

Choice Jobs - Index of Guides and Materials

List of Choice Jobs Development Project materials intended for Personal Advisers, Young People and Employers.

Document	Intended for	Purpose/Objective	Source Group/Project	Last Updated	Notes
Apprenticeship <i>leaflet</i>	YP	To give YP an overview of Apprenticeships and provide web links to obtain further information.	NAS_Connexions Project Work	May-10	
Connexions services and Apprenticeship <i>leaflet</i>	Employers	To give employers an overview of Apprenticeships and Connexions vacancy services.	NAS_Connexions Project Work	Apr-10	
Connexions services and Apprenticeship - <i>information pack</i>	Employers	More detailed information for employers about Connexions & NAS services, employer journey (for both services) when a vacancy is notified, basic employment law relating to young workers and a guide to current qualifications.	NAS_Connexions Project Work	Apr-10	
Employer Contact and Apprenticeships_Guidance & Resource Pack	PAs	Document to advise on the employer journey of Connexions & NAS services, how PAs can refer employers to NAS, Apprenticeship FAQs, how to win with employers; vacancy notification form with guidance notes and web links to additional resources.	NAS_Connexions Project Work	Feb-10	
Employer Visits - <i>guidance notes</i>	PAs	Employer visit report template and vacancy notification form.	Pan London Vacancy group	Mar-10	
Vacancy Follow-up - <i>guidance notes</i>	PAs	Guide to assist with vacancy follow-up within Connexions services.	Pan London Vacancy group	Mar-10	

Vacancy Notification form and guidance notes	PAs	Guide to ensure all relevant vacancy information is captured from employers wanting to advertise vacancies.	Pan London Vacancy group	Feb-10	
Connexions Services and Apprenticeships - PowerPoint presentations	PAs	Presentations used for sub regional Cnx and NAS training relating to Apprenticeships, Training Providers and Connexions services to employers.	NAS_Cnx Project Work	Mar-10	
Example telephone script	PAs	Handling employer requests and the contact.	NAS	Feb-10	Originally designed to train NAS staff. Relevant to PAs liaising with employers.
Apprenticeships: Factsheet	PAs	Apprenticeship information including the benefits, guide to sector salary scales	NAS	Feb-10	Originally designed to train NAS staff. Relevant to PAs liaising with employers.
Apprenticeships: FAQs	PAs	Prepared responses to Apprenticeship myths and objections from employers.	NAS	Feb-10	Originally designed to train NAS staff. Relevant to PAs liaising with employers.
How to win with employers	PAs	An overview of how employers benefit from recruiting an Apprentice.	NAS	Feb-10	Originally designed to train NAS staff. Relevant to PAs liaising with employers.
Contact list	PAs	Lists contact info of Connexions colleagues leading locally on Apprenticeships, NAS Employer Services Managers (ESM) for each borough and Connexions MI Managers.	NAS_Connexions Project Work	May-10	
Standard Industry Codes (SIC) - most frequently used	PAs	Summary of SIC codes recorded most on CCIS/LOIS.	National coding structure	n/a	
Standard Occupation Classifications (SOC)	PAs	List of SOC codes recorded on vacancies within CCIS.	National coding structure	n/a	

Pan London Shared Vacancy Management Protocols	PAs and Operational Managers	This document sets out protocols for the 5 London Connexions Sub Regions outlining the processes for managing vacancies that are shared across the London region for the purposes of the Choice Jobs service, the web site through which job and training vacancies held by Connexions Services in London are advertised.	Connexions Sub Regional MI Managers	May-09	
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Please contact the Choice Jobs Development Manager if you would like to be sent any of the listed materials: marcelleneil@connexionsru.org.uk

Last updated: 25th May 2010