

1 May 2014

# Job Vacancy / Information Bulletin for young people

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



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



What's on .....?



## Cunard's three Queens

### **Cunard's Fleet Celebrates Queen Mary 2's first ten years with arrival birthday salute and departure fireworks on Friday 9 May**

Cunard will celebrate the 10th anniversary of the line's flagship, Queen Mary 2, on Friday 9 May 2014 with the arrival of the whole three-ship fleet in Southampton. This will be a rare occasion to see all three Queens together, and Southampton will be the only place in the world to have hosted the Three Queens three times.

The ships will arrive together at first light to begin a day of spectacular celebration, with an early morning Birthday Salute, a special reception and lunch on board Queen Mary 2 for invited guests in the presence of His Royal Highness The Duke of Edinburgh, and a spectacular firework send-off in the evening before Queen Mary 2 leads the three ships in convoy down Southampton Water.

[www.discoversouthampton.co.uk/visit/whats-on/2014/05/09/cunard-s-three-queens](http://www.discoversouthampton.co.uk/visit/whats-on/2014/05/09/cunard-s-three-queens)

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# Daily Echo Vacancies

1 May 2014

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

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

<b>Sales and Trade Counter Staff</b>	Page 32	Millbrook, Southampton
<b>SIG plc</b> You will be answering the telephone, dealing with customer enquiries and orders. You will be offering roofing products, maintaining and developing the customer records.  To apply send your CV and covering letter to <a href="mailto:nigelclay@sigroofing.co.uk">nigelclay@sigroofing.co.uk</a> Or by post to Branch Director, Formerton, Forton Works, First Avenue, Millbrook Trading Estate, Southampton SO15 0LG		
<b>Receptionist</b>	Page 32	Eastleigh
<b>Murray Controls</b>  Please make all enquiries to: <a href="mailto:admin@murrayctrls.co.uk">admin@murrayctrls.co.uk</a> and visit: <a href="http://www.murrayctrls.co.uk">www.murrayctrls.co.uk</a>		
<b>Cleaners</b>	Page 33	Southampton & Romsey
Various hours available. Call 02380 706060 for further details.		
<b>Kennel / Cattery Assistant</b>	Page 33	Southampton
<b>Chilworth Kennels</b> Part time staff required for weekend working. Own transport essential. Please email <a href="mailto:ca@chilworthkennels.com">ca@chilworthkennels.com</a> for further details.		
<b>Trade Counter Assistant</b>	Page 33	Empress Road, Southampton
For details and to apply online see <a href="http://www.lawson-his.co.uk/jobs">www.lawson-his.co.uk/jobs</a>  Closing date: 16 <sup>th</sup> May 2014		

INFORMATION SERVICE - WE ARE NOT RESPONSIBLE FOR THESE VACANCIES

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

<b>Warehouse Assistant</b>	Page 33	Eastleigh
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***Dasic Marine***

Full time. £12,000 per annum. You should be highly motivated and organised to assist with all aspects of Stores / Warehouse. A varied active role: picking components, packing goods, in receipts, stock checks, minor fitting work. Being IT literate is an advantage. Driving licence required. Full training given.

Call Ben on 023 8025 2264 or send your CV to [ben.collier@dasic-marine.co.uk](mailto:ben.collier@dasic-marine.co.uk)

[www.dasic-marine.co.uk](http://www.dasic-marine.co.uk)

<b>Medical Receptionist</b>	Page 34	Bitterne, Southampton
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***Bath Lodge Practice, Bitterne Health Centre***

14 hours per week over 3 days. You need excellent customer service skills and the ability to stay calm under pressure.

Apply in writing to The Practice Manager, Bath Lodge Practice, Bitterne Health Centre, Southampton SO18 6BT or email: [soccg.bathlodgepractice@nhs.net](mailto:soccg.bathlodgepractice@nhs.net)

Closing date: 16<sup>th</sup> May 2014

<b>Part time accounts assistant</b>	Page 34	Eastleigh
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Some experience required.

Apply to [Andy@accounting-innovations.co.uk](mailto:Andy@accounting-innovations.co.uk) or call 02380 620050

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

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

INFORMATION SERVICE - WE ARE NOT RESPONSIBLE FOR THESE VACANCIES

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

# Working with children

<b>Children &amp; Young People Now Jobs</b>
<a href="http://www.cypnowjobs.co.uk">www.cypnowjobs.co.uk</a> is the specialist job site. The site includes vacancies across all sectors, including youth justice, youth work, childcare & early years, education, health and social care.
<b>Childminders, Babysitters, Nannies</b>
<a href="http://www.freedomchildcare.com">www.freedomchildcare.com</a> can offer flexible temporary work through to permanent work. Experience with children is essential and a level 2 or 3 qualification essential for Nursery and pre-school positions.
<b>Creche workers</b>
<a href="http://www.mobilecreche.biz">www.mobilecreche.biz</a> You will need to have a level 2 NVQ qualification, have first aid experience, proof of ID and experience of working with children aged 0-8 / 8-14 to register on this website. Tel: 0800 4580 187 E-mail: <a href="mailto:vacancies@mobilecreche.biz">vacancies@mobilecreche.biz</a>

## CURRENT VACANCIES

Job Vacancy:	Location:	Contact:
Play Practitioner	Sparklers Pre-School	023 80344377
Volunteer Youth Worker	Friends of St James' Park	023 8077 9763
Childcare Practitioner	Paintpots Pre-School And Nursery 2 Sholing	julie@paintpotsnursery.co.uk
Childcare Practitioner	Paintpots Pre-School + Nursery 4	julie@paintpotsnursery.co.uk
Childcare Practitioner	Paint Pots Nursery	julie@paintpotsnursery.co.uk
Assistant Practitioner	Harefield Community Pre-School	023 8047 1134
Pre-School Practitioner	Ladybirds Pre-School (Porchester)	ladybirdspreschool@hotmail.co.uk



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

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

# Jobcentre Plus Vacancies

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

*Visit the website at the bottom of this page for further details. Enter the Job ID.*

<p><b>Hospitality Assistant</b> Job ID 7395122</p>	<ul style="list-style-type: none"> <li>You will be involved in preparing simple food, selling food and serving tea, coffee and soft drinks.</li> <li>You must have the desire to offer the highest standards of customer service.</li> <li>Position involves cash handling and also operating a manual cash register.</li> </ul>	<p>Salary £6.45 - 6.45 per hour</p>
<p><b>Beauty and Fragrance Consultants Needed</b> Job ID 7391114</p>	<p>We are a national recruitment agency that specialise in the beauty industry.</p> <p>We are currently recruiting temporary part time Beauty/ Fragrance consultants to work in department stores promoting luxury products such as fragrance, skincare and make-up.</p> <p>If you have relevant experience and you are ready to start immediately then please forward your CV and current photo today!</p>	<p>Job type Part time less than 30 hours</p> <p>Salary £7.33 - 7.33 per hour</p>
<p><b>Trainee Sales Assistant</b> Job ID 7390564</p>	<p>Successful applicants will;</p> <ul style="list-style-type: none"> <li>Have great customer service skills</li> <li>Be a team player</li> <li>Be looking for a new challenge</li> <li>Be focused towards hitting sales targets</li> </ul>	<p>Salary £14,000.00 - 18,000.00 per year OTE</p>
<p><b>Case Administrator</b> Job ID 7388122</p>	<p>The role is not a purely secretarial role and nor is it a pure administrative role. It will involve the candidate taking responsibility and working autonomously. It will also involve the candidate being able to work as part of a team in a demanding client service environment.</p>	<p>Salary £16,500.00 per year</p>

<p><b>Kitchen Porter</b></p> <p>Job ID 7386832</p>	<ul style="list-style-type: none"> <li>• Ensure all customers receive clean tableware</li> <li>• Ensure all cutlery is cleaned and polished before leaving the kitchen</li> <li>• Health and safety rules and regulations</li> <li>• To ensure all kitchen areas are clear of debris and conform to Health and safety regulations</li> <li>• To undertake general duties as and when required</li> <li>• This role can be physically demanding and may involve long hours</li> </ul>	<p>Salary £6.35 - 6.35 per hour</p>
<p><b>Warehouse staff</b></p> <p>Job ID 7386844</p>	<p>We have a client in Nursling looking for workers to cover their late shift.</p> <p>The shift runs from 3pm to midnight working in a friendly warehouse for a parcel delivery company so duties will involve picking and loading trucks - a good level of fitness is required.</p> <p>Experience is preferable, but not essential - more important is that you're hardworking, friendly and honest.</p>	<p>Job type Full time</p> <p>Salary 6.75 - 6.75 per hour</p>
<p><b>Commercial Trainee</b></p> <p>Job ID 7341524</p>	<p>We are an expanding international metal distribution company with head quarters in the West Midlands, supplying a complete range of raw materials to the engineering market, are looking to recruit an enthusiastic person to complete a two year training programme leading to a permanent position within the commercial team at our Eastleigh sales office.</p>	<p>Job type Full time</p> <p>Application methods Email: <a href="mailto:tdesmond@vanleeuwen.co.uk">tdesmond@vanleeuwen.co.uk</a></p>
<p><b>Cleaner</b></p> <p>Job ID 7370271</p>	<p>In the city centre. Monday to Thursday for 1hr 30 minutes per day and Friday for 1hr 45 minutes to start at 5.30pm as working with another cleaner.</p> <p>General office cleaning Mon - Fri and litter picking on Fri.</p> <p>Duties include wiping desks, vacuuming, mopping, emptying bins, toilets and kitchen.</p>	<p>Salary 6.35 - 6.35 per hour</p> <p>Application methods Phone: 02380 706060</p>

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

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

# Other Job Vacancies

## [Receptionist/Customer Service](#)

### [Assistant - Front Of House x 3](#) -

Johnson Controls - Southampton  
Receptionist/Customer Service Assistant - Front Of House x 3 - 118740 Johnson Controls is a global diversified technology and industrial leader serving...

## [Customer Assistant](#)

Tesco - Southampton SO19 

Part-time

Tesco: Spring Road Contract Type: Permanent Shift Pattern: Sun 06:30 - 11:30, Mon 06:30 - 23:30, Sat 11:00 - 19:00 We're the UK's number one retailer and...

## [Lasher / Drivers, Southampton](#) -

Associated British Ports - Southampton  
Requirements: • Full, clean driving licence is essential • Although not essential, any previous experience of the following would be an advantage:  
• mooring...

## [General Assistant](#) -

Regus - Southampton

Part-time

At Regus, we're leading a business revolution – with over 1 million clients and growing – we're building a brand new sector that's growing rapidly all over...

## [Warehouse Assistant - Nursling](#) -


Carpetright Plc - Nursling  
Warehouse Assistant - Nursling Location: Nursling Carpetright Plc are the award winning carpet and flooring company based in the UK and now also beds and...

## [Customer Advisor \(18950\)](#) -

EE - Southampton -

We're EE, home to Britain's first ever 4G network and one of the Sunday Times Best Big Companies to Work for. Right now, we're stepping things up a gear –... £9.47 an hour

## [Web Design Apprentice](#)


Recruitment Genius Ltd - Southampton SO14   
This company is a well established website design company with over 2000 small business clients. They are a friendly team of designers and programmers with big...

## [Customer Assistant](#)

Boots - East Wittering - [+3 locations](#) 

The importance of your role. This is your chance to be part of something a bit different. You'll be working closely with the most important part of our...

## [Store Associate - 10 hours](#)

Holland & Barrett - Southampton – Part-time   
Overview: We currently have a fantastic opportunity for a Sales Associate to work in our Southampton Above Bar store . With over 750 stores and growing...

## [Office Assistant \(Administration Department\)](#)

Next PLC - Southampton

Summary of Role To assist with the day-to-day operation of the office environment, to ensure all aspects of store administration are completed in line with...

Here's a snapshot of the vacancies currently available on this website.  
For more information and application details visit:

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



# Other Job Vacancies

## [Room Attendant](#)

Hilton Worldwide - Southampton  
Part-time  
Room Attendant ( Job Number: OPE028AB ) Work Locations : Hilton Southampton Hotel Bracken Place, Chilworth Southampton SO16 3NG A Room Attendant...

## [Aircraft Cleaners - Immediate start](#)

The Recruitment Place - Eastleigh  
Aircraft Cleaner: £6.66ph Location: Southampton Airport Industry: Aviation/Cleaning Great opportunity to join a busy Airport Cleaning company based at... £6.66 an hour

## [Warehouse Operative \(Parts Driver/Picker\)](#)

Hendy Group - Hedge End  
We are looking to recruit a Warehouse Operative (Parts Driver/Picker) for our fast paced Parts Warehouse in Hedge End. The ideal candidate will be a positive... £14,625 a year

## [Host/Hostess](#)

Four Seasons - Hampshire  
Host/ess – Four Seasons Hotel Hampshire A rare opportunity to join Four Seasons Hotel Hampshire as Host/ess has arisen. We are seeking an outgoing and...

## [Fully Flexible Barista \(Full Time/Part Time\)](#)

23.5 degrees ltd (Starbucks) - Southampton  
Our Baristas Our Barista's are customer service and coffee experts! Please take a look at the brief Job Description below to see if you have what it takes to...

## [Travel Apprentice](#)

STA Travel Ltd - Southampton SO14  
STA Travel Apprenticeship Programme 2014 Here at STA Travel we are ready to launch our Apprenticeship Programme 2014 and we are looking for our new set of...

## [Marine Clerk, Southampton](#)

Associated British Ports Southampton  
Requirements: • Nautical background would be an advantage. • Proven experience of working within an administration role. • Excellent working knowledge of IT...

## [Administrator/Office Assistant](#)

Hays Eastleigh  
An exciting opportunity has arisen to join my client based in Chandlers Ford on a permanent basis as an Administrator/Office Assistant. You will have fast... £19,000 a year

## [Leisure Club Attendant - Casual Summer Position](#)

Macdonald Hotels & Resorts - Hampshire  
Temporary A fantastic opportunity has arisen in our Leisure Club. We are looking for an outgoing individual to join our friendly Leisure team, as a summer casual team... £6.31 an hour

## [Coffee Shop Barista](#)

Mettricks Tea & Coffee House - Southampton  
Trained and passionate Coffee Shop Barista WANTED Mettricks Tea & Coffee House, an independent speciality tea and coffee shop based in Southampton's Old Town...

..... and many more

Full information at: [www.indeed.co.uk](http://www.indeed.co.uk)

# University of Southampton

Closing date

<b>Community &amp; Operational</b>			
391714TD	Domestic Assistants x 2 - Part Time	Estates & Facilities	09/05/2014
391814TD	Domestic Supervisor	Estates & Facilities	04/05/2014
393114TD	Kitchen Porter	Estates & Facilities	06/05/2014

<b>Administrative</b>			
394514NP	Student Recruitment Events Co-ordinator	Student Recruitment & International	06/05/2014
395814F5	Administrative Assistant	FOS - Medicine	01/05/2014
397514VB	Administrator	Wessex Institute	21/05/2014
394714VB	PA/Administrator	Wessex Institute	13/05/2014



Please visit the website below for further details of these vacancies

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

# Skandia

Title	Location	Specialism
Campaign Lead	Southampton	Marketing
Customer Interaction Associate	Southampton	Customer Services
Customer Service Representative	Southampton	Investment / Pension
Customer Service Representative	Southampton	Investment / Pension
Customer Service Representative	Southampton	Investment / Pension
Customer Service Representative	Southampton	Investment / Pension
Customer Service Representative	Southampton	Investment / Pension
Sales Support Adviser	Southampton	Sales Support

Please visit the website at the bottom of the page for full job descriptions

If you are interested in working at Skandia – there is the facility to leave your e-mail address, on their website and they will contact you when a job becomes available:  
*example from website:*

## Jobs By Email

If you want to be informed of future vacancies that match these search criteria then enter your email address below.

All fields marked with an asterisk (\*) are required

Email Address:\*

[Save details](#) ▶

[www2.skandia.co.uk/Careers](http://www2.skandia.co.uk/Careers)

# Fast Food

## Domino's Pizza

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

## Pizza Hut

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

## Burger King

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

## Subway

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

**9 stores in Southampton**



## KFC

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

## McDonalds - Vacancies available this week

Job ID	Title	Restaurant Name	Employment Type	Shift
58788	Staff Member	Rownhams Southbound Msa	Full Time	Fully Flexib
58789	Staff Member	Rownhams Southbound Msa	Full Time	Fully Flexib
58462	Staff Member	Eastleigh	Full Time	Fully Flexib
58017	Staff Member	Black Cat	Full Time	Fully Flexib
10018	Crew Member Millbrook F/T	Southampton - Millbrook	Full Time	Fully Flexib
55312	HEDGE END PART TIME WEEKEND STAFF MEMBER	Hedge End	Part Time	Fully Flexib
55316	HEDGE END OVERNIGHT STAFF MEMBER	Hedge End	Full Time	Overnight
16111	Crew Member Ower Part Time	Ower	Part Time	Evenings
53664	Customer Care Assistant	Eastleigh	Full Time	Fully Flexib
51665	Shift Running Floor Manager	Shirley Road,Southampton	Full Time	Fully Flexib
51405	HEDGE END FULL TIME STAFF MEMBER	Hedge End	Full Time	Fully Flexible
50684	Crew Member	Eastleigh	Full Time	Fully Flexible
29063	Crew Member Ower Over 18's Overnights	Ower	Part Time	Overnight

**NEW MCDONALDS OPENING IN TOTTON SOON**

**Apply now!**

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

# West Quay Vacancies

## Sales Assistants – Sports Direct

Are you reliable, motivated and committed? Are you friendly, approachable, and people focused? If so we can offer;

- a competitive hourly rate
- flexible working hours
- lots of chances to earn more money on top of hourly rate

Enquire in-store for further details (Upper Shopping Level, WestQuay Shopping Centre)

## Sales Assistants – Boux Avenue

A great opportunity for Sales Assistants with a passion for lingerie and customer service to join our sales team whilst working in beautiful surroundings.

You'll be responsible for operating the till, handling cash, dealing with deliveries and replenishing the store. You'll be offering our customers the best possible service and product knowledge, as well as an expert bra-fitting service.

A fast moving retail fashion background and previous customer facing experience is essential. You'll need to be flexible with your hours as they will include weekends, evenings and some overnight shifts when floor changes take place.

Please visit our website for full details of all our vacancies: [www.bouxavenue.com](http://www.bouxavenue.com)

## Sales Executives - Pravins

Pravins is a family-owned business with a 40 year heritage in diamonds and luxury jewellery. We have boutiques in London, Reading, Bristol and Cardiff and Southampton. As one of the UK's leading independent jewellers we're proud of our reputation for outstanding quality, style and service.

We currently have opportunities for permanent Full-time Luxury Sales Executives at Pravins, West Quay Shopping Centre, Southampton.

The ideal candidate will:

- have previous retail experience working within a team in a professional sales environment
- possess exceptional customer-service and rapport building skills
- be confident, personable and have an enthusiastic passion for selling

In return Pravins offer OTE of up to £20,000 for full time staff, one of the best training packages in the industry and outstanding career prospects

Please email your CV and covering letter to [recruitment@pravins.co.uk](mailto:recruitment@pravins.co.uk)

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

# The Marlands

Vacancies displayed on the Marlands website this week



## **PART TIME STAFF REQUIRED**

Part time vacancies available at our Marlands store and Asda kiosk (weekends and Holiday cover) experience essential, please apply in store.



## **TEMPORARY DUTY MANAGER**

Whittard have a maternity cover position available. 40 hours per week

Looking for a candidate with managerial experience and a passion for tea and coffee.

To apply, bring CV and covering letter into store.



## **APPRENTICESHIP**

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

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

# NHS Vacancies

## ***HR Administrator*** *Human Resources*

**Southern Health NHS Foundation Trust, Southampton**

We are looking for a HR Administrator to provide support to the HR function by undertaking administrative tasks as required by the HR Team Leaders across the HR Services functions. This is a full time post 37.5 hours per week; the post holder is expected to be flexible, working across our ...

Salary: £16,271 to £19,268 pa  
Job Type: Permanent  
Closing Date: 14/05/2014  
Job Ref: 348-0414-CORP030

## ***Divisional Governance and Recruitment Administrator***

**University Hospital Southampton NHS Foundation Trust, Southampton General Hospital, Southampton**

An exciting opportunity has arisen for a talented administrator to join the division. This is a dual role delivering support to the divisional governance team and to care groups in their recruitment of staff. You will work closely with the divisional governance team, HR teams and senior members of ...

Salary: £16,271 - £19,268 pa  
Job Type: Permanent  
Closing Date: 07/05/2014  
Job Ref: 188-ST2539-DIVA

## ***Patient Services Centre Clerk*** *Administration*

**University Hospital Southampton NHS Foundation Trust, Southampton General Hospital, Southampton**

An opportunity has arisen for an enthusiastic and motivated individual to join the Trust's Patient Services Centre. Our team works trust wide to deliver a high quality, safe and efficient outpatient administration service. The role requires various tasks, which include face to face and ...

Salary: £14,294 - £17,425 pa pro  
Job Type: Permanent  
Closing Date: 02/05/2014  
Job Ref: 188-ST2550-THQ

# NHS Vacancies

## ***SAT Booking Clerk Administration***

**University Hospital Southampton NHS Foundation Trust, Southampton General Hospital, Southampton**

Child Health is seeking to permanently recruit a Band 2 Specialty Administration team clerk to provide between 30 or 37.5 hours of service based at Southampton General Hospital. This role will provide excellent customer care to patients and adhere to booking compliance with waiting list ...

Salary: £14,294 - £17,425 pa pro  
Closing Date: 02/05/2014

Job Type: Permanent  
Job Ref: 188-ST2544-DIVC

## ***Administrative Assistant/Receptionist Administration***

**University Hospital Southampton NHS Foundation Trust, Southampton General Hospital, Southampton**

An exciting opportunity has arisen for an Administrative Assistant/Receptionist to join the Welcome Trust Clinical Research Facility (WTCRF), NIHR Respiratory Biomedical Research Unit (BRU) and the Nutrition Biomedical Research Centre (BRC) at the Southampton University Hospitals NHS Foundation ...

Salary: £14,294 - £17,425 pa  
Closing Date: 13/05/2014

Job Type: Fixed term  
Job Ref: 188-ST2565-THQ

## ***Receptionist - Administration***

**Southern Health NHS Foundation Trust, Southampton**

We are looking for a friendly, enthusiastic person with exceptional customer service and effective communication skills to join our Reception Team, and who can cover working hours of 1.00pm to 5.00pm on Monday, Tuesday, Thursday, Friday and 8.30am to 12.30pm on a Wednesday. As the Receptionist, ...

Salary: £14,294 to £17,425 pa, based on full-time hours  
Job Type: Permanent  
Closing Date: 09/05/2014  
Job Ref: 348-0414-CORP027



# City / County Councils

Vacancy Title	Council	Area	Closing Date	Salary	Hours Per Week
Administrator – Advocacy	Other Organisations	Southampton	11 May 2014	£13,381 - £14,411 (pro-rata) per annum	16 hours per week – across 5 mornings
Catering Assistant - 305859	Southampton City Council	Southampton	7 May 2014	£5,227 - £6,643	14.25
Cleaner - 304170	Southampton City Council	Southampton	9 May 2014	£12,866 - £13,977 (Full time) £7,302 - £7,932 (part time)	37 (full time) 21 (Part time)
Cleaner - Bitterne Park Primary	Southampton City Council	Southampton	2 May 2014	£12,266 pro rata	10 hours per week
Cleaner - Highfield CE Primary School	Southampton City Council	Southampton	12 May 2014	£6.69 per hour	12.5 per week (2.5 hours per day)
ICT Technician - St Anne's Catholic School & Sixth Form College	Southampton City Council	Southampton	12 May 2014	£16,215 to £21,519 depending on experience	Full time, 37 hours per week
Receptionist - Compass School	Southampton City Council	Southampton	14 May 2014	£14,880 - £19,317 FTE Pro Rata'd amount £12,648 - £16,419	37



Hampshire  
County Council

# City / County Councils

Vacancy Title	Council	Area	Closing Date	Salary	Hours Per Week
Trade Apprentice - 306485	Southampton City Council	Southampton	9 May 2014	£8,283 - £12,663	37 + 2 Hours TOIL
ADMINISTRATION OFFICER	Other Organisations	Eastleigh	14 May 2014	£ 6284.00 per year	15 hours per week over 3 days
Street Cleaning Operative - WS78	Test Valley Borough Council	Romsey	12 May 2014	£15,297 - £16,739 per annum	37



Hampshire  
County Council

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

# Carnival UKJobs

## **Customer Services Advisor (Part Time/12 Month FTC)**

A Customer Services Executive will be responsible for dealing with customer feedback through a variety of mediums including but not limited to telephone, email and letter. They will ensure that the brand is represented at all times, customer loyalty is maintained and ex gratia cost controlled. They will support the delivery of company key performance targets whilst striving to improve customer service delivery, they will be flexible and proactively contact customers to resolve feedback issues during the first contact.

**Closing Date:** 13/05/2014

**Location:** Shore Based -Southampton

**Employment Type:** Fixed Term - Part Time

**Department:** Customer Services

**Hours Per Week:** 18.75

**Salary:** Competitive

## **CCS Administration Assistant**

Our Corporate Shipbuilding department are currently recruiting an Administration Assistant. The ideal candidate will provide administrative support predominately in matters relating to processing and managing incoming and outgoing project documents, and also to provide cover for other administration assistants when they are absent from the office. To be successful in this role you will have experience of working in a busy office environment, be able to not only work effectively as part of a team but also to use your own initiative. Some basic foreign language skills will be ideal as well.

**Closing Date:** 31/03/2014

**Location:** Shore Based -Southampton

**Employment Type:** Perm - Full Time

**Department:** Corporate Shipbuilding

**Hours Per Week:** 35

**Salary:** Competitive

## **HR Administrator (Fixed Term Contract - 10 months)**

An exciting opportunity has arisen for a HR Administrator (10 month FTC) within our HR department at Carnival UK. The overall purpose of the role is to ensure accurate, high quality and timely completion of all administrative tasks including, Recruitment, Employment Life Cycle, Payment and/or Exit, but will provide support across the whole team to ensure high level service to clients.

**Closing Date:** 07/05/2014

**Location:** Shore Based -Southampton

**Employment Type:** Fixed Term - Full Time

**Department:** HR Services

**Hours Per Week:** 35

**Salary:** Competitive

Information about jobs on cruise liners and on-shore in Southampton,  
are available on this website:

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

# Carnival UKJobs

## Customer Services Advisor

A Customer Services Executive will be responsible for dealing with customer feedback through a variety of mediums including but not limited to telephone, email and letter. They will ensure that the brand is represented at all times, customer loyalty is maintained and ex gratia cost controlled. They will support the delivery of company key performance targets whilst striving to improve customer service delivery, they will be flexible and proactively contact customers to resolve feedback issues during the first contact.

**Closing Date:** 13/05/2014

**Location:** Shore Based -Southampton

**Employment Type:** Perm - Full Time

**Department:** Customer Services

**Hours Per Week:** 37.5

**Salary:** Competitive

## Customer Services Advisor (12 Month FTC)

A Customer Services Executive will be responsible for dealing with customer feedback through a variety of mediums including but not limited to telephone, email and letter. They will ensure that the brand is represented at all times, customer loyalty is maintained and ex gratia cost controlled. They will support the delivery of company key performance targets whilst striving to improve customer service delivery, they will be flexible and proactively contact customers to resolve feedback issues during the first contact.

**Closing Date:** 13/05/2014

**Location:** Shore Based -Southampton

**Employment Type:** Perm - Full Time

**Department:** Customer Services

**Hours Per Week:** 37.5

**Salary:** Competitive

## Shore Excursion Assistant

As a market leader in the cruise industry, we operate spectacular ships all over the world. Join us as a Shore Excursion Assistant and you'll discover that working at sea is more than just a job. It's a way of life. Ensuring the smooth running of the shore excursions operation while promoting and selling interesting and relevant shore excursions, you will visit different places, explore new worlds and gain experiences that will stay with you for a lifetime.

**Closing Date:**

**Location:** Fleet - Ship Based

**Employment Type:** Perm - Full Time

**Department:** Pursers

**Hours Per Week:**

**Salary:** Competitive

Information about jobs on cruise liners and on-shore in Southampton,  
are available on this website:

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

# Supermarkets

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

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

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

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

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

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

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

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



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



# Volunteering

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

Visit these websites for more information

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

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

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



This week's featured opportunity:

## Summer Activities Helper

### Southampton Mencap

#### About the opportunity

We're looking for people to help our members get the very best out of joining in the activities that we provide during 6 weeks of the Summer holidays. If reliable, patient and enthusiastic are qualities that describe you and you're flexible and empathetic towards people with learning disability, then please apply. We're looking for supporters to assist as part of a team.

#### About Southampton Mencap

Social clubs, holidayschemes and day service for people with learning disability. Work with parents and carers on issues and Ypod service.

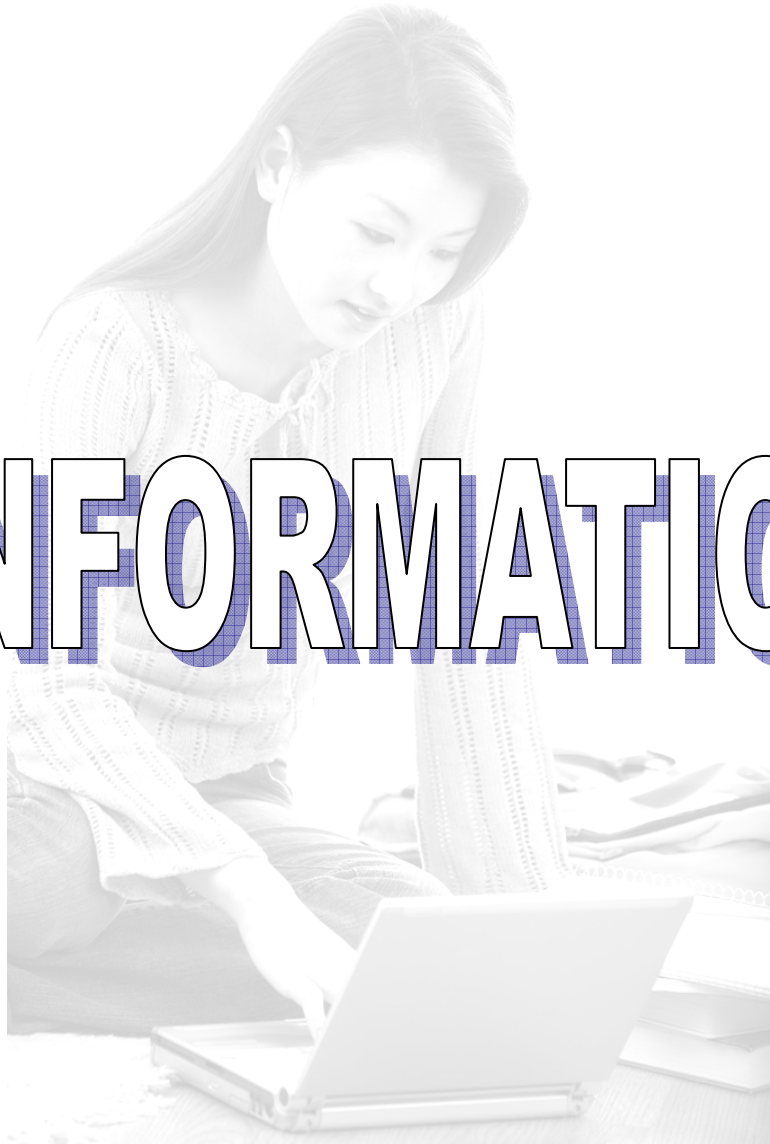
#### What are they looking for?

Experience of learning disabilities/supporting people is an advantage but training and on-going support is provided. What is important is that our volunteers are passionate about helping our members.

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

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

# INFORMATION



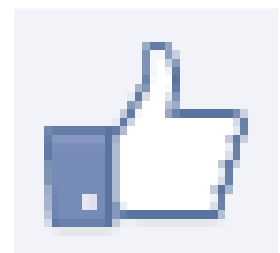
# Why not visit our facebook page?

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



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

*why don't you too?*





# Don't forget to visit our website:

www.youngsouthampton.org



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

Home | Children and Young People | Parents and Carers | Working with Children

Menu:  
 ▲ Home  
 ► Children and young people  
 Get involved  
 Information and advice  
 Places to go, things to do

Contact Us:  
 Southampton Children and Young People's Information Service  
 Glenfield Avenue  
 Southampton  
 Hampshire  
 SO18 4ER  
 0800 169 8833  
 cypis@southampton.gov.uk

Rate and comment on this page

Children and Young People  
 Welcome to Young Southampton, the Southampton Children and Young People's Trust website.  
 In this section of the site we provide information for children and young people within the Southampton area.  
 So, if you want to [find something to do](#), need some [money guidance](#) or [housing advice](#), or if you're [trying to find work](#), then you've come to the right place.  
 We're also on Facebook. 'Like us' to be informed of the latest news and events for young people.

Job vacancy bulletins and signposting guide  
 Download our job vacancy bulletins.  
 • [Job Vacancy / Information Bulletin](#)  
 • [Vacancies working with children](#)  
 Use the signposting guide to find relevant support.  
 • [Signposting guide](#)  
 • [NEET Directory](#)

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

Twitter

The current version of this bulletin can be downloaded here

More vacancies -  
Childcare

Details of other organisations who can help you

'Like' Young Southampton on FACEBOOK to receive updates

Directory of training opportunities

# JOB PROFILES

# EARLY YEARS TEACHER

Early years teachers, also known as nursery teachers, work with children aged from birth to five years in day nurseries, nursery schools and reception classes. They are specialists in early childhood development. They plan, organise and run a wide range of learning and play activities for young children in a safe and supportive setting.

If you love children and are committed to giving them a great start in life, this could be an ideal career for you.

You'll need a clear understanding of how young children learn, lots of creative ideas and the ability to work closely with parents, teachers and other professionals.

To become an early years teacher, you will need to complete Initial Teacher Training in either primary or early years education. For this you will normally need a degree and also GCSEs (A\*-C) in English, maths and a science subject, or equivalent qualifications. You will also need to pass Disclosure and Barring Service (DBS) checks.

As an early years teacher you would work with children from birth to five years old. You could be teaching in a nursery, children's centre or reception class in a primary school.

You would work to standards set out in the Early Years Foundation Stage (EYFS) framework, and Key Stage 1 for children age five and over.

Your duties would include:

- supporting the children's development and learning through play
- building up their language, literacy and numeracy skills
- helping them achieve the learning goals of the EYFS
- encouraging co-operation and good behaviour
- making sure the children are safe at all times.



Starting Salary	£21,084
Hours per week	37 - 40

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

# NATIONAL MINIMUM WAGE

Rate from 1 October 2013

Pay and Work Rights Helpline  
0800 917 2368



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

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

## National Minimum Wage Calculator

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

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



# RAISING THE PARTICIPATION AGE

## Information for young people

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

If you started **Year 11 in September 2012**, you will need to continue in education or training until at least the end of the school year in which you turn 17.

If you are in **Year 10 or below**, you will need to continue until at least your 18th birthday.

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

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

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

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



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



# CHILD EMPLOYMENT

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

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

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

## Term time rules

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

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

## School holiday rules

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

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

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

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

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



# More info from GOV.UK

## School leaving age

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

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

## Get a replacement exam certificate

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

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

## What different qualification levels mean

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

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

## Careers helpline for teenagers

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

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



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

For help with directions and travel

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

Features around 20,000 jobs

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

Upload your CV & Get Jobs-by-Email

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

Careers interactive programme



## MORE USEFUL WEBSITES

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

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

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

Lots of financial information for young people

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

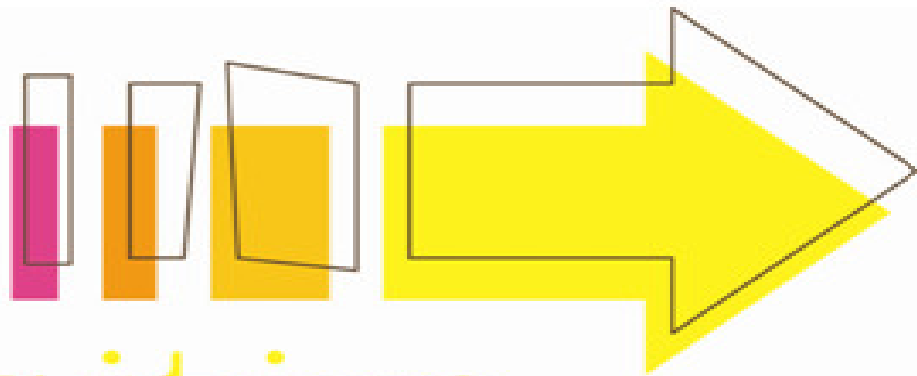
Living independently?  
This guide will help you budget efficiently.

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

Interview advice

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

Starting work – understanding your payslip



# Positive Directions



**Aged 16 – 17?**



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



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

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

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



Part of the Youth Contract Funded by the Education Funding Agency



# Want to move your family forward

**BUT.....**

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

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

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

Child care

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

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



EMPLOYMENT

## Family Project

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

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


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

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

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

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



A young man with short, light-colored hair is standing in the center of the page. He is wearing a white t-shirt under a plaid button-down shirt, and light-colored jeans. He is looking directly at the camera with a neutral expression. The word "TRAINING" is superimposed over his torso in a large, bold, white font with a purple outline. The background is plain white.

# TRAINING



**BPP**

PROFESSIONAL  
APPRENTICESHIPS

# BPP School for Young Professionals

## FREE 3-day CV & Interview Skills Course

### Getting you ready to join the real world and a career in Business, Finance or Law.

If you're in Year 11, 12 or 13, this course gives you the skills you'll need to help you secure an apprenticeship role and get your professional career off to the best possible start.

#### Course Highlights:

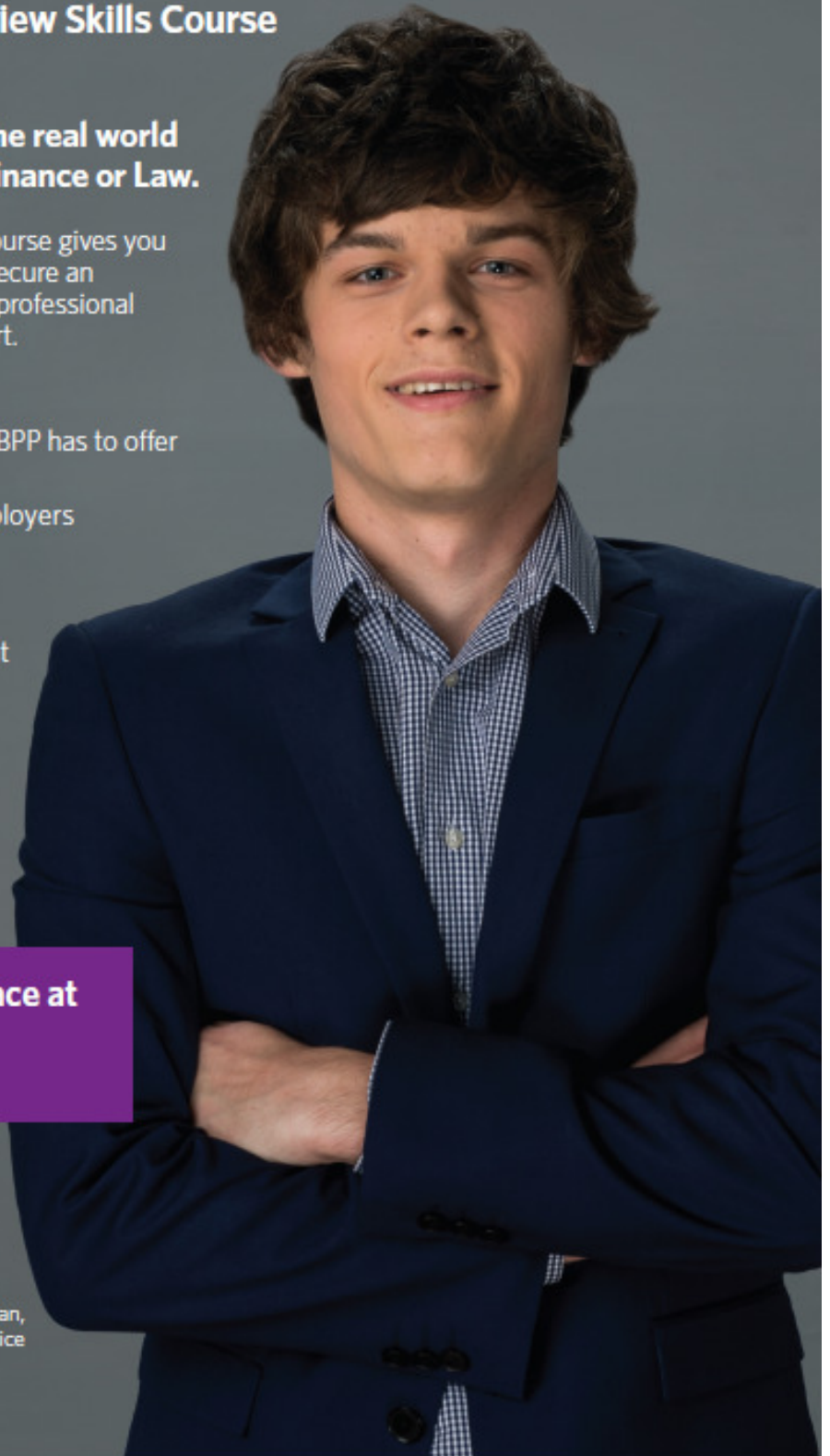
- A taster of the apprenticeships BPP has to offer
- Create your professional CV
- Mock interviews with top employers and expert advice
- Insight into your working style
- A certificate to add to your National Record of Achievement

**Available this Summer  
across the UK**

**Register for your FREE place at  
[bpp.com/appschool](http://bpp.com/appschool)**

**Closing date: 30th June 2014**

Alex, 18, Finance Assistant at Experian,  
Level 4 CIMA Higher Apprentice





If you are aged 16-19 (up to 25 if you have a disability or a learning difficulty) living in Southampton & surround areas interested in sailing but out of work then **Get Started** with us and achieve your goals.

Join our free 5 day sailing residential aboard a yacht where you can:

- Work with professional to learn skills in the maritime industry, including experiencing how to live on and sail a classic yacht.
- Gain a Start Yachting Certificate.
- Enjoy a fun week away improving your teamwork, communication skills and confidence.
- Receive three months support after the programme to help you move into education, training or employment.

We pay travel costs and will provide all food and refreshments for the duration of the residential

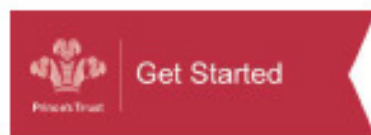
Taster Day: 7<sup>th</sup> May 2014

Programme: 12th – 16th May 2014

#### Interested?

☎ James Trezise on 07943511218 / 02380 206989 or text "SAILING" to 07943511218.  
Alternatively, email [james.trezise@princes-trust.org.uk](mailto:james.trezise@princes-trust.org.uk)

In partnership with:



FOOTBALL > PERFORMING ARTS > MUSIC WORKSHOPS > BOXING  
 SAINTS FOUNDATION CHOIR > HANDBALL > STREET DANCE > ZUMBA



# SAINTS **CONNECT** THRU FOOTBALL

SAINTS CONNECT OFFERS YOUNG PEOPLE AGED 10-19 YEARS:

- FREE FOOTBALL AND ALTERNATIVE ACTIVITIES**
- FREE ACCREDITED SPORTS COURSES**
- PATHWAYS INTO VOLUNTEERING AND EMPLOYMENT**

## ACTIVITIES TIMETABLE

WEDNESDAY	
Oasis Academy Lordshill	6pm - 8pm
Oasis Academy Mayfield	5.30pm - 7.30pm
Woodlands Community College	5pm - 7pm
FRIDAY	
Woodlands Community College	5pm - 7pm
Cantell School	6pm - 8pm
Oasis Academy Mayfield	7pm - 9pm
Fleming Park	6pm - 8pm
Veracity Recreational ground	6pm - 8pm
Oasis Academy Lordshill	6pm - 8pm
St Marys School	6pm - 8pm



Saints Connect



@saints\_connect

FOR MORE INFORMATION ON ANY OF OUR SESSIONS PLEASE  
**CONTACT LISA GOWLING ON: 0845 688 9370**



## **Step Into Garden Maintenance**

Aged 16-18?  
Not in work  
or college?  
Looking for a  
short course with  
practical  
activities?

Step Into Garden Maintenance will assist you to :

- Learn about tools and equipment
- Assess maintenance needs for gardens
- Learn about lawn preparation and maintenance
- Understand methods for garden waste disposal
- Gain practical skills
- Learn about Health and Safety in the Workplace
- Develop skills for gaining employment

You will be supported to complete a part time accredited Award at our Waterside Skills Centre in the New Forest. Transport is provided from the main College.

You will also receive information and advice about options for further learning, and have the opportunity to extend your course and learn new skills.

For further  
information  
contact:

t: 023 8087 4874  
e: info@totton.ac.uk

**Starting Tuesday 22 April**



## Opportunity Notification

### Provider

<b>Name</b>	David Swieton
<b>Address</b>	Southampton City Council

### Provision

<b>Title</b>	Construction Work Experience Programme
<b>Days</b>	24
<b>Times</b>	28 <sup>th</sup> April – 31 <sup>st</sup> May 2014
<b>Content</b>	3 weeks work experience on a major development site, Skills Training (Tower use & Asbestos Awareness) Employability training (BTec Level 1-2), CSCS Health and safety training and testing.

### Location

<b>Location Covered</b>	City College Southampton, testing & training venues and major development sites in the city.
-------------------------	--

### Customer Eligibility

<b>Age</b>	18+
<b>Benefit Type</b>	Any (must be fit for manual work)
<b>Basic Skills Level</b>	Level 1
<b>Customer Group (if appropriate)</b>	Not in paid employment
<b>Other Criteria (CRBs etc.)</b>	Resident ion Southampton

### Referral Contact Details

<b>Name</b>	City College Southampton
<b>Email</b>	<a href="mailto:CWEP@southampton-city.ac.uk">CWEP@southampton-city.ac.uk</a>
<b>Telephone</b>	02380577200

### Referrals

<b>Method</b>	Phone or email booking of interview slot by adviser / support worker
<b>Closing Date</b>	14 <sup>th</sup> April 2014

### Additional Information

<b>Details</b>	Commitment to completing the work experience and an understanding of its value in gaining employment should be clearly demonstrated by the prospective participant. Clarity on which trade / profession within construction they would like work experience of is essential.
----------------	--

### Contact Details

<b>Name</b>	David Swieton
<b>Email</b>	<a href="mailto:David.swieton@southampton.gov.uk">David.swieton@southampton.gov.uk</a> 02380834421



## Opportunity Notification

Provider	
Name	Totton College
Address	Redbridge Union Learning Centre SO15 0LJ
Provision	
Title	Redbridge Job Club
Days	Wednesdays
Times	9 am – 12 noon (drop in service)
Content	Improve your CV, Job search, Interview tips, Complete application forms
Customer Eligibility	
Age	18 years +
Benefit Type	n/a
<i>Basic Skills Level</i>	n/a
Upper Qualification Restrictions	n/a
Customer Group (if appropriate)	unemployed
Other Criteria (CRBs etc.)	n/a
Referral Contact Details	
Name	Projects Team, Totton College
Email	<a href="mailto:tshrimpton@totton.ac.uk">tshrimpton@totton.ac.uk</a>
Telephone	02380 427361 or 02380 427353
Website	n/a
Referrals	
Method	n/a
Closing Date	n/a
Additional Information	
Details	Please drop into the Union Learn Centre to meet Tom for support with Job search, CV, Interview tips and application forms
Contact Details	
Name	Projects Team
Email /telephone	<a href="mailto:tshrimpton@totton.ac.uk">tshrimpton@totton.ac.uk</a> 02380 427361 or 02380 427353





# want to be a lifeguard or fitness instructor?

work experience  
progression to Apprenticeships  
only 14 weeks training

gain £100 vouchers  
amazon

*future proof*

your life

FREE  
COURSE  
BASED IN  
HAMBLE.  
APPLY NOW!

**ICON**  
TRAINING  
unlocking potential

  
**Traineeships**





# use Traineeships to gain high quality **lifeguard & fitness** work-ready candidates



**your recruitment solution:  
providing trained candidates with  
relevant experience & qualifications  
after only 14 weeks training**

**call us now**  
**0844 800 2280**  
futureproof@icon-training.com  
www.icon-training.com

# *future proof*

your workforce

FREE  
COURSE  
BASED IN  
HAMBLE.  
APPLY NOW!

Fully  
funded  
16-24yrs

**progression to Apprenticeships**  
bespoke training

**ICON**  
TRAINING  
unlocking potential



**Traineeships**

# TRAINEESHIPS

## THE NEXT STEP TO AN APPRENTICESHIP

Come along to one of our information sessions at City College and find out about the new Traineeship programme



**City**  
College  
Southampton

**Traineeships**

---

[www.southampton-city.ac.uk](http://www.southampton-city.ac.uk)

### What is a traineeship?

Traineeships are a 6 month programme for young people that want to work but need the extra support to get an apprenticeship or job. Completing the programme will increase your chances of progressing onto employment.

### What will I be doing on a traineeship?

A typical example of the programme is outlined below:

- 2 - 3 days work experience (unpaid) with an employer
- Up to 1 day at City College undertaking relevant training and qualifications in maths, English (where required) and support to develop your employability skills.

### What areas are covered in the traineeship?

City College can offer you work experience with employers in the following areas: Business, Customer Service, Hair and Hospitality and Catering

### How do I know if a traineeship is right for me?

You could be suitable for a traineeship if you:

- are keen, enthusiastic, reliable and ready and eager to start your career
- are unemployed (or work less than 16 hours per week) and not at school or college
- have had little work experience, are motivated and want to get a job
- are aged 16 - 18 and have GCSEs grades D and above, or working at Level 1
- are aged 19 - 23 and qualified below full Level 2

However, a traineeship is not right for you if you:

- have the skills, qualifications and experience needed to find an apprenticeship or work
- are aged 24 or above
- already in a job or in full time education

### Information Sessions

- ~~• Wednesday 26th March~~
- ~~• Wednesday 9th April~~
- ~~• Wednesday 16th April~~
- ~~• Wednesday 30th April~~
- Wednesday 14th May
- Wednesday 28th May
- Wednesday 11th June
- Wednesday 25th June

**All events commence at: 10:30am – 12:30pm**

To reserve your place, please call one of the following numbers

**If you are 16 – 18 : Tel: 023 8057 7482 – Admissions Team**

**If you are aged 19+ : Tel: 023 80 48 48 48 – Adult Recruitment Team**





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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **TO FIND OUT MORE**

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



**SPARSHOLT**  
BUSINESS

## Traineeships

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

### Key Facts

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

**Traineeships**

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

Are you motivated to start your career?

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

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

Are you finding that jobs all need relevant work experience?

Would you like to gain work experience?

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

### Benefits

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

### Get started

Just call **Eve Hartridge** on **01962 797452**  
or **Anthony Brown** on **01962 797503**

**SPARSHOLT**  
BUSINESS



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

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

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

To express your interest please contact Clementyne Cook at

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

or telephone 07912307995



# SAINTS BOX



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

SUPPORTED BY



WEDNESDAYS  
6PM-7PM

FOLLOW US  
@PL4SSouthampton

FREE BOXING SESSIONS FOR 14-25 YRS

TWITTER: @PL4SSouthampton

FACEBOOK: The Garage Ufi







# The Military Preparation College

Engage • Motivate • Educate

Est. 1999

## Recruiting NOW!

The Military Preparation College has helped mentor over 1,800 young people into a rewarding career in the Armed Forces....



## MPCT Aims to Help Every Learner

Learners all over the country, from North Wales to East Sussex have been raising money for the College's charity.

The Motivation & Learning Trust aims to provide practical financial assistance for those in need of support.



## 15 Centres Battle it out in Skills Challenge

250 learners from the Military Preparation College's 15 training centres have been battling it out in a series of challenges, all designed to test a wide range of physical, mental and leadership skills in challenging situations.

This is all part of the holistic preparation which learners receive in order to prepare them for success in their chosen vocational route.

## Spring Open Days

Find out for yourself how the Military Preparation College has been transforming the lives of young people since 1999, and how it can give you a head start.

The College has Open Days in all of its regions.

For more information:  
Call us on 08442 438438  
[www.mpct.co.uk](http://www.mpct.co.uk)



**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!*

**goals**  
soccer centres

**Limited Spaces!!**

**City & Guilds**



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

Follow us on Twitter: @my\_coaching



# Opening Doors

## to learning & work



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

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

### Opening Doors can provide:

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



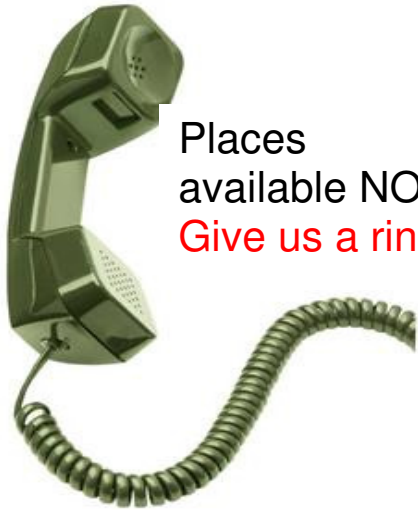
### How long is the course?

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

### Where is it held?

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

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



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



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

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

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

**For more details please contact:**

*Amber Rowley  
Senior E2E Tutor  
Southampton  
02380 211683*

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

**T 02380 211683**

**M 0759 5069594**

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

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

# Youth Options

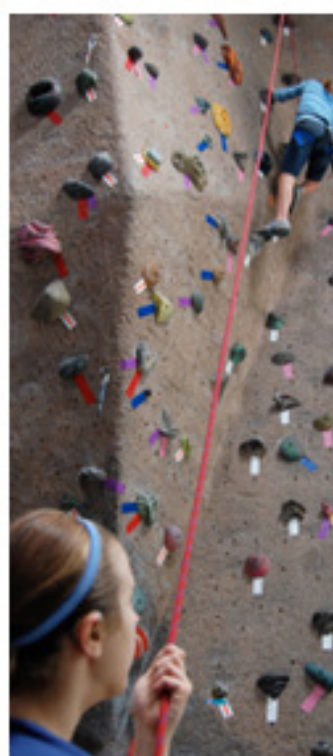
a better future  
for young people

Are you aged 16-17?

Fancy a week away full of fun activities?

How about gaining valuable experience  
volunteering whilst boosting your CV?

**Sign up now!**



**£30!**

**Limited places available!**

Call Rachael Hancock  
**07825041996**

See reverse for more details





# APPRENTICESHIPS



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>



**Aged 16 – 23? Looking for a job?**

**FNTC are currently recruiting for a wide range of jobs with training**

Health & Social Care Worker (x3)	Totton / Millbrook
Nursery Assistant	Shirley
Nursery Assistant (x2)	Sholing
Nursery Assistant	Hythe
Nursery Assistant	Portswood
Office Junior (Training)	Totton
Trainee Recruitment Consultant	Southampton
Admin Assistant (x2)	Southampton

Apprentice salary is approximately £100 per week plus supported training towards recognised qualifications.

For more information call 01794 523857 [www.fntctraining.co.uk](http://www.fntctraining.co.uk)

# Wheatsheaf Trust

## Retail Pre Apprenticeship scheme

- Up to 5 month programme
- 1 day per week study/ 4 days on work placement
- Training allowance of £2.65 per hour
- Gain qualifications to help secure a full apprenticeship
- Gain real work experience

Ikea/Techbods/Rock Bottom/Oswald Bailey and many more  
**retail opportunities** in central Southampton

Contact Michelle Kirwan at Wheatsheaf Trust for more information

[michelle@wheatsheaftrust.org](mailto:michelle@wheatsheaftrust.org)

Tel: 02380 237662 or mob: 07972852985

## Vision Workforce Skills Southampton

We offer a range of high quality apprenticeships predominantly in the areas of professional and business services, creative media and IT.

Apprentices not only add value to a company's bottom line but also to the individual who learns the technical skills and how to apply them in a real working environment. We are adding new subjects all the time so please contact us if you want to look at a bespoke training programme to fit your business needs.

For more information please contact us on 02380 237 162  
or email [alice.robinson@vwskills.co.uk](mailto:alice.robinson@vwskills.co.uk)

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





# APPRENTICESHIPS

## What is an apprenticeship?

**When you start work as an apprentice you are in a real job.**

An Apprenticeship is a real job with training so you can earn while you learn and pick up some nationally recognised qualifications as you go. Apprenticeships take between one and four years to complete and cover 1500 job roles in a wide range of industries, from things like engineering to finance advice, veterinary nursing to accountancy.

There are three types of Apprenticeship you can apply for depending on your current skills and qualifications:

Intermediate Apprenticeship  
(level 2)

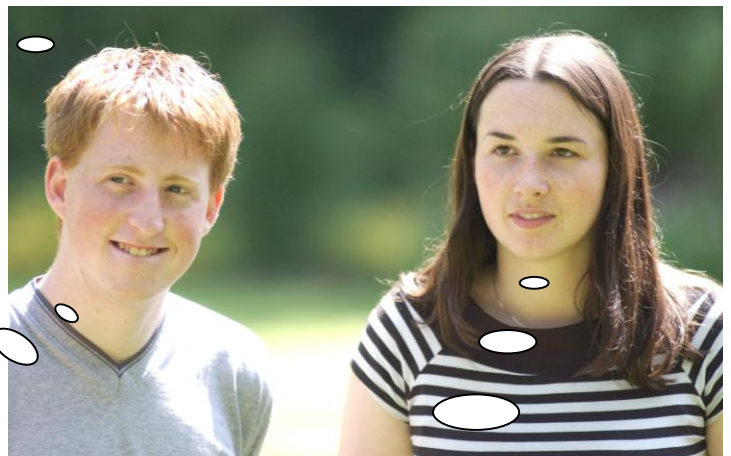
Advanced Apprenticeship  
(level 3)

Higher Apprenticeship  
(level 4 or above)

The National Apprenticeship Service also runs Apprenticeships vacancies. This is an online system whereby employers and learning providers can advertise and manage vacancies, and potential apprentices can search, apply and then manage their applications for Apprenticeships and Advanced Apprenticeships opportunities anywhere in England. The system is free and available on the Apprenticeships website at:

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

## Tell me more



## Do I get paid?

Yes, all employed apprentices will get a wage. The current 'apprentice National Minimum Wage' is currently £2.68 per hour\*.

Apprenticeship National Minimum Wage rate does not apply to Higher Apprenticeships.

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

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

## *Southampton*

### **Apprentice Dental Administration Assistant (SOL005/3)**

Our client is an NHS Trust Special Care Dental Service who have an exciting opportunity to join the team as an Apprentice Administration Assistant at the offices located at Oakhill House, Shirley, Southampton.

### **Apprentice Administration Assistant (SOL005/04)**

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

### **Patient Systems Administrator (SOL005/05)**

This is an exciting opportunity to be a key member of the Patient Systems Team and will be responsible for the day-to-day clerical support to individual team members.

### **Apprentice Healthcare Support Assistant (SOL006/05)**

This is a terrific opportunity to join a multidisciplinary team in a large Southampton hospital, providing a comprehensive sexual health service to clients. Working alongside both medical and nursing teams you will assist in basic screening for STIs. You will assist the clinical teams in carrying out procedures including implant and coil fitting, biopsies, perform venepuncture, microscopy and process specimens once adequate training has been undertaken.

### **Apprentice Healthcare Assistant (SOL006/03)**

We have a fantastic opportunity to begin a career in nursing and healthcare, working as an apprentice healthcare assistant on the wards of the Western Community Hospital in central Southampton. As a Healthcare Apprentice you will:

- \* Work as part of the multidisciplinary team
- \* Provide planned personal and rehabilitation care for patients under the direction of a registered nurse
- \* Report on patient's condition to registered nursing staff.
- \* Assist the registered nurse in the assessment of patients' care needs

### **Apprentice Healthcare Assistant (SOL006/02)**

We have a fantastic opportunity to begin a career in nursing and healthcare, working as an apprentice healthcare assistant on the wards of the Royal South Hants Hospital in central Southampton. As a Healthcare Apprentice you will:

- \* Work as part of the multidisciplinary team
- \* Provide planned personal and rehabilitation care for patients under the direction of a registered nurse
- \* Report on patient's condition to registered nursing staff.
- \* Assist the registered nurse in the assessment of patients' care needs

### **Apprentice Healthcare Assistant (SOL006/01)**

We have a fantastic opportunity to begin a career in nursing and healthcare, working as an apprentice healthcare assistant on the wards of the Royal South Hants Hospital in central Southampton. As a Healthcare Apprentice you will:

- \* Work as part of the multidisciplinary team
- \* Provide planned personal and rehabilitation care for patients under the direction of a registered nurse
- \* Report on patient's condition to registered nursing staff.
- \* Assist the registered nurse in the assessment of patients' care needs

# APPRENTICESHIPS ON-LINE

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

You will need to register on this website to apply

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

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

<a href="#">Apprentice Groundsman / Gardener with The Hardmoor Early Years Centre</a>	1	Southampton	Horticulture (Lantra)	01/05/2014
<a href="#">Grounds Maintenance Apprentice with C J Garden Services</a>	1	Southampton	Horticulture (Lantra)	01/05/2014
<a href="#">Motor Apprenticeship with Peter Cooper Ltd</a>	1	Southampton	Vehicle Maintenance and Repair	01/05/2014
<a href="#">Marine Apprenticeship - Upholstery and Soft Furnishings with Trimline Ltd</a>	1	Southampton	Marine Industry	02/05/2014
<a href="#">Hairdressing Apprenticeship with A Hair Cut 4 U Sir</a>	1	Southampton	Hairdressing (Skills Active/ Habia)	02/05/2014
<a href="#">TRAINESHIP in Childcare with The Trees Day Care Nursery</a>	1	Southampton	Traineeship	02/05/2014
<a href="#">TRAINEESHIP in Child Care with Riverside Pre-School</a>	1	Southampton	Traineeship	02/05/2014
<a href="#">TRAINEESHIP in Childcare with The Crescent Pre School</a>	1	Eastleigh	Traineeship	02/05/2014

<a href="#">TRAINEESHIP in Childcare with Wellingtons After school Club</a>	1	Southampton	Traineeship	03/05/2014
<a href="#">TRAINEESHIP in Childcare with Waterside Out of School Clubs Cic</a>	1	Southampton	Traineeship	03/05/2014
<a href="#">TRAINEESHIP in Childcare with Caterpillars Pre-school</a>	1	Southampton	Traineeship	03/05/2014
<a href="#">TRAINEESHIP in Childcare with Little Acorns Nursery</a>	1	Eastleigh	Traineeship	03/05/2014
<a href="#">Stylist Apprentice with Lucia's Unisex Hair Salon</a>	1	Southampton	Hairdressing (Skills Active/ Habia)	04/05/2014
<a href="#">ATA - Apprentice Business Support Assistant with apprentices for business'</a>	1	Eastleigh	Business and Administration (CFA)	04/05/2014
<a href="#">ATA - Apprentice Administration Assistant with apprentices for business'</a>	1	Southampton	Business and Administration (CFA)	04/05/2014
<a href="#">ATA - Apprentice Administration Assistant with apprentices for business'</a>	1	Eastleigh	Business and Administration (CFA)	04/05/2014
<a href="#">Apprentice Hairdresser with Lucia's Second To None Hair Studio</a>	1	Southampton	Hairdressing (Skills Active/ Habia)	04/05/2014
<a href="#">Apprentice Recruitment Consultant with ALBIOR LIMITED</a>	1	Eastleigh	Business and Administration (CFA)	05/05/2014
<a href="#">Traineeship in Childcare with Little Acorns</a>	1	Southampton	Traineeship	05/05/2014
<a href="#">Counter Sales Apprentice (Eastleigh) with Unique Plumbing Supplies</a>	1	Eastleigh	Customer Service (CFA)	05/05/2014
<a href="#">Counter Sales Apprentice (Southampton) with Unique</a>	1	Southampton	Customer Service (CFA)	05/05/2014

<a href="#">Plumbing Supplies</a>				
<a href="#">Counter Sales Apprentice (Eastleigh) with Unique Plumbing Supplies</a>	1	Eastleigh	Customer Service (CFA)	05/05/2014
<a href="#">Apprentice Kitchen Assistant - Eastleigh with Matts Bakery</a>	1	Eastleigh	Hospitality	05/05/2014
<a href="#">Apprentice in Business and Administration Level 2 with Eastleigh College</a>	1	Eastleigh	Business and Administration (CFA)	06/05/2014
<a href="#">Childcare Apprenticeship with Little Acorns Nursery</a>	1	Eastleigh	Children and Young People's Workforce	06/05/2014
<a href="#">Apprentice Mobile Phone Engineer with E-GIANT LTD</a>	1	Eastleigh	Business and Administration (CFA)	06/05/2014
<a href="#">Heavy Vehicle Technician Apprenticeship with Sparks Commercial Services Ltd</a>	1	Southampton	Vehicle Maintenance and Repair	06/05/2014
<a href="#">Apprentice Administrative Recruiter with AVANT GARDE IDEALS LIMITED</a>	2	Southampton	Business and Administration (CFA)	06/05/2014
<a href="#">Parts Consultant Apprenticeship with Sparks Commercial Services Ltd</a>	1	Southampton	Vehicle Parts	06/05/2014
<a href="#">Apprentice Business Administrator with Robertsons Property Solutions Ltd</a>	1	Southampton	Business and Administration (CFA)	07/05/2014
<a href="#">Child Care Apprentice with Woodberry Day Nursery</a>	1	Southampton	Children and Young People's Workforce	08/05/2014
<a href="#">Administration Apprentice with FNTC Training &amp; Consultancy</a>	1	Southampton	Business and Administration (CFA)	08/05/2014
<a href="#">Childcare apprenticeship with Witherswood Ltd</a>	2	Southampton	Children and Young People's Workforce	08/05/2014

<a href="#">Apprentice Care Assistant with Nobilis Care Ltd</a>	1	Southampton	Health and Social Care (Skills for Care)	08/05/2014
<a href="#">Childcare Assistant Apprentice with Little Shipmates Day Nursery</a>	1	Southampton	Children and Young People's Workforce	08/05/2014
<a href="#">Support Worker Apprenticeship with Complete Care</a>	1	Southampton	Health and Social Care (Skills for Care)	08/05/2014
<a href="#">TRAINEESHIP in Childcare with Southampton University Day Nursey</a>	1	Southampton	Traineeship	09/05/2014
<a href="#">TRAINEESHIP in Childcare with Kids Inc</a>	1	Southampton	Traineeship	09/05/2014
<a href="#">TRAINEESHIP in Hospitality with Chariteas Ltd</a>	2	Southampton	Traineeship	09/05/2014
<a href="#">TRAINEESHIP in Hospitality - Bakery with Biglands Bakery</a>	1	Southampton	Traineeship	09/05/2014
<a href="#">Facilities Management Apprentice with Hounslow School</a>	1	Southampton	Facilities Management (Asset Skills)	09/05/2014
<a href="#">Domiciliary Care Worker Apprenticeship (Southampton) with LONGWATER ATA C.I.C.</a>	1	Southampton	Health and Social Care (Skills for Care)	09/05/2014
<a href="#">Business &amp; Engineering Apprentice with Swl Ropes Lifting &amp; Testing Ltd</a>	1	Southampton	Business and Administration (CFA)	09/05/2014
<a href="#">TRAINEESHIP in Childcare with Woolston Community Pre School</a>	1	Southampton	Traineeship	09/05/2014
<a href="#">Construction Team Leader (Southampton) with Kier Group Plc</a>	1	Southampton	Construction Building	09/05/2014

<a href="#">Professional Barista Apprentice with Starbucks Coffee Co</a>	2	Southampton	Customer Service (CFA)	09/05/2014
<a href="#">TRAINEESHIP in Childcare with Chuckles Day Nursery</a>	1	Southampton	Traineeship	09/05/2014
<a href="#">TRAINEESHIP in Hospitality – Front of House, Bar and Kitchen with Kutis Royal Thai Pier</a>	2	Southampton	Traineeship	09/05/2014
<a href="#">TRAINEESHIP in Childcare with Sure Start Western</a>	1	Southampton	Traineeship	09/05/2014
<a href="#">Apprentice Case Manager with Claisse St Vincent</a>	1	Southampton	Business and Administration (CFA)	09/05/2014
<a href="#">Business Administration Apprentice with Abacus Logistics</a>	1	Southampton	Business and Administration (CFA)	09/05/2014
<a href="#">TRAINEESHIP in Childcare with Thornhill Primary School</a>	1	Southampton	Traineeship	09/05/2014
<a href="#">TRAINEESHIP in Childcare with Sure Start</a>	1	Southampton	Traineeship	09/05/2014
<a href="#">Service Desk Analyst Apprentice with Babcock International Group</a>	3	Southampton	IT Application Specialist	09/05/2014
<a href="#">Advanced Legal Apprenticeship (Level 3) – Southampton/Portsmouth with Blake Laphorn LLP</a>	6	Eastleigh	Legal Advice	09/05/2014
<a href="#">TRAINEESHIP in Hospitality – Front of House and Administration with Kutis Royal Thai Pier</a>	2	Southampton	Traineeship	09/05/2014
<a href="#">TRAINEESHIP in Business Administration with Beehive Nursery School</a>	1	Eastleigh	Traineeship	09/05/2014
<a href="#">TRAINEESHIP in Business</a>	1	Southampton	Traineeship	09/05/2014

<a href="#">Administration with Starpoint Sholing Day Nursery</a>				
<a href="#">Administration apprentice with E-GIANT LTD</a>	1	Eastleigh	Business and Administration (CFA)	10/05/2014
<a href="#">Apprentice Administrator with Blake Laphorn Tarlo Lyons</a>	1	Eastleigh	Business and Administration (CFA)	11/05/2014
<a href="#">Apprentice CNC Machinist with GW Martin &amp; Co Ltd</a>	1	Eastleigh	Improving Operational Performance	11/05/2014
<a href="#">Health Care Assisstant (Southampton) with Medical Professional Personnel Limited</a>	30	Southampton	Health and Social Care (Skills for Care)	11/05/2014
<a href="#">Finance Apprentice with University of Southampton</a>	1	Southampton	Accounting (FSP)	11/05/2014
<a href="#">Apprentice Legal Secretary with Blake Laphorn Tarlo Lyons</a>	1	Eastleigh	Business and Administration (CFA)	11/05/2014
<a href="#">Apprentice Administrator with Carillion Construction</a>	1	Southampton	Business and Administration (CFA)	11/05/2014
<a href="#">Fish &amp; Chip Shop Assistant Apprentice with Tasty Plaice</a>	1	Southampton	Hospitality	12/05/2014
<a href="#">Apprentice Administrator with McNicholas Communications Ltd</a>	2	Southampton	Business and Administration (CFA)	12/05/2014
<a href="#">Apprentice Office Assistant with Seamariner Limited</a>	1	Southampton	Business and Administration (CFA)	12/05/2014
<a href="#">Intermediate I.T User Apprentice with Dynamics Consultants Ltd</a>	1	Southampton	IT Application Specialist	12/05/2014
<a href="#">BMW Bodyshop Paint Apprentice with BMW Group Academy</a>	1	Eastleigh	Vehicle Body and Paint	15/05/2014



<a href="#"><u>BMW Light Vehicle Technician Apprenticeship with BMW Group Academy</u></a>	2	Southampton	Vehicle Maintenance and Repair	15/05/2014
<a href="#"><u>Apprentice Support Administrator with Therapeutic Care and Education Centre</u></a>	1	Southampton	Business and Administration (CFA)	15/05/2014
<a href="#"><u>Advanced Electrical Apprentice with Prysmian Uk Group Ltd</u></a>	1	Eastleigh	Engineering Manufacture (Craft and Technician)	16/05/2014
<a href="#"><u>BUSINESS APPRENTICE with MBDA</u></a>	1 +	Nationwide	Business and Administration (CFA)	16/05/2014
<a href="#"><u>Office Administration Apprentice with Portmore Insurance Brokers Limited</u></a>	1	Southampton	Business and Administration (CFA)	16/05/2014
<a href="#"><u>Claims Handler/Administration Apprentice with Portmore Insurance Brokers Limited</u></a>	1	Southampton	Business and Administration (CFA)	16/05/2014
<a href="#"><u>Care Assistant level 2 Apprentice with Badgers Holt</u></a>	1	Southampton	Health and Social Care (Skills for Care)	16/05/2014
<a href="#"><u>TRAINEESHIP IN CHILDCARE with Cuddles &amp; Care Nursery</u></a>	1	Eastleigh	Traineeship	16/05/2014
<a href="#"><u>IT Service Desk Apprentice with Amicus Its Limited</u></a>	5	Southampton	IT, Software, Web & Telecoms Professionals	16/05/2014
<a href="#"><u>ENGINEERING APPRENTICESHIP with MBDA</u></a>	1 +	Nationwide	Engineering Manufacture (Craft and Technician)	16/05/2014
<a href="#"><u>ATA - Apprentice Healthcare Assistant with apprentices for business'</u></a>	1	Southampton	Health - Healthcare Support Services	18/05/2014
<a href="#"><u>Apprentice Embroidery, Printing &amp; Packing Assistant with Skoolkit</u></a>	1	Eastleigh	Improving Operational Performance	18/05/2014

<a href="#"><u>Limited</u></a>				
<a href="#"><u>Business Administration Apprentice with ITS</u></a>	1	Southampton	Business and Administration (CFA)	18/05/2014
<a href="#"><u>Apprentice Fork Lift Truck Engineer (Southampton) with Jungheinrich UK Ltd</u></a>	1	Southampton	Vehicle Maintenance and Repair	18/05/2014
<a href="#"><u>ATA - Patient Systems Administrator with apprentices for business'</u></a>	1	Southampton	Business and Administration (CFA)	18/05/2014
<a href="#"><u>Sales Support and Compliance Apprentice with One Way Resourcing Ltd</u></a>	1	Southampton	Business and Administration (CFA)	19/05/2014
<a href="#"><u>Apprentice Chef with The King Rufus</u></a>	1	Southampton	Catering and Professional Chefs	20/05/2014
<a href="#"><u>Business and Administration Apprentice with L V Shipping Ltd</u></a>	1	Eastleigh	Business and Administration (CFA)	21/05/2014
<a href="#"><u>Apprentice Support Worker with Wessex Regional Care Limited</u></a>	1	Southampton	Health and Social Care (Skills for Care)	23/05/2014
<a href="#"><u>Switch and Transmission Engineer Advanced Apprenticeship with BT</u></a>	1 +	Nationwide	IT, Software, Web & Telecoms Professionals	23/05/2014
<a href="#"><u>Power Network Engineer - Advanced Apprenticeship with BT</u></a>	1 +	Nationwide	IT, Software, Web & Telecoms Professionals	23/05/2014
<a href="#"><u>External Network Engineer (Apprenticeship) with Openreach</u></a>	1 +	Nationwide	IT, Software, Web & Telecoms Professionals	23/05/2014
<a href="#"><u>Customer Care Apprentice with Garmin (Europe) Limited</u></a>	1	Southampton	Customer Service (CFA)	23/05/2014
<a href="#"><u>Business Administration Apprentice with Alto Marketing Ltd</u></a>	1	Southampton	Business and Administration (CFA)	23/05/2014

<a href="#">ATA Warehouse apprentice with EDA Learning and Development Limited</a>	1	Eastleigh	Warehousing and Storage (Skills for Logistics)	23/05/2014
<a href="#">ATA Warehouse apprentice with EDA Learning and Development Limited</a>	1	Eastleigh	Warehousing and Storage (Skills for Logistics)	23/05/2014
<a href="#">ATA Warehouse apprentice with EDA Learning and Development Limited</a>	1	Eastleigh	Warehousing and Storage (Skills for Logistics)	23/05/2014
<a href="#">ATA Warehouse apprentice with EDA Learning and Development Limited</a>	1	Eastleigh	Warehousing and Storage (Skills for Logistics)	23/05/2014
<a href="#">Test and Calibration Apprentice with B D Marine</a>	1	Southampton	Engineering Manufacture (Craft and Technician)	23/05/2014
<a href="#">Business Administration Apprentice with Acrobat Promotions Ltd</a>	1	Southampton	Business and Administration (CFA)	23/05/2014
<a href="#">Apprentice in Business Administration &amp; Information Law with Southampton City Council</a>	1	Southampton	Business and Administration (CFA)	23/05/2014
<a href="#">ATA - Apprentice Dental Administration Assistant with apprentices for business'</a>	1	Southampton	Business and Administration (CFA)	25/05/2014
<a href="#">ATA - Apprentice Assistant Buyer with apprentices for business'</a>	1	Southampton	Business and Administration (CFA)	25/05/2014
<a href="#">Apprentice Mechanical Technician with GEO Specialty Chemicals UK Ltd</a>	1	Southampton	Engineering Manufacture (Craft and Technician)	26/05/2014
<a href="#">Apprentice Law Clerk with 12 College Place</a>	1	Southampton	Business and Administration (CFA)	26/05/2014

<a href="#">TRAINEESHIP Hospitality with Ageas Bowl Experience Ltd</a>	1	Southampton	Traineeship	29/05/2014
<a href="#">Centre Receptionist &amp; Administration Apprentice with Bestlands Solutions Ltd</a>	1	Southampton	Business and Administration (CFA)	29/05/2014
<a href="#">Centre Receptionist &amp; Administration Apprentice with Bestlands Solutions Ltd</a>	1	Southampton	Business and Administration (CFA)	29/05/2014
<a href="#">TRAINEESHIP Hospitality with Ageas Bowl Experience Ltd</a>	1	Southampton	Traineeship	29/05/2014
<a href="#">Business Administrator Apprentice with WP Group (Fuels &amp; Lubricants) Limited</a>	1	Southampton	Business and Administration (CFA)	30/05/2014
<a href="#">PE &amp; Sport Teaching Assistant Apprentice with Bitterne Park School</a>	1	Southampton	Supporting Teaching and Learning in Schools (LSIS)	30/05/2014
<a href="#">Apprentice Receptionist, progression to Office Manager with DYNAMICS PHYSIOTHERAPY CLINIC LIMITED</a>	1	Southampton	Customer Service (CFA)	30/05/2014
<a href="#">Warehouse Apprentice with Aalco</a>	2	Southampton	Warehousing and Storage (Skills for Logistics)	30/05/2014
<a href="#">Apprentice Accountant with Fiander Tovell LLP</a>	3	Southampton	Accounting (FSP)	30/05/2014
<a href="#">Nursery Assistant Apprentice with Beehive Nursery School</a>	1	Eastleigh	Children and Young People's Workforce	30/05/2014
<a href="#">Apprentice CNC Machinist. with DA Benham Engineering Ltd</a>	3	Southampton	Engineering Manufacture (Craft and Technician)	30/05/2014
<a href="#">Business Administration Apprenticeship with</a>	1	Southampton	Business and Administration (CFA)	30/05/2014

<a href="#">Global It Networks</a>				
<a href="#">Warehousing Apprenticeship with South Coast Building Supplies</a>	1	Southampton	Warehousing and Storage (Skills for Logistics)	31/05/2014
<a href="#">Apprentice Electrician (Southampton) with Crest Nicholson Plc</a>	1	Southampton	Electrotechnical (Summit Skills)	31/05/2014
<a href="#">Advanced Apprentice in Manufacturing with Hemco Power &amp; Controls Systems Ltd</a>	1	Eastleigh	Engineering Manufacture (Operator & Semi Skilled)	31/05/2014
<a href="#">Travel Apprentice with STA Travel Ltd</a>	1	Southampton	Travel Services (People 1st)	02/06/2014
<a href="#">Hairdressing Apprenticeship with Trinity</a>	1	Southampton	Hairdressing (Skills Active/Habia)	06/06/2014
<a href="#">Apprentice Customer Advisor or Customer Service Assistant with Lloyds Bank Plc</a>	1 +	Nationwide	Providing Financial Services (FSP)	06/06/2014
<a href="#">Apprentice Banking Consultant or Personal Banking Adviser with Lloyds Bank Plc</a>	1 +	Nationwide	Providing Financial Services (FSP)	06/06/2014
<a href="#">Beauty Apprentice with Trinity</a>	1	Southampton	Beauty Therapy (SkillsActive/Habia)	06/06/2014
<a href="#">Business Administration apprenticeship- Warehouse with Garmin (Europe) Limited</a>	1	Southampton	Business and Administration (CFA)	09/06/2014
<a href="#">TRAINEESHIP in Childcare with Rainbow Pre School</a>	1	Southampton	Traineeship	09/06/2014
<a href="#">Apprentice Administrator with ERR Ltd</a>	1	Southampton	Business and Administration (CFA)	11/06/2014
<a href="#">IT/Telecoms Apprentice</a>	1	Southampton	IT, Software, Web &	11/06/2014

<a href="#">with Meridian IP Communications Ltd</a>			Telecoms Professionals	
<a href="#">Apprentice Butcher with Kempton's Of Bitterne</a>	1	Southampton	Food and Drink	13/06/2014
<a href="#">Amenity Horticulture Apprentice with ARBORICULTURE LIMITED</a>	1	Eastleigh	Horticulture (Lantra)	13/06/2014
<a href="#">Scania Heavy Vehicle Apprenticeship with Scania Ltd</a>	1	Southampton	Vehicle Maintenance and Repair	20/06/2014
<a href="#">IT Apprenticeship with The It Skills Management Company Limited</a>	2	Southampton	IT, Software, Web & Telecoms Professionals	27/06/2014
<a href="#">Apprentice Joiner (Southampton) with Barratt Homes</a>	2	Southampton	Construction Building	30/06/2014
<a href="#">Apprentice Bricklayer (Southampton) with Barratt Homes</a>	2	Southampton	Construction Building	30/06/2014
<a href="#">Apprentice Electrician (Southampton) with Barratt Homes</a>	1	Southampton	Electrotechnical (Summit Skills)	30/06/2014
<a href="#">Apprentice Plumber (Southampton) with Barratt Homes</a>	1	Southampton	Plumbing and Heating	30/06/2014
<a href="#">Apprentice administrator with Avask Accounting and Business Consultants Ltd</a>	1	Eastleigh	Business and Administration (CFA)	01/07/2014
<a href="#">Apprentice Instructor with Kingswood Centre Ltd</a>	1 +	Nationwide	Activity Leadership	11/07/2014
<a href="#">Apprentice administrator with INDUSTRIAL CLEANING EQUIPMENT (SOUTHAMPTON) LTD</a>	1	Eastleigh	Business and Administration (CFA)	29/07/2014


<a href="#">Apprentice Crew Member with McDonald's Restaurants Ltd</a>	1 +	Nationwide	Hospitality	31/08/2014
<a href="#">Construction Apprentice with Carillion Construction Ltd</a>	1 +	Nationwide	Construction Building	30/09/2014

.... And many, many more

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

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





# ADVICE / SUPPORT



# Southampton Work Clubs

Locations of work clubs currently operating in Southampton.

Work Clubs are a nationwide initiative, based in the local community which aim to support people to find work. They are free to attend and provide help with CVs, job search, completing application forms, interview practice and other help to find a job in a friendly community environment.

## **Bitterne Library 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

## **CLEAR Work Club**

11 Queensway, Southampton, SO14 3BL

Wednesdays 9.30am - 12.30 pm All Year round.

For anyone who has come to the UK as a refugee or as family/dependent of a refugee - must have right to work in the UK although we will help asylum seekers look for training and compile a CV ready for looking for work if their application is successful.

Contact: Nicola White 02380221111 or email [nicola@clearproject.org.uk](mailto:nicola@clearproject.org.uk).

Website: <http://bit.ly/13wXcwA>

## **Community Systems Work Club**

6 Brunswick House, Brunswick Place Southampton SO15 2AP. Monday to Friday: 10am - 4pm. For anyone claiming out of work benefits. Tel:Seid Almazumi 0845 600 60 60

## **EU Welcome - City Centre**

CLEAR, 11 Queensway, Southampton SO14 3BL

Monday 12:30 to 2:00pm. Work Club for arrivals to UK from Europe

Tel: Dave Adcock 07786 392886

## **EU Welcome - Shirley**

St. Marks Junior School

Stafford Road, Southampton SO15 5TE

Tuesdays 1:00pm to 2:30pm

Work club for arrivals to UK from Europe.

Tel: Dave Adcock 07786 392886



### **Hinkler Work Club**

Hinkler Community Centre, Hinkler Parade, Thornhill SO19 6DF. Drop in – all welcome. Wednesdays 9am – 12 noon. Contact Amanda 023 8040 5728 for further information.

### **James Street Work Club**

Run by West Itchen Community Trust. James Street Community Centre, James Street, Southampton, SO143FR Mondays: 3pm-5pm Runs throughout the year. Open to everyone (adults over 18). T: 023 8038 8580 E: ...

E: alex@wict.co.uk

Web: www.wict.co.uk

### **Millbrook Work Club**

Saints Pub Function room, Mansel Park West, Millbrook SO16 0LP.

Wednesdays 12pm – 3pm. Drop in, all welcome.

Contact The Warren Centre 023 80327802 for further information.

The Saints Public House

Mansel Road West

Southampton, Hampshire SO16 9LP

+44 23 8077 4215

[thesaintspub.co.uk](http://thesaintspub.co.uk)

### **No Limits Work Club**

No Limits, 24a Bernard Street, Southampton, SO14 3AY.

Monday's between 2pm - 4pm.

For people aged 16 - 25. Tel: 023 8023 6237. [www.nolimitshelp.org.uk](http://www.nolimitshelp.org.uk).

No Limits

24A Bernard Street

Southampton SO14 3AY

+44 23 8022 4224

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

### **Redbridge Work Club**

Union Learning Centre, City Depot, First Avenue, Redbridge SO15 0LJ

Drop in, all welcome. Wednesdays 9am – 12 noon.

Contact Totton College 023 8042 7361 for further information.

City Depot & Recycling Park

First Ave

Southampton, Hampshire SO15 0LJ

+44 23 8083 4363



## **STEPS (Plusyou Ltd) Thornhill**

Hightown Centre, Tunstall Close, Southampton SO19 6RD

For people living in SO19 6 area

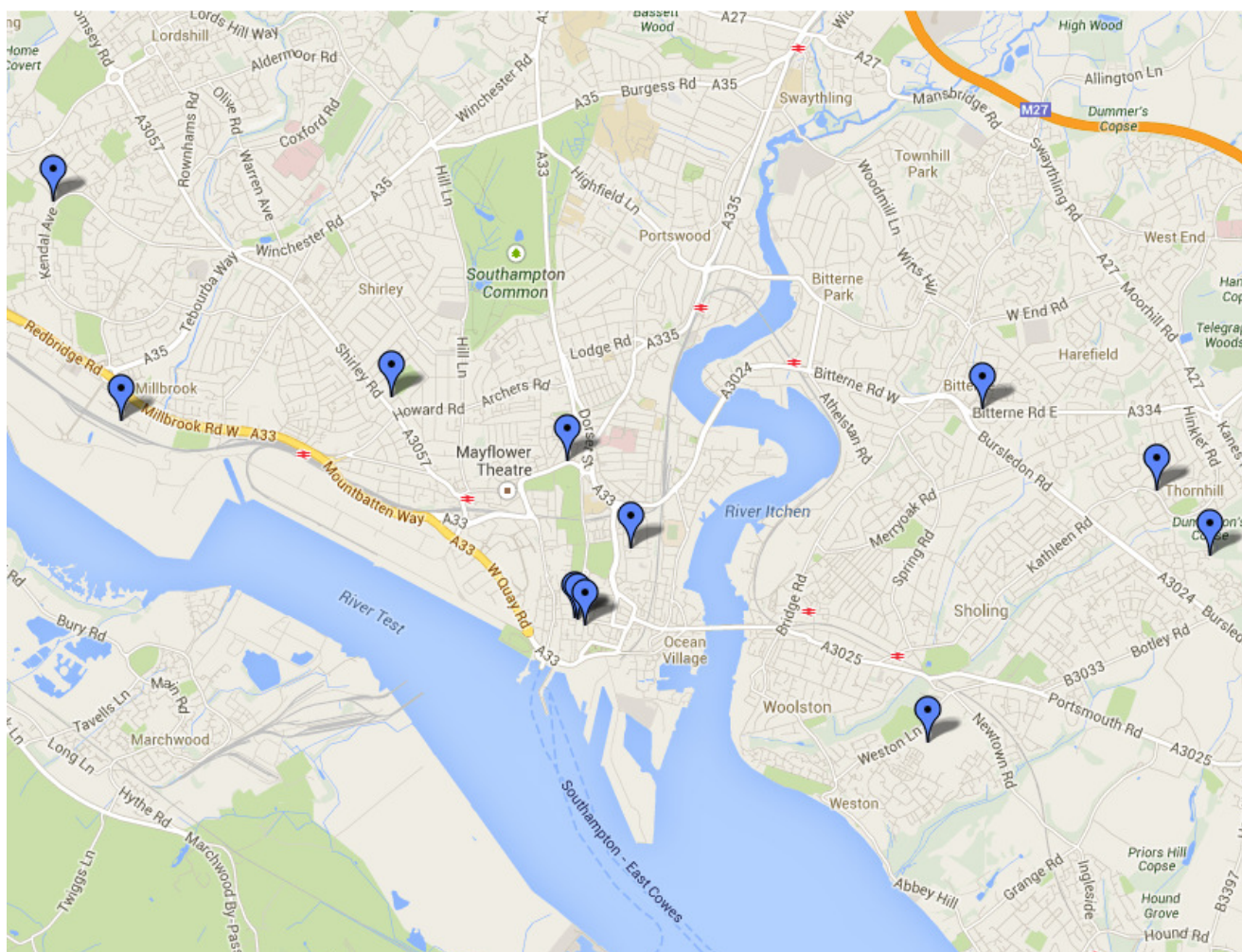
Tel: Mike or Amanda for opening times on 023 8040 5728.

## **Weston Work Club**

Weston Library, Chamberlayne Leisure Centre car park Appointments only.

Thursday 10am – 1pm. Please call Totton College 023 8042 7361 to book an appointment for 1 to 1 advice at Weston Library, Chamb...

### **Location of the work clubs**





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

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

**Monday, Wednesday, Thursday**

6pm to 9.30pm

For young people aged

**11 to 18 years**

.....

**Saturday 12pm to 4pm**

For young people aged

**9 to 18 years**

**Extended Service**

**For young people up to 21 years**

Thursday 2pm to 5pm

Wednesday 3pm to 5pm

Health & Wellbeing Drop in service

Keep up to date with us on

[Facebook: log in and search for 'The Garage Ufi'](#)



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



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

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

Tel: 023 8068 4932

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

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

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

Claypits Lane  
Dibden,  
Southampton  
SO45 5TN

Tel: 023 8087 7960

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

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

The Wedge  
London Road  
Andover  
SP10 2PS

Tel: 01264 336571

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

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

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

# The YouthHouse

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

Tel: 07725 724619 or 02380 462371

## Careers session

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

## Youth club nights

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



## Job Club

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

## Fair Oak Library

9.30am to 11.30am  
Every Tuesday\*

\*During school term time

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

TERM TIME ONLY



# City Limits

E M P L O Y M E N T

## WORK CLUB

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

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

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

### **We can assist with:**

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

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

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



# NO LIMITS

Training

Employment

Helping Young People  
Help Themselves

## Work Club

Looking for support

Get help with

Completing CVs

Identify your  
strengths and  
interests

Preparing for  
interviews

Learning Interview  
techniques

Job search

Are you aged  
between 16  
and 25?

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

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

City Centre: 24a Bernard  
Street, SO14 3AY

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



@nolimitshelp



nolimits



## Drop-in centres

### City drop-in centre

☎ 023 8022 4224



#### Facilities:

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

#### Address:

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

#### Opening hours:

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

### Shirley drop-in centre

☎ 023 8051 1051

#### Facilities:

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

#### Address:

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

#### Opening hours:

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

### Sholing drop-in centre

☎ 023 8043 5000

#### Facilities:

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

#### Address:

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

#### Opening hours:

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

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

NEED TO FIND WORK,  
APPRENTICESHIP OR  
TRAINING?

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

NEED SUPPORT ON  
ANY ISSUE?

HEALTH CONFIDENCE DRUGS DROP-INS

ANXIETY AMBLYOPIC TESTING FEAR

INTERVIEW GUIDANCE IELTS SEX

HOUSING ANTI-BULLYING APPLICATIONS

CONDOMS EMAILS CHARITY

CONFIDENTIAL SEXUAL HEALTH TESTING

BENEFITS FAMILY GROUPS INJECTION

DEPRESSION HEALTH CHECKS ALCOHOL

**YOUTH IN ROMSEY**  
*Here to help!*

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



CHARITY NO: 1071190



## WHAT HAPPENS IF I DON'T TELL AN EMPLOYER?

For unregulated roles, if your employer doesn't ask about your unspent convictions then you're not obliged to tell them. However, if asked you must answer honestly. If they decide to do a Basic Check they'll find out anyway.

For regulated roles, employers can do a DBS check. If you apply for jobs in this area and don't disclose your convictions, you'll often not be selected.

## WHAT'S MY BEST CHANCE OF GETTING INTO EMPLOYMENT?

Your best chance of getting into employment is to stay positive. You may have a criminal conviction but if you can convince an employer that it's not related to the job and that it won't stop you from being a great employee then you're still in with a shot. There are people out there willing to give you a chance.

## WHO CAN HELP?

It's very important you ask a reputable and dependable advisor to help you with your disclosure. As well as your key worker, other organisations that can help are:

- Nacro helpline: 020 7840 1212/helpline@nacro.org.uk
- Unlock helpline: 01634 247350/advice@unlock.org.uk

They can both also offer training for those working with people with convictions to help them better prepare their clients for life with a criminal record. And they have lots of further information on their websites.

## FOR ADVISORS USING THIS GUIDE

This guidance is for key workers and advisors who work with young people with criminal convictions that want to get back to work but are worried about disclosing a criminal conviction. It should be used in conversation with a young person alongside the Top Tips document.

## AS AN ADVISOR MAKE SURE YOU:

- Encourage the young person to get their record
- Encourage the young person to practice telling their story – in writing and verbally
- Explore with the young person how they talk about their convictions to make sure they're answering any concerns the employer may have
- If you don't know the answers to their questions seek further advice from organisations like Unlock or Nacro – the wrong advice about disclosure is worse than no advice at all

Business in the Community is a responsible business charity. We work with businesses to run programmes like Ready for Work that help people into employment. We also campaign for businesses to make their jobs accessible and sustainable for people who face barriers to work, such as the Ban the Box campaign calling on companies to remove the tick box on application forms that asks about criminal records. [www.bitc.org.uk](http://www.bitc.org.uk)

This guide was funded as part of the work of the Transition to Adulthood (T2A) Alliance, which evidences and promotes distinct and effective approaches for young adults throughout the criminal justice process. T2A is a coalition of 13 leading criminal justice, health and youth charities, convened and funded by the Barrow Cadbury Trust. [www.t2a.org.uk](http://www.t2a.org.uk)

This guide was funded as part of the work of the Transition to Adulthood (T2A) Alliance [www.t2a.org.uk](http://www.t2a.org.uk) – a coalition of 13 leading criminal justice, health and youth charities, working to evidence and promote distinct and effective approaches for young adults throughout the criminal justice process.

Make sure you use Unlock's Disclosure Calculator to help you to find out when your convictions are spent.  
[www.disclosurecalculator.org.uk](http://www.disclosurecalculator.org.uk)

# A FRESH START

## A GUIDE for telling an employer about your criminal record

## HOW DO I KNOW IF I HAVE A CRIMINAL RECORD?

If, at any point in your past, you've been in trouble with the police, it's possible that you have a criminal record. If you've been found guilty, or pleaded guilty in a court, you definitely have a criminal record.

## CAN I GET A COPY OF MY CRIMINAL RECORD?

Yes. It's a really good idea to find out what's on your criminal record before you look for a job. Google 'criminal record subject access request' and follow the instructions to apply to receive your record. It's important that you tick both the local and national police database on your form so that you get information held by both services.

Doing this means that you'll receive a list of all of your convictions and any police intelligence held about you before a potential employer has them. If there's anything on your record that's incorrect you have the opportunity to challenge it before it affects any job applications. Subject access requests take approximately 40 working days to process and cost £10. It's a good idea to get this as soon as possible.

## WHAT IS DISCLOSURE?

In this context disclosure is telling someone, often an employer, about criminal convictions.

If you have criminal convictions and an employer asks you about these in writing or in an interview you must tell them about certain ones (the next question helps you to understand which). It's illegal not to declare these convictions if asked.

Remember: a criminal conviction refers to convictions, cautions, warnings and final reprimands. It doesn't include fixed penalty notices, penalty notices for disorder, or any other police or out-of-court disposal.

## WHAT DOES THE LAW SAY?

Every conviction has a rehabilitation period attached. The Rehabilitation of Offenders Act 1974 decides the length of these periods.

During the rehabilitation period, your conviction is called 'unspent' and you always need to tell an employer about it when asked. When the period is over, your conviction is called 'spent' and you may not need to tell an employer about it any more.

Don't make the mistake of thinking that once you've finished your time in prison or on probation, your offence is spent. This only happens when your rehabilitation period ends.

The rehabilitation period depends on the sentence not the nature of the crime nor whether it was suspended or not. You'll have to disclose criminal convictions immediately after you've been found guilty. But in most cases your rehabilitation period begins when your sentence ends.

Check this table and remember that rehabilitation periods often change if you have more than one conviction.

Disposal (Sentence)	Rehabilitation period (convicted age 18 and over)	Rehabilitation period (convicted age 17 and under)
Compensation Order	N/A	Once the payment is made in full
Referral Order	N/A	Upon completion of order
Absolute Discharge	None	N/A
Conditional Discharge	Upon completion of order	N/A
Fine	1 year from date of conviction	6 months from date of conviction
Community Order, Probation Order or Youth Rehabilitation Order	1 year from end of order	6 months from end of order
Prison 6 months or less	2 years from end of sentence	1 ½ years from end of sentence
Prison >6-30 months	4 years from end of sentence	2 years from end of sentence
Prison >30-48 months	7 years from end of sentence	3 ½ years from end of sentence
Prison >48 months	Never spent	Never spent

## WHAT DO I TELL AN EMPLOYER?

Most jobs (e.g. office job, warehouse operative, most services roles) are called 'unregulated roles', which means you have to tell employers about your unspent convictions if you're asked. For some other jobs, called 'regulated roles' (e.g. carer, doctor, security person, taxi driver), you'll have to tell employers about all of your convictions, both unspent and spent.

It's the employer's responsibility to ask you about your convictions. You should always be prepared to have a conversation about your record whenever they ask.

## HOW SHOULD I TELL AN EMPLOYER?

There are a number of ways – in writing, over the phone, or face-to-face. Generally, face-to-face works best, but it depends on what the employer's process is, and what you feel most comfortable with.

To be in with the best chance of getting a job, you need to be ready to tell an employer about: the seriousness of an offence, when it happened, what was happening in your life at the time, and what's happening in your life now.

Try to predict concerns an employer might have about your convictions – think about the things that might worry them and decide how to tell your story to address these concerns. Practise writing your disclosure letter and telling your disclosure story so you're ready if you're asked.

## WHAT SORT OF CHECKS WILL THEY DO?

If an employer is recruiting for an unregulated role they may apply for a Basic Check. This will give the employer information only on your unspent convictions. It's possible and legal for an employer to decide not to give you the job because of your unspent convictions. Remember, for unregulated roles you only need to disclose unspent convictions but only if you're asked.

If an employer is recruiting for a regulated role they can carry out a Disclosure and Barring (DBS formerly CRB) check. If you have convictions that are of concern it's likely that they won't employ you.

# 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](http://www.nationalcareersservice.direct.gov.uk)

**National  
Careers  
Service**

Helping you take  
the next step

# NOTES

The next bulletin is ... Thursday 15 May 2014