

Education, Employment & Training Opportunities 22.09.2023

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.



01983 823888



island.futures@iow.gov.uk



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.



Aged 16 to 18 (up to 25 with an EHCP) and not in education, employment or training, and not sure what's next for you?

Discover **your** future with **Island Futures**

Lord Louis Library

44 Orchard Street, Newport PO30 1LL

Tuesdays, 2 to 4pm

Ryde Library

George Street, Ryde PO33 2JE

Wednesdays, 2 to 4pm

Sandown Library

119 High Street, Sandown PO36 8AF

Thursdays, 10.30am to 12.30pm

on the following dates:

- 6 July
- 7 September
- 27 July
- 28 September
- 17 August
- 19 October




Visit an Island Futures summer drop-in near you for the best route to a successful future

 **01983 823888**

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Local Job Vacancies

Newport

Kitchen Assistant – Toto

Up to £10 per hour.

Source: www.indeed.com

Team Member – KFC

Full time.

Source: www.indeed.com

Ryde

Evening Sandwich Maker – Grace's Bakery Ltd

If you enjoy working on your feet and you're particular about quality, then this could be the job for you! Full Time. **Days:** 4-6 days a week (must be able to work Sundays), Saturdays always a regular day off.

Shifts: 4pm - 11pm/12am. **Pay:** £10.45 per hour for 18+, £10 per hour for 16- and 17-year-olds.

Source: www.isleofwightjobs.com

School Cleaner – Top Mops

£10.42 per hour, 10 hours per week, permanent.

Source: www.indeed.com

Ventnor

Kitchen Porter – The Royal Hotel

Up to £10.42 per hour, full time.

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

Bembridge

Apprentice Dental Nurse – Bembridge Dental Practice

Hours: 40 per week, **Wage:** £10,982.40 - £21,673.60 per annum, **Closing date:** 20th October 2023

Desired skills & personal qualities:

Communication skills, attention to detail, organisation skills, customer care skills, team working, initiative, non-judgemental, patience.

Qualifications: GCSE or equivalent English and maths (Grade 4/C) desired.

Source: www.gov.uk/apply-apprenticeship

Ref: VAC1000156456

Island wide

Trainee Property Agent

Hours: Full time, **Wage:** £50 per week training allowance for 3 months then £7 per hour.

Closing date: 30th September 2023

An island wide Property Agent is looking for future prospects in Business and Customer Service. This programme is for 16–18-year-olds (due to government funding) who have not worked in this industry before.

Skills & personal qualities: Good at negotiating, confident, articulate, friendly, approachable, organised, have an eye for detail, good at negotiating.

Qualifications: GCSE maths and English grade 4 or above.

Source: www.isleofwightjobs.com

Island wide

Apprentice Chefs

Closing date: 30th September 2023

Are you looking to start your career or take it in a different direction? Has the thought of being a Chef appealed to you, but you don't have the experience? A Catering Apprenticeship could be the perfect opportunity for you.

Personal qualities to consider: Hard worker, good timekeeper, passion for cooking, desire to succeed.

Source: www.isleofwightjobs.com

Local Apprenticeship Vacancies

Newport

Trainee Business Administrator

Hours: Full time, **Wage:** Training allowance of £50 per week for 3 months then £7 per hour on the apprenticeship. **Closing date:** 30th September 2023.

Working within a Newport Law firm. Due to government funding, this programme is for 16–18-year-olds who have not worked in this industry before. 3 months working in the general office as a trainee, then moving on to a Level 3 Business or Customer Service Apprenticeship. You will be in fully employed with continuous training in the field of professionalism and negotiation.

Skills & personal qualities: Good at taking instruction, professional, articulate, friendly, approachable, organised, have an eye for detail.

Qualifications: GCSE maths and English grade 4 or above.

Source: www.isleofwightjobs.com

Apprentice Estates Co-ordinator – ERM

Hours: Full time, **Closing date:** 20th October 2023.

Desired skills: Excellent communication skills (written and oral), competent in the use of IT (Microsoft Office), effective time management (planning & organising), ability to work as a team member as well as individually, good interpersonal skills, problem solving & analytical skills, ability to follow policy and procedures, a passion for learning.

Personal qualities: Polite, confident, flexible and cooperative, motivated, forward thinker, high levels of integrity and loyalty, ability to work under pressure.

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 apprenticeship.

Source: www.isleofwightjobs.com

Local Apprenticeship Vacancies

Newport

Business Administrator Apprentice – The Meeting Pod Co

Hours: 37½ per week, **Wage:** Between £7.49 and £10.42 per hour, **Closing date:** 20th October 2023.

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

Ryde

Care & Support Apprentice – Southern Housing

Hours: 35 per week

Are you a naturally caring person who wants to build a career that's dedicated to helping others in need? Do you have an appetite for learning? If so, this may be the perfect opportunity for you! Of course, no experience is necessary as we will provide you with thorough training throughout the entire Apprenticeship which will enable you to build on your knowledge and skills to be successful in this role. Once you've obtained your NVQ level 2 in Health and Social Care at the end of this Apprenticeship, we'd love for you to continue working for us and take advantage of our fantastic career progression opportunities!

Qualifications: You will need to have GCSE level (or equivalent) in English and Maths (Grade 9 – 5) and be willing to attend college on a weekly basis throughout the duration of the apprenticeship.

Source: www.isleofwightjobs.com

Local Apprenticeship Vacancies

Shanklin

Production Chef Apprentice – Daishs Hotel

Hours: 30-40 per week, **Wage:** £16,255 per annum, **Closing date:** 30th September 2023

Desired skills & personal qualities:

Communication skills, organisation skills, problem solving skills, presentation skills, logical, team worker, creative, initiative, patience.

Qualifications: GCSE English and maths grade 2 or E desired.

Source: www.gov.uk/apply-apprenticeship

Wootton

Apprentice Chef – Sloop Inn

Hours: 30 per week, **Wage:** £11,684 per annum, **Closing date:** 30th September 2023

Desired skills & personal qualities: Team worker, organisation skills.

Source: www.gov.uk/apply-apprenticeship

Bar & Waiting Apprentice – Sloop Inn

Hours: 30 per week, **Wage:** £11,684 per annum, **Closing date:** 30th September 2023

Desired skills & personal qualities: Team worker, organisation skills.

Source: www.gov.uk/apply-apprenticeship

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.