



# Apprenticeship Vacancy Weekly Update

## W/C 2<sup>nd</sup> October, 2017

| Employer                         | Job Role   | Apprenticeship Subject                      | Town/City        | Weekly Salary | Working Hours                                  | Closing Date | Vacancy URL                                     |
|----------------------------------|--|---|------------------|---------------|--|--------------|---|
| Upper Norwood Group Practice     | General Practice Apprentice                          | Business and Administration Level 3 Adv App | croydon          | 195.00        | 30 hours, Monday-Friday, 9am-3pm               | 22/10/2017   | <a href="#">Click Here For More Information</a> |
| Ultimate Diving (Oonsdivers ltd) | Apprentice Travel Agent Administrator                | Business and Administration Level 2 App     | Surrey           | 157.50        | 35 hrs, Mon- Fri, 9-5pm                        | 10/10/2017   | <a href="#">Click Here For More Information</a> |
| Tech Tools                       | Business Administration Apprenticeships              | Business and Administration Level 2 App     | Sutton           | 220.00        | 40 hrs, Monday - Friday, 09.00-17.00           | 06/10/2017   | <a href="#">Click Here For More Information</a> |
| Shirley Medical Centre           | Medical Receptionist / Administrator Apprenticeships | Business and Administration Level 2 App     | Croydon / London | 190.00        | 37.50 hours per week Monday - Friday           | 02/10/2017   | <a href="#">Click Here For More Information</a> |
| Shirley Medical Centre           | Medication Administration                            | Business and Administration Level 3 Adv App | Croydon London   | 190.00        | 37.50 hours per week                           | 02/10/2017   | <a href="#">Click Here For More Information</a> |
| Real Transfers                   | Apprentice Operations Assistant                      | Business and Administration Level 3 Adv App | Croydon          | 135.00        | 30hrs, Mon- Sun, Shift work, 7am-1pm, 4pm-10pm | 15/10/2017   | <a href="#">Click Here For More Information</a> |
| Price Building Services Ltd      | Plumbing and Heating Apprentice                      | Plumbing and Heating Level 2 App            | WALLINGTON       | 140.00        | 40hrs, Mon-Sat, shift work                     | 15/10/2017   | <a href="#">Click Here For More Information</a> |



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| Price Building Services Ltd  | Heating and Vent Apprentice                         | Heating and Ventilation (Commercial Installations) Level 2 App | WALLINGTON | 200.00        | 40 hours per week -<br>7:30 to 4:30<br>Monday to Friday | 08/10/2017   | <a href="#">Click Here For More Information</a> |
| Portland Medical Centre- NHS | General Practice Business/Admin Apprentice          | Business and Administration Level 3 Adv App                    | London     | 195.00        | 30 hours, Monday-Friday, 9am-3pm                        | 22/10/2017   | <a href="#">Click Here For More Information</a> |
| Morven House                 | Apprentice Carer                                    | Health and Social Care (Adults) Level 2 App                    | Surrey     | 264.00        | 48 Hours working shifts 8am-8pm                         | 05/10/2017   | <a href="#">Click Here For More Information</a> |
| Morven House                 | Apprentice Senior Carer                             | Health and Social Care (Adults) Level 3 Adv App                | Surrey     | 330.00        | 48 hours working shifts of 8am - 8pm                    | 05/10/2017   | <a href="#">Click Here For More Information</a> |
| MICBEE CARE & EMPLOYMENT LTD | ADMINISTRATOR APPRENTICE                            | Business and Administration Level 2 App                        | LONDON     | 150.00        | 40 hrs p/w, Monday - Friday, 9am-5pm                    | 05/10/2017   | <a href="#">Click Here For More Information</a> |
| Ma@kbworld.co.uk             | Procurement Administration Assitant Apprenticeships | Business and Administration Level 2 App                        | London     | 157.50        | 37.50 Monday - Friday 09.00- 17.30                      | 31/10/2017   | <a href="#">Click Here For More Information</a> |
| IMC Worldwide                | Apprentice-Office Administration Assistant          | Business and Administration Level 3 Adv App                    | REDHILL    | 272.30        | 37.5 hours per week Monday-Friday 9:30am-5:00pm         | 22/10/2017   | <a href="#">Click Here For More Information</a> |

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| Helping Hands Care and Training | Business administration apprentice                   | Business and Administration Level 2 App     | Croydon   | 150.00        | 30, Mon-Sat, shift work                                  | 10/10/2017   | <a href="#">Click Here For More Information</a> |
| GP Practices Croydon            | Apprentice Receptionist and Administration Assistant | Business and Administration Level 3 Adv App |           | 190.00        | 30 hours, Monday-Friday to include a half day at college | 15/10/2017   | <a href="#">Click Here For More Information</a> |
| Friends Road Medical Centre     | General Practice Business Apprentice                 | Business and Administration Level 3 Adv App | Croydon   | 195.00        | 30 hours, Monday-Friday, 9am-3pm                         | 22/10/2017   | <a href="#">Click Here For More Information</a> |
| Food By Dish                    | Apprentices Chef                                     | Professional Cookery Level 2 App            | London    | 200.00        | Monday - Friday 8.30 - 17.30                             | 27/10/2017   | <a href="#">Click Here For More Information</a> |
| Country Park Practice           | General Practice Apprentice                          | Business and Administration Level 3 Adv App | London    | 195.00        | 30 hours, Monday-Friday, 9am-3pm                         | 22/10/2017   | <a href="#">Click Here For More Information</a> |
| CN Healthcare Ltd               | Administrator Apprentice                             | Business and Administration Level 2 App     | Sutton    | 140.00        | Monday - Friday 09.00 - 17.00                            | 05/10/2017   | <a href="#">Click Here For More Information</a> |
| BBK Partnership                 | Apprentice Administrator                             | Business and Administration Level 2 App     | Croydon   | 122.50        | 35 hours per week, 9-5, Mon - Fri                        | 01/10/2017   | <a href="#">Click Here For More Information</a> |



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| Anglian Building Products  | Apprentice Administrator  | Business and Administration Level 3 Adv App     | Kent      | 269.25        | 37.5, 9:00-5:30, Mon- Fri                                    | 30/09/2017   | <a href="#">Click Here For More Information</a> |
| Alfred James Solicitors    | Administration Assistant  | Business and Administration Level 2 App         | Croydon   | 122.50        | Monday to Friday 9:30-4:30                                   | 14/10/2017   | <a href="#">Click Here For More Information</a> |
| Adelaide Care              | Support Worker Apprentice | Health and Social Care (Adults) Level 3 Adv App | Crawley   | 187.50        | 30-40 Hours a week. Shift work.                              | 15/10/2017   | <a href="#">Click Here For More Information</a> |
| Addington Palace Golf Club | Apprentice Chef           | Professional Cookery Level 2 App                | Croydon   | 140.00        | 35 hours per week incl. evenings, weekends and bank holidays | 05/10/2017   | <a href="#">Click Here For More Information</a> |

## Registering Online – JustApply

Croydon College advertise its apprenticeship vacancies via the JustApply, Croydon College website. The online JustApply service is free to join and will help you search for current vacancies available with Croydon College. Once you have applied for your chosen vacancy with Croydon College, we will be in contact to discuss the apprenticeship vacancy further or update your progress on your account.

To register a new account please go to <https://croydon.justapply.uk/register.html> and follow these steps:

- Enter a valid email address and then re-enter it to confirm
- Create an alphanumeric password of eight characters and then enter it again
- You will then be asked for a CV, which you can upload from your computer or enter manually
- Now you must fill out your personal details so we can stay in contact with you
- Click 'Next' and then fill out the 'About You' information
- Click 'Next' again and add your experience
- On the next page you must enter what qualifications you have
- Clicking 'Next' once more will take you to the 'Monitoring Information' page where you will be asked a few questions for us to gain an insight into how effective our services are. Then click 'Update'
- You will now be asked to select the sectors you are interested in, then click 'save'
- You are now ready to apply for our vacancies
- On the top of the JustApply page click on 'vacancy search' and begin your search in finding your ideal job
- Click on any of the listed vacancies for more information. Each listing gives details about the job, including the training, pay and the qualifications you will be working towards
- Once you have found the position you want, applying is easy. The application form is simple, secure and reusable so you can respond to as many vacancies as you like and save your application forms. It is important that you fill the online application in with as much detail as possible, as this is your chance to stand out
- You can view the status of your applications and manage them online through the 'applied vacancy list' section. Make sure you check your account regularly for updates