

Exploring different jobs

Careers Worksheet 3 - analysing job adverts

1. Introduction to job adverts

When thinking about what you would like to do in the future, there are lots of things to consider. You need to think about your **skills, experience, qualifications** and your **qualities** as well as what **interests** you. Other important things to consider are also the **salary (i.e. annual wage), working hours and working environment**, whether the job is **permanent**, how easy it is for you to get there and what **training** is provided. You may also want to give thought to the **progression** and **promotion opportunities** as well as other benefits such as **annual holiday allowance, pension etc.** A job advert gives you some of this information.

TASK 1: Read the advert below for a Travel Consultant Apprenticeship. Find the following information:

1. Salary: _____
2. Hours of work per week: _____
3. Skills and qualities: _____
4. Training provided: _____

Hays Travel Level 3 Travel Consultant Apprenticeship

HAYS TRAVEL LIMITED

Annual wage

£8,121.00

Working week

37.5 hours per week over five days.

Total hours per week: 37.5

Expected duration

2 Years

Possible start date

01 Aug 2020

Date posted

14 Jan 2020

Distance

2 miles

Apprenticeship level

Advanced
Level 3 (A level)

Reference number

VAC1000005009

Positions

1 available

What will the apprentice be doing?

Whilst beginning to learn about the business and how we operate, you will be provided with ongoing training and support to help develop your customer service and selling skills. You will learn how to adapt to working within a fast paced sales environment, gain travel product knowledge and develop confidence and flair which will enable you to meet customer's needs. This apprenticeship is perfect to develop your passion for travel. Working in the sales division requires hard work, excellent customer service skills and a firm grasp on product knowledge. With a positive and results driven attitude, you will recommend a range of holiday experiences and ancillary products with a view to achieving your individual and team sales targets. You will also be focussed towards completing the apprenticeship programme with the determination to be successful in your role.

What training will the apprentice take and what qualification will the apprentice get at the end?

Our in-house experienced learning and development coaches are on hand to give you expert advice, one-to-one support and award-winning training throughout your apprenticeship. Many of our team leaders and managers started their careers as apprentices - so there'll always be someone there to offer you help and guidance on the job.

You will work towards a Level 3 Travel Consultant Apprenticeship.

What is the expected career progression after this apprenticeship?

We pride ourselves on our training and progression opportunities and many of our current managers started with us as an apprentice.

2. Researching vacancies and job descriptions

Do you know where to find job adverts for vacancies?

There are lots of different sources. These are some ideas for you to browse. See which ones interest you, click the link and practise searching.

- **Apprenticeship websites***

<https://www.wsc.ac.uk/find-a-course/apprenticeships/vacancies>
<https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch>
<https://www.theaimgroup.co.uk/>

- **Recruitment agencies** (these advertise or interview on behalf of an employer)

<https://www.compasspoint.co.uk/>
<https://www.cooperlomaz.co.uk/jobs>
<https://www.reed.co.uk/>

- **Regional websites** (showing local jobs only),

<https://www.suffolkjobsdirect.org/>
<https://www.jobs24.co.uk/jobs/england/suffolk/jobs-bury-st-edmunds>

- **National newspapers and magazines** (online and/or printed copies)

<https://jobs.theguardian.com/>
<https://appointments.thetimes.co.uk/jobs/>

- **Specialist industry/professional membership organisations**, for example

Dentistry <https://www.dentalelite.co.uk/>
Engineering <https://www.engineeringjobs.co.uk/>
Information profession: <https://informationprofessionaljobs.com/>
Music Industry <https://www.musicweek.com/jobs>
Town Planning: <https://jobs.planningresource.co.uk/>
Veterinary <https://mrcvs.co.uk/en/jobs-main-page.php>

- **Employers' websites**

Another way of finding jobs that interest you is to visit the employer's website directly. On the next two pages, you will find local organisations and examples of national employers, many of which have offices, bases or branches locally. **Which organisations do you recognise? Click on their website links to find out more about current vacancies or different jobs roles.**

* Apprenticeships are jobs that allow you to earn while you learn. Employers allow you to train for a qualification and provide training at either the local college, their own teaching provider, at a national training centre or through online learning. For more info, visit <https://www.theaimgroup.co.uk/apprenticeship-types>



TASK 2

Use the links that interest you to find **3 job** adverts that relate to what you MIGHT like to do in the future.

SAVE the links for each job, ready for TASK 3.

Don't forget your next task!

Employers A-Z - Careers & Vacancy web pages



- ⇒ **Abbeycroft Leisure** <https://www.acleisure.com/coronavirus/careers/>
- ⇒ **Anglian Water** <https://anglianwatercareers.co.uk/>
- ⇒ **Ashtons Legal** <https://www.ashtonslegal.co.uk/careers/>
- ⇒ **Audi** <https://www.audi.co.uk/about-audi/careers.html>
- ⇒ **Barnes Construction** <http://www.barnesconstruction.co.uk/News-and-Vacancies/Vacancies>
- ⇒ **Bannatyne Leisure** <https://careers.bannatyne.co.uk/>
- ⇒ **British Sugar** <https://www.britishsugar.co.uk/careers/>
- ⇒ **BT** <https://www.btplc.com/careercentre/>
- ⇒ **Center Parcs** <https://www.centerparcscareers.co.uk/>
- ⇒ **Chassis Cab** <https://www.chassiscab.co.uk/about-us/vacancies/>
- ⇒ **Chestnut Group (including The Northgate)** <https://www.chestnutgroup.co.uk/latest-opportunities>
- ⇒ **Claas UK** <https://www.claas.co.uk/company/jobs-careers-uk/>
- ⇒ **Dunelm** <https://www.dunelmcareers.com/>
- ⇒ **East of England Ambulance Service** <https://www.eastamb.nhs.uk/join-the-team/working-for-us.htm>
- ⇒ **Elveden Estate** <https://www.elveden.com/careers>
- ⇒ **Engineering Systems & Projects (ESP)** <https://www.espgroup.co.uk/copy-of-case-studies>
- ⇒ **Fine and Country** <https://www.fineandcountry.com/career/career-opportunities>
- ⇒ **Greater Anglia** <https://careers.greateranglia.co.uk/>
- ⇒ **Green Duck** <https://www.greenduck.co.uk/who-we-are/become-a-duckling/>
- ⇒ **Greene King** <https://jobs.greeneking.co.uk/>
- ⇒ **Gough Hotels** <http://www.goughhotels.co.uk/careers/>
- ⇒ **Hall Farm** <http://www.hallfarmforham.com/hall-farm-career-opportunities.html>
- ⇒ **Havebury Housing Partnership** <https://www.havebury.com/corporate/jobs-and-careers/>
- ⇒ **Hays Travel** <https://www.haystravel.co.uk/careers>
- ⇒ **Hopkins Homes** <https://www.hopkinshomes.co.uk/page/careers>

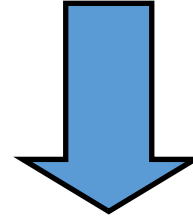
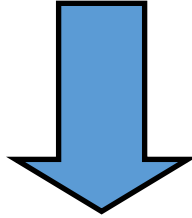
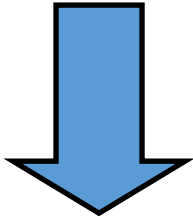
- ⇒ **John Banks** <https://www.johnbanks.co.uk/careers/>
- ⇒ **Knights Lowe** <https://www.knightslowe.co.uk/company/careers/>
- ⇒ **Marks and Spencer** <https://jobs.marksandspencer.com/>
- ⇒ **N2S** <https://n2s.co.uk/careers/>
- ⇒ **National Trust** <https://www.nationaltrustjobs.org.uk/>
- ⇒ **Readie Construction** <https://www.readieconstruction.co.uk/careers/career-opportunities/>
- ⇒ **Sainsburys** <https://sainsburys.jobs/>
- ⇒ **Suffolk County Council** <https://www.suffolk.gov.uk/jobs-and-careers/>
- ⇒ **Suffolk Fire & Rescue** <https://www.suffolk.gov.uk/suffolk-fire-and-rescue-service/working-for-suffolk-fire-and-rescue/>
- ⇒ **Suffolk Libraries** <https://www.suffolklibraries.co.uk/about/jobs/>
- ⇒ **Suffolk Police** <https://www.suffolk.police.uk/join-us>
- ⇒ **Suffolk Wildlife Trust** <https://www.suffolkwildlifetrust.org/jobs>
- ⇒ **Taylor Wimpey** <https://www.taylorwimpey.co.uk/careers>
- ⇒ **Toni and Guy** <https://toniandguy.com/careers/job-roles>
- ⇒ **Thomas Ridley** <https://www.thomasridley.co.uk/join-our-team>
- ⇒ **Travis Perkins** <https://www.tpplccareers.co.uk/>
- ⇒ **Treatt PLC** <https://www.treatt.com/careers>
- ⇒ **UK Military** <https://apply.army.mod.uk/what-we-offer>
<https://www.raf.mod.uk/recruitment/find-your-role>
<https://www.royalnavy.mod.uk/careers/role-finder>
- ⇒ **UK Power Networks** <http://www.ukpowernetworkscareers.co.uk/careers/>
- ⇒ **Vitec** <https://www.vitecgroup.com/careers/careers-at-vitec/>
- ⇒ **Waterstones** <https://www.waterstones.com/help/careers-at-waterstones/47>
- ⇒ **West Suffolk Council** <https://jobs.westsuffolk.gov.uk/>
- ⇒ **West Suffolk College** <https://www.wsc.ac.uk/about-the-college/work-for-the-college/vacancies>
- ⇒ **West Suffolk Hospital** <https://www.wsh.nhs.uk/Join-our-team/Job-opportunities.aspx>
- ⇒ **Whitbread (including Premier Inn)** <https://www.whitbreadcareers.com/>



If you're interested in an employer that's not on this list, search for the website & write it down here:

3 - Analysing job adverts

TASK 3: Have you chosen three job adverts? If not go back and do it now.



For each job advert, use this section to write about about why it's of interest, what key skills you think the employer is looking for, what qualifications you think are appropriate for applying to that role and other factors that are important to you.

Job Advert 1

WEBSITE USED: _____

EMPLOYER : _____

JOB TITLE: _____

SALARY: _____

WORKING HOURS: _____

QUALIFICATIONS: _____

SKILLS & QUALITIES: _____

WHY IT INTERESTS ME: _____

KEY FACTORS THAT I LIKE: _____

Job Advert 2

WEBSITE USED: _____

EMPLOYER : _____

JOB TITLE: _____

SALARY: _____

WORKING HOURS: _____

QUALIFICATIONS: _____

SKILLS & QUALITIES: _____

WHY IT INTERESTS ME: _____

KEY FACTORS THAT I LIKE: _____

Job Advert 3

WEBSITE USED: _____

EMPLOYER : _____

JOB TITLE: _____

SALARY: _____

WORKING HOURS: _____

QUALIFICATIONS: _____

SKILLS & QUALITIES: _____

WHY IT INTERESTS ME: _____

KEY FACTORS THAT I LIKE: _____