

EMPLOYING APPRENTICES

TOOLKIT

Provided by: Alan & Thomas Insurance Group



TABLE OF CONTENTS

THE VALUE OF APPRENTICESHIPS	3
WHAT IS AN APPRENTICESHIP?	5
WHAT IS A TRAINEESHIP?	6
WHAT ARE THE BUSINESS BENEFITS?	7
WHAT ARE THE APPRENTICESHIP EMPLOYER'S RESPONSIBILITIES?	8
WHAT ARE THE TRAINEESHIP EMPLOYER'S RESPONSIBILITIES?	9
WHAT FUNDING IS AVAILABLE TO AN EMPLOYER?	10
HOW DO I RECRUIT AN APPRENTICE OR TRAINEE?	13
APPENDIX A – PERSON SPECIFICATION	16
APPENDIX B – JOB DESCRIPTION	17
APPENDIX C – APPRENTICESHIP VACANCY TEMPLATE	18

The content of this guide is of general interest only and not intended to apply to specific circumstances. It does not purport to be a comprehensive analysis of all matters relevant to its subject matter. It does not address all potential compliance issues with UK, EU or any other regulations. The content should not, therefore, be regarded as constituting legal advice and not be relied upon as such. It should not be used, adopted or modified without competent legal advice or legal opinion. In relation to any particular problem which they may have, readers are advised to seek specific advice. Further, the law may have changed since first publication and the reader is cautioned accordingly.

Contains public sector information published by GOV.UK and licensed under the Open Government Licence v3.0.

Design © 2017 Zywave, Inc. All rights reserved.

Approximately

1,300

businesses were involved in designing the new apprenticeship standards.

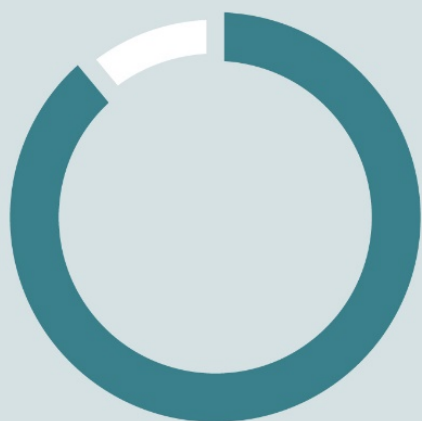
In 2015-16, there were

509,400

apprenticeship starts in England—9,500 more than the previous year.



Employers think that qualified apprentices are **15 per cent** more employable than those with other qualifications.



89 per cent of employers say apprentices make their businesses more productive.



In 2015-16, **53 per cent** of apprenticeships starts were by women (268,730).



In 2015-16, **47 per cent** by men (240,630) in England.

In 2015-16, the highest number of apprenticeship starts in England were for intermediate apprenticeships (Level 2) with

291,330,

followed by

190,870

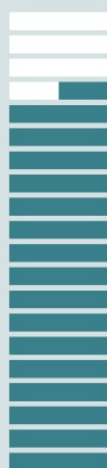
advanced (Level 3) and

27,160

Higher (Level 4 and above) apprenticeships.

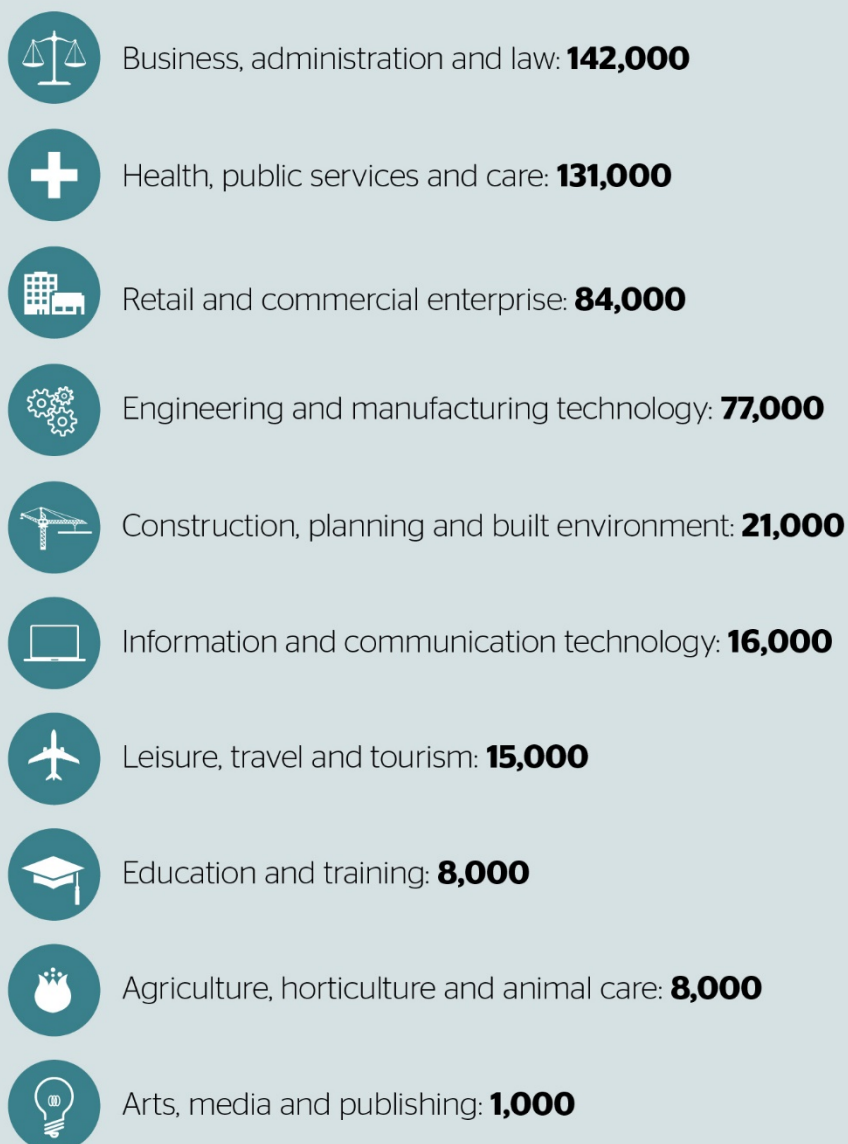


50 per cent of employers said that traineeships provide a valuable route into employment for young people.



On average, those who complete apprenticeships **increase their business productivity by £214 per week.**

Apprenticeship starts in England by sector in 2015-16:



In 2015-16,

904,800

people were in an apprenticeship—up from 871,000 the year before.

In 2015-16,

260,900

people successfully completed an apprenticeship—up 5,100 from the previous year.



94 per cent of employers consider traineeships to be an effective way of increasing young people's chances of finding paid jobs and apprenticeships.



75 per cent of apprentice employers say the programme has helped cut recruitment costs.



80 per cent of apprentice employers say that apprenticeships will play a larger role in their future recruitment policy.



25 per cent of consumers said that they would be more likely to pay more for goods and services offered by businesses employing apprentices.



After finishing, **77 per cent** of apprentices stay with the same employer.



83 per cent of employers would recommend apprenticeships to others.



WHAT IS AN APPRENTICESHIP?

An **apprenticeship** is a system that is overseen by a **training organisation** (which can refer to a university or training provider) and is used to train an individual in a particular trade or profession. Generally, an **apprentice** learns the necessary skills through on-the-job training with a mentor. In addition, an apprentice may also refer to a current employee of an organisation that would like to receive additional training in order to gain beneficial new skills and knowledge.

Each apprenticeship is developed in order to meet the organisation's requirements along with the requirements of the trade or profession. Because of this, the apprentice may also need to participate in off-the-job training in order to acquire all the necessary skills. However, current employees that are participating in an apprenticeship may be able to complete this work on-site in order to reduce the amount of interruptions from their day-to-day responsibilities.

Regardless of what industry an apprenticeship may be affiliated with, employment is a fundamental component. In order for an apprentice to have a beneficial educational experience, he or she must be employed in a job role with a productive purpose. Apprenticeships allow individuals to earn money while they learn the skills necessary for their future jobs. An apprenticeship can last anywhere from one to five years, depending on the trade or profession.

Upon completion of the apprenticeship, the apprentice must be competent in the necessary skills, knowledge and behaviours required of the particular trade or profession. This means that the apprentice must be able to confidently and completely perform the tasks required by the job to the standards set by the industry.

There are four main levels of apprenticeships:

Intermediate apprenticeship (Level 2): Equivalent to five General Certificate of Secondary Education (GCSE) passes at grades A* to C

Advanced apprenticeship (Level 3): Equivalent to two A-level passes

Higher apprenticeship (Levels 4 through 7): Equivalent to a foundation degree and above

Degree apprenticeship (Levels 6 and 7): Equivalent to a bachelor's or master's degree

Higher and Degree Apprenticeships

Higher and degree apprenticeships were developed by employers as a way to blend together the experiences of both an apprenticeship and an education at a university. These types of apprenticeships enable organisations to train a larger number of employees in industry-specific skills that are critical for positive industry growth.

In general, higher and degree apprenticeships include an assortment of qualifications at a range of levels from the equivalent of a foundation degree to a bachelor's degree and—in some industry sectors—even a master's degree.



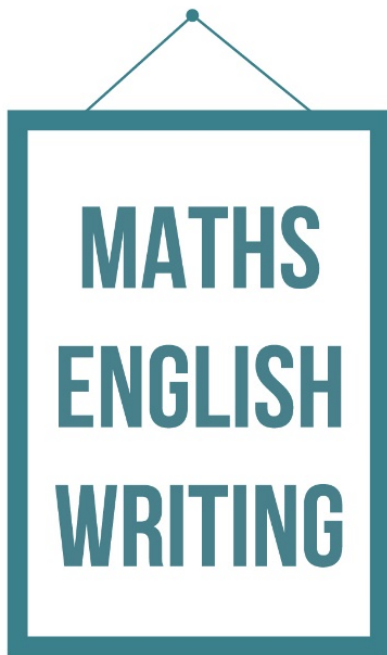
WHAT IS A TRAINEESHIP?

Similar to an apprenticeship, a traineeship is an education and training programme intended to prepare individuals aged 16 to 24 for their future careers. However, unlike apprenticeships, traineeships last no more than six months and all training costs are covered by government funding.

In general, a traineeship involves the following three components:

1. A meaningful, high-quality, work experience placement of at least 100 hours with an employer.
2. Work preparation training delivered by a training organisation, which can include CV writing, interview preparation and interpersonal skills.
3. English and maths qualifications, if required.

To better meet the needs of your organisation along with the local labour market, you and the training organisation can add more components to the traineeship, such as a relevant, industry-specific vocational qualification.





WHAT ARE THE BUSINESS BENEFITS?

The value of apprenticeships can extend to your staff as well. In fact, apprenticeships can free up existing employees' time by assigning simple, routine assignments to the apprentices as a part of their training. What's more, by having employees work closely with your apprentices, you can help them expand their skill set by having them train and manage an apprentice. Here are some other ways in which apprenticeships can benefit your organisation:

96 PER CENT of employers who take on an apprentice report benefits to their business, according to the Department for Business, Innovation and Skills.

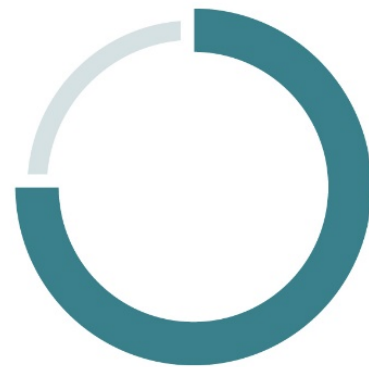


Apprenticeships can be tailored to specific job roles, which make them flexible to the needs of your organisation. Apprenticeships cover

**170 INDUSTRIES
AND
1,500 JOBS ROLES.**



Apprenticeships can increase your organisation's productivity. **72 PER CENT** of employers say that apprenticeships improved their productivity or the quality of their product or service, according to the Centre for Economics and Business Research (CEBR).

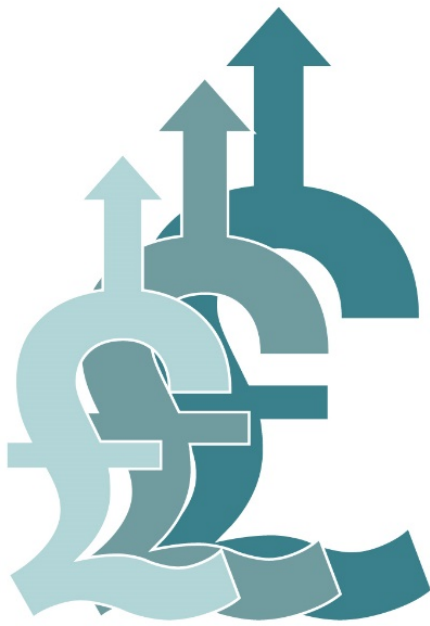


Apprenticeships cut recruitment costs. **75 PER CENT** of apprentice employers say apprenticeships have helped reduce recruitment costs, according to the National Apprenticeship Service.



WHAT ARE THE BUSINESS BENEFITS?

Furthermore, by taking on an apprentice, you can attract a higher quality of staff. This can be achieved either by training an apprentice to close any skills gaps that you may have or by appealing to potential employees' desire to work for an organisation that supports continued growth. In addition, apprentices provide you with an opportunity to clarify and map out career progress routes for your employees. What's more, here are some additional ways that apprenticeships can help bolster your organisation:



Apprenticeships can increase an organisation's bottom line. Employers benefit by an average of

£1,670 PER YEAR

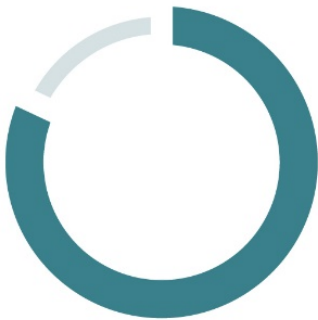
from the average apprentice in England. This amount can rise to as high as

£13,824

for team leadership and management apprentices, and

£9,721

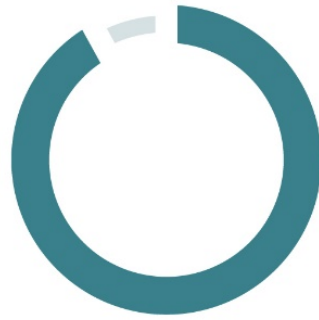
for business administration apprentices, according to the CEBR.



Apprenticeships can address skills shortages within your organisation.

82 PER CENT

of companies employ apprentices to build skills and capacity in their business, according to British Chambers of Commerce.



Apprenticeships can increase employee satisfaction, loyalty and retention.

92 PER CENT

of employers who employ apprentices believe that apprenticeships lead to a more motivated and satisfied workforce, according to the Department for Business, Innovation and Skills (BIS).



Apprentices help differentiate your brand from the competition.

25 PER CENT

of consumers say they would pay between **1.2 AND 2 PER CENT** extra as a price premium for goods and services offered by companies that employ apprentices, according to the CEBR.



WHAT ARE THE APPRENTICESHIP EMPLOYER'S RESPONSIBILITIES?

If your company chooses to employ an apprentice, there are certain requirements that you must fulfil. Upon hiring an apprentice, you must provide them with a thorough explanation of the role, what skills and knowledge will be taught, and the responsibilities associated with the on-the-job training. In addition, you must also meet the following four requirements:

1. You must provide your apprentices with the same benefits as other employees.
2. You must issue your apprentices a contract of employment and pay them at least the apprenticeship national minimum wage, which is outlined in the image below.
3. You must provide your apprentices with a minimum of 30 hours of employment per week. (Note: If an apprentice is unable to work 30 hours a week due to personal circumstances or due to the particular nature of employment, then the absolute minimum of 16 hours per week must be met. In such cases, the duration of the apprenticeship should be extended.)
4. You must provide your apprentices with an apprenticeship agreement, which must be signed by both you and the apprentice.

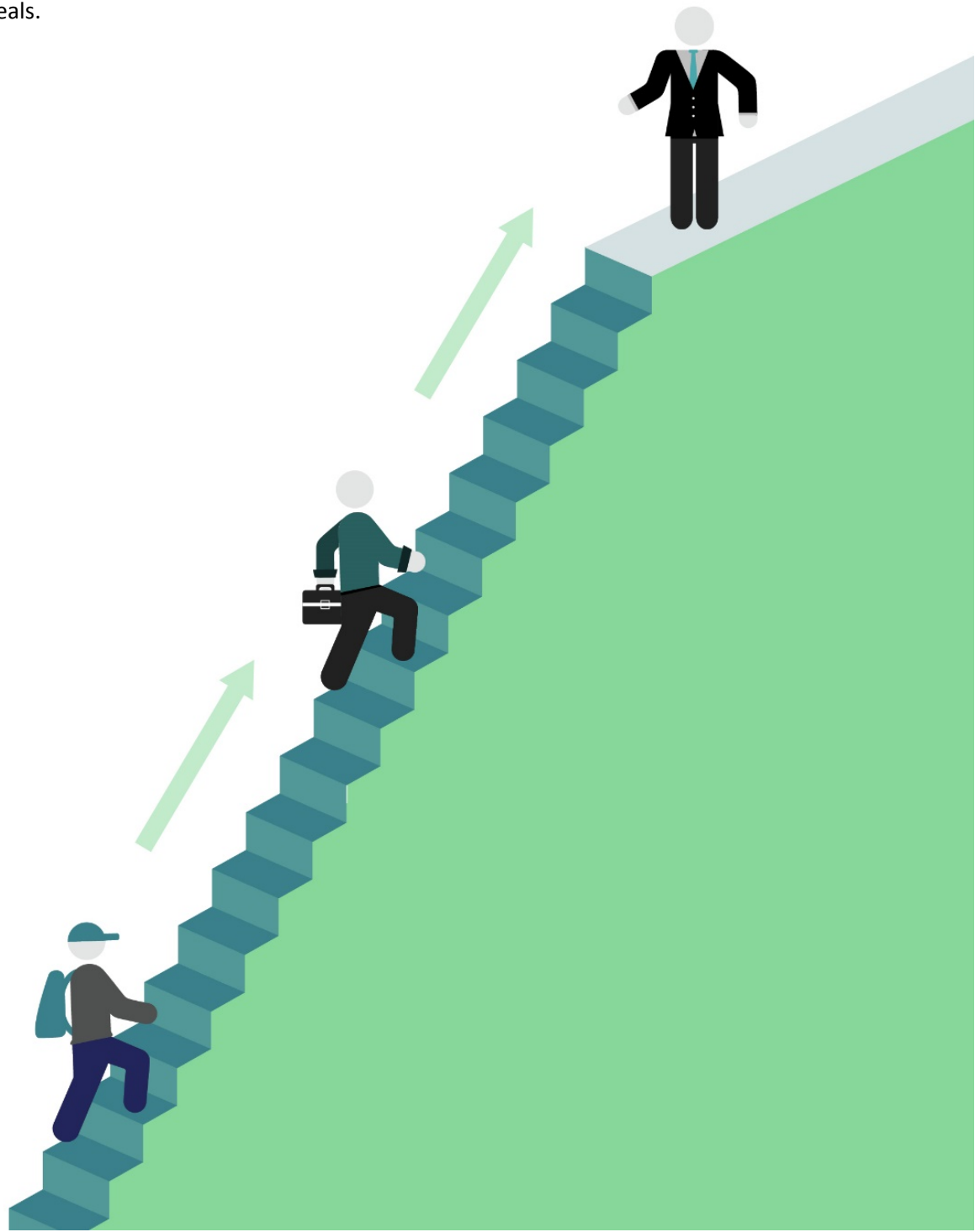




WHAT ARE THE TRAINEESHIP EMPLOYER'S RESPONSIBILITIES?

If your company chooses to take on a trainee, there are certain requirements that you must fulfil. Before your trainee begins the programme, you must meet with the training organisation and the trainee to discuss what content will be taught and share the outline of the programme objectives. In addition, you must also meet the following four requirements:

1. You must provide your trainees with a high-quality work experience placement that will last at least 100 hours spread out over no more than six months.
2. You must provide your trainees with a mentor in business in order for them to receive regular constructive feedback.
3. When trainees complete the programme, you should attempt to arrange an interview for a position or apprenticeship with your organisation. If no position is available, you should instead schedule an exit interview with written feedback on their performance throughout the programme.
4. While you are not required to pay your trainees, you are encouraged to support them with expenses—such as transport and meals.





WHAT FUNDING IS AVAILABLE TO AN EMPLOYER?

There are several funding options available to employers interested in taking on an apprentice. But, before you explore your funding options, you must choose from two different types of apprenticeship models:

1. Apprenticeship framework model: This type of model covers all the statutory requirements for an apprenticeship programme and meets the Specification of Apprenticeship Standards for England (SASE), which sets out the minimum requirements to be included in a recognised English framework. Apprenticeship frameworks involve a series of work-related vocational and professional qualifications, with workplace- and classroom-based training. The type of industry your organisation is affiliated with and the age of your apprentices at the time they are hired will affect the size of the government's contribution. Based upon these factors, there are a limited number of outcomes:

- The government will contribute 100 per cent of the cost of apprenticeship training if the apprentice is aged 16 to 18 years old.
- The government will contribute toward the cost of training if the apprentice is aged 19 and above. However, the amount varies.

The government's contribution will be paid directly to the apprenticeship training provider. However, if your organisation is large enough and has a direct contract with the National Apprenticeship Service, you may directly receive funding from the government and deliver aspects of the apprenticeship training. The government is gradually withdrawing apprenticeship frameworks to move to apprenticeship standards.

2. Apprenticeship standards model: This type of model refers to new apprenticeships that have been written by organisations to meet the needs of business. Each standard covers a specific occupation and sets out the core skills, knowledge and behaviours an apprentice will need. At the end of the apprenticeship, apprentices will be assessed to ensure that they have reached the standards required for the occupation.



FOR EVERY £1 an organisation has paid towards the cost of external training and assessment as a cash contribution, the **GOVERNMENT WILL PAY £2.**

In addition, an organisation can receive additional incentive payments in the following scenarios:

- If an organisation employs an apprentice aged 16 to 18 at the start of his or her apprenticeship
- If an organisation is a small business with fewer than 50 employees
- If the apprentice successfully completes his or her apprenticeship

However, organisations are responsible for paying their apprentices' wages. To help offset the cost of taking on apprentices, the government offers the following grants.

Apprenticeship Grant for Employers

The Apprenticeship Grant for Employers (AGE) is intended to support organisations that would not be able to employ an apprentice without financial support. If your organisation works with an approved government-funded training organisation, you can receive up to five





grants in total—each worth up to £1,500. The grant is only available for apprenticeships that start before 31st July 2017 and is not available to levy-paying employers.

Your organisation may be eligible for an AGE if it meets the following conditions:

- Your organisation is not able to recruit an apprentice without the grant.
- Your organisation employs fewer than 50 staff members.
- Your apprentice is aged 16 to 24.
- Your organisation has not employed an apprentice in the last 12 months.
- Your organisation commits to employ your apprentice(s) for a minimum of 12 months on the apprenticeship programme or the time it takes them to complete their apprenticeship, whichever is greater.
- Your organisation agrees to pay the apprentice in line with legal minimum requirements or more.

Apprenticeship Levy

All organisations with a pay bill of more than £3 million each year will be required to pay an apprenticeship levy. The levy will be set at 0.5 per cent of an organisation's total pay bill, minus a £15,000 levy allowance from the government. The levy should be paid to HM Revenue & Customs HMRC, through the Pay As You Earn (PAYE) process.

Levy-paying Organisations

As of April 2017, if your organisation pays the levy, you will need to register with the new [apprenticeship service](#) to access funding and pay for apprenticeship training and assessment. The government will apply a 10 per cent top-up to the funds employers have to spend in their apprenticeship service accounts. Employers can only use funds in their accounts to pay for apprenticeship training and assessment for apprentices that work at least 50 per cent of the time in England, and only up to the [funding band maximum](#) for that apprenticeship. If the costs of training and assessment go over the funding band maximum, employers must pay the difference with funds from their budget.

Employers cannot use funds in their accounts to pay for other costs associated with apprentices, such as wages, statutory licences to practise, travel and subsidiary costs, work placement programmes or the setting up of an apprenticeship programme.

The government has calculated that, with the £15,000 levy allowance, less than 1.3 per cent of UK employers are liable to pay the levy.

Non-levy-paying Organisations

The rest of UK employers are not required to pay the levy, but still have access to government-sponsored apprenticeship funding.

Non-paying organisations will not be able to use the apprenticeship service until at least 2018. Instead of receiving funding via the levy, non-paying organisations will receive funding through 'co-investment' in which they pay training providers directly, and the government helps cover the cost. Employers will make a 10 per cent contribution to the cost of apprenticeship training and the government will pay the remaining 90 per cent up to a maximum amount of funding allowed for that apprenticeship. Employers will have to meet, in full, any cost which is above the funding band maximum.

If your organisation would like an estimate of how much you have to pay the apprenticeship levy, how much your organisation has available to spend on apprenticeships and how much the government contributes toward the cost of training, click [here](#). For more detailed information on apprenticeship funding, consult the government's guidance by clicking [here](#).



WHAT FUNDING IS AVAILABLE TO AN EMPLOYER?

Extra Support for Small Employers

The government will fund all of the apprenticeship training costs, up to the maximum value of the funding band for the apprenticeship, for employers employing fewer than 50 people. However, the apprentice must be between 16 and 18 years old (or 15 years old if the apprentice's 16th birthday is between the last Friday of June and 31st August). If the apprentice is between the ages of 19 and 24, then he or she must also meet at least one the following criteria:

- Has an education, health and care plan provided by the local authority
- Has been in the care of the local authority



HOW DO I RECRUIT AN APPRENTICE OR TRAINEE?

Even though your organisation may be interested in employing an apprentice or taking on a trainee, you may not know exactly where to start looking for qualified candidates. Fortunately, the process for both is relatively simple and straightforward.

Employing an Apprentice

1. Choose an apprenticeship framework or standard for an apprenticeship in your industry and at a suitable level. You can find apprenticeship frameworks or standards [here](#).
2. Find a training organisation that offers apprenticeships for your industry. The training organisation will handle the apprentice's training, qualification and assessment. You can find training organisations [here](#).
3. Check to see whether your organisation is eligible for an apprenticeship grant. You can find a list of potential grants that your organisation may be eligible for [here](#).
4. Advertise your apprenticeship in print listings or online job boards. In addition, the training organisation that you will have partnered with will also advertise the apprenticeship through the find an apprenticeship service available on gov.uk.
5. Select your apprentice and make an apprenticeship agreement with him or her. The agreement provides details of what your organisation agrees to do for the apprentice, including the following items:
 - The length of the apprenticeship
 - The specifics about the training that you will provide the apprentice
 - The working conditions of the apprentice's forthcoming roles at your organisation
 - The qualifications that the apprentice is working toward

Taking on a Trainee

Contact the National Apprenticeship Service (NAS) to register your interest in traineeships by clicking [here](#). The NAS will be able to support you throughout the process, including how to advertise your traineeship opportunities on the government's [Find a Traineeship](#) site and identify a local training provider.

Regardless of whether you employ an apprentice or take on a trainee, you should promote your organisation's apprenticeship or traineeship programme. Promoting your programme can highlight how you are enriching your business, the industry and the economy. In addition, you may also want to enter your programme into awards and competitions in order to showcase it on a local as well as national platform.

What Things Should I Check When Hiring Apprentices or Trainees?

1. Determine eligibility.
 - a. Make sure applicants have the right to work in England, and that they will spend at least 50 per cent of their working hours in England.
2. Create a contract of employment.
 - a. At the start of the apprenticeship, you must have a signed apprenticeship agreement that confirms the individual employment arrangement between you and your apprentice. Both parties must sign the agreement. You can write your own agreement or use the government's template located [here](#).
 - b. You must also have a signed commitment statement, which sets out how you, your training provider and your apprentice will support the successful achievement of the apprenticeship.
3. Choose a training provider for the delivery of an apprenticeship training and end-point assessment.
4. Choose a type of apprenticeship—either an apprenticeship standard or an apprenticeship framework.
5. Complete an end-point assessment, which is an assessment of the knowledge, skills and behaviours that your apprentice has learnt throughout an apprenticeship standard. Your apprentice can't achieve an



HOW DO I RECRUIT AN APPRENTICE OR TRAINEE?

6. apprenticeship standard without satisfying all the requirements of the assessment plan, including the end-point assessment. Employers must select an organisation to deliver the end-point assessment from the [register of apprentice assessment organisations](#) and agree on a price with this organisation for the end-point assessment. The government expects that the cost of an end-point assessment should not usually exceed 20 per cent of the funding band maximum.
7. Ensure certification. When apprentices successfully complete their apprenticeships, they should be awarded a certificate.

In-depth Apprenticeship Checklist

After you have decided that you would like to take on apprentice, be sure to follow this checklist to ensure that you are adequately prepared.

- Identify a job.
- Ensure you can offer 30 hours per week for at least a year.
- Match the job with one of the frameworks or standards.
- Research your funding options.
- Creating an apprenticeship
- Write a job description.
- Give some thought to salary. Can you afford more than minimum wage particularly if there is a subsidy available to you? Are you paying what the job is worth?
- Identify a staff member who can mentor the apprentice.
- Be sure the skills you want the apprentice to gain exist within your organisation and can be passed on through this scheme.
- Ensure everyone understands you will be releasing your apprentice to study during work time.
- Establish when and where the training will take place and communicate that to your team.
- Determine how the apprentice will document his or her evidence for assessment.
- Do you have equipment you can make available, such as a camera? If not talk to your training provider about alternative methods of collecting evidence.
- Give your policies a health check and update where necessary.

There is no right or wrong answer to this process, but your training provider will want to see that you will treat your apprentice as a member of your staff, subject to the same rights and opportunities as the rest of your team.

In addition to the above checklist, your organisation must confirm that your health and safety policy adequately covers any apprentices that you may take on. To ensure that your policy is suitable, it must demonstrate that you have conducted thorough risk assessments of the areas the apprentice will work in and that you will provide the apprentice with a comprehensive introduction to health and safety when he or she starts.



HOW DO I RECRUIT AN APPRENTICE OR TRAINEE?

Your policy also must support equality and diversity. In order to prove that you are committed to that policy, you must be able to demonstrate good practices across the board in terms of recruitment, environment and opportunity.

Once your organisation is sufficiently prepared to take on an apprentice, you must have a contract ready. You can use your own employment template with an addendum relating to the apprenticeship (for example, training location and time). In addition, while Disclosure and Barring Service (DBS) checks, formally known as the Criminal Records Bureau (CRB), are not a prerequisite for taking on an apprentice, completing one may be beneficial if the apprentice will spend the majority of his or her time with one individual without any other employees present.

After you have taken on an apprentice, you will be required to share and explain your management process. While your process will be unique, it must treat your apprentice like a member of your staff and, as such, is subject to the same performance measurements as everyone else. Having these policies on hand will help speed up the process and give the university assurance that you are a reliable employer.

Appendix A – Person Specification

Person Specification

Post: [Title of the available position]	Essential	Desirable
Qualifications	[Provide the education requirements necessary to hold this position. For example: GCSE grade A*-C equivalent in maths and English]	
Experience	<ul style="list-style-type: none"> • [Required knowledge or expertise 1] • [Required knowledge or expertise 2] • [Required knowledge or expertise 3] 	<ul style="list-style-type: none"> • [Supplementary knowledge or expertise 1]
General Skills	<ul style="list-style-type: none"> • [Required skill 1] • [Required skill 2] • [Required skill 3] • [Required skill 4] 	<ul style="list-style-type: none"> • [Supplementary skill 1] • [Supplementary skill 2]
Personal Qualities	<ul style="list-style-type: none"> • [Necessary quality 1] • [Necessary quality 2] • [Necessary quality 3] 	
General Description	[Provide a general description of the type of person that you are looking to hire.]	

Appendix B – Job Description

Job Description

Post title: **[Title of the position]**

Salary and grade: **[Provide the salary and grade.]**

Vacancy reference: **[Provide the name of your internal reference.]**

Responsible to: **[Who would the apprentice be responsible to]**

The Post

The post holder will be expected to **[Provide a brief description of the duties that the apprentice will be responsible for if he or she was hired.]**

Main Duties and Responsibilities

1. **[Duty or responsibility 1]**
2. **[Duty or responsibility 2]**
3. **[Duty or responsibility 3]**
4. **[Duty or responsibility 4]**
5. **[Duty or responsibility 5]**
6. **[Duty or responsibility 6]**
7. **[Duty or responsibility 7]**
8. **[Duty or responsibility 8]**
9. **[Duty or responsibility 9]**

Appendix C – Apprenticeship Vacancy Template

Vacancy template—for use when working with any employer

Vacancy Details	
Vacancy Title	[This title must accurately reflect the job description.]
Employer Name	[Provide the name of your organisation.]
Short Description of Vacancy	[Description needs to provide potential apprentices with a clear, concise summary of the nature of the role and what it involves.]
Vacancy Full Description	[The vacancy full description should clearly identify the tasks and responsibilities involved with the role.]
Weekly Wage	<ul style="list-style-type: none"> • [A minimum of £3.50 per hour for apprentices aged 16 to 18, or who are in the first year of their apprenticeships • A minimum of £5.60 per hour for apprentices aged 18 to 20 • A minimum of £7.05 per hour for apprentices aged 21 to 24 • A minimum of £7.50 per hour for apprentices aged 25 and above <p>While your organisation can pay the minimum wage, you may want to consider paying more in order to attract more candidates.]</p>
Working Week	<p>[Provide the following details:</p> <ul style="list-style-type: none"> • The working days • Times • Summary of the hours]

Future Prospects	[Provide a summary of the future prospects for the candidate once the apprenticeship has been completed.]
Wage Incentive	[Is the applicant eligible for the Apprenticeship Grant for Employers?]
Employer Description	[Provide a detailed description of your organisation, what you do, what your values are and who your target audience is.]
Two Ticks Scheme	[After setting up your organisation with a training organisation, you may also want to register for the Positive about Disabled Two Ticks scheme. If you are registered, list that here.]
Location Type	[Is the position located at one or multiple sites?]

Number of Vacancies	[List the number of vacancies for the open apprenticeship.]
Job Role (Framework)	[The framework must relate to the vacancy role description and the role title.]
Vacancy Type	[The vacancy must be one of the following three types: <ul style="list-style-type: none"> • Intermediate apprenticeship • Advanced apprenticeship • Higher apprenticeship]
Training to be Provided	[You should clearly describe the training that the apprentice will undertake and what qualifications he or she will work toward. In addition, you should state whether the apprentice will be expected to attend university or day release.]
Expected Apprenticeship Duration	[State how long the apprenticeship is expected to last.]

Skills Required	[Outline the skills that are required in order to be considered for the apprenticeship.]
Personal Qualities	[Explain what type of person you are looking for to fill the position.]
Qualifications	[List the qualifications—such as education, knowledge, experience and skills—that you would like the candidate to have.]
Reality Check	[Any other additional requirements that are specific to this particular role. This could include things such as stating that the position will require long hours in front of a computer screen or working from height.]
Important Other Information	[Use this section to mention any other information in order to illustrate either the responsibilities of the role or the type of candidate that you are looking for to fill it.]
Additional Questions	[Your organisation can use this section in order to pose potential candidates questions that you would like them to answer.]
Closing Date	[This is the final date that you will be accepting applications for the position.]
Interview Start Date	[This is the estimated date that interviews for the position will begin.]
Possible Start Date	[This is the potential start date for the position.]