

Approving a Vacancy NAS Checklist

Approving a vacancy

Vacancies are created by the Vacancy Manager. Vacancies should provide details about the Apprenticeship opportunity which is informative and, importantly, will attract suitable applicants.

Remember **AIDA**. Attention, Interest, Desire, Action

Vacancy Managers will need to work with their employers to extract the details required to put the vacancies together. It is good practice for them to check the details of the completed vacancy with the employer before they submit the vacancy to the Apprenticeship vacancies Support Team for approval.

Guidance on approving a vacancy

The guidance below shows you a description of the key fields that you will need to check and approve on the Apprenticeship vacancies system

Step 1 of 4 Vacancy Details	
Vacancy Title*	The vacancy title should appropriately describe the role. It should not just have the word `Apprentice` as this does not describe the job role. Where agreed a naming convention may be applied e.g. ATA is used as a prefix for ATA vacancies. <i>Remember, the vacancy title is pulled through in RSS feeds so needs to be informative</i>
Vacancy Reference Number	This is automatically generated by the system
Employer Name	The employer's full registered name (automatically generated from the system) If the employer has requested that their name is not published on the vacancy, the employer's name is set to anonymous which must be verified that the Divisional Area Director has approved this. If the employer is to be anonymous a name must be used that still reflects the nature of the employer's key activity. e.g. a large manufacturing company based on the outskirts of Coventry.
Vacancy Short Description*	This is a very important part of the vacancy as this description appears in the search results when candidates search for Apprenticeships on the website. This gives the employer the opportunity to sell the role. An interesting description will entice candidates to view the full vacancy opportunity. The vacancy short description should give a clear, concise

	<p>summary on the nature of the role and the work that it will involve. Remember it should include key words to ensure that it is picked up when candidates are searching for vacancies. <i>Remember, the summary vacancy description can be pulled from the system via web services by partners for wider promotion via their websites.</i></p> <p>There is a 256 text limit in this section so there is ample opportunity to supply a comprehensive description.</p>
<p>Vacancy Full Description*</p>	<p>The vacancy full description should clearly identify:</p> <ul style="list-style-type: none"> • The role and an explanation of how this role fits within the organisation • The specific area/department/team to which the vacancy relates • Identify the key responsibilities • Identify who the candidate will report to/interact with on a day to day basis <p><i>Remember, the full description can be pulled from the system via web services by partners for wider promotion via their websites.</i></p> <p>(4000 text limit)</p>
<p>Weekly Wage £*</p>	<p>From the 1st October 2010 the National Minimum Wage (NMW) for Apprentices is in force for young people aged 16-18 and those aged over 19 in the first year of their Apprenticeship.</p> <p>The rate from 1st October 2011 is £2.60 per hour.</p> <p>The NMW applies to time working plus time spent training as this is also part of the Apprenticeship. Anyone not covered by the age category above will be entitled to the NMW appropriate to their age</p> <p>The more attractive the wage and/or prospects the more candidates will be encouraged to view and apply for the vacancy.</p>
<p>Working Week*</p>	<p>This must clearly set out:</p> <ul style="list-style-type: none"> • Working days • Times (to detail any shift work etc) • A summary of hours <p>The minimum hours of employment for an apprentice must be at least 30 hours per week, except in the minority of circumstances where the learner cannot complete the full 30 hours. In these cases employment must be in excess of 16 hours per week and must be approved by the Divisional Av Manager and or the National Av Director.</p>

	Undertake a calculation that derives the £/hour from the hours in the working week to ensure NMW is being complied with and that the number of hours worked is adequate
Future Prospects	<p>Although this is an `optional` box, it is recommended that you complete this section so that candidates can see what prospects there are for progression.</p> <p>When completing this section, make sure that future prospects are realistic.</p> <p>The promise of a job search at the end of the Apprenticeship as the norm could be a feature to suggest inappropriate employment. An apprentice should be employed from day 1. The contract of employment should be linked to the job role not time limited around the training.</p> <p>(4000 text limit)</p>
Contact Name (For Support Use)	This would normally be the Vacancy Manager (Learning Provider) contact details in case the Apprenticeship vacancies team need to contact them about the vacancy. This information does not appear on the `live` vacancy.

Step 2 of 4 Employer and Learning Provider Details

Employer Description*	<p>This should clearly describe who the employer is and what they do. The description should be written in a way that `sells` the employer. It should be made as interesting as possible and reflect the size, location and working environment where possible.</p> <p>There should always be a “real” employer for each vacancy, unless the provider is an ATA where it should be clearly stated who the host employer will be.</p> <p>(4000 text limit)</p>
Employer Positive about Disabled Two Ticks scheme	On setting up the employer please check with the employer, Av or the DWP if the employer is registered for the Positive about Disabled Two Ticks scheme, that guarantees an interview for those with a declared disability who are suitably qualified. If the employer is registered then please check the Positive about Disabled box
Employer Website	If an employer has a website, it will be included here. Check that the link is correct and links to the correct page

Location Type	<p>One of the following will have been selected:</p> <ul style="list-style-type: none"> • Specific location • Multiple locations • Nationwide
Address	<p>This information will be automatically generated from the employer base. Only English postcodes will be accepted by the system.</p>
Number of Vacancies*	<p>This displays the number of positions available. If there are disproportionate volumes of vacancies with a single employer this could suggest that the employer is focussed on delivering the qualifications and not linked to the job role. This may require further investigation.</p>
Learning Provider	<p>This information is automatically generated from the system. The Learning Provider description appears in the `live` vacancy and is pulled through from the Learning Provider profile. If this information is lacking the provider should be told to update their profile.</p>
Occupation Type (Sector)*	<p>The information here should relate to the Vacancy Title. This relates to the sector subject area the job will sit within.</p>
Job Role (Framework)*	<p>This should relate to the Vacancy Title and the appropriate Framework for the Apprenticeship. Ensure that the framework is available for the level offered (see next section)</p>
Vacancy Type	<p>One of the following would have been selected:</p> <ul style="list-style-type: none"> ○ Intermediate Apprenticeship ○ Advanced Apprenticeship ○ Higher <p>Ensure the level indicated has a SASE framework available to be delivered (see section re Job Role)</p>
Training to be Provided	<p>In this section you should clearly describe the training that the successful candidate will undertake.</p> <p>Will they be expected to attend college or Learning Provider premises on a day/block release basis? How will assessments be carried out? What qualifications will they work towards (e.g NVQ, Technical Certificates etc)?</p> <p>Training should be part of the contracted hours agreed that makes up the working week.</p> <p>There is a 4000 text limit in this section so they is plenty of</p>

	opportunity to supply a comprehensive description and give the candidate a clear idea of what they will be doing.
Expected Apprenticeship Duration	<p>The duration of the Apprenticeship could vary by candidate so wording such as: `Approximately.....` and `Up to.....` is acceptable. <i>Remember the duration should be commensurate to the SASE framework being delivered.</i></p> <p>Any vacancy offered that is less than 6 months should be challenged and discussed with the provider to ensure that it is SASE compliant and meets the Framework GLH's and referred, where necessary to the Area Relationship team</p>

Step 3 of 4
Candidate Details

Skills required	<p>This is an important part of the vacancy. Although it is an `optional` box, it is advisable that providers complete this section as it will help them or the employer sift the applications.</p> <p>They will likely list the key skills (technical and `soft` skills) that the employer would like a candidate to have. These should be specific and appropriate to the level of the role.</p> <p>(4000 Text Limit)</p>
Qualifications Required	<p>Here the provider should list the key qualifications for the role. These need to be as specific as possible and include a grade. They should always add `or equivalent` to cover alternative qualifications of the same level/standard. Without this, the vacancy could be discriminating against older people who left school before GCSEs were introduced, or candidates who have obtained different qualifications at the same educational level.</p> <p>(4000 Text Limit)</p>
Reality Check	<p>This should be completed when it is important for the candidate to be aware of anything about the vacancy. For example, if the vacancy will involve working outdoors or will involve long periods of working on a computer.</p> <p>Again, the provider should be mindful of anti-discrimination law when completing this section</p> <p>(4000 Text Limit)</p>

<p>Important Other Information</p>	<p>This section gives providers the opportunity to include information about the vacancy that candidates will need to be aware of. Examples could include:</p> <ul style="list-style-type: none"> • The requirement to work away from home • Travel • Study for additional qualifications/exams <p>They could include a link to Travel line so that candidates can get an idea of how long it may take them to travel to work. This is a useful link to include: http://jplanner.travelinenortheast.info/jpclient.exe</p> <p>If providers do not want candidates to approach the employer directly about the vacancy, they should include a statement in this section to specify this. For example: `All applications must be made through Apprenticeship vacancies. Do not contact the employer`.</p> <p>Providers can also clarify Apprenticeship funding arrangements here:-</p> <p><i>“Training on the Apprenticeships Programme for 16 to 18 year olds is a priority and fully-funded by Government. Training for Apprenticeships for those over this age is part funded, with employers expected to make a part or full contribution”</i></p> <p>(4000 Text Limit)</p>
<p>Supplementary Application Form Questions (2)</p>	<p>The Learning Provider/Employer has the option of inserting two additional questions. These can be the providers or the employers. The questions need to be appropriate to the vacancy and/or help to identify a candidate’s wider attributes and motivations.</p> <p>It is important that these questions are structured in a way that make sense and are not leading.</p> <p>They should use open questions to encourage candidates to give more than a one word answer. For example: `Have you worked in a team before`? Will encourage a candidate to answer `yes` or `no`. Whereas if they changed the question to: `Tell me about a time when you have worked as part of a team`, they will get a more detailed response.</p> <p>Other examples of the questions they could ask are?</p>

	<ul style="list-style-type: none"> • What key personal qualities do you feel you have that will make you a suitable candidate for this role? Please give examples. • What interests you in joining (Company name)? • Why are you interested in an Apprenticeship in xxxxx? <p>All candidates will be required to answer the supplementary questions and the responses given will give providers an idea of whether they will be suitable for the vacancy.</p> <p>Each question had a 4000 Text Limit</p>
Closing Date	This must be specified. If possible give at least a two week deadline.
Possible Start Date	As above
How do you want the Candidate to Apply?	<p>Providers will select one of the following options:</p> <ul style="list-style-type: none"> ○ Online – Apprenticeship Vacancy Matching Service If this option is selected, the application will be managed through the system by the Vacancy Manager (Learning Provider). They will need to make sure they log on to the system on a regular basis to move applications through the vacancy ladder ○ Online – Employer’s Recruitment Site If this is the selected option, providers will be requested to add details of the employer website as well as giving instructions on how to apply through the website. Candidate applications will not be seen through any of the NAS Support alerts or tasks. The employer will be responsible for managing applications through their own processes. Once a candidate is selected, then it is the Vacancy Manager’s responsibility to update the vacancy with the number of `Successful Offline Applicants` before completing the vacancy.

Remember!

There is a spell check option for providers when completing the vacancy template. They should check all spelling and grammar before submitting the vacancy for approval.

It is important that all vacancies conform to the standards of Employment Law. Providers will need to work with their employers to ensure that this standard is met.

Below is some further guidance on the key aspects of Employment Law.

Wider guidance on vacancies (including key aspects of Employment Law)

Workers aged 16 and 17: the rules

If workers are over the minimum school-leaving age but under 18, they must not work for more than eight hours a day or **40 hours a week**. These hours worked cannot be averaged out and there is no opt-out available. If you employ anybody in this age group you must also give them:

- a break of 30 minutes every four-and-a-half hours worked
- a rest period of 12 hours between each working day
- two days off a week

Young workers may not ordinarily work at night between 10pm and 6am.

Job Advertisements

It is unlawful for a job advertisement to specify that the applicant must be of a particular gender, race, etc - unless being of that gender, race, etc is a **genuine occupational requirement/qualification**.

To avoid age discrimination it is advisable not to use such phrases as "young and dynamic", "would suit someone who has just qualified" or "minimum of ten years' experience" as these may lead to age bias.

Apprenticeships Training Agencies (ATA) are designed to increase the engagement of employers in Apprenticeships. All ATA's must work with providers offering a quality standard as set out in the ATA Quality Framework. The ATA model must not be used by providers merely to meet the employment condition for Apprenticeships; they must be a named host employer from the start. Each division will have a list of approved ATA provision. Refer any concerns regarding ATA's or those emulating the model to the divisional Av Manager who will discuss with the Divisional Head of Business Development.

Genuine Occupational Requirements/Qualifications

In some circumstances it is possible to state that being of a particular sex, race, religion/belief, age or sexual orientation is a genuine occupational qualification or requirement for the job.

For example, it may be possible to state that being:

- of Italian origin is a requirement for a job as a waiter in an Italian restaurant so that the restaurant has an "authentic" Italian atmosphere
- a man is a requirement for a job as an attendant in a men's public lavatory as some men might object to having a female attendant around while they use the facilities
- a Christian is necessary for a job with Christian charity
- heterosexual is a requirement for a job with a religious organisation because the religion's believers object to homosexual practices
- over 18 as will be serving alcoholic beverages
- a male, for certain roles within the armed forces.

Qualifications should not be age related. Providers must state (or equivalent) when quoting a specific qualification such as GCSEs.

Vocational Training

As well as training provided by employers for their own employees, the regulations also cover organisations providing vocational education and training to the wider community. For the purpose of anti-discrimination law, all forms of vocational training including general educational provision at further, higher and other adult education institutions are covered.

This means that vocational training providers will not be able to set age limits or age related criteria:

- For entry to training
- The terms under which they provide training, for example when offering help with costs to encourage participation among under represented groups of people.

As an employer, training provider, college or university they need to consider the following points:

- If they set a minimum or maximum age for entry generally or in relation to admission or access to particular courses they must state the justifications for these.
- If they do not have formal minimum or maximum ages, is age taken into account when they consider applications for admission or access, for example, do they offer preferential fee discount arrangements based on age?

In either case, they need to consider:

- Can they objectively justify an age-related criterion, for example, what evidence do they have to support the restriction of financial help to a particular age group?

- What legitimate aim does an age-related criterion help them achieve, for example, do they have clear evidence that demonstrates particular age groups would be excluded from their learning provision if they had to pay full fees?
- Are their age-related criteria a proportionate means of achieving that aim?
- Is there another way of achieving that aim without resorting to discrimination?

The EU Employment Directive allows for the setting of age requirements relating to institutions of further and higher education and in respect of access to vocational training if they can be objectively justified, for example on the grounds of vocational integration.

****IMPORTANT****

Please be aware that a vacancy is representative of both the Employer and Learning Provider and therefore they should be mindful of the professional image they wish to portray when setting the standard of a vacancy.

If you have any queries please contact the Divisional Apprenticeship vacancies Manager