**Job Pack (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 funding approval PDF. No action can be taken until we have received both documents via iTrent. All other required information for advertising can be input directly onto iTrent on the ‘Create Vacancy’ page. Please note you will need to include the name of the Recruiting Manager and Requisition Administrator on the requisition to enable the online application form ([OnBase](https://www.essex.ac.uk/staff/managing-people/onbase)) to work.

**You should only start your requisition once you have both documents and are ready to start advertising.**

When planning your recruitment, please consider the following timescales:

1. Once we have received both your fully completed job pack and funding approval PDF, your advert will usually be made live within 5 working days.
2. We would recommend that most Professional Services roles are advertised for at least 2 weeks.
3. Interview invitations should be sent out at least 1 week prior to the date, so this should be taken into account when planning shortlisting. If the Resourcing Team are assisting with interviews, please ensure that the completed shortlisting grid is uploaded to iTrent 10 working days prior to the date.

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

For academic posts: please allow 3 weeks between the date you are able to return the shortlist to the Resourcing Team and the proposed interview date

For all other posts: please allow 2 weeks between the date you are able to return the shortlist to the Resourcing Team and the proposed interview date

**Job Title: Apprentice XXX**

**Advert Text:**

**Insert text under the following headings – this will allow the advert to be published on the government’s find an apprenticeship portal as well as UoE’s job pages.**

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

**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. This information will appear under the advert/job 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. You could include what you are offering and why the applicant should apply).***

Click or tap here to enter text.

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

***(Provide an overview of the duties and tasks 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.

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

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

**Duration of apprenticeship (minimum 12 months, to take account of typical length of the apprenticeship standard):** 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.

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

**Optional - Extra info about pay (eg. bonus schemes, performance increases or benefits):**

Click or tap here to enter text.

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

**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.

**Subject:** 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.

**Subject:** 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.

**Subject:** 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/progress to 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.

**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.

**JOB DESCRIPTION – Job ref (REQXXXXX)**

|  |  |
| --- | --- |
| **Job Title:** | Apprentice XXX |
| **Grade of full role (that apprentice is working towards):** | Grade XXX  To be used if following approach of paying an apprentice a developmental pay grade below. If not and a spot salary or alternative approach is being used this row should be deleted. |
| **Apprentice Salary Grade:** | Grade XXX  £XXX per annum |
| **Contract:** | Fixed term, Full OR Part time  ***This developmental post is fixed term for XXX months because it is linked with the duration of the apprenticeship training.*** |
| **Hours:** | **EITHER:**  Your hours of work are as required to perform the duties of your role, for a full-time employee this is normally 36/38 hours per week  **OR**  Your hours of work are as required to perform the duties of your role, for a full-time employee this is normally 36/38 hours per week. For this role the hours of work will be XX per week, worked on the basis of XX (specify hours/days if appropriate). |
| **Department/Section:** | (Name in full) |
| **Responsible to:** | (The person to whom the role is formally responsible - usually HOD/HOS) |
| **Reports on a day to day basis to:** | (The Line Manager - include this only if the post holder is not responsible to the Head of Department/Section on a day to day basis) |
| **Purpose of job:** | This is a developmental post with the post holder employed as an apprentice undertaking a XXX apprenticeship. The main purpose of the role is to XXX. |

**Duties of the Post:** (Please list the main tasks and responsibilities below)

During your apprenticeship you will learn how to undertake the following duties (NB. There must be an adequate match between these and the requirements of the apprenticeship standard to be studied):

1.

2.

3.

Any other duties as may be assigned from time to time by the Head of Department of ..../ Director of ...... (Professional Services section) or their nominee.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

**Terms of Appointment:**

For a full description of the terms of appointment for this post please visit our [website](https://www.essex.ac.uk/staff/employment-policies-procedures/my-contract).

**PERSON SPECIFICATION**

|  |
| --- |
| **JOB TITLE: Apprentice XXX** |

**Qualifications /Training**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| * English & maths GCSE, Grade 4 or above |  |  |
| * Click here to enter text. |  |  |
| * Click here to enter text. |  |  |

**Experience/Knowledge**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| * Click here to enter text. |  |  |
| * Click here to enter text. |  |  |
| * Click here to enter text. |  |  |
| * Click here to enter text. |  |  |
| * Click here to enter text. |  |  |
| * Click here to enter text. |  |  |
| * Click here to enter text. |  |  |
| * Click here to enter text. |  |  |
| * Click here to enter text. |  |  |
| * Click here to enter text. |  |  |

**Skills/Abilities**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| * Delete any irrelevant skills from the ‘find an apprenticeship website’ list below, add essential/desirable, add any others in extra lines below |  |  |
| * Communication skills |  |  |
| * IT skills |  |  |
| * Attention to detail |  |  |
| * Organisation 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 other(s)? |  |  |

**Other**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| * Be 16 or over and not in full time education before commencing an apprenticeship |  |  |
| * Currently living in England with a valid and eligible residency status\* |  |  |
| * Not hold a higher qualification in the same subject as the apprenticeship to be undertaken |  |  |

\* In accordance with Home Office guidance and the Asylum, Immigration and Nationality Act 2006 the University of Essex has a responsibility to ensure all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Further information about UK immigration requirements and working in the UK can be found on the [Home Office website](https://www.gov.uk/browse/visas-immigration/work-visas). Please note we will not be able to provide sponsorship for, or accept as ‘right to work’, a Tier 4 or Student visa for this post.

**ADDITIONAL INFORMATION**

**Please complete the missing information highlighted in yellow below.**

**XXX Department**

Add some introductory text about your department here.

You can find more information about the department via the following link: XXX

**General information**

This post is fixed-term because it is linked to the duration of your apprenticeship training as outlined below. Upon completion of the apprenticeship, you may apply for any advertised University vacancies in the normal way. There is no guarantee of a permanent position upon completion.

You will be studying towards a XXX apprenticeship and your training will be provided by XXX. This role is linked to the training and therefore all requirements of the qualification (e.g. coursework, attendance at meetings and lectures/classroom based training) need to be met for your employment to continue.

Informal enquiries may be made to XXX. However, all applications must be made online.