

**Apprenticeships  
and other jobs with  
training  
Winter 2010  
and Summer 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 are 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.

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](http://www.apprenticeships.org.uk) (select 'Search for vacancies'). Some of the current vacancies on this site are listed near the end of this bulletin.

Also listed towards the end of this bulletin are companies who have already started recruiting apprentices for the summer 2010.

## Business, Administration & Finance

<b>Office Trainee (Apprenticeship)</b> Finance (Regent Street)	<ul style="list-style-type: none"> <li>• General office duties and working towards NVQ Level 2 in Business Administration</li> <li>• Good A Levels preferred – <b>Closing date 12/2/10</b>  <i>£95 per week</i></li> </ul>	<b>Reference No</b> <b>L19001675</b>
<b>Accounts Assistant</b> Finance (Regent Street)	<ul style="list-style-type: none"> <li>• Training in general accountancy and working towards AAT Accountancy qualifications</li> <li>• A Levels or equivalent required – <b>Closing date 12/2/10</b>  <i>£124 per week</i></li> </ul>	<b>Reference No</b> <b>L19001676</b>
<b>Accounts Apprentice</b> Finance (Angel, Islington)	<ul style="list-style-type: none"> <li>• Training in general accountancy and investment analysis and undertaking general office duties and working towards AAT Accountancy qualifications</li> <li>• A Levels or equivalent required – <b>Closing date 12/2/10</b>  <i>£124 per week</i></li> </ul>	<b>Reference No</b> <b>L19001677</b>
<b>Apprentice (Property Management)</b> Local Authority (Ilford)	<ul style="list-style-type: none"> <li>• Admin and security duties and working towards NVQ qualifications</li> <li>• 3 GCSE grades A*-E or equivalent– <b>Closing date 17/2/10</b>  <i>£9066 per year</i></li> </ul>	<b>Reference No</b> <b>L19001691</b>
<b>Apprentice (Housing)</b> Local Authority (Ilford)	<ul style="list-style-type: none"> <li>• Admin and housing advice duties and working towards NVQ qualifications</li> <li>• 3 GCSE grades A*-E or equivalent– <b>Closing date 17/2/10</b>  <i>£9066 per year</i></li> </ul>	<b>Reference No</b> <b>L19001694</b>
<b>Apprentice (Payments and Benefits)</b> Local Authority (Ilford)	<ul style="list-style-type: none"> <li>• Admin and document scanning and indexing duties and working towards NVQ qualifications</li> <li>• 3 GCSE grades A*-E or equivalent– <b>Closing date 17/2/10</b>  <i>£9066 per year</i></li> </ul>	<b>Reference No</b> <b>L19001691</b>
<b>Administrative Assistant Apprenticeship</b> Training Organisation (Aldgate East)	<ul style="list-style-type: none"> <li>• Admin advice duties and working towards NVQ Business Administration qualifications</li> <li>• No formal qualifications required  <i>£95 per week</i></li> </ul>	<b>Reference No</b> <b>L19001688</b>

## Construction

<b>Apprenticeships</b> Construction (Nationwide)	<ul style="list-style-type: none"><li>• Training for NVQ Level 3 in construction plant maintenance at college and on-site</li><li>• GCSE grades A*-D (or equivalent) in maths, English and a technical subject</li></ul> <p><i>Wage from £7,000 to £17,000 a year during 4 year apprenticeship</i></p>	<b>Reference No</b> <b>L18000068</b>
--	--	---

## Creative & Media

<b>Apprentice Graphic Designer</b> Graphic Design (Upper Norwood)	<ul style="list-style-type: none"><li>• Producing reports, magazines and brochures using Photoshop, Indesign and Quark with in-house and NVQ training</li><li>• No experience or formal qualifications are required</li></ul> <p><i>£95 per week</i></p>	<b>Reference No</b> <b>L12001857</b>
---	--	---

<b>Screen Printing/Graphics Apprentice</b> Design and Manufacture (Stratford)	<ul style="list-style-type: none"><li>• Learning screen and digital printing in-house and NVQ training</li><li>• 4 GCSE grades A*-C or equivalent preferred</li></ul> <p><i>£5 per hour and attendance bonus</i></p>	<b>Reference No</b> <b>L27002041</b>
---	--	---

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](http://www.skillset.org/careers) and details of training for potential freelancers can be found at [www.ft2.org.uk](http://www.ft2.org.uk).

## Engineering (including Motor Vehicles)

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

<b>Parts Consultant Advanced Apprenticeship</b> Motor Vehicle Dealership (Harold Wood, Romford)	<ul style="list-style-type: none"><li>• Helping customers and service repair team with vehicle parts requirements and following advanced apprenticeship framework for vehicle parts including NVQ Level 3 qualifications</li><li>• GCSE grades A*-D including English, maths, science and ICT required</li></ul> <p><i>Salary between £8,000 and £12,000 a year</i></p>	<b>Reference No</b> <b>L27001789</b>
---	---	---

<b>Light Vehicle Service Technician</b> Motor Vehicle Repair (Throughout London)	<ul style="list-style-type: none"> <li>• Two or three year training programme with garage and college based training, leading to NVQ Level 2/3</li> <li>• GCES grades A*-D in English, maths and ICT required <i>£100 per week</i></li> </ul>	<b>Reference No</b> <b>L18000143</b>
<b>Civil Engineering Rail Traineeship</b> Public Transport (Croydon)	<ul style="list-style-type: none"> <li>• Design and practical experience with study for BTEC HNC in railway civil engineering</li> <li>• Applicants need 40 UCAS points including maths and science <i>£16,000 to £20,000 a year</i></li> </ul>	<b>Reference No</b> <b>L12002103</b>
<b>Body Repair Technician</b> Motor Vehicles (Throughout London)	<ul style="list-style-type: none"> <li>• Learning to carry out vehicle body repair while training for NVQ 2 qualifications</li> <li>• No formal qualifications required <i>£100 per week</i></li> </ul>	<b>Reference No</b> <b>L18000144</b>
<b>Vehicle Parts Operative</b> Motor Vehicles (Throughout London)	<ul style="list-style-type: none"> <li>• Advising customers on and ordering vehicle parts and organizing stock with training for NVQ Levels 2 &amp; 3</li> <li>• 3 GCSE grades A*-C including English &amp; maths required <i>Salary to be decided</i></li> </ul>	<b>Reference No</b> <b>L18000074</b>
<b>Service Technician</b> <b>Motor Vehicle Dealership</b> (Throughout London)	<ul style="list-style-type: none"> <li>• Working on cars, commercial vehicles or auto electrics with training to NVQ Levels 2 &amp; 3</li> <li>• 3 GCSE grades A*-C including English &amp; maths required <i>Salary to be decided</i></li> </ul>	<b>Reference No</b> <b>L18000075</b>
<b>Service Advisor</b> Motor Vehicle Dealership (Throughout London)	<ul style="list-style-type: none"> <li>• Advising customers and organizing vehicle servicing while studying for NVQ Levels 2 &amp; 3</li> <li>• 3 GCSE grades A*-C including English &amp; maths required <i>Salary to be decided</i></li> </ul>	<b>Reference No</b> <b>L18000078</b>
<b>Trainee Air Traffic Controllers</b> Air Transport (Throughout UK)	<ul style="list-style-type: none"> <li>• 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</li> <li>• 5 GCSE grades A*-C including English and maths required <i>£10,678 a year</i></li> </ul>	<b>Reference No</b> <b>L18000154</b>

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

<b>Plastics Processing Operative</b> Design and Manufacture (Stratford)	<ul style="list-style-type: none"> <li>• Learning plastics processing with in-house and NVQ training</li> <li>• 4 GCSE grades A*-C or equivalent preferred <i>£5 per hour and attendance bonus</i></li> </ul>	<b>Reference No L27002040</b>
---	---	-------------------------------

<b>Woodshop Apprentice</b> Design and Manufacture (Stratford)	<ul style="list-style-type: none"> <li>• Learning CNC wood and plastics machining with in-house and NVQ training</li> <li>• 4 GCSE grades A*-C or equivalent preferred <i>£5 per hour and attendance bonus</i></li> </ul>	<b>Reference No L27002039</b>
---	---	-------------------------------

<b>Metalwork Apprentice</b> Design and Manufacture (Stratford)	<ul style="list-style-type: none"> <li>• Learning sheet metalwork and fabrication with in-house and NVQ training</li> <li>• 4 GCSE grades A*-C or equivalent preferred <i>£5 per hour and attendance bonus</i></li> </ul>	<b>Reference No L27002038</b>
--	---	-------------------------------

<b>Apprentice (Highways and Engineering)</b> Local Authority (Ilford)	<ul style="list-style-type: none"> <li>• 3 year Civil Engineering apprenticeship programme</li> <li>• 4 GCSE grades A*-C including English and maths or equivalent</li> <li>• <b>Closing date 11/2/10</b> <i>£9066 per year</i></li> </ul>	<b>Reference No L19001671</b>
---	--	-------------------------------

## Hair & Beauty

<b>Junior Stylist (Apprenticeship)</b> Hairdressing Salon (Woodford Green, Redbridge)	<ul style="list-style-type: none"> <li>• Training to be a hair stylist with training for NVQ Level 2 qualifications</li> <li>• No formal qualifications are required – <b>Closing date 1/3/10</b> <i>£95 per week</i></li> </ul>	<b>Reference No L19001680</b>
---	--	-------------------------------

<b>Haidressing Trainee</b> Hairdressing Salon (Baker Street)	<ul style="list-style-type: none"> <li>• Assisting stylists, making refreshments, cleaning and training to be a stylist with training for NVQ Level 2</li> <li>• No formal qualifications are required <i>To be confirmed but at least £95 per week</i></li> </ul>	<b>Reference No L19001690</b>
--	--	-------------------------------

You can find information about training and apply directly to some salons, such as [www.toniandguy.co.uk](http://www.toniandguy.co.uk), [www.vidalsassoon.co.uk](http://www.vidalsassoon.co.uk) or [www.quest4training.com](http://www.quest4training.com).

## Retail

The following retail companies are likely to recruit next year:

- **Arcadia Group** ([www.arcadiagroup.co.uk/careers/schoolleavers/retail.html](http://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

## Society, Health & Development

<b>Apprentice Youth Worker</b> Youth Engagement (Leytonstone)	<ul style="list-style-type: none"><li>• Working on projects from street work to youth clubs with in-house and day release training in youth and community work</li><li>• No formal qualifications required – <b>Closing date 16/2/10</b> <i>£95 per week</i></li></ul>	<b>Reference No L86</b>
---	--	-------------------------

## Travel

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

## Other Employers

- **Armed Forces** - full range of careers at [www.armyjobs.mod.uk](http://www.armyjobs.mod.uk), [www.careers.royalnavy.mod.uk](http://www.careers.royalnavy.mod.uk) and [www.raf.mod.uk/careers](http://www.raf.mod.uk/careers).
- **Royal Mail** ([www.royalmail.com](http://www.royalmail.com)) have apprenticeship leading to NVQ Level 2 in Mail Services.

## Recruiting now for Summer 2010 entry

<b>A Level Trainee Tax Advisor</b> Tax Advisory Service (Canary Wharf & City of London)	<ul style="list-style-type: none"><li>• Working for a company that provides an audit and tax advisory service while studying for chartered tax and accountancy qualifications</li><li>• 300 UCAS Points and GCSE maths grade A*-B and English A*-C required <i>Very competitive salary, well above minimum wage</i></li></ul>	<b>Reference No L19001257</b>
<b>AAT Fast Track Trainee</b> Government Department (Westminster)	<ul style="list-style-type: none"><li>• Working in government departments and studying towards qualifications to become a Chartered Accountant</li><li>• 300 UCAS Points and GCSE grades A*-C in maths and English required <i>£21,352 a year to start</i></li></ul>	<b>Reference No L19001653</b>
<b>Initial Entry Scheme</b> Banking (City of London)	<ul style="list-style-type: none"><li>• Processing statistical data, undertake research and admin duties and following a formal on-the-job training programme</li><li>• 180 UCAS Points and GCSE grades A*-C in maths and English required – <b>Closing date 26/2/10</b> <i>£16,520 to start</i></li></ul>	<b>Reference No L18000165</b>

<b>Hairdressing Apprenticeship</b> Hairdressing Salons (Bond Street and throughout London)	<ul style="list-style-type: none"> <li>• Learning to shampoo, blow dry and style hair while studying for NVQ Level 2 qualifications</li> <li>• No formal qualifications required</li> </ul> <p style="text-align: right;"><i>£95 per week</i></p>	<b>Reference No</b> <b>L19001666</b>
<b>Construction Apprentice</b> Construction (King's Cross)	<ul style="list-style-type: none"> <li>• Work and experience and and working towards NVQ 2 in carpentry, bricklaying, painting &amp; decorating, plastering, building maintenance or general construction</li> <li>• No formal qualifications required, but must have reasonable maths and English</li> </ul> <p style="text-align: right;"><i>£95 per week</i></p>	<b>Reference No</b> <b>L19001611</b>
<b>Foundation Engineer</b> Power Supply (Southwark)	<ul style="list-style-type: none"> <li>• Work placements in maintenance of power lines and sub-stations and studying for a Foundation Degree in Electrical Power Engineering</li> <li>• 2 A Level grades A*-C (1 must be in either maths, physics or engineering) or BTEC National in Electronic/Electrical Engineering</li> </ul> <p style="text-align: right;"><i>Starting salary £20,000</i></p>	<b>Reference No</b> <b>L19001575</b>
<b>Trainee Construction Engineer</b> Power Supply (North London)	<ul style="list-style-type: none"> <li>• Work on projects to replace old iron pipes with polyethylene and studying for NVQ Level 3 qualifications in engineering</li> <li>• 5 GCSE grades A*-C (or equivalent) including English, maths, science and a technical subject required and a full driving licence</li> </ul> <p style="text-align: right;"><i>Starting salary £15,750</i></p>	<b>Reference No</b> <b>L19001581</b>
<b>Advanced Engineering Apprenticeship</b> Power Supply (St John's Wood, Westminster)	<ul style="list-style-type: none"> <li>• Looking after gas and electricity generating equipment and studying for a HNC in Mechanical Engineering and NVQ Level 4</li> <li>• 5 GCSE grades A*-C (or equivalent) including English, maths, science and a technical subject required</li> </ul> <p style="text-align: right;"><i>Starting salary £11,500</i></p>	<b>Reference No</b> <b>L19001563</b>
<b>Engineering Advanced Apprenticeship</b> Rail Transport (Euston)	<ul style="list-style-type: none"> <li>• Three year training programme covering track, signaling or electronics and plant and studying for NVQ Level 3 qualifications in railway engineering</li> <li>• 4 GCSE grades A*-C (or equivalent) including English, maths and science</li> </ul> <p style="text-align: right;"><i>Starting salary £8,400 + £1,150 when you complete first year</i></p>	<b>Reference No</b> <b>L19001623</b>
<b>Apprentice Field Technicians</b> Telecommunications	<ul style="list-style-type: none"> <li>• Installing and servicing telecommunications equipment and training for NVQ qualifications</li> </ul>	<b>Reference No</b> <b>L12002533</b>

(Throughout London)	<ul style="list-style-type: none"> <li>5 GCSE grades A*-C (or equivalent) including English, maths and science <i>£12,000 a year to start</i></li> </ul>	
<b>Bus and Coach Technical Apprenticeship</b> Bus Transport (Based in Stockwell but operating from 13 sites in London)	<ul style="list-style-type: none"> <li>Bus and coach maintenance and studying for NVQ Level 3 qualifications in bus and coach maintenance</li> <li>5 GCSE grades A*-C (or equivalent) including English and maths – <b>Closing date 2/4/10</b></li> </ul> <p style="text-align: right;"><i>Starting salary £8,400 + £1,150 when you complete first year</i></p>	<b>Reference No</b> <b>L19001687</b>
<b>The Royal Parks Apprenticeship Programme</b> Amenity Horticulture (St Jame's Park, Hyde Park, Regents Park and Green Park)	<ul style="list-style-type: none"> <li>Three year programme combining classroom based learning working towards NVQ Level 2 qualifications with work in one of London's Royal Parks</li> <li>4 GCSE grades A*-C including English, maths and science preferred - <b>Closing date 15/3/10</b></li> </ul> <p style="text-align: right;"><i>£230 per week</i></p>	<b>Reference No</b> <b>L19001646</b> <b>L19001647</b> <b>L19001648</b> <b>L19001649</b>

### Other Apprenticeship Websites

At the national apprenticeship website ([www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)) vacancies are listed and you can apply online (select 'Search for vacancies'). When this bulletin was published there were 116 vacancy adverts across London. New vacancies in the last month include:

- Agriculture, Horticulture & Animal Care (2 vacancies)
- Business & Administration (37 vacancies)
- Construction (1 vacancy)
- Engineering & Manufacturing (14 vacancies)
- Health, Public Service & Care (8 vacancies)
- Information Technology (2 vacancies)
- Retail, Hairdressing & Hospitality (30 vacancies)

The London Apprenticeship Company ([www.londonapprenticeship.co.uk](http://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 (1 vacancy)
- Trade & Construction (5 vacancies, open to Westminster, Haringey or Brent residents only)
- Customer Service (7 vacancies)
- Health & Social Care (1 vacancies)

This Bulletin is issued by VT Enterprise 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.

### **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 or Careers Co-ordinator for details.