

BMet Apprenticeship Vacancy Capture Form

2023/2024

Please complete this form to provide the details of the job description

BMet Apprenticeship Vacancy Capture Form

* Required

VACANCY SUMMARY

1. What is the Company name?

Consider if you wish to advertise the vacancy as the Employer name or 'Trading As' name

*

Enter your answer

2. What is the Vacancy Title? *

Use a title that will enable it to be found in the 'Find an apprenticeship' search. It MUST include the word 'apprentice' or 'apprenticeship'

Enter your answer

3. Select the Apprenticeship standard? *

Select your answer

4. Provide a brief summary of the apprenticeship *

Write a few sentences about the apprenticeship to attract applicants. This information will appear under your vacancy title when the applicants look through a list of vacancies, so make it stand out. You MUST enter at least 50 characters but no more than 350 characters

Enter your answer

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* Required

EMPLOYMENT DETAILS



5. Provide the vacancy closing date? *

The vacancy closing date should be at least 14 days in the future.

Please input date (dd/MM/yyyy)

6. Provide the apprenticeship potential start date? *

Please input date (dd/MM/yyyy)

7. Details of working week? *

For example, Monday to Friday 9am to 5pm, shifts, may work evenings and weekends

Enter your answer

8. How many hours will the apprentice work each week, including training? *

40

35

Other

9. How much will the apprentice be paid per hour? *

Pay will display as an annual wage on your vacancy.

From 1 April 2023, the National Minimum Wage for apprentices is £5.28 an hour

National Minimum Wage

National Minimum Wage for apprentices

Other

10. Provide extra information about pay (optional)

For example, bonus schemes, performance increases or benefits

Enter your answer

11. How many apprenticeship positions are available? *

Enter your answer

12. Provide the Employer Address & Postcode ?

*

This is the address where the apprentice will work

Enter your answer

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SKILLS & QUALIFICATIONS



13. What skills and personal qualities do applicants need to have?

*

Select all that apply or add your own

- Communication skills
- IT Skills
- Attention to detail
- Organisation skills
- Customer care skills
- Problem solving skills
- Presentation skills
- Administrative skills
- Number skills
- Analytical skills

Logical

Team working

Creative

Initiative

Non judgemental

Patience

Physical fitness

Other

14. Are there any desirable qualifications which you would like the applicant to have, which aren't essential but would be nice to have?

For example: Portfolio of work would be ideal.

Enter your answer

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TASKS & TRAINING



15. What will the apprentice be doing? *

Describe what an average day or week will be like and what tasks the apprentice could be doing. It MUST include at least 3 bullet points.

Enter your answer

16. What training will the apprentice take and what qualifications will the apprentice get at the end? *

Enter your answer

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PROGRESSION



17. What is the expected career progression after this apprenticeship? *

For example: You may want to mention specific routes they could take once qualified.

Enter your answer

18. What else do you want the applicant to consider?

For example, if the vacancy will involve working outdoors, lifting heavy objects, a DBS or requirements for particular vaccinations such as Hepatitis B

Enter your answer

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* Required

ABOUT THE EMPLOYER



19. What is the registered company name? *

Tip: The registered company name can be located on the HMRC PAYE company records

Enter your answer

20. Please provide some information about your organisation *

This information will appear in the vacancy under the 'About the employer' section

Enter your answer

21. What is the organisations website address? *

Enter your answer

22. Please supply the company's registration status? *

Tip: The registered name can be located on your HMRC PAYE company records

Sole Trader

Partnership

Limited Company (Ltd)

Public Limited Company (Plc)

23. Does your company have a Disability Confident status? *

Tip: Additional information about this scheme can be located on the government services and information website - www.gov.uk

No

24. Does your company contribute to the Apprenticeship Levy? *

As an employer, you have to pay Apprenticeship Levy each month if you:

- have an annual pay bill of more than £3 million
- are connected to any companies or charities for Employment Allowance purposes and have a combined annual pay bill of more than £3 million

Yes

No

Unsure

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APPLICATION



25. Do you have any questions you would like to ask applicants? (optional)

Why do they want to work for the company?

What are their travel arrangements?

Other

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Submit

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BMet Apprenticeship Vacancy Capture Form

Thanks!

Your response was submitted. We will aim to publish your vacancy within the next 2 working days. If any assistance is required please ring 0121 362 1122 or email apprenticeship@bmet.ac.uk or alternatively you can contact your BDA/BDM.

Thank you

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