

**VECTIS HOUSING ASSOCIATION LIMITED**

**Employment and Training Opportunities**

Vectis Housing, together with our partners at the IoW College and our contractors are looking to set up a programme of employment and training opportunities designed to offer our **tenants and their immediate families** opportunities to gain work experience, develop work-related skills and in some cases formal apprenticeships.

While we cannot guarantee the availability of such opportunities or to meet specific preferences, we will look to identify placements where we can.

The opportunities on offer are:

***Work Experience*** – this may range from one to four weeks and will involve undertaking a range of basic functions relating to the work of Vectis. Applicants need to be literate and numerate.

***Pre-Traineeship*** - this is a more formal arrangement that last for three months during which the applicant will attend IoW College while also working at Vectis and be paid a training allowance. This might lead to a longer-term arrangement, either paid or unpaid, but there is no guarantee of this.

***Skills Training*** – this may involve a range of formal/informal sessions geared towards gaining skills in either office-related functions or manual trades. It might possibly be linked to a course at IoW College.

***Other*** – We are happy to consider any arrangement that contributes to the employability of our tenants, provided it is viable and productive. Let us know what you would like to do and we will consider it.

We have set up a register to collect the names and details of interested individuals and to share this information with our approved partners.

Please be aware that we do not guarantee the availability of these opportunities and the more formal and structured ones, i.e. apprenticeships are fewer and will have more eligibility requirements.

If you are interested in being considered, please complete the form below and return it to us at **Chapel House, Chapel Street, Newport PO30 1PZ**.

**VECTIS HOUSING - Employment and Training Opportunities**

I would like to be considered for one of Vectis HA’s employment and training opportunities.

Please tick the box below in reflect your interest

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Work experience | Pre-Traineeship | Apprenticeship | Skills Training | Other (please indicate) |
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| --- | --- |
| Name: | ……………………………………………… |
| Date of Birth: | ……………………… |
| Address: | ……………………………………………….  ……………………………………………….  ………………………………………………. |
| Relationship to Tenant: | ………………………………………………. |
| Daytime Telephone/mobile No.: | ……………………………………………….. |

Any previous experience relevant to

the requested opportunity ………………………………………………………………………………...

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Hobbies and interests ………………………………………………………………………………….

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Signed : ……………………………………….. Date: ……………………………..