

WEDNESDAY WEEKLY

Your weekly update of the latest Apprenticeships Suffolk vacancies as well as an array of opportunities in and around Suffolk.

Apprenticeships Suffolk Vacancies:

Level 2 or Level 3 Early Years

Ipswich



Opportunity to join the team to help provide education and early years care for children ranging from 2-11 years old.

[Click here](#) for further information.



Level 2 Community Activator Coach

Ipswich



Opportunity to work closely with qualified coaches to help deliver Pipers Vale's recreational and development gymnastics program.

[Click here](#) for further information.



Level 2 Hairdressing Professional

Hadleigh



Opportunity to work closely with experienced stylists to help meet clients needs and become an integral part of the Double Take team

[Click here](#) for further information.



Level 2 Finance Assistant

Mildenhall



Opportunity to be an integral part of the team responsible for maintaining an efficient and accurate finance function within a business.

[Click here](#) for further information.





Level 3 Business Administration

Mildenhall

Opportunity to work within a small team that work closely together while assisting the business and work in all office departments.

[Click here](#) for further information.



Level 3 Business Administration

Ipswich

Join a small but busy office supporting the teams work in the community with children, young people and families.

[Click here](#) for further information.



Level 3 Business Administration X2

Ipswich

Working within Getech's Google Sales teams supporting their busy and proactive sales support administrators.

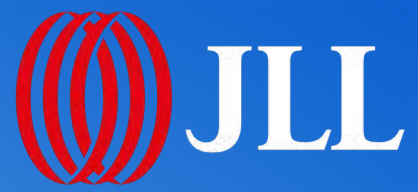
[Click here](#) for further information.



If you, or someone you know, is interested in any of the Apprenticeships Suffolk vacancies, please contact: apprenticeships@suffolk.gov.uk to register your interest.

Scan or click here to view the jobs page:





Accounting Apprenticeship opportunity at JLL!

 Norfolk

Our finance apprentice programme will provide you with first-hand experience while working towards a professional qualification.

This is an 18 month apprenticeship programme, where you'll be given lots of support and full training in all aspects of the job role. No previous experience in finance is required, but transferable skills and passion for finance could be helpful. It's important to know that you will be studying the AAT a Level 3 pathway to becoming an Accounting/Bookkeeping professional, as well as gaining experience in all areas of the team's expertise so you can build your career.

Anyone without a degree can join this programme, as we're focused on training you to becoming a qualified and well-rounded professional.

Click below for further information and how to apply:

[APPLY NOW](#)



This week's spotlight...

Accounts & Finance

Below is the current Accounts & Finance apprenticeship opportunities in and around Suffolk.

Click the job tile for more information & how to apply!



**Level 3 Assistant
Accountant**



Ipswich



Richardson
.....&.....
Rothwell

**Level 2 Accounts or
Finance Assistant**



Dedham



[Click here](#) to view all current apprenticeship opportunities in Suffolk

Norfolk & Suffolk Construction Apprenticeships Survey

Are you a Construction trade apprentice or employer in Norfolk or Suffolk?

Complete our quick survey helping us review construction apprenticeship training in the region and be in with a chance to win a
£50 Amazon Voucher!

If you work in...

Plumbing & Heating, Engineering, Plastering, Groundwork, Bricklaying, Carpentry, Electrical, Construction Management etc.

...we want to hear from you!

Apprenticeships
Norfolk

Apprenticeships Norfolk are reviewing construction apprenticeship training across the region. If you are a local employer/apprentice in a construction trade, please take a few minutes to fill in our quick survey and tell us your feedback and suggestions. You could win a £50 Amazon voucher by entering our prize draw, however the survey itself is anonymous and you do not have to include your name.

You can complete the survey by clicking on one of the following links:

[Employer Survey](#)

[Apprentice Survey](#)

SEND Survey for Consultation



Parents, carers, young people and professionals – we need your help!

We need to know what works well for you and what doesn't to influence and shape the SEND strategy from 2024. What is your experience of SEND in Suffolk as a parent, carer, young person or as a professional?

Please click on the link below to complete our short survey



[SEND Strategy consultation \(smartsurvey.co.uk\)](https://smartsurvey.co.uk)



More information can be found on the link below

[Suffolk InfoLink | Improving SEND services in Suffolk: our SEND Strategy](#)

Thank you for taking the time – your opinions matter.



Consultation closes 7th December 2023



GROW YOUR FUTURE

Open Days:

Tuesday 16th January at Chantry Walled Garden

Wednesday 17th January at The People's Community Garden

If you are looking for a new direction come and take part in our programme to develop practical skills and build confidence on your way to further learning, training or employment!

In this free 12-week course, you will learn about gardening, horticulture and nature conservation in our safe, welcoming and inspiring community gardens.

When and Where?

9:30am-2:30pm Tuesdays 6th February until 23rd April 2024

Chantry Walled Garden, Chantry Park, Hadleigh Road, Ipswich IP2 0BS

9:30am-2:30pm Wednesdays from 7th February until 24th April 2024

The People's Community Garden, Maidenhall Allotments, Halifax Road, Ipswich IP2 8RE

Grow Your Future is for anyone aged 16 +



To join the course or find out more, please contact Project Manager Susannah Robirosa on 07530 407302 or email susannah@activlives.org.uk or call ActivLives on 01473 345350

This programme is funded by the Henry Smith Charity Improving Lives Grant.



Gardening



In Mind



Open Day
Mon 15 Jan
10am to 2pm
Find out more,
look around
and sign up!

**Come and join our outdoor programme
to support your mental wellbeing**

In this FREE 12-week course, you will take part in gardening, growing and environmental activities, with the option to get involved in bee-keeping too

Where

The People's Community Garden, Maidenhall Allotments,
Halifax Road, Ipswich IP2 8RE

When

Monday 5th February to Monday 22nd April, 10am-2pm OR
Wednesday 7th February to Wednesday 24th April, 10am-2pm

**To find out more and register your place please contact
Project Manager Susannah on 07530 407302 or email
susannah@activlives.org.uk Main Office 01473 345350**

Funded by Suffolk Community Foundation through the Equity in Mind Fund



SUFFOLK
Community
Foundation

ActiveLives
Changes Lives
www.activlives.org.uk



Unlock your potential



Find training, support and advice to gain the skills you need for the job you want

What are Skills Bootcamps?

Skills Bootcamps are part of the Government's Lifetime Skills Guarantee, helping everyone gain skills for life, funded through the Department of Education and are free (to the learner). Driven by employers' needs within our region, the aim is to bridge existing skills gaps and address recruitment needs by providing flexible, intensive training programmes.

Am I eligible?

Anyone who is 19+ in full-time or part-time employment, self-employed, unemployed, or adults returning to work after a break. Learners who are applying independently can access the Skills Bootcamps – fully funded. If you are unemployed, you will be offered a guaranteed interview with an employer at the end of your programme. For employers looking to up skill their existing staff to take on more responsibilities, a small employer contribution is charged. SMEs 10%, larger employers 250+ staff 30%.

Skills Bootcamps last from 60 hours up to 16-weeks and have been designed to offer flexible training to work around learners' commitments.

What's available...

Sectors	Skills Bootcamps	Level	Wks	Course content and registration links
HGV-Logistics				
ACE	Logistics & Warehousing	2	16	ace-project.org.uk/sbc/
ACE	Logistics Aviation	2	16	ace-project.org.uk/sbc/
Digital				
The Lightbulb	Digital Marketing	3	12	thelightbulbapprenticeships.com/digital-marketing-bootcamp/
Netmatters	Web Development	3	16	netmatters.co.uk/skills-bootcamp
Anicca	Digital Marketing L5 (option to gain DMI)	5	12	anicca.co.uk/free-grant-funded-digital-skills-bootcamps/
Tech Educators	Full Stack Coding Bootcamp L4	4	10	techeducators.co.uk/funded-full-stack-coding-bootcamp-ipswich techeducators.co.uk/funded-full-stack-coding-bootcamp-norwich
Digital – Pathway to Accelerated Apprenticeships (PAA)				
The Lightbulb	Digital Marketer and Content Producer standards (PAA)	3	12	thelightbulbapprenticeships.com/pathway-to-apprenticeship/
Cambridge Sparks	Data Analyst (PAA)	4	8	info.cambridgespark.com/norfolk-suffolk-skills-bootcamp-data-analytics
Construction				
The Construction Skills People	Civil Engineering & Groundworks	2	16	constructionskillspeople.com/nalep/
East Coast College	Civil & Plant	2	14	eastcoast.ac.uk/adult/skills-bootcamps/
The Construction Skills People	Construction Supervision	3	16	constructionskillspeople.com/skills-bootcamps/
HBXL	Estimating Skills for Construction	3	15	hbxl.co.uk/free-skills-bootcamps-estimating-skills-for-a-thriving-construction-firm/
HBXL	CAD for Construction	3	15	hbxl.co.uk/free-skills-bootcamps-cad-for-construction/
HBXL	Business management skills for a thriving construction firm	3	15	hbxl.co.uk/free-skills-bootcamps-business-skills-for-a-thriving-construction-firm/
Engineering				
East Coast College	Technical Support Operative - Engineer Trades (working with East Coast Manufacturing Group)	3	14	eastcoast.ac.uk/adult/skills-bootcamps/
Green Skills				
East Coast College	Offshore Wind – Emergency Response	2	4	eastcoast.ac.uk/adult/skills-bootcamps/
Suffolk New College	Fast Track to Industry: Certificate in Arboriculture	2	12	suffolk.ac.uk/study-with-us/adult-professional/skills-bootcamp/
Suffolk New College	Fast Track to Horticulture: Certificate in Horticulture	2	10	suffolk.ac.uk/study-with-us/adult-professional/skills-bootcamp/
Retrofit Academy	AIM Level 3 Award in Domestic Retrofit Advice combined with AIM L2 Award in Understanding Domestic Retrofit	2 & 3	16	retrofitacademy.org/funded-norfolk-suffolk/
Retrofit Academy	AIM Level 4 Award in Domestic Retrofit Assessment	4	16	retrofitacademy.org/funded-norfolk-suffolk/
Retrofit Academy	Level 5 Diploma in Risk Management and Risk Assessment.	5	16	retrofitacademy.org/funded-norfolk-suffolk/
Health & Social Care				
East Coast College	Inspiring Managers in Healthcare	4	8	eastcoast.ac.uk/adult/skills-bootcamps/
Leadership & Management				
Turning Factor	Institute of Leadership & Management (ILM)	3	12	turningfactor.com/funding/
Turning Factor	Institute of Leadership & Management (ILM)	5	12	turningfactor.com/funding/

View all programmes and our learners case studies at [Skills Bootcamps - New Anglia](#)
Any questions? Please email skills@newanglia.co.uk

Unemployed? Got an Interview?

TIMPSON

Great Service by Great People

At Timpson, we'll help you look your best when times are tough so if you're unemployed and going for an interview we'll clean an outfit for you free of charge.

You don't need a voucher to receive this support just pop into your local Timpson and have a chat with our colleagues who will make sure that you're off to a genuine interview. So long as the items you bring in are for a genuine job interview we'll help you on your way!

This is available from 500 of our locations nationwide.

[Click here](#) for further information.

Apprenticeship Vacancies with WS Training

WS TRAINING

WE'RE HIRING



WE ARE CURRENTLY RECRUITING FOR THE FOLLOWING VACANCIES

MEOX LIMITED

IPSWICH IP1
LEAN MANUFACTURING
OPERATIVE L2
40 HOURS A WEEK

ASHTONS LEGAL

BURY ST EDMUNDS IP31
BUSINESS ADMIN L3
35 HOURS A WEEK

STAFFRIGHT GROUP

IPSWICH IP1
BUSINESS ADMIN L3
37.5 HOURS A WEEK

COGENT TECHNOLOGY

FELIXSTOWE IP11
ICT L3
38 HOURS A WEEK

IPSWICH COMPUTER SERVICES

IPSWICH IP6
ICT L3
37.5 HOURS A WEEK

PORTICO GB

BURY ST EDMUNDS IP30
BUSINESS ADMIN L3
40 HOURS A WEEK

AIR POWER EAST

BURY ST EDMUNDS IP31
BUSINESS ADMIN L3
40 HOURS A WEEK

COGENT TECHNOLOGY

FELIXSTOWE IP11
LMO L2
38 HOURS A WEEK

SNELLING BUSINESS SYSTEMS

WYMONDAM NR18
ICT L3
40 HOURS A WEEK

DMR 24.7

IPSWICH IP6
BUSINESS ADMIN L3
40 HOURS A WEEK

POUNDFIELD PRODUCTS

IPSWICH IP6
BUSINESS ADMIN L3
40 HOURS A WEEK

C&L CONSTRUCTION

IPSWICH IP6
BUSINESS ADMIN L3
40 HOURS A WEEK

C&L CONSTRUCTION

IPSWICH IP6
BUSINESS ADMIN L3
40 HOURS A WEEK

POUNDFIELD PRODUCTS

IPSWICH IP6
BUSINESS ADMIN L3
40 HOURS A WEEK

FIRST MAILING

HUNTINGDON PE29
BUSINESS ADMIN L3
37.5 HOURS A WEEK

C P W COMPUTING

IPSWICH IP6
ICT L3
35 HOURS A WEEK

SILVERMANS OFFICE FURNITURE

CAMBRIDGE CM4
BUSINESS ADMIN L3
HOURS A WEEK

CONTACT:

APPRENTICESHIPS@WSTRAINING.CO.UK |
01284 788005



Suffolk Training Providers

Below are the Suffolk based Providers that deliver apprenticeship training. Click on the provider logos to visit their website and view their opportunities.



Apprenticeship opportunities outside of Suffolk



[Click here](#) to visit the Apprenticeships Norfolk website.



[Click here](#) to view Colchester Institute's current opportunities.



[Click here](#) to view Cambridge Regional College's current opportunities.



[Click here](#) to view Apprenticeships New Anglia opportunities.

Click the images below to follow Apprenticeships Norfolk on Social Media



UNDERSTANDING NUMERACY IN CARE

Time Management



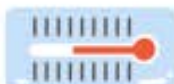
- Managing a routine
- Organising appointments
- Accuracy for documentation-
Continuous Care plans/ MAR charts
- Travel time
- Understanding dosage frequencies

Measurements



- Monitoring service users weight and BMI
(LBS to KG)
- Thickened fluid (ratios)
- Fluid charts- Input/ Output/ daily totals
- Medication- Liquid measure (ml, L, fl.oz)

Temperature



- Safe food temperatures
- Adequate room temperature for
optimum health
- Parameters of healthy body
temperature

Nutrition



- Interpreting food labels
- Understanding KCAL/ KJ and sugar
amounts
- Servings and portion size
- Daily amounts %



“61% of the UK population do not have the numeracy-specific health literacy skills needed to maintain their health (Rowlands et al.)”

If you are a care company within Suffolk and would like to find out how to support your staff with vocational numeracy, or if you are an individual wanting to improve your numeracy skills, please email Multipliesuffolk@suffolk.gov.uk

Multiply Suffolk



Multiply Suffolk is here to deliver bespoke coaching, training, and mentoring to support you into learning and employment across Suffolk. Multiply Suffolk will provide opportunities for you to improve your knowledge, understanding and use of maths in daily life: at home, in learning and in work.

Eligibility Criteria:

- Age 19+
- Live in a Suffolk Postcode area
- Do not hold a Level 2 qualification or above in Numeracy (GCSE or Functional Skills)

The Multiply Suffolk team can:

- **Support** to engage with education, employment and training
- **Improve** numeracy, money management and budgeting skills
- **Encourage** career progression whilst in or out of employment
- **Promote** independence, choice and wellbeing
- **Empower** you to remove barriers to employment and gain a numeracy qualification



Multiply Suffolk support individuals with barriers such as English as a second language (ESOL), care leavers, ex-offenders, learning disability/difficulty and autism, poor mental and physical health. We also support those who are employees, employers, volunteers, and self-employed individuals.

Register your interest in finding out more or if you would like to refer into Multiply Suffolk, please contact multiplysuffolk@suffolk.gov.uk

To find out more please visit: [Multiply - Learn Suffolk](#)



Plus Point Ipswich is here to deliver information, advice and guidance through financial education, support, training and coaching. Plus Point Ipswich will deliver 1-1 support and workshops to small groups of young people to break down barriers to learning and employment.

Eligibility Criteria:

- Age 16-18
- Live in or around Ipswich

The Plus Point Ipswich team can:

- **Support** to engage with education, employment and training
- **Improve** numeracy, money management and budgeting skills
- **Encourage** progression towards further learning
- **Promote** independence, confidence and wellbeing
- **Empower** you to remove barriers to education and employment

For more information about Plus Point Ipswich, please contact:

- **Lauren Leggatt-Bulaitis:** 01473 263747 / 07514 722683 / Lauren.Leggatt-Bulaitis@suffolk.gov.uk





LEARN SUFFOLK

The Adult Learning Service

FREE COURSES FOR ADULTS (19Yrs+)

The Suffolk Adult Learning Service is led by Suffolk County Council and provides a wide range of free Health and Wellbeing, Learning in Families, English, maths and English for Speakers of Other Languages courses (up to Level 2 - GCSE equivalent) for adults, 19 years+, in Suffolk.

The service particularly targets those adults who have missed out on previous educational opportunities or who come from groups with the highest levels of need.

Many of our learners start from very low educational levels, often overcoming many barriers in order to achieve success.

We are a positive force in our community enabling people to enhance their learning and employment goals!

Change Your Future

✓ Gain a qualification ✓ Learn a new skill ✓ Improve your career pathway

For more details on the criteria for qualifying for free courses please click here: [Free Courses and Support - Learn Suffolk](#)

To learn more about the Suffolk Adult Learning Service please visit our website: Learnsuffolk.org or email us at: learnsuffolk@suffolk.gov.uk



Suffolk
County Council



Education & Skills
Funding Agency



European Union
European
Social Fund

Ofsted
Good
Provider

THANK YOU FOR READING!



Click the following logos to find more apprenticeship opportunities:



*Scan or click here to
view the jobs page:*

