

Employer Contact & Apprenticeships

Guidance & Resource Pack for Connexions Advisors



Introduction

Apprenticeships offer young people a fantastic opportunity to gain skills while working for an employer. The volume of Apprenticeship starts in 2008/09 was at the highest level ever recorded, at 239,900, an increase of 6.8 per cent compared to 2007/08. This shows that the National Apprenticeships Service is making excellent progress towards getting 1 in 5 young people to be undertaking an Apprenticeship by 2020.

Connexions Personal Advisers (PAs) can make a major contribution to the success of the Apprenticeship initiative by encouraging employers to take on Apprentices. They can also support young people, of all academic abilities, to consider an Apprenticeship and help them make their applications.

If continued progress is to be made it is vital that NAS and Connexions Services work together effectively in a strong partnership. The production of this pack is a product of our current partnership in London. It has been funded by NAS and put together by the enthusiastic and energetic team of Connexions and NAS staff involved in the **Connexions/NAS Working Together** project.

This pack is aimed at ensuring that Connexions PAs have the knowledge and skills to deliver on their contribution. We would urge you to make use of the training and support that is available through the **Connexions/NAS Working Together** project to increase your effectiveness in both working with employers and in providing high quality advice and guidance for young people.



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1. National Apprenticeship Service (NAS) and Connexions

Overview of Service Offers

Connexions

- Free advertisement in Connexions centres and the Choice website of opportunities for 16-19 year olds (and those aged up to 24 with a learning difficulty or disability)
- Communicate benefits of recruiting and training young people
- Referral to local training providers
- Regular follow-up of vacancy to ensure needs are met
- Optional advice on recruitment and selection process
- Information on employment legislation for young workers
- Information on changes in Education and Training

Types of opportunities Connexions capture:

- Full-time jobs
- Part-time jobs
- Apprenticeships
- Voluntary and Personal Development Opportunities
- Work experience (in some boroughs)

National Apprenticeship Service (NAS)

- Liaise with employers about Apprenticeship requirements (frameworks available and Training Providers to deliver training)
- Communicate benefits of recruiting Apprenticeships to business
- Direct contact with Training Providers delivering training framework
- Advertise apprenticeships online (National) - No age limitations
- Provide links to other employers - Share experiences
- Provide support to apprentices by apprentices - Horsemouth.co.uk

Types of opportunities NAS capture:

- Apprenticeships (Level 2)
- Advanced Apprenticeships (Level 3)
- Higher Apprenticeships (Level 4)

2. National Apprenticeship Service (NAS) and Apprenticeship vacancies (Av)

The National Apprenticeship Service (NAS) was launched in April 2009. The service will aim to bring a significant growth in the number of employers offering Apprenticeships. The service will work closely with colleges and training providers delivering Apprenticeships, as well as with key stakeholders including Connexions and local authorities, and with employers themselves.

The NAS will provide end-to-end accountability for Apprenticeships including:

- Employer Services who work with employers to find the right providers who deliver the appropriate framework
- Learner Services who work with intermediaries e.g. Connexions to ensure that young people are getting the right advice in respect of Apprenticeships
- Apprenticeships vacancies, an online system that matches employers with Apprentices

Benefits to Employers

A recent survey by The Learning and Skills Council (LSC) of UK businesses highlighted:

- 81% said that employing Apprentices generated higher overall productivity
- 66% said that their Apprenticeship programme made them more competitive
- 92% said that their Apprenticeship programme better motivated staff
- 74% said that Apprentices tended to be more loyal, remaining at their company longer than non-Apprentices

Other benefits include:

- Recruitment savings. Apprenticeships follow clear career-progression routes so, reducing general recruitment costs and the need to externally recruit experienced staff
- Retention within the company. Employers report that their Apprentices stay with the company longer once trained. Apprentices more easily adopt organisational values and are more likely to remain with the employer than non-apprentice
- Understanding of company values because of the way they were trained as Apprentices

Apprenticeship vacancies (Av)

Apprenticeship vacancies online enables individuals to search and apply for live vacancies and lets employers and training providers advertise their vacancies.

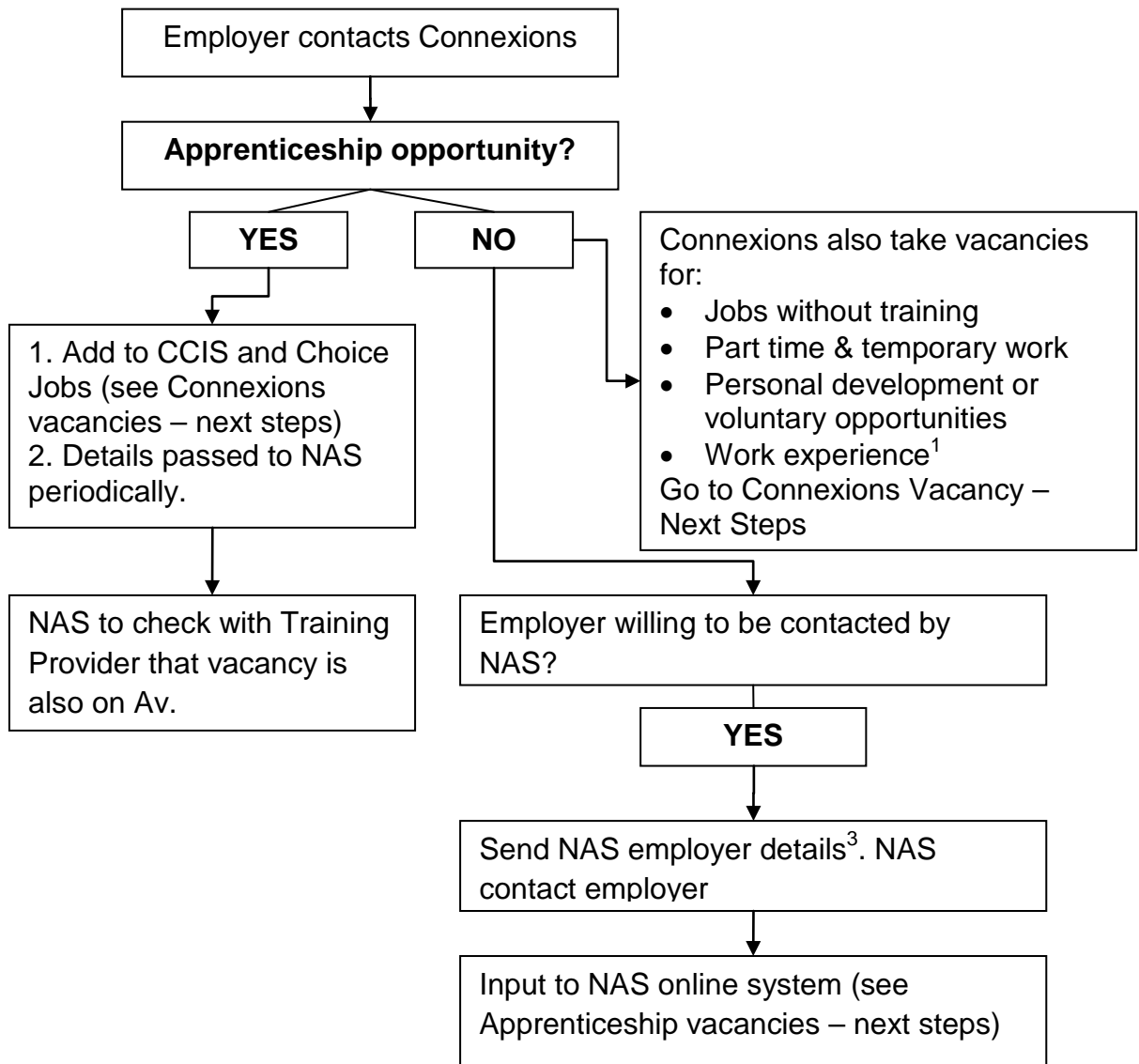
All advertised vacancies are real employment opportunities that include arrangements for a candidate to undertake an Apprenticeship.

To advertise a vacancy the process is as follows:

- Employers work with a training provider to agree a vacancy advert
- The training provider posts the advert onto the Apprenticeship vacancies website on behalf of the employer
- Once posted, the training provider will begin to receive applications
- It is up to the employer and training provider to agree on how they want to sift applicants

3. Employer Journey and Referral

3.1 Connexions to NAS referral flowchart



¹ In many London boroughs Connexions does not operate a work experience programme. In these boroughs work experience enquiries should be referred to the local Education Business Partnership (EBP). EBP contact details can be found at <http://www.londonebp.net/map.htm> and more information on work experience at http://www.londonebp.net/projects/project_work_experience.htm

² Will be passed on by Choice Jobs Development Manager, no action needed by boroughs

³ Vacancy and employer details to be forwarded to NAS borough Employer Services contact by the Connexions advisor dealing with the vacancy (unless employer has opted out on *Vacancy Notification Form*)

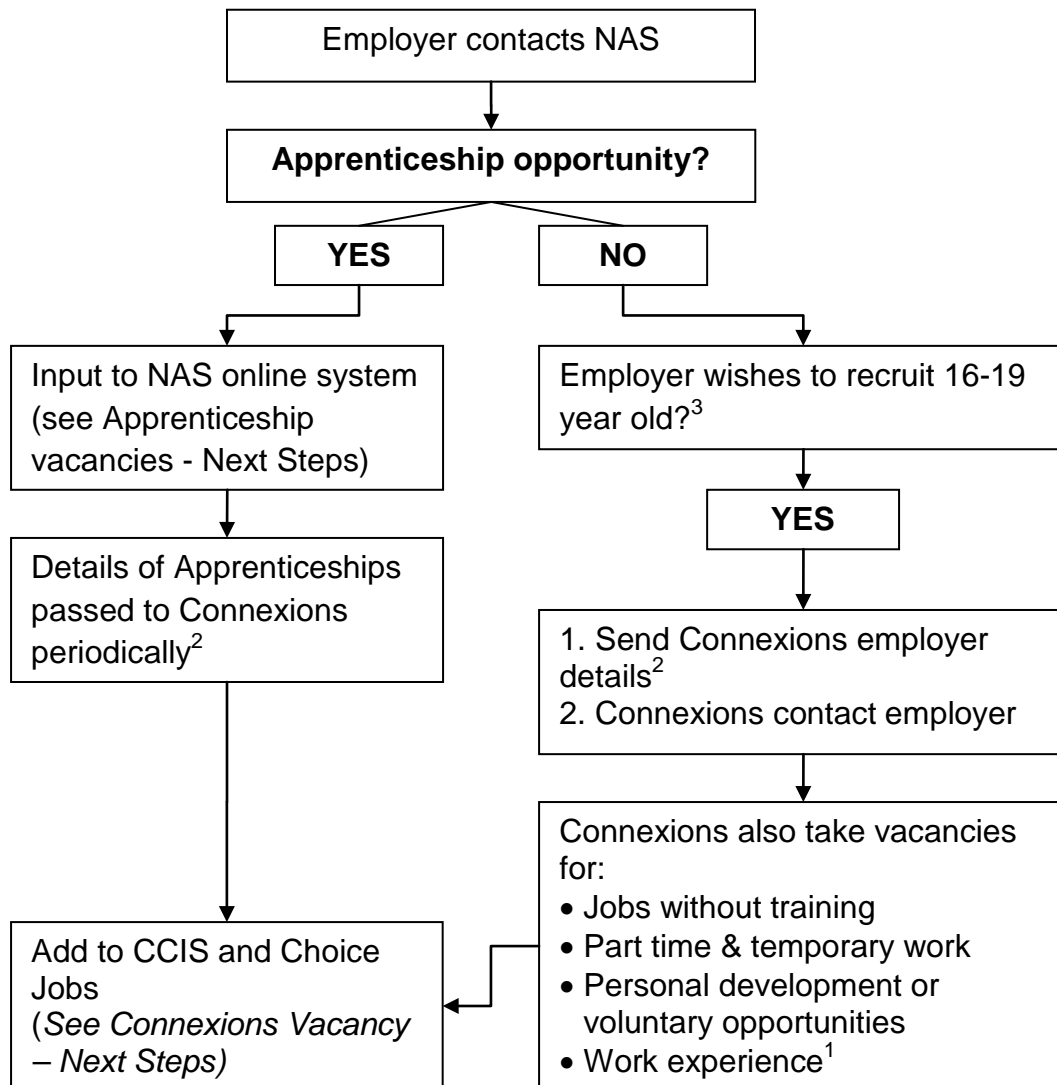
3.2 Connexions Vacancy – Next Steps

1	If employer has not previously (or recently) worked with Connexions an advisor will visit as part of the “duty of care” to clients and discuss employing young people.*
2	Connexions works with the employer to create a job advertisement. Using knowledge and experience of promoting jobs to young people, Connexions will produce an advertisement that meets London-wide guidelines, in a style that clients are familiar with.
3	Once the employer has agreed the job advertisement, and confirmed that any legal requirements (such as employer liability insurance) are in place, the vacancy is made "live" on CorePlus.
4	The vacancy will also appear on Choice Jobs (http://mychoicelondon.co.uk/choicejobs) within 24 hours of being made "live".
5	Connexions will maintain regular contact with the employer while the vacancy is being advertised.
6	When the employer notifies Connexions that they have filled the vacancy it will be withdrawn from the CorePlus system.
7	Connexions will remain in touch with the employer, whether it is to check the progress of a successful candidate or to find out if they have further recruitment needs.

*In addition to advertising vacancies to young people Connexions can offer advice on:

- Current qualifications available in schools and colleges
- Apprenticeships and training options for young people
- Salaries for young workers
- Recruitment and selection practices
- Legislation affecting young workers (e.g. National Minimum Wage and Working Time Regulations)
- Making links with local schools and colleges

3.3 NAS to Connexions to referral flowchart



¹ In many London boroughs Connexions does not operate a work experience programme. In these boroughs work experience enquiries will be referred to the local Education Business Partnership (EBP) by Connexions.

² Will be passed to Choice Jobs Development Manager for distribution to Connexions borough contacts.

³ Or those aged up to 24 with a learning difficulty or disability.

3.4 Apprenticeship vacancies (Av) – Next Steps

- 1 An Apprenticeship representative will meet with the employer to identify a suitable training provider.*
- 2 The training provider will discuss the employer's specific needs and work with them to agree a vacancy advert (e.g. main duties, salary, off the job training, etc).
- 3 The training provider posts the advert onto the Apprenticeship vacancies website (<https://apprenticeshipvacancymatchingservice.isc.gov.uk/navms/Forms/Candidate/VisitorLanding.aspx>) on behalf of the employer.
- 4 The training provider will begin to receive applications - usually adverts attract around 50 applicants, depending on the nature of the job and salary offered.
- 5 The employer will agree with their training provider how they want to sift applicants - some employers would like to see all applicants, other only need to see a shortlist prepared by the provider.
- 6 Selected employees start Apprenticeship.
- 7 The training provider will appoint a mentor who will follow their progress and help the employer to deal with any issues that may arise.

* A training provider is usually a local college or specialist training organisation responsible for organising the overall apprenticeship programme, including any off-the-job training.

4. Apprenticeships – Frequently Asked Questions (FAQ) and Myth Busters

Who pays for the Apprenticeship?

The National Apprenticeship Service (NAS) funds the training aspect of an Apprenticeship.

Age	National Apprenticeship Service contribution*
16 -18	100%
19 - 24	50%
25 +	Contribution for specified places

* Fees may vary, with some providers asking for no fees or a reduced fee. It is always important to talk to your provider and find out their policy in this area.

Employers will need to pay the Apprenticeship salary. This is a minimum of £95 per week. The government provides the funds to cover the full cost of the mandatory training required to complete the framework. If employers or providers choose to deliver additional qualifications or courses as part of the delivery of the overall framework then These courses will not be funded and will need to be paid for by the provider or employer.

Does the apprentice have to go to college once a week?

Depending on the type of job being done, or the elements of training being undertaken, it could be one day a week or a block release.

How much will it cost them – both monetary but also time, with mentoring/paperwork, etc?

As mentioned above, the minimum wage for Apprentices is £95 a week. However, as skills develop, many employers tend to increase wages.

There is also the cost of the supervision, support and mentoring that you will need to put in place to support the Apprentice. These associated costs are not insignificant - however, the NAS will match employer's commitment to hiring Apprentices by covering in full, or in part, the training costs.

NAS also support employers through the process of recruiting and training a candidate. NAS also manages Apprenticeships vacancies - a free online recruitment tool that can be used to match apprentices with prospective employers.

How long does the apprenticeship take?

The length of an Apprenticeship varies depending on prior skills levels of the Apprentice, the qualification being obtained and industry sector. Generally, Apprenticeships take between one and three years to complete.

Who will deliver the training?

A learning provider will deliver the off-the-job training required for the Apprentice to complete their Apprenticeship qualification. You must give your Apprentice an induction into their role and provide on-the-job training.

What is a learning provider?

A learning provider is usually a local college or specialist training organisation responsible for arranging the apprenticeship programme. When you take on an apprentice they will appoint a mentor who will work with you to make sure that the training is well planned.

How do I find a learning provider?

The [Search for Learning Provider](#) on the Apprenticeship vacancies website page lets you search in different ways:

- You can specify the Occupation Type (Sector) for your business and, if necessary, the Job Type that you interested in offering an Apprenticeship.
- You can specify a search area - region of the country or district at Local Authority level.
- If there is a particular Provider that you know of you can enter all or part of their name to search for them by name.

You can request further help or advice about the Providers in your area [Employer Enquiry form](https://apprenticeships.broadssystem.com/employerenquiryform.aspx) (<https://apprenticeships.broadssystem.com/employerenquiryform.aspx>).

How much control do I have in the process?

The employer is in full control of the Apprentice. They can:

- Choose which learning provider they wish to work with
- Agree when the Apprentice will undertake their off the job training
- Negotiate the funding for Apprentices over the age of 19 (16-18 year old Apprentices are fully funded by NAS).

How do I know that the training is relevant to my business requirements?

An Apprenticeship is essentially a set of qualifications called a 'framework'. These are developed by Sector Skills Councils who are licensed by government to work with employers to develop National Occupational Standards and design Apprenticeship frameworks for the industries they represent.

What levels or types of apprenticeships there?

- [Apprenticeships](#) (equivalent to five good GCSE passes)

Apprentices work towards work-based learning qualifications such as an NVQ Level 2, Key Skills and, in some cases, a relevant knowledge-based qualification such as a BTEC.

- [Advanced Apprenticeships](#) (equivalent to two A-level passes)

Advanced apprentices work towards work-based learning qualifications such as NVQ Level 3, Key Skills and, in most cases, a relevant knowledge-based certificate such as a BTEC.

- [Higher Apprenticeships](#)

Higher Apprenticeships work towards work-based learning qualifications such as NVQ Level 4 and, in some cases, a knowledge-based qualification such as a Foundation degree.

- [Programme Led Apprenticeships \(PLA\)](#)

A PLA is an upfront block of training, which can be taught at college or on the premises of the learning provider. Trainees are not employed and do not receive a wage, but in some cases will receive an Educational Maintenance Allowance (EMA). PLA's offer learners more routes into apprenticeships and are intended for individuals who are unable to find an employer. The PLA is designed to help individuals gain Technical Certificates and Key Skills and completion can help to secure a full Apprenticeship with an employer.

5. How to Win Employers

Three stages that Connexions staff often find difficult are worth exploring in more detail:

- Introductions - How do we start and how much should we say?
- Objections - What if the employer says...?
- Agreement/Closing - Getting the vacancy

Introductions

Research has shown that you probably have only around 27 words to get your message across before the 'customer' switches off. Try writing a script for yourself, in 27 words or less, to introduce your Connexions service to an employer and arrange an appointment (choose your own reason for visiting).

Some possible openings

- Introduction - "Good morning. I am ..."
- Advantage - "We can help you by ..."
- Interest - "Have you heard about ..."
- Reference - "... suggested we talk to you."

Some key points

- Explain clearly who you are and why you want to visit.
- Practice sounding confident. Keep your voice level up right to the end of the sentence.
- Don't use closed questions. Assume it will be fine and give them a choice of day and time, eg "Tuesday or Wednesday and I'm available between 10 and 12 or I could come on Wednesday or Friday, what time would be convenient?"

Some things not to say

- "Would it be alright?" - the answer could be "no"
- "I'm sorry to bother you" - in order to do your job you need to visit
- "I know you are busy but" - it sounds apologetic and suggests that you are not busy

What might you say instead of?

- "Can you manage Friday?"
- "Do you mind if we visit?"
- "I hope you won't mind"

Objections

Objections are a sure indication of interest, if for no other reason they invite a response from you, and should be seen therefore as a means of continuing the discussion rather than halting it. Objections may take the form of questions or they may appear as statements of fact.

Objections can be generally categorized under 3 headings:

- a. The **genuine** objection - a doubt that what you are offering is something they want.
- b. The **false** objection - designed to distract you from the line you are pursuing, bring the discussion to an end or throw you off your balance.

- c. The **misunderstanding** - where they have genuinely misunderstood something that you've said and have, as a consequence, based their perception of your proposition on a completely false premise.

Before you attempt to deal with it, it is important that you identify the basis of the objection and the category into which it falls. Only by listening carefully and, if necessary asking further questions, can you determine the true nature of the objection.

- Listen
- Check by questioning if necessary that you understand this problem
- Answer the problem
- Check that the answer is acceptable and continue the discussion

Some possible objections – how could you handle them (some of the answers can be found in this pack)?

1. “We are a small company and can’t afford to take on Apprentices.”
2. “There is no point in your coming to see us. Any youngsters who are really interested in working in this industry approach us directly.”
3. “There isn’t really an Apprenticeship relevant to our business.”
4. “We don’t employ school leavers. They can’t add up or write a sentence.”
5. “We have our own, very successful, in-house training programme and don’t need to look at government backed schemes.”

What objections or concerns is the employer you are approaching likely to have? You can prepare for some in advance. However, there will always be occasions where you don’t have the answer at your fingertips and it is perfectly professional to find out and get back to the employer.

Closing (or reaching an agreement)

We are often shy about concluding the ‘deal’. Although we are not ‘selling’ the employer a product, we are asking them to ‘buy’ an idea or service. Some classic techniques of confirming the agreement include:

- Direct - Just ask for it.
- Order Form - “Will you just confirm the vacancy details”.
- Either/or - “Would next Wednesday morning or Friday be the best time for a visit”.
- The half-nelson - “If we can find a training provider offering AAT training would you offer day-release”.
- Process of elimination - Go back over the benefits to find out where the real objection lies.
- I’ll think it over - Ask “What haven’t I satisfied you about”. If they really do need time, arrange a time when you will contact them for a decision.

The services or options we can provide will not be right for every employer - that doesn’t mean we have failed. Their circumstances or what we can offer may change and we may need to review and come back to them in the future.

6. Additional Resources

6.1 Weblinks

- Home page for all things Apprenticeship - www.apprenticeships.gov.uk
- Apprenticeship vacancies online
<https://apprenticeshipvacancymatchingservice.lsc.gov.uk/navms/Forms/Candidate/VisitorLanding.aspx>
For candidates, employers, providers and other stakeholders to search for Apprenticeship vacancies
- There are over 190 types of Apprenticeships within a variety of industry sectors, details can be found at:
www.apprenticeships.org.uk/Employers/Types-of-Apprenticeships.aspx
- Choice Jobs <http://mychoicelondon.co.uk/choicejobs/>
For Connexions vacancies shared across London
- Sector Skills Councils www.sscalliance.org
Providing contact details and information on all 25 SSCs (SSCs are employer-led organisations that cover specific economic sectors in the United Kingdom)
- Train to Gain www.traintogain.gov.uk
Is the national skills service that supports employers of all sizes and in all sectors to improve the skills of their employees as a route to improving their business performance
- Directgov Employment terms & conditions page
www.direct.gov.uk/en/Employment/Employees/index.htm
- ACAS www.acas.org.uk
Advice for both employers and employees (and advisors) on a variety of employment relations subjects including employment legislation

6.2 Young Workers - Basic Employment Law Facts

National Minimum Wage

- 16-17 year olds a minimum of £3.57 per hour from 1st October 2009
- 18-21 year olds a minimum of £4.83 per hour from 1st October 2009
- 22 year olds and over a minimum of £5.80 per hour from 1st October 2009

Minimum Apprenticeship Allowance

A full-time Apprentice must receive a minimum training allowance of £95 per week (except Apprentices over 19 who have completed one year of their Apprenticeship where they will need to be paid at least the National Minimum Wage).

Working Time Regulations

- 16-17 year olds “may not ordinarily” work more than 8 hours a day nor more than 40 hours per week (including time spent on off-the-job training at a college or training centre) and, unlike adult workers, young people cannot ‘opt out’
- For adult workers (18 year olds and over) the maximum is 48 hours per week, unless the employee chooses to work more hours
- Minimum paid holiday is 4.8 weeks per annum (24 days a year if the employee is working 5 days per week). In April 2009 this will increase to 5.6 weeks per annum inclusive of bank holidays (28 days per annum if the employee is working 5 days per week)
- 16-17 year olds must receive 30 minutes rest break after 4½ hours of work and a minimum of 12 hours break between each working day. For 18 year olds and over there must be 20 minutes minimum rest break after 6 hours of work and a minimum of 11 hours break between each working day
- For 16-17 year olds the employer must provide at least 2 days off per week. For 18 year olds and over the employer must provide at least 1 day off per week or 2 days off per fortnight
- Young workers may not ordinarily work at night between 10pm-6am (or between 11pm-7am if the contract of employment provides for work after 10pm) - exceptions apply in some industries

Statutory Sick Pay

- An employee is eligible for sick pay if working for an employer under a contract of service (even if only just started) as long as the employee is sick for at least four days in a row (weekends and bank holidays are included) and if the employee is earning at least £95 a week on average
- The standard rate for Statutory Sick Pay is £79.15 a week

Other Information

- Employers’ Liability Insurance is mandatory for all businesses
- All employees are entitled to an individual written pay slip
- It is an employer’s duty to protect the health, safety and welfare of their employees.
- It is unlawful to discriminate, either directly or indirectly, against an individual at work or in recruitment, on the grounds of age, race, disability, colour, nationality, ethnic or national origin, religion or belief, or sexual orientation.

7. Vacancy Forms and Guidance

7.1 Vacancy Notification Form

Organisation Details

Organisation Name	
Address Line 1	
Address Line 2	
Address Line 3	
Address Line 4	
Town (Mandatory)	
County	
Postcode (Mandatory)	

Contact	
Telephone Number	
Email Address	
Web Address	

SIC Description/Code									
Number of Employees									
Employers Liability Insurance?	Expiry Date								
<input type="checkbox"/> Yes <input type="checkbox"/> No	<table border="1"> <tr> <td>D</td> <td>D</td> <td>M</td> <td>M</td> <td>Y</td> <td>Y</td> <td>Y</td> <td>Y</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y		

Description of Premises	
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Vacancy Specification

Job Title			
Vacancy Location			
Vacancy Type	<input type="checkbox"/> Apprenticeship	<input type="checkbox"/>	Advanced Apprenticeship
	<input type="checkbox"/> Recognised Training	<input type="checkbox"/>	Employed Training to NVQ 2
	<input type="checkbox"/> Employed No training	<input type="checkbox"/>	Voluntary Work/Personal Development
Apprenticeship/ Advanced Apprenticeship	<p>Has Apprenticeship training in place?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, please give the name of the Training Provider:</p>		
Job / SOC Code			
Job Level	<input type="checkbox"/> No Qualifications	<input type="checkbox"/>	5 GCSE A*-V No A Levels
	<input type="checkbox"/> GCSEs D-G/NVQ1	<input type="checkbox"/>	1 A Level + GCSEs
	<input type="checkbox"/> 2-3 GCSEs A*-C	<input type="checkbox"/>	2 A Levels/NVQ3/Advanced Diploma
	<input type="checkbox"/> 4 GCSEs A*-C/NVQ2/Higher Diploma	<input type="checkbox"/>	
Hours			
Pay			
Pay Type	<input type="checkbox"/> Per Annum	<input type="checkbox"/>	Per Day
	<input type="checkbox"/> Per Month	<input type="checkbox"/>	Per Hour
	<input type="checkbox"/> Per Week	<input type="checkbox"/>	
Category	<input type="checkbox"/> Full-Time	<input type="checkbox"/>	Permanent
	<input type="checkbox"/> Part-Time	<input type="checkbox"/>	Temporary

Details

Person Specification	
Duties	
Training	
Further Information	

Administration Page

Date Notified		D	D	M	M	Y	Y	Y	Y	
Notification Type	<input type="checkbox"/> Notified from External Source <input type="checkbox"/> Notified to Connexions Service									
Number of Places										
Max Submissions										
Date Inputted		D	D	M	M	Y	Y	Y	Y	
VacancyTaken By:										

Interview Arrangements

Please tick if the employer does not want:

- To be contacted by the national Apprenticeship service to discuss Apprenticeships and its benefits to the business.**

- To be sent information on Apprenticeships and the benefits to the business.**

- To be sent information on the local Education Business Partnership (eg for Work Experience).**

7.2 Vacancy Notification Form - Guidance

Introduction

This guidance has been produced by practitioners delivering Connexions across the London Region to accompany the *Pan-London Vacancy Notification Form*. It is designed to assist users with capturing and recording vacancy information on the Connexions CCIS database and made available to young people on Choice Jobs.

Objective

The aim is to encourage consistent effective vacancy capture and recording across London Connexions areas and help identify Apprenticeships offered by employers, so that appropriate referrals to the National Apprenticeship Service (NAS) can be made.

- The Pan-London Vacancy Notification Form template for the layout of the vacancies captured by Connexions Services. There is helpful information to assist users with providing informative vacancy adverts.
- Pan-London Vacancy Notification Form Guidance (this document) is a combination of data fields required in the New Vacancy Wizard on CCIS and additional information required by Connexions Services that demonstrate good practice. Guidance is provided where it has been identified more consistent recording would be beneficial.

This guidance has been produced to complement training in recording vacancy data and is not intended to replace CCIS vacancy recording training.

Vacancy template

Details displayed on Choice Jobs and in Connexions Centres

Title	The employer will most likely have suggestions for a job title. When discussing this with the employer please consider the following: <ul style="list-style-type: none"> • Does the title reflect the duties and possible responsibilities of the post? • Is the post appropriate for our clients? (eg managerial/supervisory jobs) • Job titles including words like junior or senior can appear to encourage age discrimination and should be avoided (see Age below) • Job titles should not be gender specific. This can appear to encourage sex discrimination in the recruitment process and also in the workplace • Is this post an Apprenticeship? If yes, the word Apprenticeship should appear in the title (also vacancy type should reflect this)
Business	Ensure you give a clear description of the type of business e.g. Fashion Retail, Hardware Store
Location	State the town and borough (Peckham, Southwark) to further assist applicants in making an informed decision to apply

Required	<p>Please be mindful that requirements/qualifications requested are relevant to the duties stated. Remain objective - can young person match this against their CV?</p> <p><u>Acceptable</u> Specify qualifications - 3 GCSEs grade C or equivalent. To include English and Maths, IT literacy/skills, Team work, Clear speaking voice, Smart appearance</p> <p><u>Avoid</u> Bright & Bubbly, Common sense, Physically fit or heavy lifting involved (instead state what is to be lifted, its weight and how it will be lifted/moved)</p>
Description	<p>Be mindful of terminology used to describe the duties, slang and jargon should be avoided. It is crucial to create a realistic picture of what the job involves.</p>
Hours	<p>Actual hours must be stated (at least what the maximum hours will be). "N/A", "Not known", "various shifts", "TBA", etc are not acceptable. The Working Time Directive states the following for young workers:</p> <ul style="list-style-type: none"> • <u>16-17 year olds</u> - Can work a maximum of 40hrs per week (they cannot opt out of this) and cannot normally work overnight between 10pm and before 6am • <u>18+ year olds</u> - Working time directives are max 48hrs per week. Employees can opt out of this. <p>See www.direct.gov.uk/en/Employment/Employees/index.htm Where possible state summary of hours to be worked e.g. 37.5 hrs per week, Monday-Friday 08:30am – 5pm</p>
Pay	<p>Actual pay must be stated (at least confirmation that National Minimum Wage or minimum training allowance would be paid). "to be arranged", "Not known", "to be discussed at interview", "TBA", etc are not acceptable. National minimum wage is as follows:</p> <ul style="list-style-type: none"> • 16-17 year olds - £3.57 per hour • 18 – 21 year olds - £4.83 per hour <p>Please ensure the salary meets National Minimum Wage as stipulated above, see www.direct.gov.uk/en/Employment/Employees/index.htm</p> <ul style="list-style-type: none"> • <u>Apprentices</u> - A full-time Apprentice must receive a minimum training allowance of £95 per week (except Apprentices over 19 who have completed one year of their Apprenticeship where they will need to be paid at least the National Minimum Wage). If the employer has specific candidate requirements or would prefer to employ someone with previous experience it is advised that they offer more than the minimum allowance. • <u>Work Experience & Voluntary Work</u> - Genuine voluntary and work experience placements are not subject to the National Minimum Wage. In general voluntary work can only be with a charity, voluntary organisation, etc and a registered charity number should be provided. Work experience is generally only exempt if it is part of an education or training course.

	<p>Further guidance can be obtained from the NMW helpline 0845 6000 678.</p> <p><u>Pay Type (per hour etc)</u></p> <p>The employer can choose to advertise the salary to be paid Hourly, Daily, Weekly, Monthly or Annually</p>
Training	<ul style="list-style-type: none"> • State what qualifications or accreditation will YP be working towards and how long this training will last. Also state who is providing any off-the-job training (Training Provider, FE College, etc) • What does in-house training entail? • Staff induction? • It is also helpful to state progression opportunities at the organisation (if any).
Further info	<ul style="list-style-type: none"> • Uniform provided? • Personal safety equipment provided? • Meal arrangements etc • Include standard phrase "Please see Connexions Personal Advisor for further information." <p>Do not identify the employer by name or give email or web address in this section.</p>

Additional CCIS requirements and Good Practice Guidance:

Age

It is against Employment Law to stipulate an age except in certain situations where Genuine Occupational Qualification applies (eg serving alcohol, betting shops). Where an age is stated the reason for the restriction should also be stated.

Category (mandatory)

Part-time = less than 16 hours per week (excluding lunch breaks)

Full-time = 16 hours a week or more

Permanent = employment intended to exist or function for a long, indefinite period without regard to unforeseeable conditions. This may also offer training to NVQ at Level 2 or higher or equivalent.

Temporary = Full time employment with a fixed term of appointment, usually of short duration and not offering training to NVQ at Level 2 or higher or equivalent.

Description/location

CCIS requirement and Good Practice

This information is useful on the organisation record to help locate premises of employers. It is also helpful to add location/landmark information into the Interview Arrangements field of the vacancy record when submitting clients for interviews. Also include transport links, buses, shops, etc.

Employers Liability Insurance

Good Practice

Employers must have Employers' Liability Compulsory Insurance and must display the certificate where staff can easily read it. See <http://www.hse.gov.uk/pubns/hse40.pdf>

Interview Arrangements

Can include how you apply, web address for applications, email & telephone contact number, any specific requests from employer, assessments/tests

Job Code (mandatory)

Please see guidance for Standard Occupational Classification (SOC) code

Job Level

The Job Level stipulates the required qualification level of the vacancy to be advertised. The qualifications required by the employer should be in line with the duties of the role and/or the level of training structured attached.

Max Submissions allowed

Does the employer want to see a specific number of CVs? - discuss with employer (please be aware that when the submission allowance is used up, Core+ will automatically suspend the vacancy). It is helpful for the employer to be aware on some clients are submitted but may not necessarily apply. It is best to, for example, treble the number of submissions on CCIS to allow for this.

Number of employees

CCIS requirement

This information is important for targeting of organisations by company size for possible marketing of incentives and also identifying possible organisations that may offer work experience and voluntary opportunities.

SOC (Standard Occupational Classification) code

CCIS requirement

Please see attached Standard Occupational Classification (SCC) list and apply the most relevant code/description that best describes the type of work of the vacancy/opportunity to be advertised.

Standard Industrial Classification (SIC) code

CCIS requirement

Please see attached Standard Industrial Classification (SIC) list and apply the most relevant code/description that best describes the employer's type of industry. There is opportunity to record the SIC code for an employer on the company's organisation record on CCIS.

Vacancy Type (mandatory)

CCIS requirement

The vacancy type is used to record and monitor the different variations of vacancies notified to Connexions by employers. It is then possible to monitor, for example, the number of jobs without training (JWT) and those with Government Supported Training (GST) attached. Please use the attached Choice Jobs/LOIS Data Report Definitions to identify the appropriate vacancy type. This provides standard guidance on different types of vacancies Connexions Services share across London and display on Choice Jobs.

Is the opportunity an Apprenticeship/Advanced Apprenticeship?

Record as an Apprenticeship if it is planned that the successful applicant is to be a full time employee, in a job supported through Government Supported Training, with a structured package of on and off the job training. Training leading to an NVQ at Level 2 should be recorded as an Apprenticeship and Level 3 or higher an Advanced Apprenticeship.

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