

# New Vacancy Details

**Fax back to your local Connexions Centre:**

<b>Company/Organisation/Employer details</b>		
Name of Company:		
Name of Contact:	Position:	
Company Address including Post Code:		
Telephone Number:	Fax Number:	
Email Address:		
Website Address:		
Business Sector:	Size of Business:	
Description of business/organisation:		
<b>Training Available (please provide brief description where applicable)</b>		
Apprenticeship:	Day or block release (please state):	
Training provider:		
In house/company training:		
Job with training-NVQ Level (please enter level):		
Other e.g. BTEC, C&G, Degree:		
<b>Would your company consider any of the following or like any assistance/ information? (Please cross relevant boxes)</b>		
Work Experience	<input type="checkbox"/>	Work Related Learning <input type="checkbox"/>
Apprenticeship	<input type="checkbox"/>	Training Providers <input type="checkbox"/>
Disability Discrimination Act	<input type="checkbox"/>	Training Providers <input type="checkbox"/>
National Qualifications Framework	<input type="checkbox"/>	Other – Please state.....

Vacancy Details	
Job Title:	Anticipated Start Date:
Type of job – please tick where applicable:	
Permanent Position <input type="checkbox"/>	Temporary Position <input type="checkbox"/> Training Placement <input type="checkbox"/>
Outline of job role – What are the main duties and key tasks? (Please be as descriptive as possible)	
Ideal candidate profile – work experience, IT skills etc...	
Qualifications needed e.g. GCSEs	Progression/Prospects:
Occupational reasons for age requirement:	Number of positions available:
Hours & Days of Work:	Salary:
Location (if different from company address) - Please list the location of each vacancy advertised:	
If the location is accessible by public transport please supply details:	
How to apply e.g. CV/application form/telephone and where/who to send?	
Explanation of interview process e.g. telephone interview followed by face to face, numeric test etc	
Closing date for the advert?	Would you also like this to be advertised on the National Apprenticeship website? Yes <input type="checkbox"/> No <input type="checkbox"/>

## The National Minimum Wage

There are three levels of minimum wage, and the rates from 1st October 2009 are:

- £3.57 per hour for all workers under the age of 18, who are no longer of compulsory school age i.e. £132.09 per wk for a 37 hr wk or £6,887.57 per yr
- £4.83 per hour for workers aged 18-21 inclusive i.e. £178.71 per wk for a 37 hr wk or £9,318.48 per yr
- £5.80 per hour for workers aged 22 years and older i.e. £214.60 per wk for a 37 hr wk or £11,189.89 per yr

1. To work out the wage per week – hourly rate x hours per week
2. To work out the wage per year – hourly rate x hours per week x working weeks in a year (52.143 weeks)

For more information on the minimum wage go to: <http://www.hmrc.gov.uk/nmw/>

## Compulsory School Age

In England and Wales a person is no longer of compulsory school age after the last Friday of June of the school year in which their 16th birthday occurs.

## Apprentices

From 1 October 2006 the special rules for apprentices will be extended to apprentices aged over 25. This will mean that:

- Apprentices of any age do not qualify for the national minimum wage – their minimum wage per week is £100 or £5214.30 per yr
- Apprentices over age 19 can qualify for the National Minimum Wage after their first yr of work at £100 per week i.e. For yr 2 of their apprenticeship they can earn: £4.83 per hour for workers i.e. £178.71 per wk for a 37 hr wk or £9,318.48 per yr

## The Difference between a Job with Training to NVQ2 and an Apprenticeship

An apprentice can be paid £95 per week and is sent on training to Level 2 by their employer which is funded (depending on age) by the LSC. Their apprenticeship can last up to 2 years.

A young person in a job where training is provided to NVQ2 should be paid the National Minimum Wage appropriate to their age i.e. £132.09 per wk (37 hrs per wk) for workers under the age of 18 yrs or £178.71 per wk (37 hrs per wk) for 18-21 yrs inclusive. Their job can be part time, full time, fixed time, or permanent.

For more information about the funding of apprenticeships (and how employers are supported financially by the LSC to take on an apprentice) go to: <http://www.apprenticeships.org.uk/>

## What Next

Your vacancy will be:

- Advertised on the Connexions West of England website ([www.connexionswest.org.uk](http://www.connexionswest.org.uk))
- Circulated to all Connexions West of England centres via our vacancy bulletin
- Advertised at all job workshops, schools and training providers
- Sent to young people when requested and those who have expressed an interest in this type of work.
- Followed up regularly
- Help and advice is available on difficult to fill vacancies