and suggestions of what you can do with your subject. What graduates did next is helpful for decision making.

allaboutcareers.com – quick facts on each industry, separating fact from fiction.

totalprofessions.com –Links to over 300 careers. See Profession Finder tab on home page.

www.bigdog.co.uk – Job vacancies streamed for local areas and articles on key job areas.

APPRENTICESHIPS

gov.uk – Live site advertising apprenticeships available across the UK. Search by occupation and postcode.

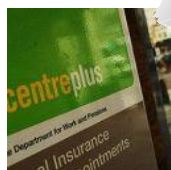
alphi.org.uk – Lists the apprenticeship training providers locally.

plotr.co.uk – Easy to use, well presented and you are able to search for apprenticeship vacancies in your home area under 'Opportunity Finder'.

notgoingtouni.co.uk – Ideas and job vacancies for careers after A levels., including Higher Apprenticeships.



Follow these links for more information



[What is the JobCentre Plus?](#)

A layman's guide to the Job Centre Plus and it's services for job seekers and employers.



[What is Income Support?](#)

Income Support is available to UK residents aged 16 to 59 who unable to seek full time work.



[What is Job Seekers Allowance?](#)

Jobseeker's allowance is the benefit paid to unemployed people who are actively looking for work.



[What are Job Fairs?](#)

Job Fairs provide a great opportunity to meet many local employers.



[JobCentre Plus Offices](#)

Where to find your local JobCentre Plus offices.




[What is Pathways to Work?](#)

Pathways to Work helps people with disabilities or health conditions that make it difficult for them to find work.



[Disability Employment Advisors](#)

If you have a health condition or a disability that affects your ability to work, JobCentre Plus offers a service for disabled workers by putting them in touch with a Disability Employment Advisor (DEA).

A grayscale photograph of a woman with long dark hair, wearing a dark long-sleeved top and jeans, talking on a mobile phone. She is smiling and looking towards the camera. The image is semi-transparent and serves as a background for the text.

ADVICE / SUPPORT

FREE DROP IN WORK CLUB AND IT CLUB

**Improve your IT skills
for everyday use**

**Improve your future
job prospects**

WHEN

EVERY THURSDAY

9am – 12pm and 12.30pm - 3.30pm
(last drop in is 2.45pm)

WHERE

WESTON LIBRARY

CHAMBERLAYNE LEISURE CENTRE CAR PARK, WESTON LANE,
SOUTHAMPTON SO19 9SJ

THESE ARE DROP IN CLUBS. NO NEED TO BOOK
INDIVIDUAL HELP GIVEN WITH PERSONALISED LEARNING

LOVELL

ALL 18+ WELCOME

WE CAN HELP YOU WITH

Learning and
improving your IT use.

Applying on line for
school places, jobs,
prescriptions,
benefits, Universal Job
Match, contacting the
council.

Searching for work,
preparing a CV and
covering letter.

Preparing for an
interview

LEARN HOW TO:

Use emails

Use social media

Use comparison websites

Download photographs
from a digital camera

Research on the internet



CITY LIMITS WORK CLUBS

Mondays

Bitterne Library 10am – 12pm

Wednesdays

Millbrook Library 12pm – 2pm
(Kendal Avenue Shops)

Thursdays

Central Library 3pm – 5pm
(Learning Centre)

Open to all

For more information Call City Limits on 023 8091 7585

FOR HELP WITH:

**APPLICATION
FORMS**

JOB SEARCHING

CV HELP

**DISCLOSURE
ADVICE**

INTERVIEW PREP

GAINING SKILLS

**MOVING
TOWARDS WORK**



COMPUTER COURSES FOR JOB SEEKERS AT CENTRAL LIBRARY



Get started with IT for Job Seekers - 3 day courses

- Free course if you are actively seeking work
- No computer experience necessary
- Ring 023 8083 2162 to book a place

**Learning Centre,
1st Floor,
Central Library,
Civic Centre**

**Mon: 10am-2.45pm
Wed: 10am-2.45pm
Fri: 10am-2.45pm**

With qualified and experienced tutors on hand you will:

- Learn how to use the computer keyboard and mouse skilfully
- Use the internet to search for information on work and leisure
- Set up and use your own email account to contact others
- Learn how to create an electronic CV and send it to employers
- Develop your typing skills
- Search and apply for work with Universal Jobmatch
- Explore job and training opportunities e.g. preparing for a driving theory test
- On completion of the course, refresh your learning with Drop-In-Sessions

Find out more call ☎ 023 8083 2162

If we are not able to take your call please leave a message and we'll get back to you. PLEASE NOTE: CENTRE CLOSED TUES & THURS

Use your library to help in your job search

- Libraries are free to use
- Read Local and National newspapers
- Find hundreds of books to help with CVs, job hunting, starting a business
- Use one of 150 computers with fast internet access to access job search sites, emails and the latest versions of Microsoft Office. Free to use for up to 2 hours per day
- Print high quality colour and black and white - from 10p for A4 b & w
- Scan to computer or usb
- wifi hotspots in Central library and Thornhill library
- Help from knowledgeable staff who can find the resources you need
- Local - with 11 libraries across the City - there is one near you

Use our resources to

- Create CVs, spreadsheets, databases and presentations
- Search for jobs and complete application forms
- Apply for benefits and local authority housing
- Access internet and email
- Scan documents and certificates to attach to emails

From home?

Find it in our Digital library
www.anywhere.me/southampton
Search the catalogues for books, DVDs and CDs e-books, digital magazines and newspapers.

Get careers information

- Job ideas
- Factsheets on jobs, employment, money, training, employment law
- Links to job finding web sites

Learn to drive

- Need to drive for your next Job?
Practice Theory questions for car or HGV tests

Improve your English skills

Go it alone or set up a business?

- Factsheets on how to start anything from a gardening business to a supply chain
- Help with business plans
- The skills you need and pointers to the next steps to take
- Overview of legal aspects of business

Get Advice at Central library

- Help from experienced tutors in Job Skills workshops
- Over 50s Job Club
- Citizens Advice (CAB) drop-in sessions in Central library Mon - Wed am
- Careers Service advisers pre-booked appointments

Joining is free and easy - Ask at any library

Employment Access Centre

“An excellent venue for Job Search”

**A friendly and welcoming ‘Cafe Style’ job search facility with
on hand support and advice from trained advisers**

Free use of:

Internet, Telephone, Photocopier, Computers, Printer

Free tea and coffee

All visitors will be required to complete a registration procedure on their
first visit.

All registered users can access support with:

Careers Advice

Interview Tips and Skills

CV Writing

Skills Awareness

Covering Letters

Email Account Set Up

Application Forms

Job Search including Universal Job
Match

Work Club sessions running Monday, Tuesday and Wednesday 10am -12pm.

Call in and see us during these sessions or call us on 02380 223 345

**Employment Access Centre, Unit 1, Empress Heights, College Street,
Southampton, SO14 3LA**

A map and full directions are available on our website
www.wheatsheaftrust.org/what-we-do/employment-access-centres



FREE

for learners of 19 and over
and on a work related benefit

Hope Centre, Weston

7th, 8th and 9th March

09:30 – 2:30
Free Lunch

Employability course in your area!



Held in the City Centre, Millbrook,
Swaythling/Bassett, Townhill and Weston

Three day course including:

- self-confidence and motivation
- job application tips and tricks
- interview preparation



PLUS

- a bonus session around your next steps

For dates and to book call 07811 165 534 or email
citylimits.employment@southampton.gov.uk

07 15 22 00



FREE

for learners of 19 and over
and on a work related benefit

Swaythling Neighbourhood
centre

17th, 18th and 19th Feb 2016.

09:30 – 2:30
Free Lunch

Employability course in your area!



Held in the City Centre, Millbrook,
Swaythling/Bassett, Townhill and Weston

Three day course including:

- self-confidence and motivation
- job application tips and tricks
- interview preparation



PLUS

- a bonus session around your next steps

For dates and to book call 07811 165 534 or email
citylimits.employment@southampton.gov.uk

01753 555555



European Union
European Social Fund
Employment and Skills

Funded by



Skills Funding
Agency



SOUTHAMPTON
CITY COUNCIL



Youth Options
a better future
for young people

Lordshill Youth Project

Lordshill Youth Project

Charity Number: 1147822

Youth Club

Wednesdays 18:30 - 20:30

**Lordshill Community Centre
Andromeda Road Lordshill**

Activities

Tuck Shop

music

LIKE US — WWW.FACEBOOK.COM/LORDSHILLYOUTHPROJECT

FOLLOW US — [@LORDSHILL_YP](https://twitter.com/LORDSHILL_YP)

MOB. 07766931757



NEW YEAR ~ NEW UFI

2016

CHIPS AND A CHAT

Monday, Wednesday Thursday

4pm to 6pm

We have a new café 'drop in' for young people to buy a drink or a bite to eat with the option to chat to our youth workers about everyday issues.

We provide a wide range of support for those aged up to 24 years

TO FIND OUT MORE

Keep up to date with us on FACEBOOK
Search "the garage ufi" and "Like" the page

Contact us on 02380669908 During open hours
Or 0788 415 3275 after 2pm Monday, Wednesday & Thursday

Email: thegarageufi@live.co.uk Or visit www.garageyouthclub.net

Follow us on Instagram @thegarageufi Twitter @Garageufi



Testwood Lane, Totton, Southampton SO40 3BT



NEW YEAR ~ NEW UFI 2016

MONDAY

4-6pm

Young Person's NHS Sexual Health Drop in clinic

And Drop in support – School year 8+

6.30-8.00pm

Club Session – School Year 8 and 9

WEDNESDAY

4-6pm

Drop in support – School year 8+

6.30-8.00pm

Club Session – School Year 10 and 11+

THURSDAY

4-6pm

Drop in support – School year 8+

6.30-8.00pm

Club Session – School Year 6 and 7

SATURDAY KITCHEN

10am-13.00

One Saturday per month (to be confirmed)

TO FIND OUT MORE

Keep up to date with us on FACEBOOK

Search "the garage ufi" and "Like" the page

Contact us on 02380669908 During open hours

Or 0788 415 3275 after 2pm Monday, Wednesday & Thursday

Email: thegarageufi@live.co.uk

Or visit www.garageyouthclub.net

Follow us on Instagram @thegarageufi

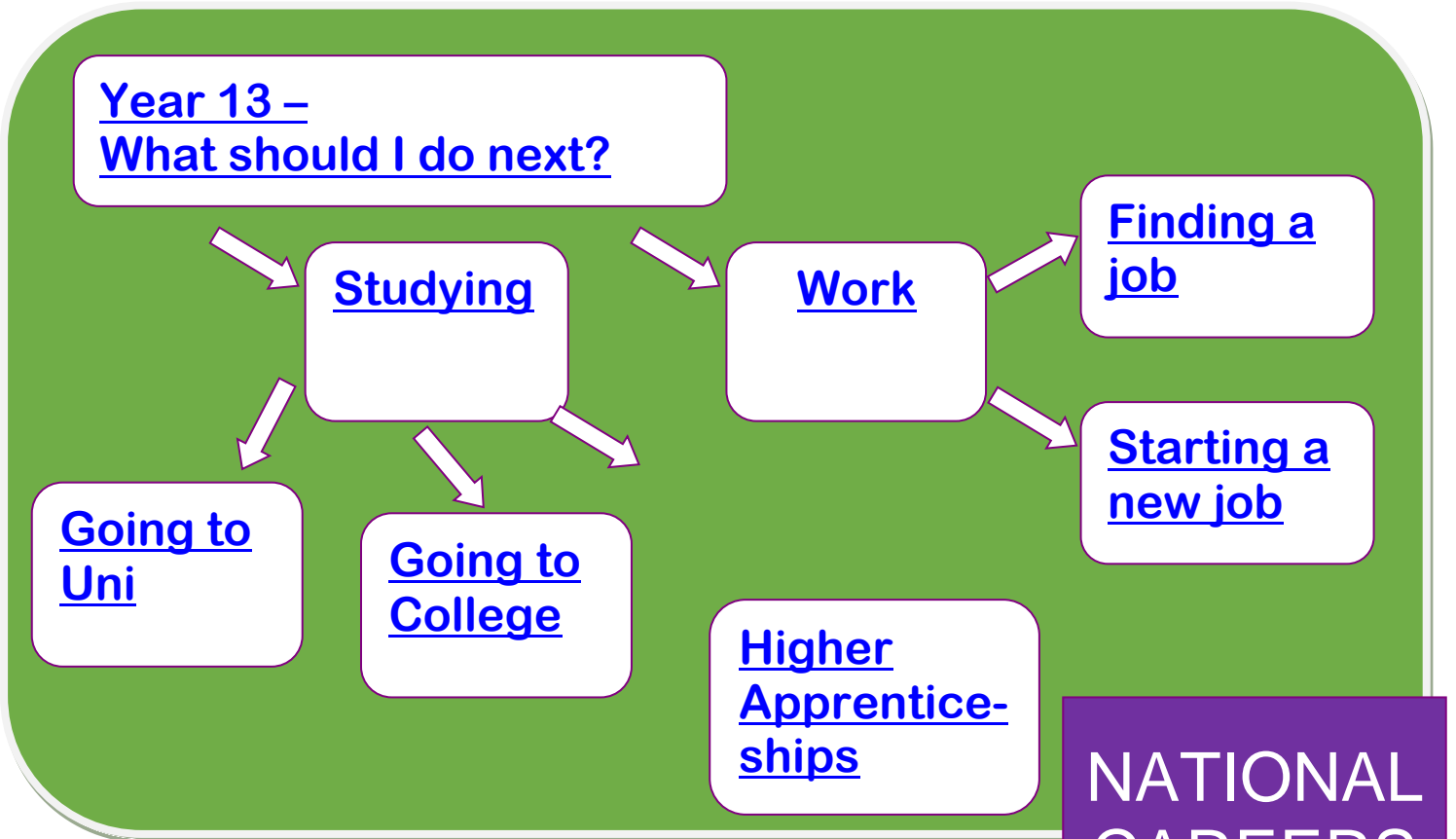
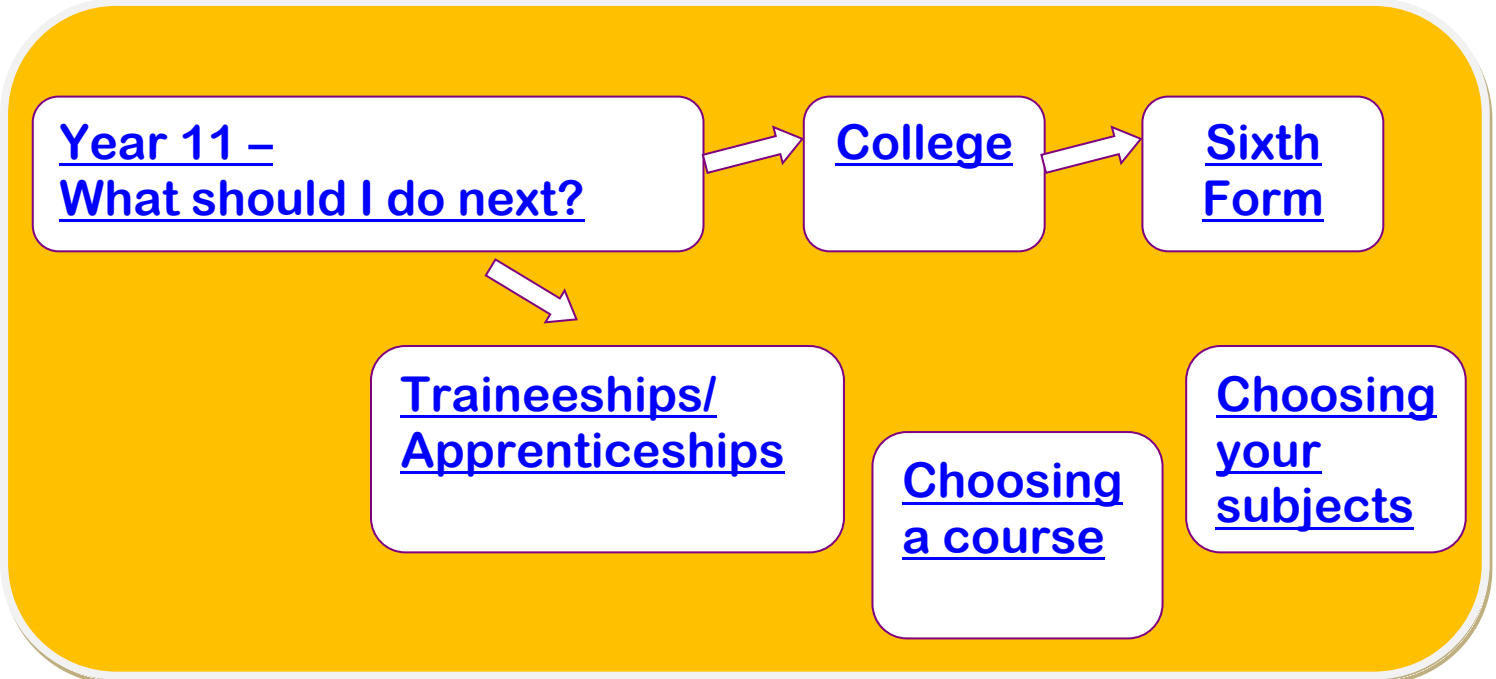
Twitter @Garageufi



Testwood Lane, Totton, Southampton SO40 3BT

Start your career journey!

Follow the links below



NATIONAL CAREERS SERVICE

13 to 18 years old?

We would love to hear from you

If you've got any questions, get in touch.
We can talk about jobs, careers, learning or training.

**NATIONAL
CAREERS
SERVICE**

Phone and callback



Calls from a landline are free. Some calls from a mobile are charged, but we can ring you back

0800 100 900.

Webchat



You can speak to a trained adviser by clicking on the word [Webchat](#).
Here you can talk one-to-one. This service is **confidential** and is not a chat room.

Email an adviser



You can email us with your questions. We'll reply to you within 24 hours.

[Click on this link](#)

Text us



You can send us a text for simple information like telephone numbers or addresses. If you want more in-depth information and advice, ring us on 0800 100 900. If you tell the adviser your phone number we will call you back at a time that's convenient for you. Please don't send us pictures as we can't open these. The number to text us on is **07766 413219.**

Before you call

Calls can take up to 30 minutes, depending on what you want to talk about. To make the most of your time, here are some useful things you can do before calling:

- think about why you are calling - do you have a specific question or are you looking for general advice?
- make sure you have enough time to talk
- phone from a place where it's not too noisy
- have a pen and paper ready - you might need to write down some information.



www.direct.gov.uk/NationalCareersService

Southampton Work Clubs and IT Clubs

There's one near you!

Bitterne IT Club

Bitterne Library Bitterne Road East, SO18 5EG

Every Thursday 10am - 12pm. Drop in, all welcome.
Call 023 80671111 for further information.

Bitterne Work Club

Bitterne Library, Bitterne Road East, SO18 5EG.

Runs Mondays 10am to 12noon. Drop in, all welcome.

T: 023 8091 7585

E:citylimits.employment@southampton.gov.uk

Townhill IT club (Tea & Tech)

Townhill Community Centre

Meggesson Avenue

Every Tuesday 10:30am-12:30pm.

Call 023 8067 1111 for more information.

Townhill Job Club

Townhill Community Centre

Meggesson Avenue

Drop in all welcome. Every Tuesday 10:30am-12:30pm.

Call 023 8091 7585 for more information.

Weston Work Club and IT Club

Weston Library, Chamberlayne Leisure Centre Car Park, Weston

Every Thursday

09.00 until 12 noon and 12:30 to 3pm

Drop in, all welcome. Call Jan: 07527295470

Millbrook Job club

Millbrook Library, Kendall Ave, SO16 9LY

Drop in, all welcome.

10am to 2pm every Wednesday.

Call 023 8091 7585 for more information

E:citylimits.employment@southampton.gov.uk





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

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

Test Valley Youth Support Service

The Wedge
London Road
Andover
SP10 2PS

Tel: 01264 336571

Email: 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)

NO LIMITS

Employment

Training

Helping Young People
Help Themselves

SOUTHAMPTON 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.

www.nolimitshelp.org.uk

 @nolimitshelp

 nolimits

Work Club

EVERY WEDNESDAY

from 2.00 – 4.00pm

13 High Street Southampton

SO14 2DF

023 8022 4224

NO LIMITS

Helping Young People
Help Themselves

WORK CLUB workshops 2016.

Delivered by City Deal Youth Programme.

13 High Street, Southampton, SO15 2DF - Training Room



- 27th January 2016 - C.V Workshop 2-4pm (Wednesday)
- 24th February 2016 - Job Search 2-4pm (Wednesday)
- 30th March 2016 - Interview Skills 2-4pm (Wednesday)



www.nolimitshelp.org.uk

Please call 02380 224224 for more information

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.

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.

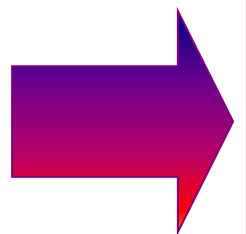


Call 0800 1954 700 to make an appointment to see an adviser face to face or visit www.nationalcareersservice.direct.gov.uk

**National
Careers
Service**

Helping you take
the next step

NOTES



The next bulletin is ... Thursday 18 February