



The National Apprenticeship Service and the On- Line Apprenticeship Vacancy Matching System

1. Introduction

- Ten years ago only 75,000 people took up Apprenticeship places. Today that number is over 200,000 and by 2019/20 the Government is committed to ensuring that there are 400,000 Apprenticeships in England, with 250,000 starts and 190,000 completions.
- Government wants to see a genuine step-change in Apprenticeships – in the numbers of those applying across all age ranges but particularly amongst young people; in the quality of the training they receive; in the range of sectors and businesses offering Apprenticeships and seeking apprentices.

2. National Apprenticeship Service

- The National Apprenticeship Service (NAS), announced last year, will be established in April 2009.
- This new service will drive forward the Government's ambition for a renaissance in Apprenticeships, which brings a significant growth in the number of employers offering Apprenticeships and provides sufficient opportunities to enable one in every five young people to take up an Apprenticeship place.
- The NAS will provide an end to end service for Apprenticeships that includes: Employer Services, Learner Services and an on-line vacancy matching system.
- The web based system will be supported by three core components:

Employer Services – supporting employers to:

- Raise their awareness and understanding of Apprenticeships and how they can be utilised in their business
- Develop and deliver Apprenticeship programmes for their workforce by providing information, guidance and facilitation
- Encourage and support them to use the on-line vacancy matching system
- Work with their Sector Skills Councils to develop an Apprenticeship Framework where one doesn't already exist

Learner Services - supporting organisations who work with learners to:

- Better understand the Apprenticeship offer and how the on-line vacancy matching system element works
- Promote Apprenticeships to young people and their parents
- Strengthen the Apprenticeship experience and improve attitudes to vocational training and provide the best opportunities to apply for Apprenticeships

Vacancy Matching System Support Services – supporting the users of the system to:

- Understand the what the system can do- and what it can't
- Solve problems that arise in the use of the system
- Provide key management information and data on Apprenticeship recruitment.

3. The on-line System

- A new on-line **web-based vacancy matching system (VMS)** which helps:
 - individuals to better understand Apprenticeships and search through live vacancies; and
 - employers, and their learning providers, to advertise their vacancies to a wide range of interested applicants.
- The VMS also tracks learners and employers progress through the system and identifies where intervention is needed. This will help NAS to better understand and manage supply and demand for Apprenticeships.
- The interactive, web-based matching system went live from 8 December last year when employers and learning providers started to load their current Apprenticeship vacancies.
- The web-based system became accessible for individuals of any age - to register and search for vacancies - from 12 January this year.

- **Key Points:**

Vacancies

- The web-based system allows Apprenticeship vacancies to be advertised - by the employer where they hold a direct contact with the LSC - or by their choice of learning provider who holds an Apprenticeship contract with the LSC.
- The system does not advertise training vacancies – nor does it incorporate Programme-led Apprenticeship vacancies.
- Employers and learning providers who wish to advertise a vacancy submit the vacancy details (via the web-based system) for visual approval using a standard format.
- The NAS team approves each vacancy and also checks to confirm that the employer exists on the LSC's employer registration system (used by Train to Gain).

- Only approved learning providers delivering Apprenticeships, and those employers who have a direct Apprenticeship contract with the LSC, are able to upload vacancies onto the system.
- The system helps new employers choose which learning provider to work with
- Each Apprenticeship vacancy is linked, through the system, to the correct employment sector.
- Employers and their providers can use the system to manage the matching process against each vacancy advertised, or they can export the details to integrate within their current HR systems.
- There are areas within the site for employers and learning providers to create individualised areas containing more information on their organisation.

Individuals

- Individuals are able to select Apprenticeship vacancies in their chosen occupational area.
- Individuals can apply for the vacancies either using the on-line application for that particular vacancy – or where specified, through a link to the employer or provider's own application process.
- The system includes a standard application form for completion by the individual – this can be used to submit an application against one or more vacancies in the system.
- Individuals are able to tailor the search criteria to help them identify the most suitable Apprenticeship Opportunities.

4. www.apprenticeships.org.uk

- The Apprenticeship website has been redeveloped to support the web-based vacancy matching system. The new website is content rich and has improved functionality to enable employers, learners and their supporters to navigate the system quickly and effectively. It can be accessed from the following link www.apprenticeships.org.uk/
- The completely redeveloped website provides visitors to the site with information to help them really understand what Apprenticeships can offer.
- **Individuals are** able to search for different types of Apprenticeships and the job roles that they could follow in that area. They can find information on salary levels and progression routes.
- The Apprenticeship website provides **employers** with information on the key business benefits that employing apprentices can bring them. There is also a simple web-form so that they can register their interest in finding out more about Apprenticeships.

The website also provides parents, career advisers and teachers with information.

The next few pages contain some screen shots of the system to demonstrate how to search for vacancies and register to get access to full details of and apply for vacancies.

Apprenticeships

Opening doors to a better future



Apprentices | Employers | Parents | Types of Apprenticeships | Partners | Awards | About Us

Search Go

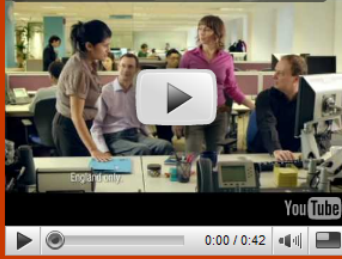
Home

Welcome to the Apprenticeships website. Whether you are an individual looking for an Apprenticeship, or an employer looking for an apprentice, there is a whole range of information here to help you decide if Apprenticeships are the right route for you.

Sir Alan Sugar says apprentices "Make Things Happen" in the new Apprenticeships TV advert. The TV adverts will be supported by press, radio and online advertising during February and March.

[Click here to find out more >](#)

Sir Alan Sugar Apprenticeships...



Top Frequently Asked Questions by:

Apprentices | Employers | Parents

- [How do Apprenticeships work?](#)
- [Am I eligible for an Apprenticeship?](#)
- [Do I have to pay anything to become an apprentice?](#)
- [How many Apprenticeships are available?](#)

[All Frequently Asked Questions >](#)

Customer News >>

There will be a number of enhancements to the website and online vacancies service. These may cause brief interruptions in service during the following weekends;

Saturday 21st to Sunday 22nd March
Friday 27th to Saturday 28th March

[Find out more >](#)

Apprentices >>

Looking for a job that includes learning or wish to gain further qualifications?

[Find out more >](#)

[Register now >](#)

[BBC Young Talent of the Year Competition >](#)

Employers >>

Apprenticeships can make your organisation more effective, productive and competitive.

[Find out more >](#)

[Make an enquiry >](#)

['Make things happen' seminars >](#)

The Newcastle seminar has been postponed - a new date is to be confirmed shortly.

Advertising Campaign >>

Find out about the national advertising campaign and highlights from Apprenticeship Week (23-27 February).

[Advertising Campaign >](#)
[Apprenticeship Week >](#)



'The apprentice' Newsletter >>

The latest issue of the newsletter is available

[Issue 33 - January 2009 >](#)

[Subscribe to receive the email bulletin >](#)



Vacancies >>

Candidates can now search for Apprenticeship vacancies

[Find out more >](#)

Employers can register their Apprenticeship vacancies

[Find out more >](#)



www.apprenticeships.org.uk

Use the link highlighted on the following page to access the vacancy matching system.

The screenshot shows the 'Vacancies' page on the Apprenticeships website. The page has a purple header with the site name and tagline. A navigation bar contains links to various sections. The main content area is divided into several sections: 'Apprentices' (with a list of links), 'Vacancies' (with a welcome message and a highlighted link 'To search for vacancies please click here'), 'Related Links' (with links to 'Types of Apprenticeships', 'Parents Section', 'Connexions-Direct', and 'Area Prospectus'), 'Case Studies' (with links to 'Daniel Mantle - Hairdressing', 'Lorna Nuttall - Childcare', 'Simon Hall - Management', and 'Stephen Parker - Engineering'), 'Interested?' (with a form and links 'I'm an Employer' and 'I'm an Apprentice'), and 'Search for vacancies' (with a search box and a 'Location' dropdown). The 'Vacancies' section is highlighted with a red box.

This is the home page of the on-line Apprenticeship vacancy matching system. From here candidates are able to search for apprenticeship vacancies and employers are able to search for learning providers.

Welcome

Welcome to the Apprenticeship Vacancy Matching Service
What is this Service?

This service will help you search and apply for an Apprenticeship vacancy

Who is it for?

This service is available for anyone who is searching for an Apprenticeship vacancy

More Information

Refer to the [Frequently Asked Questions](#) page.

Based outside England?

Click on your area:
[Scotland](#)
[Northern Ireland](#)
[Wales](#)

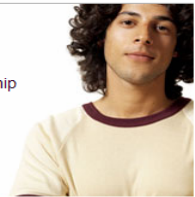
[I'm looking for an Apprenticeship](#)

- Get on-the-job training
- Study for nationally recognised qualifications
- Earn money while you learn.

By clicking on this link you can:

- Start searching for your Apprenticeship
- Register as a new user
- Log in as an existing user

[Information for Parents / Guardians](#)



[I'm an Employer interested in offering Apprenticeships](#)

Apprenticeships make a valuable contribution to your business by:

- Providing the skilled workers needed for the future
- Making you more competitive



Candidates can search by keyword, location, occupation type/job role or by Learning Provider

Login
Help

The one stop site for Apprenticeships

Fields marked with an asterisk * must be filled in.

Start your Apprenticeship search here...

Keyword * ?

Search By Location Postcode

Postcode * ?

Distance From Postcode (miles) * ?

You can also search by [Occupation Type/Job Role](#) or by [Learning Provider](#)

Search

New User?

[Register now](#) to apply for vacancies online. Registration is FREE.

Returning Users

[Login now](#) to send and track applications

[Add this site as a favourite](#)

[I'm a parent/guardian that wants to know more about Apprenticeships](#)

If you are currently employed and your employer has agreed that you can complete an Apprenticeship or, you have an employer lined up ready for your Apprenticeship, then use the link [Search for Training](#) to find a Learning Provider where you can complete your training



These are the results of a search for engineering vacancies within a 15 mile radius of the LSC's Brighton office, reference date 10 March 2009.

Login
Help

Search Result

Your Search resulted in 2 results.

The Following vacancies match the Keyword entered - we may have extended the search to a National level if no vacancies were found with your search location.

Vacancy	Location	Job Role	Closing Date
Apprentice in Mechanical Engineering	Haywards Heath	Engineering	26/06/2009
Apprentice required for friendly engineering company			
Sword renovation engineer	Shoreham-by-Sea	Engineering	30/04/2009
To strip down clean, polish etch and renovate swords and scabbards. To learn all about swords and sword making and attending Military Open Days. This is an engineering job with a difference!			

Page 1 of 1

To refine your results, Click 'Refine Search' to add or change the details.

You can save this search. This is useful if you want to check for new vacancies in your areas of interest. To see the full details of these vacancies please register to use the Apprenticeship Vacancy Matching Service.

[Refine Search](#) [New Search](#)

To get further details about these vacancies and to apply candidates need to be registered with the VMS.

Login
Help

Login

Username	<input type="text"/>	Forgotten Username
Password	<input type="password"/>	Forgotten Password
		Cancel Login

New User but not activated?

If you are a new user, but you have not received your activation email [Request new activation email](#)



Not registered?

To get the most out of the Apprenticeship Vacancy Matching Service we suggest you login. That way you can view vacancy details, setup notification messages and save your favourite vacancies. If you haven't got a username and password yet then register, it only takes a few moments. You can then be on your way to finding your ideal Apprenticeship opportunity. [Register New User](#)



These are the details that candidates will need to provide to register with VMS. These details will be used to pre-populate the on-line application form which can be stored and re-used.

Login
Help

Register Your Details

Your Details

Fields marked * must be completed

First Name *

Middle Name

Surname *

Date of Birth *  

Contact Details

Providing us with an email address means we can send you an email so you can activate your account. If you have more than one email address then use the one you look at most often.

Email Address * 

Confirm Email Address 

Address

Enter your postcode then click look up address and choose your correct postcode. Please ensure that you have supplied a valid postcode. If you do not know your postcode, click here to [link to the Royal Mail site](#).

Postcode * 

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Address Line 2

Address Line 3

Town/City

County

Login Details

Please enter your preferred username and password

Username * 

Password * 

Confirm Password *

Terms and Conditions

Please read the terms and conditions below detailing what we will do with the information collected from you on this website.

Here is the privacy policy for this website. It tells you what we will do with the information collected by this website.

This Privacy Policy applies to this website, and states what we have done to provide a safe website for everyone.

I accept the terms and conditions of this website *

5. What is an Apprenticeship framework?

Apprenticeships are work based training programme that are aimed at current and future employees. They are available to candidates 16 – 18, 19 – 24, and 25+. The training focuses on the whole job not just individual skills and can be delivered both on and off-the job either in the workplace or by day or block release at provider premises. The content of Apprenticeships is designed by business for business and is overseen by Sector Skills Councils.

Apprenticeship are offered at Two Levels

- Apprenticeship
 - Level 2 Qualification = 5 GCSE's A*- C
 - Craft level e.g. waiter, basic food preparation
- Advanced Apprenticeship
 - Level 3 Qualification = 2 A Levels
 - Team leading and advanced craft e.g. head receptionist

An Apprenticeship Framework comprises:

- NVQ – assesses on the job competence
- Employment Rights and Responsibilities
- Technical Certificate – underpinning theoretical knowledge
- Key skills – Application of Number, Communication

There are 180 Frameworks covering 80 Sectors

Employer pays the Apprentice a salary

- minimum £80 per week (£95 from August 2009)

5. Latest Facts

- Since 8 December 2008:
 - Over 8,500 employers and 900+ learning providers are registered on the system
 - Over 3,700 vacancies have been posted
- By 9 March 2009:
 - 27,000 candidates had registered on the system
 - 3,800 have applied for a vacancy
 - 6,000 separate applications have been made
 - 25 candidates have been successful
 - Sector areas with highest number of vacancies:
 - Public services
 - Engineering, Electrician and Building Services
 - Administration and Human Resources
 - Construction
 - Automotive Industry and Passenger Transport

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Leading learning and skills