|  |
| --- |
| 1. **Employer Details**
 |
| **Company’s registered name** | Click or tap here to enter text. | **Number of Employees** | Click or tap here to enter text. |
| **Company address** **(where your apprentice will be based)** |  |
| **Name of person to receive the applications** | Click or tap here to enter text. | **Telephone number & email address** | Click or tap here to enter text.Click or tap here to enter text. |
| **Number of positions for this vacancy** | Choose an item. |
| **Employer's name and address be shown in this vacancy online?** | **YES** **[ ]  NO** **[ ]**  |
| **Employer website (optional)** | Click or tap here to enter text. |
| **About your company** **(This is your opportunity to promote your business to potential applicants)** |  |
| **How would you like applicants to apply?****(please tick any relevant boxes)** | **An application form via the Gov.uk ‘Find An Apprenticeship’ website** [ ] **Via your own website** [ ] **A CV**  [ ] We advise that applicants apply via the ‘Find an Apprenticeship’ website. Being directed to an external website or being asked to provide a CV can put some applicants off applying. Please ensure that you acknowledge each application received from an applicant even if they are unsuccessful. Many applicants apply and find apprenticeships elsewhere if they don’t receive a timely response. |

|  |
| --- |
| 1. **Apprenticeship vacancy details**
 |
| **Job/Apprenticeship Title** | Click or tap here to enter text. |
| **Brief overview of role****(350 characters max, opportunity to provide further vacancy information in section 5 for the template)**Try and make the vacancy sound exciting for applicants. Currently there are more apprenticeship vacancies than there are applicants.  |  |
| **Vacancy Type** | **Apprenticeship** |
| **Are you signed up to the Disability Confident scheme?** | **YES** **[ ]  NO** **[ ]**  |
| **How will candidates apply for this vacancy?** | **Candidates will apply via the ‘Find An Apprenticeship’ website** **[ ]** **Candidates will apply through our own website** **[ ]**  |
| **If candidates are to apply via your own website please explain the application process**  |  |

|  |
| --- |
| 1. **Training Details** (to be completed by your apprenticeship training provider)
 |
| **Apprenticeship Title** | Click or tap here to enter text. |
| **Apprenticeship Level**  | **Intermediate** **[ ]  Advanced** **[ ]  Higher** **[ ]  Degree** **[ ]**  |
| **Training to be provided****(Will you be providing any in-house training on top of the apprenticeship, including a staff induction? If so what will be included?)** |  |
| **Expected duration** | Click or tap here to enter text. |
| **Training provider contact name**  | Click or tap here to enter text. |
| **Training provider contact number**  | Click or tap here to enter text. |
| **Training provider contact email**  | Click or tap here to enter text. |

|  |
| --- |
| 1. **Further Apprenticeship vacancy details**
 |
| **Would you like candidates to be able to contact you about the vacancy?** | **YES [ ]  NO [ ]**  |
| **Working Week** **(e.g 0900-1700)** | Click or tap here to enter text. |
| **Paid hours per week****(£8.10 is the current average apprenticeship salary in the southeast)**  | Click or tap here to enter text. |
| **How will your apprentice be paid?** | **Weekly** **[ ]  Monthly** [ ]  |
| **Weekly/Monthly Wage**  | **£** Click or tap here to enter text. |
| **Closing date of vacancy** | Closing date of vacancy |
| **Potential Start date** | Potential start date |
| **Will you be interviewing candidates before the closing date?** | **YES** **[ ]  NO** [ ]  |
| **Vacancy Description****Please add 5-7 bullet points to this section****(if you have provided us with a job description we will add the information in this section)** | **As an employer we will teach you how to complete the following tasks:** |
| **Desired skills** |  |
| **Desired personal qualities** |  |
| **Desired qualifications****This can be left blank if there are no essential qualifications for the role** |  |
| **Future prospects** **(Is there an opportunity for the apprentice to continue with the company once they finish their apprenticeship? Have you got any success stories about future apprentices? Why will doing this apprenticeship help an employee better their career prospects)** |  |
| **Things to consider about the vacancy** **(E.g. is it based in a rural location requiring own transport to travel to? Also, this is a great chance to paint a picture about the work environment. How many employees are there, who will be the apprentice’s manager, do employees take lunch breaks together, are there local places where they can buy lunch or will they need to bring a packed lunch, are there any social events such as a Christmas party everyone attends?)**  |  |
| **Company Benefits****(Why would someone want to work for your business? What benefits do you offer? How much paid holiday? Any bonuses? Discounts? Subsidised lunches? Free tea and coffee?)** |  |
| 1. **Extra questions you would like to ask candidates on their application (these questions can only be added if applicants apply via the Government’s ‘Find an Apprenticeship’ website.**
 |
| **First question** |  |
| **Second question** |  |

|  |
| --- |
| 1. **Terms & Conditions – Please read**
 |
| **National Minimum Wage Information** | The National Minimum Wage (NMW) for apprentices is £4.81 for people aged 16-18 and those aged over 19 in the first year of their Apprenticeship. Apprentices are entitled to at least the minimum wage for their age if they both:* are aged 19 or over
* have completed the first year of their apprenticeship

The new NMW applies to time working plus time spent training, as this is also part of the Apprenticeship. Anyone not covered by the age category above will be entitled to the NMW appropriate to his or her age. |
| **Funding** | **Apprenticeship Levy Payer**Employers will pay the maximum value of the funding band for the apprenticeship through their digital account regardless of the age of the apprentice. If a levy payer exhausts their levy pot then rules for Non Levy Payer will apply.  |
| **Non Levy Payer**If an apprentice is between 16-18 years old the government will fund all of the apprenticeship training costs, up to the maximum value of the funding band for the apprenticeship, for employers employing fewer than 50 people.Employers who employ 50 people or more regardless of the age of the apprentice will be required to contribute 5% of the funding band for the apprenticeship with the remaining 95% government funded. The funding band is dependent on the apprenticeship and level undertaken.  |
| **Important Information** | East Sussex College are responsible for forwarding candidates who have applied and completed an application form on the ‘Find An Apprenticeship’ website unless the employer has requested that applicants are directed to their recruitment page. Responsibility for shortlisting and interviewing candidates sits with the recruiting employer. The recruiting employer will inform East Sussex College of any candidate they shortlist, interview and provisionally offer a contract of employment to.Selected candidates acceptance onto an Apprenticeship is subject to successful completion of the Basic Skills (initial) Assessment in both Literacy and Numeracy. Candidates will only be signed up/enrolled onto programme once they have completed the Apprenticeship Induction Session unless agreed by the college. Confirmation of suitability of apprenticeship programme level sits with East Sussex College’s delivery tutor. The recruiting employer takes full responsibility to ensure that no unlawful discrimination occurs at any stage in the recruitment process on the grounds of age, disability, gender reassignment, marriage and civil partnership, maternity, pregnancy, race, religion or belief, sex or sexual orientation.DID YOU KNOW? East Sussex College also offers a range of compliance and staff CPD short courses running from one to three days. You may have business requirements or staff development needs that can be supported via one of our many courses. For further information please call us on 030 300 39777. |