

Activity 1 Complete a skills list for a real job

Find a real job advert, for example on a recruitment website, trying to choose something you would be interested in, or would apply for. Alternatively, use the sample advert provided on the next page.

Read the advert and identify what skills the employer is looking for and complete the table below.

If this information isn't clear from the advert, you could also:

- imagine you are the employer (what skills would you expect the ideal applicant to have?)
- have a look at a job profile on the Planit website (www.planitplus.net/JobProfiles/) or another careers website such as My World of Work (www.myworldofwork.co.uk/). Look for information on the actual work and the personal qualities you need for the job.

Job Title	Skills needed

Advertisement Details

Are you aged 16-24 and looking to start a career in administration within the Social Care Services?

Do you wish to become a fully qualified Administration Support Worker?

Community Health and Social Care are recruiting for Modern Apprentices to join existing Administration Support team within the Community Health and Social Care Services, across Shetland. The Modern Apprentices will learn how to provide all aspects of administration support within legislation and the council's policies and guidelines. This would include, reception duties, archiving, operation of financial systems and daily admin tasks which support service delivery. Support will be given to study in the work place and through Shetland College. This will allow the successful candidates to understand their role fully and to gain an SVQ in administration.

Modern Apprentices will work 35 hours per week Monday to Friday, however there may be occasions where we would require you to work flexibly to meet the needs of the developing services.

Working within the social care sector can bring great satisfaction for both staff and customers. So, if you are interested in working with people, have good interpersonal and communication skills, Community Health and Social Care would welcome your application.

Additional Information

- The grade of this post is A/B.
- Rate of pay shown in the advert is inclusive of Distant Islands Allowance of £1.1172 per hour.
- 2 years Modern Apprenticeships for 35.0 Hours per Week, 52.18 weeks per year.
- Preferred candidates will be required to join the Protecting Vulnerable Groups (PVG) Scheme or undergo a PVG Scheme update prior to a formal offer of employment being made.
- A relocation package does not apply to this post.
- We will pay interview expenses from within Shetland.

Once you have completed this activity and saved it to your device, remember to upload it to your [Planit portfolio](#) in the JSS Evidence section.