



# Apprenticeship Vacancy Weekly Update

## W/C Monday 19<sup>th</sup> March 2018

Employer	Job Role	Apprenticeship Subject	Town /City	Weekly Salary	Working Hours	Deadline for applications:	Vacancy URL
Urban Smoothie bikes	Events business support Apprentice	Business Administrator	Croydon	168.75	9:00am - 5:00pm, Monday - Friday, 40 hours per week	26/03/2018	<a href="#">Click Here For More Information</a>
SpiritLife Care	Apprentice Personal Care Attendant Lone Working	Senior Healthcare Support Worker	Croydon	250.00	Monday - Sunday, 40hrs per week, shift work	18/04/2018	<a href="#">Click Here For More Information</a>
South London Heating Ltd	Customer care and office administrator Apprentice	Business and Administration Level 2 App	london	240.00	Mon-Fri, 8-5, 40 hours	12/04/2018	<a href="#">Click Here For More Information</a>
RJS Carpentry	Carpenter/Joiners apprentice	Carpentry Level 2 App	Wellington	150.00	Mon-Fri, 9am-5pm	25/03/2018	<a href="#">Click Here For More Information</a>
Prestige Enterprises (Purley Mortgage Solutions)	Office Assistant Apprentice	Business and Administration Level 2 App	Purley	200.00	Monday - Friday 9 - 5:30	09/04/2018	<a href="#">Click Here For More Information</a>
Posh Clinic	Front desk clerk.	Business Admin/ Customer Service Practitioner	Croydon	140.00	Tuesday to Saturday 10:00 to 18:00	19/04/2018	<a href="#">Click Here For More Information</a>
Mulalley & Company (Croydon)	Painting and Decorating Apprenticeship	Painting and Decorating Level 2 App	Croydon	140.00	40hrs, Mon-Friday, 9-5pm shift work	01/04/2018	<a href="#">Click Here For More Information</a>
Merton Mencap	Apprentice Office Administrator	Business and Administration Level 3 Adv App	Mitcham	240.00	31hrs, Mon-Fri, 9-4:30	26/03/2018	<a href="#">Click Here For More Information</a>
MDH Accountants	Apprentice Accountant	Accounting (AAT) Level 3 Adv App	Croydon	140.00	Monday to Friday 9am to 5:30pm	01/04/2018	<a href="#">Click Here For More Information</a>

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MDH Accountants	Apprentice Business Administrator	Accounting (AAT) Level 3 Adv App	Croydon	140.00	Monday to Friday 9am-5:30pm	01/04/2018	<a href="#">Click Here For More Information</a>
McGinley Logistics	Business Admin Apprentice	Business Admin/ Customer Service Practitioner	Watford	285.00	37.5 Monday - Friday 9am-5.30pm	08/04/2018	<a href="#">Click Here For More Information</a>
M L Mortgages	Business Administrator	Business Admin/ Customer Service Practitioner	Croydon	150.00	Mon to Friday, 9 -6pm, 40hrs	08/04/2018	<a href="#">Click Here For More Information</a>
JCH London Ltd	Administrator Assistant	Business and Administration Level 2 App	London	180.00	Monday - Friday 09:00 - 17:30	01/04/2018	<a href="#">Click Here For More Information</a>
Homes 2 Let UK Ltd	Maintenance Administrator Apprentice	Business Admin/ Customer Service Practitioner	South Croydon	144.00	32hrs, 9am-6pm Monday to Thursday, 1hr lunch	11/04/2018	<a href="#">Click Here For More Information</a>
GGP Systems Ltd	Business Admin / PA APPRENTICE	Business Admin/ Customer Service Practitioner	East Croydon	153.75	9:00 - 17:30 Mon - Fri	15/04/2018	<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	16/04/2018	<a href="#">Click Here For More Information</a>
Choice Care Group	Support worker Apprentice	Senior Healthcare Support Worker	Sutton	250.00	40hrs, Mon-Sun, shift work, 7am- 8pm	15/04/2018	<a href="#">Click Here For More Information</a>
Chequers Contract Services Ltd	BUSINESS AND ADMINISTRATION APPRENTICE	Business and Administration Level 2 App	Croydon	145.00	Monday – Friday 35Hours per week + 1 Day college attendance	19/04/2018	<a href="#">Click Here For More Information</a>



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Cavendish Lodge Nursery School	Kitchen apprentice	Professional Cookery Level 2 App	London	141.45	35 hours per week, Mon-Sat, Shift, 8am - 5pm	25/03/2018	<a href="#">Click Here For More Information</a>
Carewatch Kingston and Merton	Domiciliary Care Worker Apprenticeship	Senior Healthcare Support Worker	Surbiton	350.00	40hrs, Monday to Sunday, 7am-10pm - shift work	30/04/2018	<a href="#">Click Here For More Information</a>
Adelaide Care	Support Worker Apprentice	Health and Social Care (Adults) Level 3 Adv App	London	187.50	30-40 shift work per week	05/04/2018	<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.	05/04/2018	<a href="#">Click Here For More Information</a>
Abros ltd	Finance Administrator Apprentice	Business Admin/ Customer Service Practitioner	Croydon	150.00	Monday- Friday, flexible working, 35 hours	14/04/2018	<a href="#">Click Here For More Information</a>
Abros ltd	Accountancy Apprentice	Accounting (AAT) Level 3 Adv App	CROYDON	170.00	Monday to Friday, flexible on time, 35 hours per week	15/04/2018	<a href="#">Click Here For More Information</a>

## Registering Online – Find an Apprenticeship Service

Croydon College advertises its apprenticeship vacancies via the Find an Apprenticeship Service. The online Find an Apprenticeship Service is free to join and can help you search for vacancies nationwide. 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://www.findapprenticeship.service.gov.uk/register> and follow these steps:

- Register your details using the 'register now' link under 'New User?'
- Fill in all your details and create a username and password
- You will receive a confirmation email in your inbox. Click on the link in the email to activate your account. This link will open a window to your 'My Home' Page
- 'My Home' Page is your own secure space. You can use this to search for apprenticeship vacancies and save your search results, Log your areas of interest e.g. Business Administration. You can then manage your applications.
- You can search for apprenticeships that match your interests by occupation or job title, employer, location or learning provider e.g. Croydon College
- Click on any of the listed vacancies for more information. Each listing gives details about the job, including the employer, training, pay and the qualifications you will be working towards. You can save the results so they are easy to access at any time, or start a new search
- 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, using the job description, as this is your chance to stand out
- You can view the status of your applications and manage them online. Make sure you check your account regularly for updates