

Apprenticeship Vacancy Form

Lead generated by:

Employer Name	Norbain SD
Employer Description	<p>Please explain what your business does, who its customers are and what makes it a special place to work.</p> <p>Join our dynamic internal sales team of 40 as an apprentice, supporting B2B customers in the security distribution sector. You'll learn to manage accounts, drive sales, and deliver exceptional customer service while developing core business administration skills.</p>
Vacancy Title	Inside Sales Apprentice Level 3
Number of Vacancies	2
Levy or None Levy	<p>Levy <input checked="" type="checkbox"/> None Levy <input type="checkbox"/></p> <p>Has the employer been made aware of the 5% charge (95% funding for all apprenticeships for 21+ year old) if a none levy company <input type="checkbox"/></p> <p>Cost of Apprenticeship £5,000</p>
Has Employer set up Government Apprenticeship Service Account	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p><i>If no, then please advise that this must be completed</i></p>
Employer Agreement completed	<p>NB Vacancy will not be advertised on NAS until the employer has granted B&FC recruitment permissions, and has signed the Education and Skills Funding apprenticeship agreement, on the Apprenticeship Service Account, please confirm when these has been actioned.</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
Number of Employees currently employed	109 across 3 sites
Employer Address & Postcode	<p>Norbain SD Faraday Court Blackpool Technology Park Faraday Way, Blackpool, FY2 OJH</p>
Contact Name	Karen Wilson
Contact Number	07976 947697
Email Address	karen.wilson@norbain.com
Website Address	Norbain.com

Agreed length of time for vacancy to be advertised	2-4 weeks is normal
Closing Date	
Interview Date	TBC
Possible Start Date	1 December 2025
Hourly Rate	Please refer to the link for current National Minimum Wage for an Apprentice. https://www.gov.uk/become-apprentice/pay-and-conditions £19K per annum
Hours per week	Please confirm business days/hours e.g. Monday – Friday 9:00am – 5:00pm (Minimum 30 hours per week - Maximum 40 hours per week) Monday – Thursday 9-5.30pm 1 hr lunch Friday 9-5pm 1 hr lunch Lunch is on a rota 12-1 or 1-2
Vacancy Short Description	<i>(The short description is read by Candidates when they view the initial search results. It should give enough detail to either entice the Candidate to read more (the full description) or know that this vacancy was not what they were looking for.)</i> Trainee sales account executive working in distribution B2B of security products Working in a fast paced environment. You'll learn to manage accounts, drive sales, and deliver exceptional customer service while developing core business administration skills.
Vacancy Full Description	<i>(The vacancy full description should be representative of what the role will involve and cover as many aspects of it as possible. It should clearly identify the key responsibilities of the role and the day-to-day tasks and duties of the role.)</i> See attached
Skills Required	<ul style="list-style-type: none"> • Passionate about sales and customer success. • Self-motivated and able to work independently. • High influencer with strong communication skills. • Energetic, adaptable, and resilient. • Organised and committed to continuous learning. • Dedicated to achieving and exceeding targets.

Personal Qualities	<p><i>(This should identify the key personal qualities required for the role. These must be relevant to the level of the role and be appropriate to comply with anti-discrimination law.)</i></p> <p>Customer focused mindset, strong communicator, proactive and self-motivated, resilient and adaptable, organised and detail oriented, tech savvy, team player.</p>
Key Words for vacancy advert	<p><i>Key words the Employer would like us to use in any advertising for the vacancy to secure the right candidate.</i></p> <ul style="list-style-type: none">• Apprenticeship Opportunity, Level 3 Business Administrator• Sales Apprentice, Career Development• Structured Training Programme, On-the-Job Learning• Professional Growth• Inside Sales, B2B Sales, Account Management• Customer Success, Pipeline Development• Value-Based Selling, Sales Targets• CRM Management, Quote Follow-Up• Telesales• Microsoft Office Suite , excel,• Supportive Team Environment• Experienced Sales Mentors• Coaching & Guidance• Dynamic Sales Team• Motivated & Driven• Strong Communicator• Customer-Focused• Resilient & Adaptable• Organised & Reliable• Eager to Learn• Office based

Qualifications Required <i>(Please tick or highlight)</i>	<p>Candidates must meet the entry requirements as per the Apprenticeship Standard <i>(Please refer to Validation documentation and IFATE details. If appropriate liaise with appropriate PL / CM for programme.)</i></p> <p>Level 2 a minimum of English and maths grades A*-D (9-3) (or equivalent) are desirable OR willingness to complete Functional Skills Level 1/2 which are a requirement to have or to achieve before EPA Gateway.</p> <p>Level 3 a minimum of English and maths grades A*- C (9-4) (or equivalent) are desirable OR willingness to complete Functional Skills Level 2 are a requirement to have or to achieve before EPA Gateway.</p> <p>Other, please state: The candidate will need to complete a GIA/ PPA assessment and meet the company requirements for an interview to be offered.</p>
Future Prospects	<p><i>(It is recommended that providers complete this section so that candidates can see what prospects there are for progression. Prospects should be specific and directly related to the job role. Good prospects can make the vacancy more attractive to candidates.)</i></p> <p>Norbain SD is a privately owned company part of Newbury Investments. The successful candidate will have the opportunity to progress and fulfil their full potential.</p>
For Blackpool and The Fylde College Staff to Complete	
Type	Level 2 Intermediate <input type="checkbox"/> Level 3 Advanced <input checked="" type="checkbox"/> Level 4 Higher Apprenticeship <input type="checkbox"/>
Standard	Name: Business Administrator
Expected Duration	<i>(Minimum length of stay is 372 days)</i> Standard Duration: 15 months (plus 3 months for EPA)
Qualification/ Standard explained	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Copy Emailed to Employer	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Declaration: I confirm that the information given is an accurate account of conversation between employer and myself.

Signed:

Date: