**Advertising information (Apprentice Roles)**

Please complete and upload this document to the requisition created within [iTrent Hiring Manager](https://ihr.essex.ac.uk/tlive_web/wrd/run/etadm001gf.open), along with your apprentice job description and funding approval PDF. No action can be taken until we have received all these documents.

Once completed this advertising information form provides the information needed to advertise on the free online [find an apprenticeship service](https://www.gov.uk/apply-apprenticeship).

If you have any questions about your recruitment campaign or completing this document, please contact a member of the [Resourcing [team](https://www.essex.ac.uk/staff/professional-services/hr-resourcing-team)](https://www.essex.ac.uk/staff/professional-services/hr-resourcing-team).

**Advert Summary**

**Job Title: Apprentice Click here to enter text.**

**Apprenticeship standard (include level):** Click or tap here to enter text.

**Apprenticeship training provider:** Click or tap here to enter text.

**Apprenticeship Summary:**

***(This must be between 50 and 300 characters in length. It will be used to advertise to potential apprentices on the apprenticeship vacancy website. It could include what you are offering and why the applicant should apply. This information will appear under the advert title when applicants look through a list of adverts – so it would be good to try and write it in a way that ensures your vacancy will stand out.)***

Click or tap here to enter text.

**Duties of the role/What will the apprentice be doing?:**

***(Provide an overview of the duties the post holder will be expected to carry out – this information should be based on the contents of the job description. This must include a minimum of 3 bullet points.)***

Click or tap here to enter text.

**Information about the training and what qualification the apprentice will get at the end:**

***(Include details of qualification(s) and location of training & whether it will be block release or one day a week (if known):***

Click or tap here to enter text.

**Employment & Employer Details**

**Proposed application closing date:** Click or tap here to enter text.

**Possible apprenticeship start date:** Click here to enter text.

**Annual salary to be advertised: £**Click or tap here to enter text.

**Optional - Extra info about pay (eg. bonus schemes, performance increases or benefits) if applicable:** Click or tap here to enter text.

**Duration of apprenticeship (minimum 12 months):** Click or tap here to enter text.

**Details of working week (eg. Monday to Friday 9am to 5pm, shifts, may work evenings and weekends):** Click or tap here to enter text.

**How many hours will the apprentice work each week (including training)?** Click or tap here to enter text.

**Where will the apprentice work (if a different location to Colchester Campus)?** Click or tap here to enter text.

**Name of employer to be on advert:** Choose an item.

**Employer information/info for applicants about the employer:** Click or tap here to enter text.

**Optional - Contact who an applicant can contact to ask questions about the apprenticeship position:**

**Contact Name:** Click or tap here to enter text.

**Contact Email:** Click or tap here to enter text.

**Contact Number:** Click or tap here to enter text.

**Skills & Qualifications**

**What skills & personal qualities do applicants need to have? (Select all that apply)**

**Communication skills**

**IT skills**

**Attention to detail**

**Organisational skills**

**Customer care skills**

**Problem solving skills**

**Presentation skills**

**Administrative skills**

**Number skills**

**Analytical skills**

**Logical**

**Team working**

**Creative**

**Initiative**

**Non judgemental**

**Patience**

**Physical fitness**

**Any others?** Click or tap here to enter text.

**Qualification required:** Click or tap here to enter text.

**Grade:** Click or tap here to enter text.

**Essential or desirable?** Choose an item.

**Qualification required:** Click or tap here to enter text.

**Grade:** Click or tap here to enter text.

**Essential or desirable?** Choose an item.

**Qualification required:** Click or tap here to enter text.

**Grade:** Click or tap here to enter text.

**Essential or desirable?** Choose an item.

**Qualification required:** Click or tap here to enter text.

**Grade:** Click or tap here to enter text.

**Essential or desirable?** Choose an item.

**What career routes could an apprentice take on completion of their apprenticeship?** Click or tap here to enter text.

**Optional - What else should an applicant consider before applying (eg. if the vacancy requires working outdoors or lifting heavy objects)? [Max 350 characters]**  Click or tap here to enter text.