

Education, Employment & Training Opportunities

26.07.2024

**PLEASE NOTE THE NEXT ISSUE WILL BE AVAILABLE
THURSDAY 15TH AUGUST 2024**

What can Island Futures offer?

We can help if you are struggling to get into work, education, or training.

We can:

- Offer you 1-to-1 support and mentoring from a progression coach.
- Help you to develop employability skills e.g., CV writing, interview preparations, application completion.
- Offer you support to understand the full range of opportunities that are available to you, like college, employment, apprenticeships, traineeships etc.
- Support you to access personal development opportunities e.g., Princes Trust.
- Offer other support such as travel training and confidence building.



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www.iow.gov.uk/islandfutures



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Who are we and what do we do?

Island Futures is part of the Isle of Wight Council, one of our main roles is to support young people who are looking to return to education, training, or employment. If you are aged 16 -19 (up to 25 with an EHC plan) and would like help to return to college or find a job/apprenticeship, Island Futures is here to help.



Local Job Vacancies

Cowes

Retail Assistant – The Range

£7.50 - £11.44 per hour. 20 hours per week, permanent role.

Source: www.indeed.com

Café Assistant – The Range

£7.49 - £11.44 per hour.

Source: www.indeed.com

Newport

Warehouse Assistant – Mountbatten Group

7½ hours per week as and when required plus extra 'bank' hours available. £11.44 per hour, permanent role.

Source: www.indeed.com

Retail Assistant – Iceland

£10.50 - £11.50 per hour, part time.

Source: www.indeed.com

Summer Team Member – Pizza Hut

Up to £11.44 per hour, part time. Initially the role is for 2 – 8 weeks.

Source: www.indeed.com

Seasonal Customer Assistant – Morrisons

10 – 16 hours per week, shifts between 6am and 10pm.

Source: www.morrisons.jobs

Local Job Vacancies

Ryde

Café Assistant – Wightlink

£13.45 per hour. One-year previous Barista / Hospitality / Customer Service experience preferred.

Source: www.indeed.com

Crew Member – McDonalds

£11.62 per hour.

Source: www.indeed.com

Shanklin

Gift Shop Assistant

£7.50 - £11.44 per hour, 20 – 40 hours per week available until the end of the season in October. Full training and uniform will be provided.

Source: www.indeed.com

Ventnor

Customer Team Member – Co-op

16 hours per week, £12 per hour, permanent role.

Source: www.indeed.com

Job Hunting Websites

Job hunting isn't an easy task, especially when you don't know where to start.

Below are some of the top Job-Hunting Sites to help you start your search.

www.isleofwightjobs.com

www.indeed.com

www.se1jobs.com/countypress



Local Apprenticeship Vacancies

Calbourne

Stores Apprentice – IFPL

Hours: 37½ per week, **Closing date:** 4th August 2024

Person specification: The ability to work well within a team, good verbal and written communication, analytical mindset.

Qualifications: GCSE grade C/4 or above in English and maths or equivalent qualification or willing to work towards these functional skills.

Source: www.isleofwightjobs.com

Logistics and Inventory Apprentice – IFPL

Hours: 37½ per week, **Closing date:** 4th August 2024

Person specification: The ability to work well within a team, good verbal and written communication, analytical mindset.

Qualifications: GCSE grade C/4 or above in English and maths or equivalent qualification or willing to work towards these functional skills.

Source: www.isleofwightjobs.com

Cowes

Commis / Trainee Chef – New Holmwood Hotel

Hours: 30 per week (minimum)

Predominantly split shifts, so own transport or local essential. On job training & qualifications - NVQ 1&2 given - Possibility to do Level 3 after. Some experience preferred but not essential.

Source: www.isleofwightjobs.com

Business Administration Apprentice – Storeroom2010

Hours: 35 per week, **Wage:** £6.40 per hour, **Closing date:** 23rd August 2024

Personal qualities and essential skills: Willing to learn, ability to take instructions, helpful and friendly nature, efficiency, good communication skills, IT literate – to include word, excel and yahoo.

Qualifications: GCSE grade C/4 or above in English & maths (or equivalent qualification and/or ability to work towards these Functional Skills if not previously achieved).

Source: www.isleofwightjobs.com

Local Apprenticeship Vacancies

Cowes

Level 2 Port Operative Apprenticeship – UKSA

A Port Operative plays a vital role in allowing businesses and organisations to deliver goods and cargo on time and within a safe environment. They are primarily responsible for loading, unloading, handling and storing cargo from container and transport vessels at a port.

Entry requirements: There is no previous experience required to attend this course. You must be aged 16+ and it would be advantageous to carry a full driving licence.

Qualifications: Apprentices without a level 1 English and maths must achieve this and take the test for level 2 prior to taking their end-point assessment.

Source: www.uksa.org

Level 3 Small Commercial Vessel Crewmember Apprenticeship – UKSA

Workboat crewmembers work on a variety of specialist commercial vessels typically less than 24m in length such as tugs, pilot boats, crew transfer and supply vessels. They operate these in different marine environments including offshore wind farms, ports and inland waterways. This training programme ensures that the crewmember is competent in a range of deck-related and navigation skills.

Entry requirements: No experience required, must be aged 16+.

Qualifications: GCSE English, maths and science grade 4-9 required (apprentices without level 2 English and maths will need to achieve this level prior to taking their end point assessment).

Source: www.uksa.org

Business Administration Apprentice – Wight Military and Heritage Museum

Hours: 30 per week, **Wage:** £7 per hour, **Closing date:** 9th August 2024

Personal qualities and essential skills: A passion for history and heritage, excellent communication and interpersonal skills, ability to work independently and as part of a team, flexibility to work weekends / evenings during special events, experience in museums, education, or related fields is desirable but not required. Strong organisational skills, attention to detail, proficiency in Microsoft Office Suite (word, excel and outlook), a proactive and positive attitude with a willingness to learn, maths literate.

Qualifications: GCSE grade C/4 or above in English & maths (or equivalent qualification and/or ability to work towards these Functional Skills if not previously achieved.)

Source: www.isleofwightjobs.com

Local Apprenticeship Vacancies

Freshwater

Mechanical Engineering Apprentice – Neida Blue 62

Hours: 37½ per week, **Closing date:** 2nd August 2024

Person specification and essential skills: Must be hands on, practical, willing to take instructions, punctual, good communication skills, due to location – own transport would be preferable.

Qualifications: GCSE grade C/4 or above in maths and GCSE grade C/4 or above in English and IT is preferable (or equivalent qualification and/or ability to work towards these Functional Skills).

Source: www.isleofwightjobs.com

Newport

Optical Assistant Apprentice – Specsavers

Hours: 37½ per week, **Wage:** £12,870 per annum, **Closing date:** 5th August 2024

Desired skills and personal qualities: Communication skills, organisation skills, customer care skills, team worker, friendly.

Qualifications: GCSE or equivalent maths (Grade 9-3 (A*-D)) essential.

Source: www.gov.uk/apply-apprenticeship

Hospitality Apprentice

Hours: Full time

Personal qualities: Polite and confident, flexible and cooperative, motivated, forward thinker, an eye for detail, ability to work under pressure, not afraid to ask questions when needed, takes pride in their work, a keen learner with an eagerness to learn and grow.

Desired skills: Excellent communication skills, effective time management (planning and organising), ability to work as a team member as well as individually, good interpersonal skills, being clean and tidy, ability to follow policy and procedures.

Qualifications: GCSE level maths and English Level 4 or above desired.

Source: www.isleofwightjobs.com

Local Apprenticeship Vacancies

Newport

Apprentice Bus and Coach Technician – Southern Vectis

Hours: 37 per week, **Wage:** £17,588 per annum, **Closing date:** 11th September 2024

Skills: Attention to detail, organisation skills, problem solving skills, logical, team working, initiative.

Qualifications: English and maths GCSE grade 4 or equivalent desirable.

Source: www.gov.uk/apply-apprenticeship

Highways Maintenance Apprentice – Ringway Infrastructure Services Limited

Hours: 40 per week, **Wage:** £13,312 - £23,795.20 per annum, **Closing date:** 16th August 2024

Skills: Communication skills, customer care skills, problem solving skills, team working.

Qualifications: No previous qualifications required.

Source: www.gov.uk/apply-apprenticeship

Customer Service Apprentice – Ringway Infrastructure Services Limited

Hours: 40 per week, **Wage:** £18,000 per annum, **Closing date:** 16th August 2024

Skills: Reliable, eager to learn, excellent communication skills – both written and verbal.

Qualifications: GCSE grade C/4 or above in English & maths (or equivalent qualification and/or ability to work towards these Functional Skills).

Source: www.isleofwightjobs.com

Business Administration Apprentice – Ringway Infrastructure Services Limited

Hours: 40 per week, **Wage:** £18,000 per annum, **Closing date:** 16th August 2024

Skills: Reliable, eager to learn, excellent communication skills – both written and verbal.

Qualifications: GCSE grade C/4 or above in English & maths (or equivalent qualification and/or ability to work towards these Functional Skills).

Source: www.isleofwightjobs.com

Local Apprenticeship Vacancies

Ryde

Electronics Apprentice Technician – Power Device UK Ltd

Hours: 37½ per week, **Wage:** £6.40 per hour, **Closing date:** 8th August 2024

Personal and essential qualities: Attention to detail, relevant electrical qualification or working towards it, proactive approach to resolving own issues, aptitude for learning new job skills.

Qualifications: GCSE grade C/4 or above in English & maths (or equivalent qualification and/or ability to work towards these Functional Skills).

Source: www.isleofwightjobs.com

Optical Assistant Apprentice – Specsavers

Hours: 37 per week, **Wage:** £12,870 per annum, **Closing date:** 29th July 2024

Skills: Communication skills, organisation skills, customer care skills, team worker, friendly.

Qualifications: GCSE maths grade 4 / C or above essential.

Source: www.gov.uk/apply-apprenticeship

Sandown

Apprentice Commis Chef – The Ocean Deck

Hours: 35 per week, **Wage:** £6.40 per hour if aged 16 – 18

Personal qualities: Passionate about food, keen to develop skills in the hospitality sector, excellent communication skills, effective time management (planning and organising), good interpersonal skills, ability to follow policy and procedures, high standards of hygiene and cleanliness, flexibility to work weekends and holidays, a flexible approach to getting any task done, self-motivated and capable of working alone and with others.

Desired skills: None! – We are just looking for someone with passion, personality and a desire to learn and progress in the industry.

Qualifications: Candidates will need to have achieved maths and English at GCSE or equivalent grades A-C (9-4) or Level 2 functional skills in maths and English before completing the qualification.

Source: www.isleofwightjobs.com

Local Apprenticeship Vacancies

Wootton

Business Administrator Apprentice – Island Riding Centre

Hours: Full time

Attributes: Friendly attitude, reasonable maths, English and IT skills, willingness to help in other areas or the business, when necessary, reliable, able to follow instructions, be organised in your work.

Source: www.isleofwightjobs.com

Apprenticeship Search Sites

The following sites help you find the ideal apprenticeship for you. It does not matter what qualifications you have. There is an apprenticeship for everyone.

All vacancies listed in this Newsletter have been sourced from [Find an Apprenticeship](#), and [Isle of Wight Jobs.com](#) where you can find others in your area.

To look for courses you may be interested in, check out, [Apprenticeships](#).



CV Tips – What makes a good CV?

Personal Statement

Your personal statement is the first thing an employer reads and an opportunity to personalise your CV. You should briefly summarise what you have achieved in the past, what you hope to achieve in the future, and how the job you're applying for fits that plan.

Be concise

Employers receive tens, if not hundreds, of applications for every job they advertise so make sure your CV is quick and easy to read. Use simple language that gets your point across. Using too many words will make you seem unsure of yourself.

Choose your Template

There are hundreds of templates available online. Go for one that is tailored to your situation to make your CV as relevant as possible!

Match your CV to the job

Employers can spot 'one size fits all' CVs a mile off, so make sure yours stands out by tailoring your CV to fit the job you're applying for.

Check, check, and check again!

Grammar and spelling are really important, so read your CV a few times to make sure there are no mistakes. Why not ask someone else to read it over too?

Don't be shy

Your CV is your opportunity to show people what you're capable of and convince your prospective employer that you're right for the job. Don't be afraid to blow your own trumpet!

Length and Presentation

A good CV is never longer than two sides of A4. If yours is longer, cut out the information that isn't relevant. Don't use font size smaller than 11. Knowing that people can read it is important!

Give examples

Most of us are guilty of having written a CV full of buzzwords like 'teamwork' and 'communication skills' without explaining what we mean by them. Anyone can say they're organised so make sure you give an example to demonstrate how you stand out from the crowd.

The power of google

The first thing more prospective employers will do after reading your CV is Google you. Make sure your social media profiles are private. Also, if you have a LinkedIn profile, make sure your CV matches it so that you appear consistent.