

Apprenticeships and other jobs with training July 2010

For further details of any of the enclosed vacancies contact your local
Connexions Centre quoting the vacancy reference number

Apprenticeship Training

This month's Apprenticeship Vacancy Bulletin contains opportunities – all of which offer training. Most of these vacancies are offering apprenticeships – this means a job with training that leads to a nationally recognised qualification like an NVQ.

Most, but not all, apprenticeship opportunities will require GCSE passes - for some the level of pass required is A* - C, for others it's A* - D.

The Bulletin also contains some jobs that, although they offer training, are not apprenticeships, as the training may not lead to nationally recognised qualifications.

If you are interested in any of the vacancies you need to apply as soon as possible.

In addition to the vacancies found in this bulletin you can find apprenticeship vacancies and apply online at the national apprenticeship website at www.apprenticeships.org.uk (select 'Search for vacancies'). Some of the current vacancies on this site are listed near the end of this bulletin.

Business, Administration & Finance

Programmes Manager Apprentice Community Arts (Southwark)	<ul style="list-style-type: none"> • Planning staffing, equipment, publicity and fundraising of arts projects and working towards NVQ Level 2 in Business Administration • 5 GCSEs or equivalent qualifications <p style="text-align: right;"><i>£95-£120 per week</i></p>	Reference No L27002222
Office Admin Apprentice Care Recruitment Agency (Ilford, Redbridge)	<ul style="list-style-type: none"> • Admin and customer service duties and working towards NVQ Level 2 in Business Administration • No formal qualifications required - Closing date 19/7/10 <p style="text-align: right;"><i>£100 per week</i></p>	Reference No L19001943
Apprentice Marketing Assistant Marketing and IT (Ilford, Redbridge)	<ul style="list-style-type: none"> • Telemarketing and general admin and working towards NVQ Level 2 in Business Administration • No formal qualifications required - Closing date 19/7/10 <p style="text-align: right;"><i>£95 per week</i></p>	Reference No L19001957
Business Support Apprentice Non Government Organisation (Victoria, Westminster)	<ul style="list-style-type: none"> • Admin duties and working towards NVQ Level 3 in Business Administration • No formal qualifications required <p style="text-align: right;"><i>£174 per week + travel allowance</i></p>	Reference No L19001967
Apprentice Receptionist Technology Sales (Regent's Park, Westminster)	<ul style="list-style-type: none"> • Reception and telephone duties and working towards NVQ Level 2 qualifications • No formal qualifications required – Closing date 19/7/10 <p style="text-align: right;"><i>£160 per week</i></p>	Reference No L19001972
Apprentice Team Assistant International Consultancy (Liverpool Street)	<ul style="list-style-type: none"> • Answering the phone, greeting visitors and general admin duties and working towards NVQ Level 2 in Sales & Telesales • GCSE grades A*-C in English and maths <p style="text-align: right;"><i>£150 per week</i></p>	Reference No L19001871
Customer Engineering & Delivery, Customer Handling & Management, Customer Vehicle & Logistics and Customer Design & Support Telecommunications (Throughout London)	<ul style="list-style-type: none"> • Telecommunications apprenticeships with duties ranging from being office based to climbing telegraph poles with a 2-3 year training programme for NVQ Level 2 and 3 qualifications • 5 GCSE grades A*-C including English and maths (and science or IT for engineering posts) <p style="text-align: right;"><i>£11,000 a year</i></p>	Reference No L18000174 L18000172

Rehab admin Co-ordinator Apprentice Private Hospital (St John's Wood, Westminster)	<ul style="list-style-type: none"> Maintaining patient files, liaising with patients, dealing with enquiries and working towards NVQ Level 2 in Business Administration – Closing date 25/7/10 GCSE grades A*-C or equivalent 	Reference No L19001876 <i>£150 per week</i>
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Construction

Apprenticeships Construction (Nationwide)	<ul style="list-style-type: none"> Training for NVQ Level 3 in construction plant maintenance at college and on-site GCSE grades A*-D (or equivalent) in maths, English and a technical subject 	Reference No L18000068 <i>Wage from £7,000 to £17,000 a year during 4 year apprenticeship</i>
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Carpentry Apprentice – Westminster Resident Building Maintenance (Westminster)	<ul style="list-style-type: none"> Carpentry repair and renewal work and training for NVQ Level 2 in carpentry No formal qualifications required but applicants must live in the borough of Westminster 	Reference No L19001620 <i>£145 - £185 per week</i>
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Bricklaying and Plastering Apprentices Construction (Hillingdon)	<ul style="list-style-type: none"> On site training and block release to college for NVQ qualifications No formal qualifications required but must pass entry test 	Reference No L12002943 L12002944 <i>£8,000 a year</i>
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Construction Apprentice Construction (King's Cross)	<ul style="list-style-type: none"> Work experience and working towards NVQ 2 in carpentry, bricklaying, painting & decorating, plastering, building maintenance or general construction No formal qualifications required 	Reference No L19001611 <i>£95 per week</i>
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Apprentice Painter & Decorator, Carpenter & Joiner, Plumber, and Bricklayer Construction (Central & East London)	<ul style="list-style-type: none"> On-site and college based training following Apprenticeship framework at Level 2 No formal qualifications required – Closing date 31/7/10 	Reference No L19001932 L19001933 L19001934 L19001935 <i>£95 per week</i>
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Trainee Plumber Construction (Romford)	<ul style="list-style-type: none"> On-site and college based training leading to NVQ 2/3 in Plumbing No formal qualifications required, but must have reasonable maths and English 	Reference No L27002272
<i>£95 per week</i>		

Creative & Media

Media Runner Digital Media Equipment (Tottenham Court Road)	<ul style="list-style-type: none"> Organising, delivering and collecting media equipment and working towards NVQ level 2 Digital Media qualifications No formal qualifications required 	Reference No L19001968
<i>£140 per week</i>		

There are apprenticeships in creative and media, but the number of employers offering them is very limited. General advice on finding work and getting training in the media industry can be found at www.skillset.org/careers

Engineering (including Motor Vehicles)

Motor Vehicle Apprenticeships Motor Vehicle Dealership (Throughout London)	<ul style="list-style-type: none"> Three year training programme in vehicle service, parts, bodyshop or motorcycle and training academy near Reading, leading to NVQ Levels 2/3 3 GCSE grades A*-D (or equivalent) including English, maths and a science required 	Reference No L18000032
<i>Salary depends on dealership but normally National Minimum Wage</i>		

Service Technician Apprentice Garage (Ilford)	<ul style="list-style-type: none"> Maintenance and repair of vehicles and training for NVQ Level 2 and/or 3 qualifications on block release in Milton Keynes (travel and expenses paid) GCES grades A*-C in English and maths or equivalent qualifications preferred 	Reference No L19001816
<i>£95 per week</i>		

Light Vehicle Service Technician Motor Vehicle Repair (Throughout London)	<ul style="list-style-type: none"> Two or three year training programme with garage and college based training, leading to NVQ Level 2/3 GCES grades A*-D in English, maths and ICT required 	Reference No L18000143
<i>£100 per week</i>		

Civil Engineering Rail Traineeship Public Transport (Croydon)	<ul style="list-style-type: none"> Design and practical experience with study for BTEC HNC in railway civil engineering Applicants need 40 UCAS points including maths and science 	Reference No L12002103
<i>£16,000 to £20,000 a year</i>		

Body Repair Technician Motor Vehicles (Throughout London)	<ul style="list-style-type: none"> • Learning to carry out vehicle body repair while training for NVQ 2 qualifications • No formal qualifications required 	Reference No L18000144
<i>£100 per week</i>		
Vehicle Parts Operative Motor Vehicles (Throughout London)	<ul style="list-style-type: none"> • Advising customers on and ordering vehicle parts and organizing stock with training for NVQ Levels 2 & 3 • 3 GCSE grades A*-C including English & maths required 	Reference No L18000074
<i>Salary to be decided</i>		
Service Technician Motor Vehicle Dealership (Throughout London)	<ul style="list-style-type: none"> • Working on cars, commercial vehicles or auto electrics with training to NVQ Levels 2 & 3 • 3 GCSE grades A*-C including English & maths required 	Reference No L18000075
<i>Salary to be decided</i>		
Service Advisor Motor Vehicle Dealership (Throughout London)	<ul style="list-style-type: none"> • Advising customers and organizing vehicle servicing while studying for NVQ Levels 2 & 3 • 3 GCSE grades A*-C including English & maths required 	Reference No L18000078
<i>Salary to be decided</i>		
Trainee Air Traffic Controllers Air Transport (Throughout UK)	<ul style="list-style-type: none"> • Training to control air traffic in UK airspace with initial, college based, training lasting 11 months followed by 6 to 9 months on-site training • 5 GCSE grades A*-C including English and maths required 	Reference No L18000154
<i>£10,678 a year</i>		
Apprentice Engineering Technician Transport (Throughout London)	<ul style="list-style-type: none"> • Four years practical workplace training and classroom based training in for NVQ Level 3 qualifications • GCSE grades A*-C in English, maths and science or equivalent qualifications 	Reference No L12002869
<i>£218.41 per week</i>		
Civil Engineering Rail Traineeship Public Transport (Croydon)	<ul style="list-style-type: none"> • Design and practical experience with study for BTEC HNC in railway civil engineering • Applicants need 40 UCAS points including maths and science 	Reference No L12002103
<i>£16,000 to £20,000 a year</i>		

Plastics Processing Operative Design and Manufacture (Stratford)	<ul style="list-style-type: none"> • Learning plastics processing with in-house and NVQ training • 4 GCSE grades A*-C or equivalent preferred <p style="text-align: center;"><i>£5 per hour and attendance bonus</i></p>	Reference No L27002040
Woodshop Apprentice Design and Manufacture (Stratford)	<ul style="list-style-type: none"> • Learning CNC wood and plastics machining with in-house and NVQ training • 4 GCSE grades A*-C or equivalent preferred <p style="text-align: center;"><i>£5 per hour and attendance bonus</i></p>	Reference No L27002039
Apprentice Parts Consultants Garage (Barking)	<ul style="list-style-type: none"> • Using computerised stock management systems with college based training for NVQ Level 2 qualifications • No formal qualifications required <p style="text-align: center;"><i>£95 per week</i></p>	Reference No L27002338
Craft Apprenticeships Engineering (Throughout London)	<ul style="list-style-type: none"> • Specialising in steel erecting, pipefitting, plating, mechanical fitting, welding or electrical installation with training for NVQ Level 3 qualifications • 3 GCSE grades A*-C including English, maths and science or technology <p style="text-align: center;"><i>£95 per week</i></p>	Reference No L18000169
Technician Apprenticeships Engineering (Throughout London)	<ul style="list-style-type: none"> • Specialising in mechanical, electrical, instrument and control or processing with training for NVQ Level 3 qualifications • 3 GCSE grades A*-B including English, maths and science <p style="text-align: center;"><i>£95 per week</i></p>	Reference No L18000170
Apprentice Field Service Technician Home Entertainment & Telecommunications (Camden, Islington & Lewisham)	<ul style="list-style-type: none"> • Installing modems, digital TV and telephone systems and training for NVQ Level 2 qualifications in Communication Technology • 5 GCSEs grades A*-C (or equivalent) including English, maths and science and a full UK driving license – Closing date 20/7/10 <p style="text-align: center;"><i>£12,000 a year to start</i></p>	Reference No L19001843 L19001844 L19001845
Apprentice Security Engineer Security Systems (Tottenham)	<ul style="list-style-type: none"> • Installation and maintenance of security systems and college based training for NVQ Level 2/3 qualifications • GCSE grades A*-C (or equivalent) including English, maths and science or ICT <p style="text-align: center;"><i>£95 per week</i></p>	Reference No L116

Foundation Engineer Power Supply (Southwark)	<ul style="list-style-type: none"> • Work placements in maintenance of power lines and sub-stations and studying for a Foundation Degree in Electrical Power Engineering • 2 A Level grades A*-C (1 must be in either maths, physics or engineering) or BTEC National in Electronic/Electrical Engineering <p style="text-align: right;"><i>Starting salary £20,000</i></p>	Reference No L19001575
Trainee Construction Engineer Power Supply (North London)	<ul style="list-style-type: none"> • Work on projects to replace old iron pipes with polyethylene and studying for NVQ Level 3 qualifications in engineering • 5 GCSE grades A*-C (or equivalent) including English, maths, science and a technical subject required and a full driving licence <p style="text-align: right;"><i>Starting salary £15,750</i></p>	Reference No L19001581
Advanced Engineering Apprenticeship Power Supply (St John's Wood, Westminster)	<ul style="list-style-type: none"> • Looking after gas and electricity generating equipment and studying for a HNC in Mechanical Engineering and NVQ Level 4 • 5 GCSE grades A*-C (or equivalent) including English, maths, science and a technical subject required <p style="text-align: right;"><i>Starting salary £11,500</i></p>	Reference No L19001563
Customer Engineering & Delivery, Customer Handling & Management, Customer Vehicle & Logistics and Customer Design & Support Telecommunications (Throughout London)	<ul style="list-style-type: none"> • Telecommunications apprenticeships with duties ranging from being office based to climbing telegraph poles with a 2-3 year training programme for NVQ Level 2 and 3 qualifications • 5 GCSE grades A*-C including English and maths (and science or IT for engineering posts) <p style="text-align: right;"><i>£11,000 a year</i></p>	Reference No L18000174 L18000172
Hair & Beauty		
Hairdressing Apprentice Hairdressing Salon (Leicester Square)	<ul style="list-style-type: none"> • Training to be a hair stylist with salon and college training for NVQ Level 2 qualifications • No formal qualifications are required <p style="text-align: right;"><i>£100 per week</i></p>	Reference No L19001960
Hairdressing Trainee Hairdressing Salon (Baker Street)	<ul style="list-style-type: none"> • Assisting stylists, making refreshments, cleaning and training to be a stylist with training for NVQ Level 2 • No formal qualifications are required <p style="text-align: right;"><i>To be confirmed but at least £95 per week</i></p>	Reference No L19001690

Trainee Hairdresser (Apprentice) Hairdressing Salon (Baker Street)	<ul style="list-style-type: none"> • Reception, making refreshments, cleaning and learning to be a stylist with training for NVQ Level 2 qualifications • No formal qualifications are required 	Reference No L19001823
<i>£100 per week</i>		

Hospitality

Chef Apprentice Programme Restaurant Group (Farringdon, Camden)	<ul style="list-style-type: none"> • Restaurant based training for NVQ qualifications • No formal qualifications required 	Reference No L19001925
<i>£11,500 a year</i>		

Food and Beverage Apprentice Restaurant (The Strand)	<ul style="list-style-type: none"> • Food and beverage service day release to college for NVQ Level 2 qualifications • No formal qualifications required 	Reference No L19001911
<i>£95 per week</i>		

Apprentice Commis Chef Indian Restaurant (St James's Park, Westminster)	<ul style="list-style-type: none"> • Preparing and cooking Indian food and working towards NVQ 2 apprenticeship framework • No formal qualifications required – Closing date 26/7/10 	Reference No L19001971
<i>£95 per week</i>		

Trainee Commis Chef Art Gallery (Pimlico, Westminster)	<ul style="list-style-type: none"> • Food production and cooking with college training for NVQ Level 2 qualifications • No formal qualifications required 	Reference No L19001966
<i>£125 per week</i>		

IT

Microsoft IT Apprenticeship IT Training (Throughout London)	<ul style="list-style-type: none"> • Work-based and off-the-job training for Level 3 qualifications • 5 GCSE grades A*-C including English and maths or equivalent qualifications 	Reference No L18000171
<i>£100 per week</i>		

IT Support Apprentice IT & Telecommunications (Canary Wharf)	<ul style="list-style-type: none"> • Helping users with technical problems and working towards industry standard qualifications such as MCTS, MCITP, CompTIA A+ & N+ • 5 GCSE grades A*-C including English and maths or equivalent qualifications – Closing date 20/9/10 	Reference No L19001965
<i>£125 per week</i>		

Apprentice IT Support Travel Management (Camden)	<ul style="list-style-type: none"> • Hardware support and troubleshooting and studying for NVQ Level 2 IT Practitioner qualifications • No formal qualifications required 	Reference No L19001872
<i>£150 to £170 per week</i>		

IT Engineer Apprentice Telecommunications (Woodford Green, Redbridge)	<ul style="list-style-type: none"> • Gaining skills and experience in the IT and telecoms industry and studying for VRQ Level 2 or 3 in ICT Professional Competence • GCSE grades A*-C in English and maths preferred 	Reference No L19001946
<i>£95 per week</i>		

Retail

The following retail companies are also likely to recruit this year:

- **Arcadia Group** (www.arcadiagroup.co.uk/careers/schoolleavers/retail.html) have a retail management programme for those with A Levels or the equivalent in stores including Burton, Dorothy Perkins, Evans, Miss Selfridge, Outfit, Topshop, Topman and Wallis

Sport

Fit for Sport Apprenticeship Healthy Lifestyle (Richmond)	<ul style="list-style-type: none"> • Delivering PE lessons and activities in schools and kids camps with training for NVQ Level 2 Activity Leadership • No formal qualifications required 	Reference No L12002991
<i>£100 per week (first 2 weeks expenses only)</i>		

Apprentice Lifeguard Leisure Centre (Swiss Cottage, Camden)	<ul style="list-style-type: none"> • Ensuring safety of pool users and working towards NVQ Level 2, Customer Care, First Aid and National Pool Lifeguard qualifications • No formal qualifications required but must be a strong swimmer 	Reference No L19001813
<i>£5.80 per hour</i>		

Travel

Some holiday companies, such as **Thomas Cook** (www.thomascookjobs.co.uk) and **Thomson Holidays** (www.thomson.co.uk/jobs/apprenticeships/thomson-apprenticeships.html) run their own apprenticeship programmes.

Other Employers

Apprentice Warehouse Assistant Furniture & Catering Hire (Tottenham)	<ul style="list-style-type: none"> • Maintaining stock, packing and loading equipment and working towards NVQ Level 2 qualifications (day-release training in Ilford) • No formal qualifications required 	Reference No L128
<i>£95 per week</i>		

In Company Driver Apprenticeship Builder's Merchants (Barking)	<ul style="list-style-type: none"> • Fork lift truck, driving and lorry mounted crane training • No formal qualifications required <p style="text-align: right;"><i>National Minimum Wage</i></p>	Reference No L27002248
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Stable Hand Stables (North Kensington)	<ul style="list-style-type: none"> • Stable management and horse care training leading to NVQ Level 2/3 qualifications • No formal qualifications required <p style="text-align: right;"><i>£95 per week</i></p>	Reference No L27002256
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| <ul style="list-style-type: none"> • Armed Forces - full range of careers at www.armyjobs.mod.uk, www.careers.royalnavy.mod.uk and www.raf.mod.uk/careers. • Royal Mail (www.royalmail.com) have apprenticeship leading to NVQ Level 2 in Mail Services. |
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Other Apprenticeship Websites

At the national apprenticeship website (www.apprenticeships.org.uk) vacancies are listed and you can apply online (select 'Search for vacancies'). When this bulletin was published there were 186 vacancy adverts across London. New vacancies in the last month include:

- Agriculture, Horticulture & Animal Care (2 vacancies)
- Arts, Media & Publishing (1 vacancy)
- Business & Administration (69 vacancies)
- Construction (8 vacancies)
- Education & Training (0 vacancies)
- Engineering & Manufacturing (17 vacancies)
- Health, Public Service & Care (12 vacancies)
- Information Technology (9 vacancies)
- Leisure, Travel & Tourism (2 vacancies)
- Retail, Hairdressing & Hospitality (21 vacancies)

The London Apprenticeship Company (www.londonapprenticeship.co.uk) employ and support apprentices, placing them with 'host' companies to complete their on-the-job training. Most LAC vacancies are listed in the sections above, but you can also find out more at their website. When this bulletin was published vacancies included:

- Business Administration (2 vacancies)
- Trades and Construction (3 vacancies, open to Brent residents only)
- Customer Service (2 vacancies)
- Hospitality & Catering (5 vacancies)
- IT & Communications (1 vacancy)
- Media & Printing (1 vacancy)

This Bulletin is issued by BabcockEnterprise regularly throughout the year. It is designed to help with your job search activities by making you aware of just some of the employment and training opportunities currently available. Please note these vacancies can be subject to cancellation at any time, so please make sure you contact your local centre for up-to-date information.

How to Apply

For full information and details of how to apply for any of the vacancies in this bulletin, please call into or phone:

Redbridge Connexions Centre, 3rd floor , Broadway Chambers, 1 Cranbrook Road, Ilford IG1 4DU

Tel: 020 8514 9567

Keyclips

We also suggest you also look at the KeyCLIPS series of information leaflets designed to assist you in job hunting:

- 11.10 How to find a job
- 11.11 Job applications
- 11.12 Writing a CV
- 11.13 Coping with interviews
- 11.14 Jobseekers' checklist

To obtain copies of these leaflets please ask your Personal Adviser for details.