

# Advanced (Level 3) Vacancies

## Job Information Sheet

### Live vacancies (on 17<sup>th</sup> August 2010)

Below is a selection of jobs available to those who have completed Level 3 courses such as A Levels, or BTEC National Diplomas. Some of these vacancies only ask for 4 or 5 GCSE grade Cs, as a minimum but those offering Level 3 qualifications often have better career prospects.

Young people in Central London can search for the full range of job and training opportunities at [www.mychoicelondon.co.uk/choicejobs](http://www.mychoicelondon.co.uk/choicejobs).

When this information sheet was published the following vacancies were available:

Reference Number	Vacancy	Location	Pay	Notes
<b>L19002008</b>	Apprentice Parliamentary Panel Administrator	Westminster	£174 per week plus travel allowance	
<b>L19001967</b>	Business Support Apprentice	Victoria	£174 per week plus travel allowance	
<b>L19001638</b>	A Level Trainee Tax Advisor	Canary Wharf & City of London	Competitive salary, well above minimum wage	300 UCAS points and GCSE maths grade B and English grade C required
<b>L12002551</b>	Trainee Accountant	Kingston	£16,000 a year	Must have A Levels or equivalent qualifications
<b>L19001581</b>	Trainee Construction Engineer	North London	£15,750 a year	5 GCSE grades A*-C including maths, English, a science and a technical subject and a full driving licence required
<b>L12002103</b>	Civil Engineering Rail Traineeship	Croydon	£16,000 to £20,000 a year	Must have studied maths and science to A Level or equivalent and have some experience of CAD
<b>L12002967</b>	Trainee Valuation Surveyor	Beckenham	National Minimum Wage	2 A Levels, or equivalent, including a science
<b>L19001563</b>	Advanced Engineering Apprenticeship	St John's Wood, Westminster	£11,500 a year	5 GCSE grades A*-C including English and maths or equivalent required
<b>L19001575</b>	Foundation Engineer	New Cross, Southwark	£20,000 a year	2 A Level grades A*-C or BTEC National in electrical/electronic engineering required
<b>L27002380</b>	Electrical & Mechanical Engineering Apprentice	Battersea	Not less than £95 per week	4 GCSE grades A*-C including English, maths and science required

<b>L18000154</b>	Trainee Air Traffic Controllers	Throughout UK	£10,678 a year	5 GCSE grades A*-C including English and maths or equivalent required
<b>L19001917</b>	IT Support Apprentice	Old Street, Islington	£100 per week	5 GCSE grades A*-C or equivalent required
<b>L19001965</b>	IT Support Apprentice	Canary Wharf	£125 per week	GCSE grades A*-C including English and maths required
<b>L27002125</b>	IT Support Assistant Apprenticeship	Battersea	£100 per week	5 GCSE grades A*-C including English and maths required
<b>L18000171</b>	Advanced Microsoft IT Apprenticeship	Throughout London	£100 per week	5 GCSE grades A*-C including English and maths required
<b>L12002590</b>	IT Apprenticeship	Hammersmith	£100 per week	5 GCSE grades A*-C including English and maths required
<b>L19000642</b>	Nursery Nurse	City of London	Depends on experience but at least minimum wage	NVQ 3 in early years or childcare required
<b>L27002318</b>	Play worker	Willesden	£6.60 per hour	NVQ 2 or 3 in childcare required

To find out more about any of these vacancies either speak to your Personal Adviser or contact the nearest centre listed at the bottom of this page. If you do not live in any of the areas listed below you can find your local Connexions centre at: [www.connexions-direct.com/index.cfm?go=localServices](http://www.connexions-direct.com/index.cfm?go=localServices)

## Apprenticeships

Apprenticeships offer training to young people who want to learn while working. Only Advanced Apprenticeships are listed above but the full range of Apprenticeships available nationwide can be found at the Apprenticeship website ([www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)). Vacancies are listed and you can apply online (select 'Search for vacancies'). At the start of August there were 195 vacancy adverts across London. New London vacancies in the last month included:

- Agriculture, Horticulture & Animal Care (1 vacancy)
- Arts, Media & Publishing (3 vacancies)
- Business & Administration (82 vacancies)
- Construction (15 vacancies)
- Education & Training (5 vacancies)
- Engineering & Manufacturing (41 vacancies)
- Health, Public Service & Care (6 vacancies)
- Information Technology (7 vacancies)
- Leisure, Travel & Tourism (2 vacancies)
- Retail, Hairdressing & Hospitality (33 vacancies)

## Other Vacancy Sites

There are countless sites for jobs but many are only useful to those with a degree or experience. Some of those of interest to young people are listed below:

<b>Arcadia Group</b> <a href="http://www.arcadiagroup.co.uk/careers/schoolleavers/retail.html">www.arcadiagroup.co.uk/careers/schoolleavers/retail.html</a>	Retail management programme in stores including Burton, Dorothy Perkins, Evans, Miss Selfridge, Outfit, Topshop, Topman and Wallis
<b>Armed Forces</b> <a href="http://www.armyjobs.mod.uk">www.armyjobs.mod.uk</a> <a href="http://www.careers.royalnavy.mod.uk">www.careers.royalnavy.mod.uk</a> <a href="http://www.raf.mod.uk/careers">www.raf.mod.uk/careers</a>	Full range of careers in the Army, Navy and Air Force
<b>Barclays</b> <a href="http://www.barclays.co.uk/careers">www.barclays.co.uk/careers</a>	0845 6026234
<b>Civil Service</b> <a href="http://www.careers.civil-service.gov.uk">www.careers.civil-service.gov.uk</a>	Links to all civil service departments
<b>Creative Opportunities</b> <a href="http://www.arts.ac.uk/student/careers/creative-opportunities.htm">www.arts.ac.uk/student/careers/creative-opportunities.htm</a>	The site is aimed at undergraduates at the University of the Arts in London but occasionally has part-time and temporary opportunities that would be of interest to Further Education and sixth form students.
<b>HSBC</b> <a href="http://www.hsbc.com/onlinecareers">www.hsbc.com/onlinecareers</a>	020 7991 8888 (or text phone 0800 587 0613)
<b>Jobcentre Plus</b> <a href="http://www.jobseekers.direct.gov.uk">www.jobseekers.direct.gov.uk</a>	The national Jobcentre Plus site has a lot of vacancies. However, many of the vacancies ask for at least some relevant experience. The site also has links to jobs from other sources, such as employment agencies.
<b>Local Government</b> <a href="http://www.lgjobs.co.uk">www.lgjobs.co.uk</a>	Local government
<b>Metropolitan Police</b> <a href="http://www.metcareers.co.uk">www.metcareers.co.uk</a>	Civilian police staff vacancies
<b>Nationwide</b> <a href="http://www.nationwide.co.uk/careers/current">www.nationwide.co.uk/careers/current</a>	Prefer 6 months customer service experience
<b>NHS Jobs</b> <a href="http://www.jobs.nhs.uk">www.jobs.nhs.uk</a>	Vacancies from National Health Service employers across England, including admin jobs.
<b>Public Sector</b> <a href="http://www.jobsgopublic.com">www.jobsgopublic.com</a>	Public sector jobs
<b>Royal Bank of Scotland</b> <a href="http://www.rbs.jobs">www.rbs.jobs</a>	Includes Nat West branches
<b>Santander</b> <a href="http://www.santanderjobs.co.uk">www.santanderjobs.co.uk</a>	Includes former Alliance and Abbey National branches
<b>Skillset</b> <a href="http://www.skillset.org/careers">www.skillset.org/careers</a>	The website doesn't have vacancies but does have advice on media careers and work experience at <a href="http://www.skillset.org/careers/getting_in/experience/">www.skillset.org/careers/getting_in/experience/</a>
<b>Springboard</b> <a href="http://www.springboarduk.net">www.springboarduk.net</a>	Springboard are an organisation that promotes careers in hospitality, leisure & tourism and travel. Their website doesn't have vacancies but does have a search facility for potential employers and information on gaining experience.
<a href="http://www.leisurejobs.com">www.leisurejobs.com</a> <a href="http://www.leisureopportunities.co.uk">www.leisureopportunities.co.uk</a> <a href="http://www.jobswithballs.com">www.jobswithballs.com</a>	Cover jobs in the sport and leisure sector