

APPRENTICESHIP VACANCY SERVICE (AVS)



Llywodraeth Cymru
Welsh Government

HOW TO USE THE

MANAGE APPRENTICESHIPS

DASHBOARD

Mae'r ddogfen yma hefyd ar gael yn y Gymraeg.
This document is also available in Welsh.

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Cronfa Gymdeithasol Ewrop
European Social Fund

WELSH GOVERNMENT

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INTRODUCTION

This document is a guide on how to use the Manage Apprenticeships dashboard.

The Manage Apprenticeships dashboard is where apprenticeship providers and employers can enter the details of their apprenticeship vacancies to be listed on the Find an apprenticeship service.

IMPORTANT NOTE:- Employers

All apprenticeship vacancies being entered onto the Find an apprenticeship service must be uploaded in both Welsh and English

Employers can arrange their own translation, or if you do not have access to translation services, and are a business, then you can take advantage of Helo Blod's free translation and text checking service.

Helo Blod can translate up to 500 words into Welsh per month for your business, completely free of charge.

The Helo Blod service is for Employers only

Helo Blod is a fast and friendly Welsh translation and advice service available to businesses and voluntary organisations. All you need to do is register with Sign On Cymru (or simply sign in if you already have an account) and once you're signed up, just upload your apprenticeship vacancy for translation or text checking.

For more information visit: gov.wales/HeloBlod

IMPORTANT NOTE:- Training Providers

The Helo Blod service is for Employers only

If you do not have internal translation facilities or contracts you can find a recognised translator via Cymdeithas Cyfieithwyr Cymru (association of Welsh translators and interpreters) who have a list of English/Welsh translators on their website.

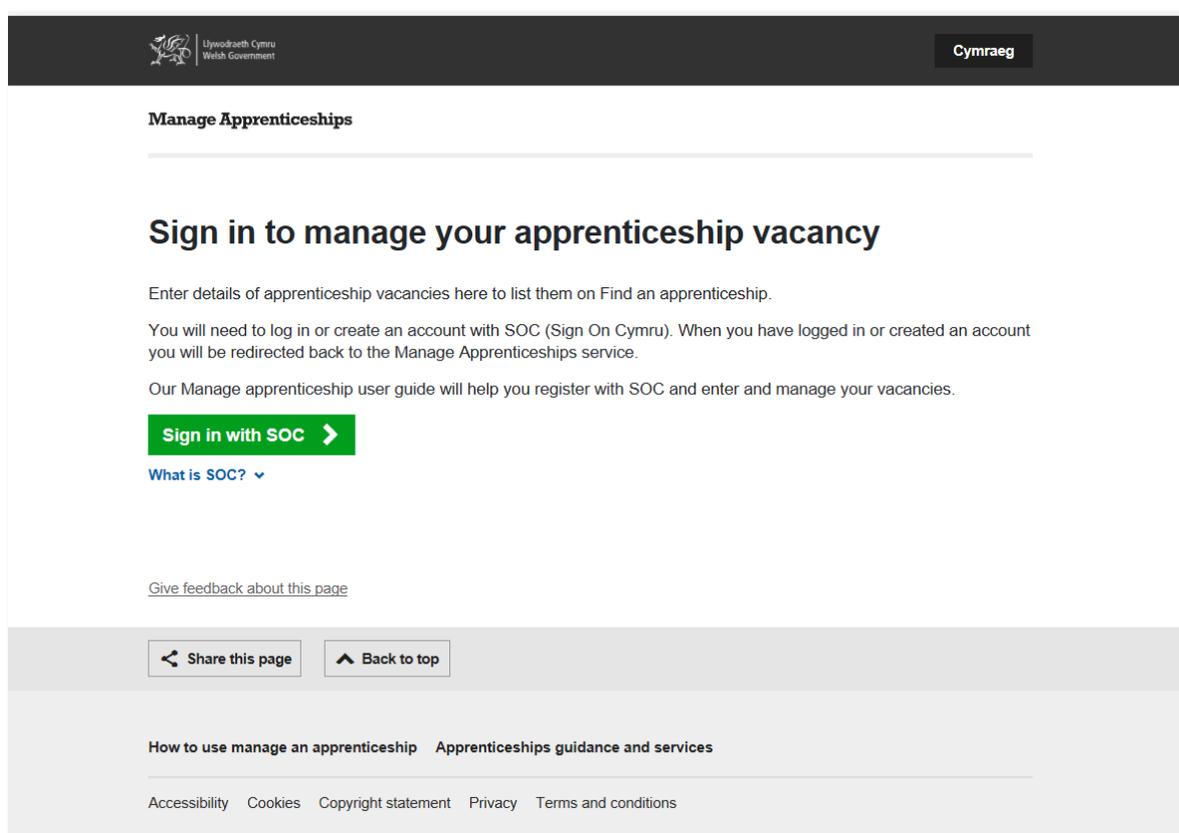
For more information visit: www.cyfieithwyr.cymru/Find-a-translator

FIRST TIME USE

LOGGING IN/SIGNING UP

When visiting the website, you will be asked to sign in with SOC. SOC is Welsh Government's single-sign-on service "Sign On Cymru". If you have already created a SOC account for another service, then you can use the same account for Manage Apprenticeships. If not, you can create one to use on Manage Apprenticeships and other Welsh Government services.

Whether you have an existing account or not, click the green "Sign in with SOC" button to get started. This will redirect you to the SOC login/sign up page



Once you have logged in or created an account you will be automatically redirected back to the Manage Apprenticeships dashboard.

SIGNING IN WITH SOC – NEW USER

- Click the green "Sign in with SOC" button to get started. This will redirect you to the SOC login/sign up page.
- Click on the "Don't have an account? "Sign up now" link

Sign On Cymru

Mewngofnodi / Login

Cyfeiriad ebost / Email Address

Cyfeiriad ebost / Email Address

Cyfrinair / Password [Wedi anghofio'ch cyfrinair? / Forgot your password?](#)

Cyfrinair / Password

Mewngofnodi / Sign in

Heb gyfrif? / Don't have an account? - - - **Creu cyfrif nawr / Sign up now**

- Enter the email address which you wish to use to register on Manage Apprenticeships.

Cofrestru / Sign up

Mae cofrestru gyda Sign On Cymru yn eich galluogi i gael mynediad i wasanaethau amrywiol Llywodraeth Cymru, ac mae ond yn cymryd 5 munud.

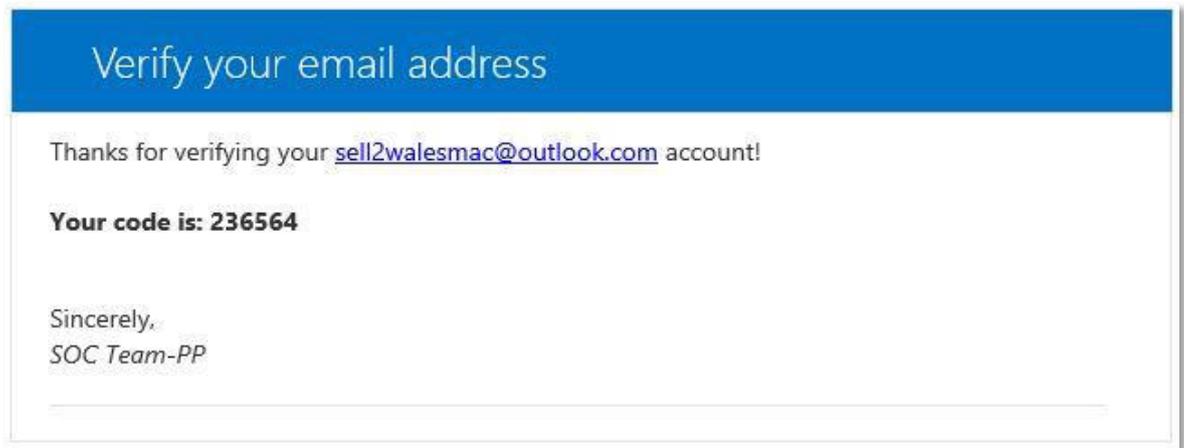
Registering with Sign On Cymru enables you to access various Welsh Government services, and it only takes 5 minutes.

Cyfeiriad ebost / Email Address

Sell2walesmac+1@outlook.com

Anfon cod dilysu / Send verification code

- Click Send verification code
- A verification code will be sent to the email address you entered



- Enter the received code in the verification code field on the SOC form

A form for entering a verification code. It has a dark grey background. At the top, there is text in Welsh and English: "Mae cod dilysu wedi'i anfon i'ch blwch derbyn i chi ei gopïo i'r blwch isod. / Verification code has been sent to your inbox. Please copy it to the input box below." Below this is the label "Cyfeiriad ebost / Email Address" and an input field containing "Sell2walesmac+1@outlook.com". Below that is the label "Cod dilysu / Verification code" and an input field containing "Cod dilysu / Verification code". At the bottom, there are two red buttons: "Gwiriw'r Cod / Verify code" and "Anfon Cod newydd / Send new code".

- Click Verify code
- Enter your new password and confirm this in the second field

A form for entering a new password. It has a dark grey background. At the top, there is the label "Cyfrinair newydd / New Password" and an input field with a masked password "*****". Below that is the label "Cadarnhau cyfrinair newydd / Confirm New Password" and another input field with a masked password "*****". At the bottom, there are two red buttons: "Creu / Create" and "Canslo / Cancel".

- Click Create, you will be transferred to the Manage Apprenticeships profile page, this may take several seconds.

Apprenticeship Vacancy Service (AVS)

How to use the Manage Apprenticeships dashboard – V1.4

- Please complete all mandatory fields and save, you will then be transferred to the Manage Apprenticeships service account screen.

If you fail to complete and save the Manage Apprenticeships profile within 24 hours of signing up, your “Sign on Cymru” registration will be deleted and you must register on SOC again.

SIGNING IN WITH SOC – EXISTING USER

Existing SOC users – if you already have a SOC account with one of the Business Wales digital services such as BOSS ,Stakeholder Register, you will be able to log into the Manage Apprenticeships dashboard SOC as long as your accounts share the same email address.

- Click the green “Sign in with SOC” button to get started. This will redirect you to the SOC login/sign up page.
- Enter your existing SOC details, Click Sign in.
- You will be transferred to the Manage Apprenticeships profile page, this may take several seconds. The profile tabs will be partially completed with your existing SOC account information.
- Please complete all mandatory fields and save, you will then be transferred to the Manage Apprenticeships account screen.

Once you have registered on SOC you will have access to other information and services including the free “Helo Blod” Welsh translation service.

Helo Blod offers a free translation and text checking service for employers and can translate up to 500 words into Welsh per month for your business, completely free of charge.

This can be accessed by clicking ‘Business Wales’ within the Connect with us section at the bottom of the page, then click the ‘More’ button in top right corner of the page, and select ‘Helo Blod’ from the dropdown list

Apprenticeship Vacancy Service (AVS) How to use the Manage Apprenticeships dashboard – V1.4

Cyfeiriad ebost / Email Address

Cyfrinair / Password Wedi anghofio'ch cyfrinair? / Forgot your password?

Mewngofnodi / Sign in

Heb gyfrif? / Don't have an account? ---> Creu cyfrif nawr / Sign up now

Cysylltwch â ni / Connect with us

- [Busnes Cymru / Business Wales](#)
- [Llywodraeth Cymru / Welsh Government](#)

Tanysgrifio i ebost / Newsletter subscribe

Tanysgrifwch i dderbyn e-gylchlythr
Subscribe to our email newsletter

Tanysgrifio / Subscribe

Llinell gymorth / Helpline

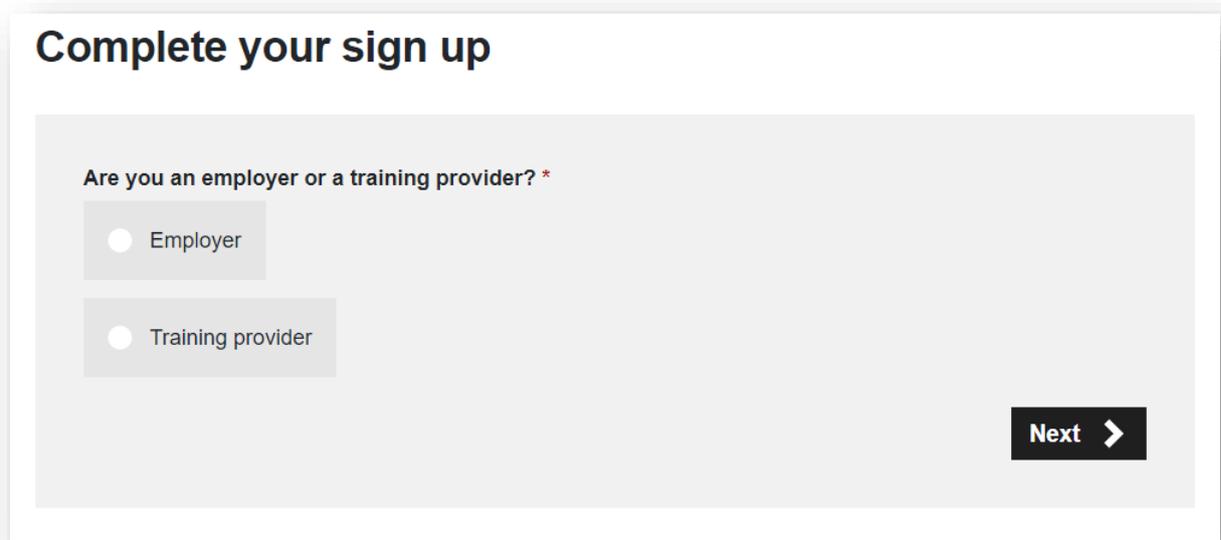
03000 6 03000

Amdanom ni | Hygyrchedd | Cysylltwch â ni | Hawffraint | Preifatwydd | Telerau ac amodau | Datganiad Iaith Gymraeg

Or alternatively you can select this link: gov.wales/HeloBlod

CREATE ACCOUNT

Once you have logged in via SOC, you will be required to associate your account with either a training provider or an employer before you can access the Manage Apprenticeships dashboard and create new vacancies.



Complete your sign up

Are you an employer or a training provider? *

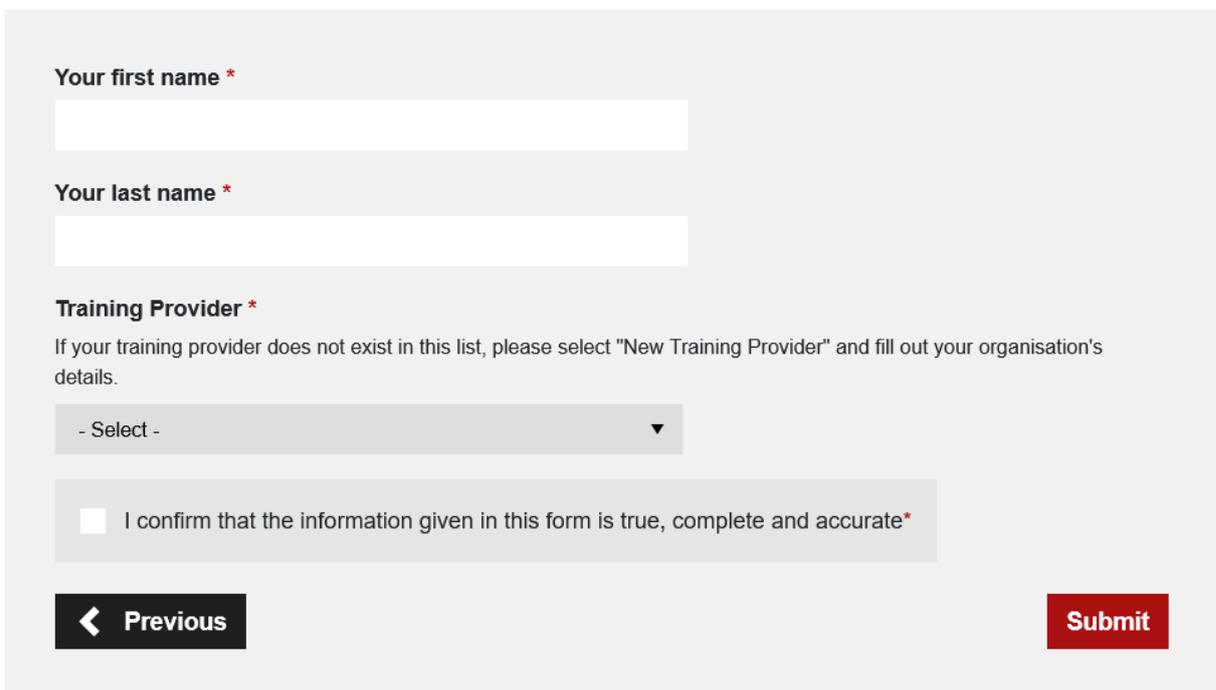
Employer

Training provider

Next >

After clicking next you will be presented with another form so that you can either register with an existing organisation or create a new one.

Training provider details



Your first name *

Your last name *

Training Provider *

If your training provider does not exist in this list, please select "New Training Provider" and fill out your organisation's details.

- Select - ▼

I confirm that the information given in this form is true, complete and accurate*

< Previous **Submit**

JOINING AN EXISTING ORGANISATION

For both training provider and employer, you will be presented with a select list of available organisations. If your organisation exists in this list, simply select it and proceed. We will have information stored so you will not be prompted to enter your organisations information again.

REGISTERING A NEW ORGANISATION

If your organisation does not exist in the list provided, please select the option, “New Training Provider” if you are a training provider, or “New Employer” if you are an employer. This option can be found at the bottom of the select list.

When selected, the form will present new fields for you to register your organisation with the Manage Apprenticeships site.

Training provider details

Your first name *

Your last name *

Training Provider *

If your training provider does not exist in this list, please select "New Training Provider" and fill out your organisation's details.

New Training Provider ▼

Training provider name *

Training Provider Email *

Training Provider Phone *

Training Provider Website *

Training Provider Address

Postal code *

Find address **Manual Entry**

I confirm that the information given in this form is true, complete and accurate*

← Previous **Submit**

APPROVAL

Registration Pending

Your request will now be verified and when complete you will receive confirmation to the email address provided. This can take between 12 to 24 hours to come through.

If you have not received a response after 24 hours, please contact AVS-Enquiries@gov.wales

Upon submitting the form, your account will be placed in a registration pending state while we verify your account. We will need to check the information provided and ensure that you belong to the organisation you have registered with. Once we have approved your account you will receive a confirmation e-mail and you will then be able to access the Manage Apprenticeships dashboard.

If your registration has been rejected, you will receive an e-mail containing the reason has have not approved your account.

EDIT ACCOUNT

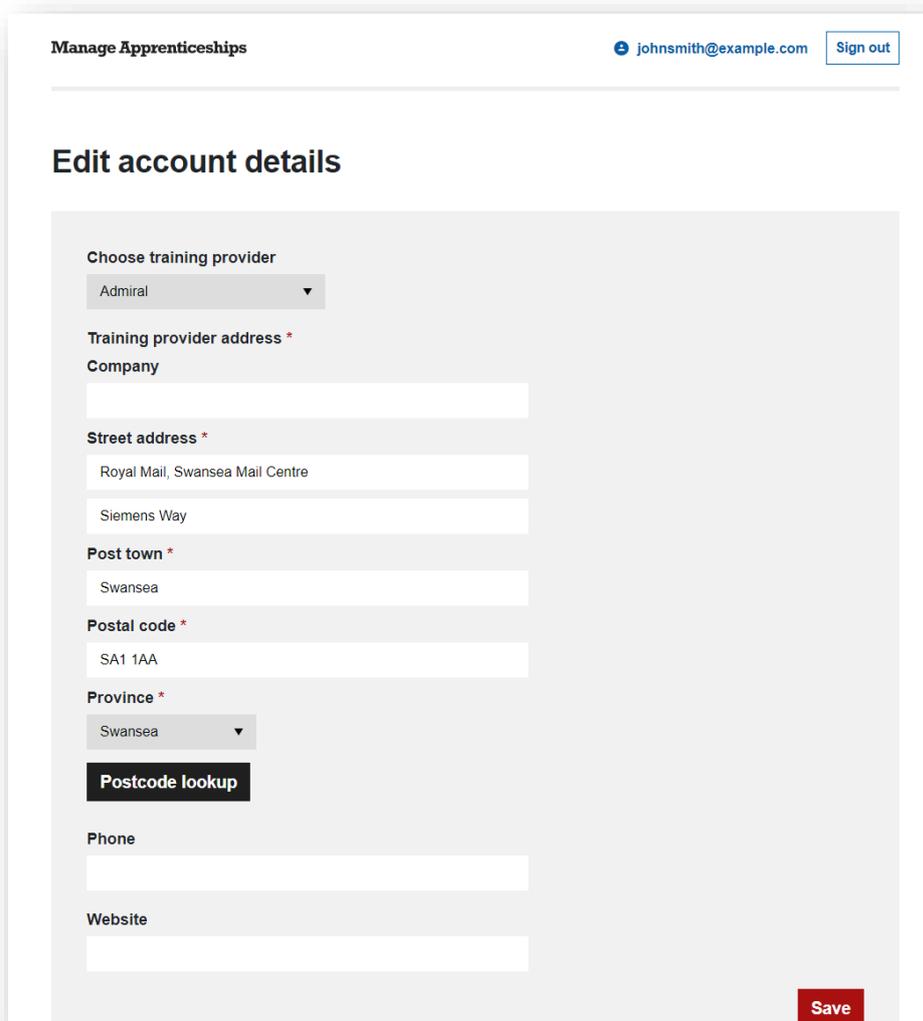
To edit the account details you entered on first sign up, you can click your username/email in the top right hand corner at any time to visit the edit account page.

Manage Apprenticeships

 johnsmith@example.com

Sign out

Manage Apprenticeships: Example Employer



Manage Apprenticeships

 johnsmith@example.com [Sign out](#)

Edit account details

Choose training provider

Admiral

Training provider address *

Company

Street address *

Royal Mail, Swansea Mail Centre

Siemens Way

Post town *

Swansea

Postal code *

SA1 1AA

Province *

Swansea

Postcode lookup

Phone

Website

Save

VACANCIES

Once your account has been approved you can now create vacancies in the Manage Apprenticeships dashboard.

Logging into the service or clicking the “Manage Apprenticeships” logo in the top left corner will show you your Manage Apprenticeships dashboard where all your live, in moderation and ended vacancies will be visible once you have some. From here you can also click the blue “New vacancy” button to start creating a new vacancy.

By registering with your organisation, you are also able to manage vacancies that have been posted by other members of your organisation, by checking the box, “Show all vacancies for your organisation”.

Manage Apprenticeships

 johnsmith@example.com

Sign out

Manage Apprenticeships: Example Employer

New vacancy

Showing vacancies created by you

Show all vacancies in your organisation

Sort by

Vacancy name ▼

You have no live or in moderation vacancies

CREATE VACANCY

IMPORTANT NOTE: Employers

All apprenticeship vacancies being entered onto the Find an apprenticeship service must be uploaded in both Welsh and English

Employers can arrange their own translation or sign in and register to use the Helo Blod's free translation and text checking service.

For more information visit: gov.wales/HeloBlod

You will need to allow 2 working days for translations which should be built into your timeframe for uploading your apprenticeship vacancies.

Both the Welsh and English versions of your apprenticeship vacancy will need to be uploaded onto your Manage apprenticeship dashboard.

IMPORTANT NOTE:- Training Providers

The Helo Blod service is for Employers only

If you do not have internal translation facilities or contracts you can find a recognised translator via Cymdeithas Cyfieithwyr Cymru (association of Welsh translators and interpreters) who have a list of English/Welsh translators on their website.

For more information visit: www.cyfieithwyr.cymru/Find-a-translator

To add a new vacancy – to eventually be displayed on the Find an Apprenticeship service – start by clicking the blue “New vacancy” button on your Manage Apprenticeships dashboard.

Manage Apprenticeships: Example Employer

[New vacancy](#)



Showing vacancies created by you

Show all vacancies in your organisation

Sort by

Vacancy name ▼

You have no live or in moderation vacancies

This will now present you with a multi-page form where you will be required to fill out the relevant information for the apprenticeship vacancy. Both the English and the Welsh must be filled on out on this one form in order to submit the vacancy.

Apprenticeship Vacancy Service (AVS)

How to use the Manage Apprenticeships dashboard – V1.4

Create new vacancy

1 of 3

Vacancy details

Vacancy name *

Vacancy name (Welsh) *

Apprenticeship level *

- Select -

Number of vacancies *

Sector *

- Select -

Possible start date ⓘ

Day Month Year

DD MM YYYY

Closing date of listing *

Day Month Year

DD MM YYYY

Hours per week *

16-30 hours per week

31-40 hours per week

Over 41 hours per week

Pay *

For example the salary may be an **annual value** of £15,000 per annum

Annual value

Monthly value

National minimum wage

Apprenticeship rates

Other

Disability confident ⓘ *

Yes

No

Daily duties *

Daily duties (Welsh) *

Save as draft 

Save and continue 

Fields with a red asterisk (*) next to their label are required.

Qualifications required *

Any field without this red asterisk can be left empty if not relevant to the vacancy being created.

The following fields have been included in the vacancy form;

- Vacancy name
- Apprenticeship level
- Number of vacancies
- Sector
- Possible start date
- Closing date of listing
- Hours of work
- Pay
- Pay details
- Disability confident
- Daily duties
- Desirable personal qualities of apprentice
- Additional information
- Qualifications required
- Welsh language requirements
- Employer name & address
- Employer logo
- **Training provider name***
- Training provider course
- Interview arrangements
- Additional instructions

*A mandatory drop down has been included within the advert that will mean an employer has to select a training provider before being able to proceed or select 'no training provider' or 'Other'.

A notification email will be sent to the training provider when chosen. E.g. If an employer is loading a vacancy and confirms that they are working with ALS Training by using the drop down list, an email will automatically be generated to ALS Training to provide a notification that the employer has selected them.

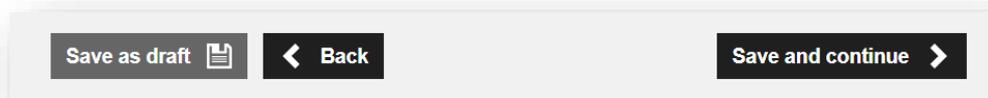
If the option 'New employer with no provider' or 'Other' and sub-contractor name is entered, then this will be picked up as part of the Moderation process, and Apprenticeship Vacancy Team will be in contact with the lead provider.

Apprenticeship Vacancy Service (AVS)

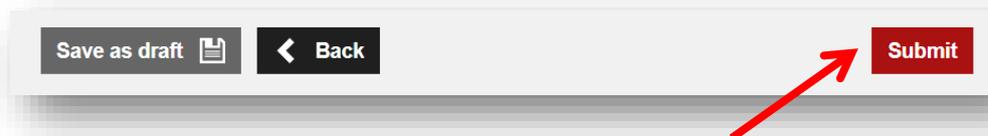
How to use the Manage Apprenticeships dashboard – V1.4

- 'New employer with no provider' selected – Employer has not registered with a provider and will need to be contacted.
- 'Other' selected - the lead provider will need to confirm that the sub-contractor included in the advert is correct.

After filling out information on each page of the form, scroll to the bottom of the page and click the black "Save and continue" button to continue to the next page, "back" to return to the previous page, or "Save as draft" to save this vacancy and complete it later. The "Save and continue" button will also save all the information entered from the previous pages, allowing you to leave and come back later.



Once you reach the last page of the form, you will be able to click the red "submit" button to submit your vacancy for moderation.

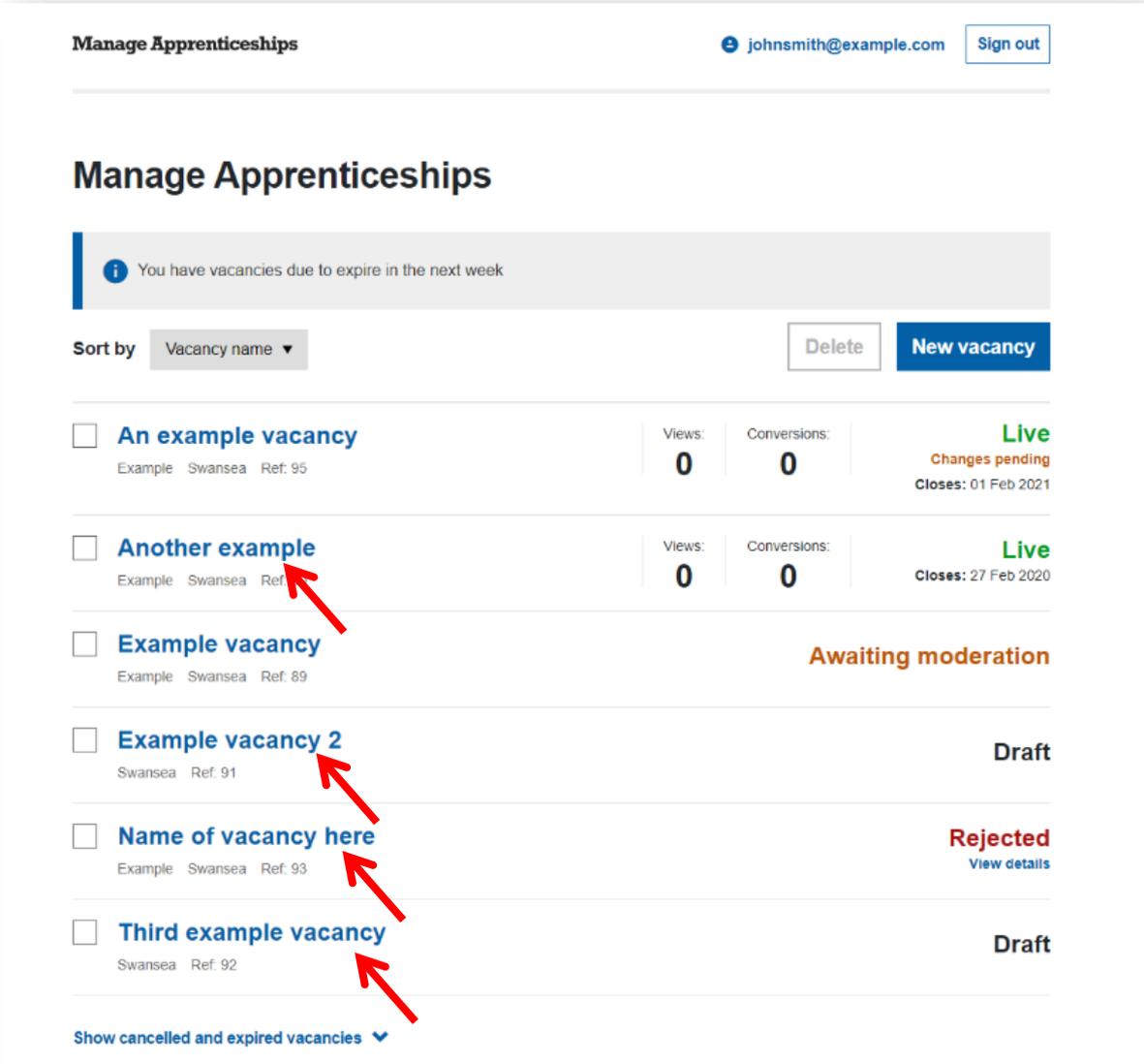


Once submitted you will receive a notification email informing you that your vacancy has been received and is awaiting moderation.

EDIT VACANCY

A vacancy can only be edited if it is currently live, draft or rejected. A vacancy cannot be edited if it is already in moderation, rejected with changes pending, live with changes pending, cancelled or expired. You can read more about **moderation states** later in this document.

To start editing a live, draft or rejected vacancy, click its blue title on the Manage Apprenticeships dashboard.



The screenshot shows the 'Manage Apprenticeships' dashboard. At the top, it displays the user's email 'johnsmith@example.com' and a 'Sign out' button. Below the header, there is a notification: 'You have vacancies due to expire in the next week'. The dashboard includes a 'Sort by' dropdown set to 'Vacancy name', a 'Delete' button, and a 'New vacancy' button. A table lists several vacancies with their respective details and status:

Checkbox	Vacancy Name	Example	Swansea	Ref.	Views	Conversions	Status	Additional Info
<input type="checkbox"/>	An example vacancy	Example	Swansea	Ref: 95	0	0	Live	Changes pending Closes: 01 Feb 2021
<input type="checkbox"/>	Another example	Example	Swansea	Ref: 94	0	0	Live	Closes: 27 Feb 2020
<input type="checkbox"/>	Example vacancy	Example	Swansea	Ref: 89			Awaiting moderation	
<input type="checkbox"/>	Example vacancy 2	Swansea		Ref: 91			Draft	
<input type="checkbox"/>	Name of vacancy here	Example	Swansea	Ref: 93			Rejected	View details
<input type="checkbox"/>	Third example vacancy	Swansea		Ref: 92			Draft	

At the bottom of the table, there is a link: 'Show cancelled and expired vacancies' with a dropdown arrow. Red arrows in the image point to the blue titles of 'Another example', 'Example vacancy 2', 'Name of vacancy here', and 'Third example vacancy'.

This will take you to a multi-page form similar to the already completed “new vacancy” form, but with all the previous entered information already filled out. You can step through the pages of this form like before and change only the fields which require editing. If this vacancy is in draft or rejected you will still be able to save it in draft without completing all fields, however **you cannot save a partially completed edit**

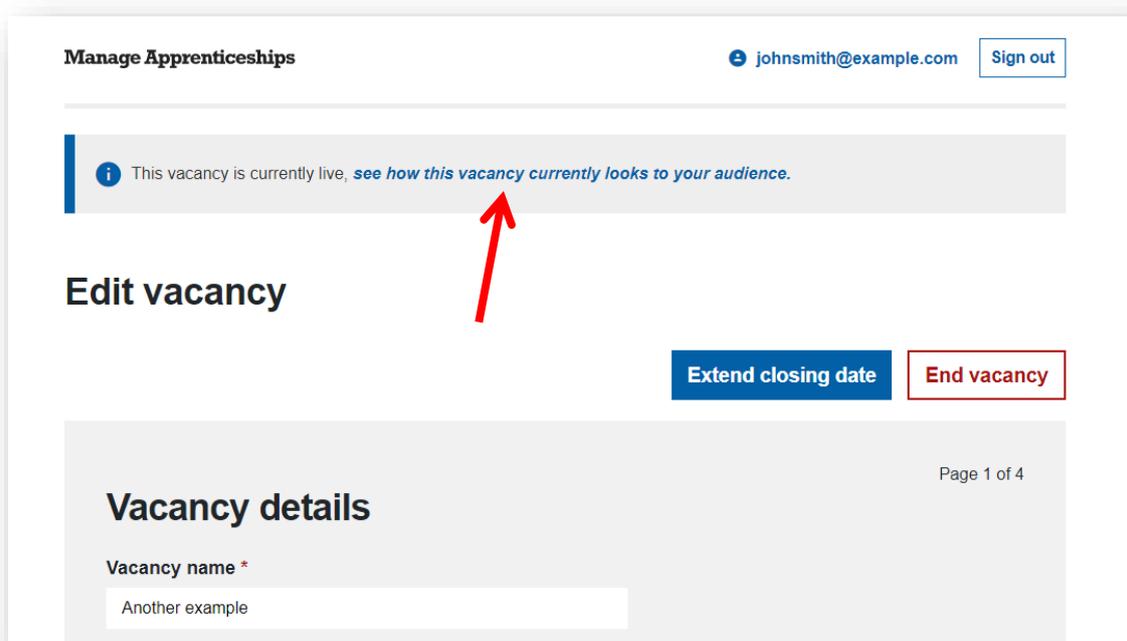
Apprenticeship Vacancy Service (AVS)

How to use the Manage Apprenticeships dashboard – V1.4

to a live vacancy. Any changes required to an already live vacancy will require you to move through all pages of the form and click the red “submit” button.

Any submitted edit to a live, draft or rejected vacancy will submit it to be moderated again as detailed above.

From the edit page of a live vacancy you can click the “see how this vacancy currently looks to your audience” link in the information banner to visit your vacancy on the Find an Apprenticeship service.



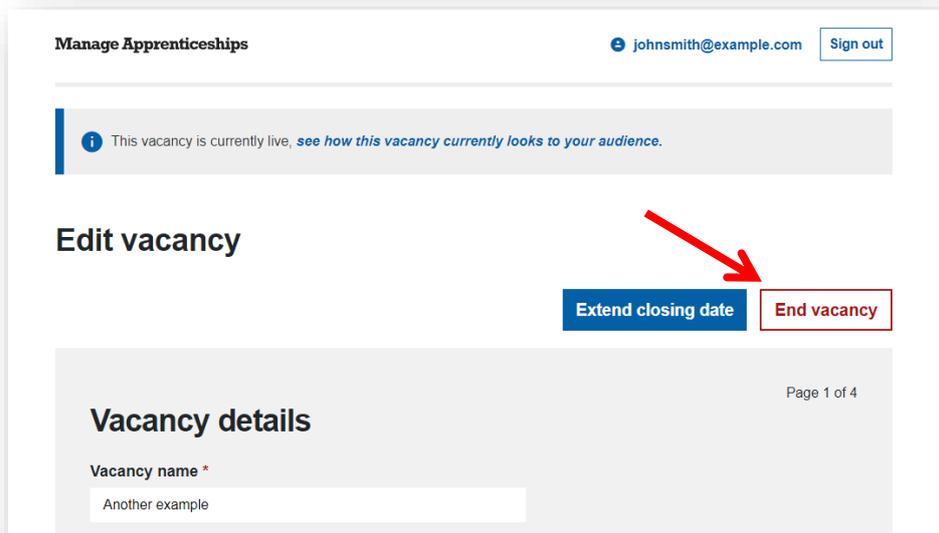
The screenshot displays the 'Manage Apprenticeships' dashboard. At the top right, the user is logged in as 'johnsmith@example.com' with a 'Sign out' button. Below the header, an information banner contains a message: 'This vacancy is currently live, [see how this vacancy currently looks to your audience](#).' A red arrow points to this link. The main heading is 'Edit vacancy'. To the right of this heading are two buttons: 'Extend closing date' (blue) and 'End vacancy' (red). Below this is a 'Vacancy details' section with a form field for 'Vacancy name *' containing the text 'Another example'. The page number 'Page 1 of 4' is visible in the bottom right corner of the details section.

Apprenticeship Vacancy Service (AVS)

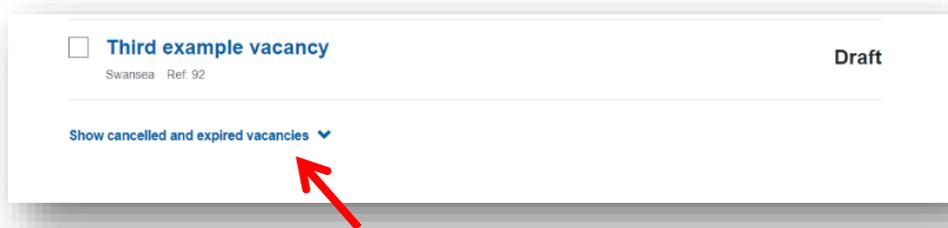
How to use the Manage Apprenticeships dashboard – V1.4

END VACANCY

To end a vacancy, it must first be live. Click on the vacancy's title as with editing a vacancy. Once on this page you will notice two buttons at the top right – click the red “end vacancy” button. This will then confirm you are sure, and if you confirm the vacancy will be ended.

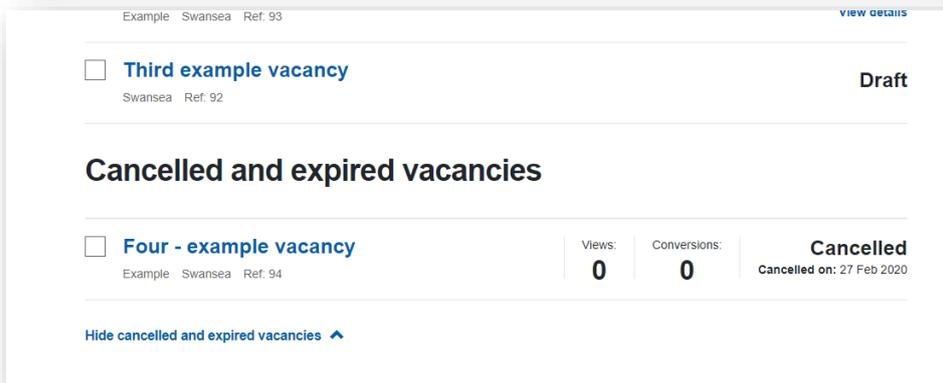


Ending a vacancy will remove it from the Find an Apprenticeship service, however you can still access it to see its history from the Manage Apprenticeships dashboard. At the bottom of the dashboard is an option to “show cancelled and expired vacancies”. Click this to view your expired and cancelled vacancies if you have any.



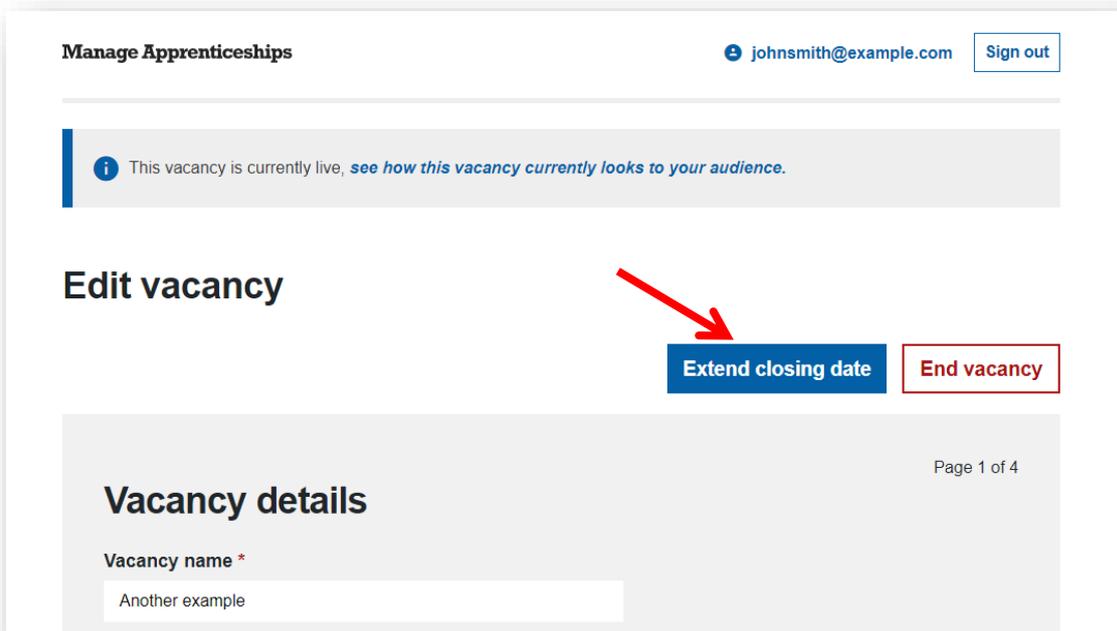
Apprenticeship Vacancy Service (AVS)

How to use the Manage Apprenticeships dashboard – V1.4



EXTEND VACANCY

To extend a vacancy, it must first be live. Click on the vacancy's title as with editing a vacancy. Once on this page you will notice two buttons at the top right – click the blue “extend closing date” button. This will open a box where you can enter the new closing date. This new closing date will be live on the Find an Apprenticeship service immediately and will not require any moderation.



Select a new closing date for your vacancy * ✕

Day	Month	Year
<input type="text" value="DD"/>	<input type="text" value="MM"/>	<input type="text" value="YYYY"/>

DELETE VACANCY

To delete a vacancy – or multiple vacancies – click to tick the square checkbox to the left of the vacancy’s title on the dashboard. When at least 1 vacancy is ticked to be deleted, the delete button in the top right will become active. Once you are happy with the selection of vacancies to be deleted, click the delete button to delete them.

The screenshot shows the 'Manage Apprenticeships' dashboard. At the top, there is a header with the title 'Manage Apprenticeships', a user profile 'kecatov568@edusamail.net', and a 'Sign out' button. Below the header, there is a main title 'Manage Apprenticeships' and a notification bar that says 'You have vacancies due to expire in the next week'. A 'Sort by' dropdown menu is set to 'Vacancy name'. On the right side, there are two buttons: 'Delete' (highlighted with a red box and a red arrow) and 'New vacancy'. The main content area displays a list of three vacancies:

Checkbox	Vacancy Title	Views	Conversions	Status
<input checked="" type="checkbox"/>	An example vacancy Example Swansea Ref: 95	0	0	Live Changes pending Closes: 01 Feb 2021
<input checked="" type="checkbox"/>	Another example Example Swansea Ref: 90	1	0	Live Closes: 27 Feb 2020
<input type="checkbox"/>	Example vacancy Example Swansea Ref: 89			Awaiting moderation

MODERATION STATES

All entered vacancies undergo moderation by the Welsh Government Apprenticeships team. Depending which stage of this process your vacancy is in, it could be in a number of “moderation states” detailed below.

DRAFT



A draft vacancy is one which has not yet been completed or submitted for moderation. Clicking its name will allow you to continue editing the draft and either save as draft again – in which case its moderation state does not change – or submit for moderation.

AWAITING MODERATION



A vacancy awaiting moderation means all its required details have been filled out and it is currently in a queue to be moderated by the Welsh Government Apprenticeships team. A vacancy in this state can be viewed, but not edited. If edits are required, you will need to wait for the vacancy to be moderated and made live on the Find an Apprenticeship service or be rejected.

LIVE



“Live” means this vacancy is now displaying publicly on the Find an Apprenticeship service. Some key information is displayed here such as the vacancy’s location, reference number and closing date. The views and conversions are detailed further in this document’s **Dashboard** section.

Clicking on a live vacancy will allow you to make edits and submit those for moderation. There will also be a link at the top of the live vacancy to view it on the Find an Apprenticeship service.

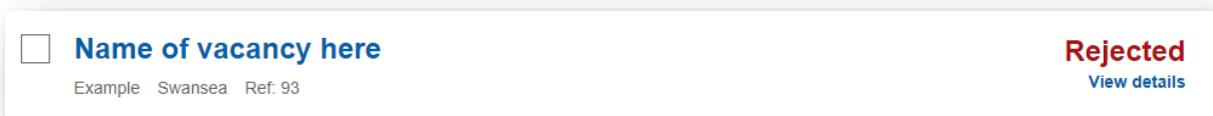
CHANGES PENDING



A screenshot of a vacancy card in the 'Changes pending' state. The card has a title 'An example vacancy' with a checkbox icon to its left. Below the title, it says 'Example Swansea Ref: 95'. To the right, there are two columns: 'Views:' with a large '0' and 'Conversions:' with a large '0'. Further right, the status is 'Live' in green, with 'Changes pending' in orange below it, and 'Closes: 01 Feb 2021' at the bottom right.

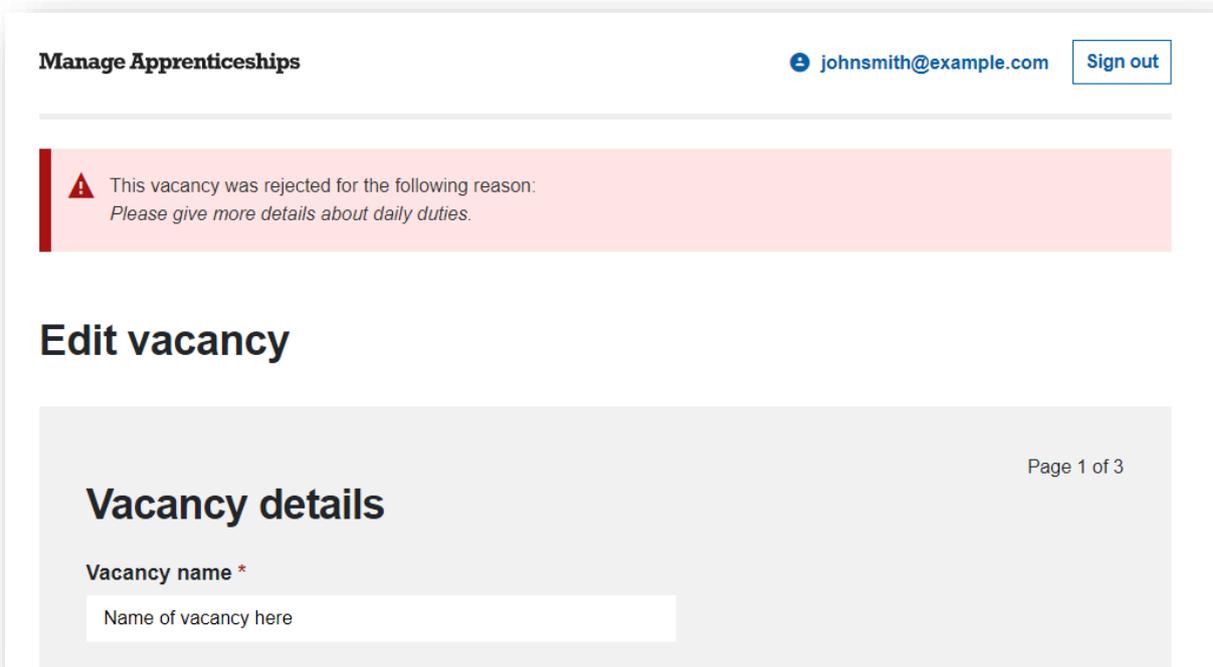
A live vacancy can also have changes pending. This state is when changes have been submitted for moderation but are not yet live. The previous live version of the vacancy will remain live and accessible on the Find an Apprenticeship service during this time.

REJECTED



A screenshot of a vacancy card in the 'Rejected' state. The card has a title 'Name of vacancy here' with a checkbox icon to its left. Below the title, it says 'Example Swansea Ref: 93'. To the right, the status is 'Rejected' in red, with a 'View details' link in blue below it.

A rejected vacancy has been reviewed by the Welsh Government Apprenticeship's team and deemed not suitable to go live on the Find an Apprenticeship service. Clicking the vacancy title or "view details" link will take you through to an editable version of the vacancy details, with the reason for rejection highlighted at the top of the page.



A screenshot of the 'Edit vacancy' page. At the top left is 'Manage Apprenticeships' and at the top right is the user 'johnsmith@example.com' with a 'Sign out' button. A red warning banner contains a triangle icon and the text: 'This vacancy was rejected for the following reason: Please give more details about daily duties.' Below this is the heading 'Edit vacancy'. At the bottom, there is a 'Vacancy details' section with a 'Page 1 of 3' indicator. The first field is 'Vacancy name *' with a text input containing 'Name of vacancy here'. The second field is 'Apprenticeship level *'.

The required amendments can then be made on this page and resubmitted for moderation.

Apprenticeship Vacancy Service (AVS) How to use the Manage Apprenticeships dashboard – V1.4

CANCELLED

<input type="checkbox"/> Four - example vacancy Example Swansea Ref: 94	Views: 0	Conversions: 0	Cancelled Cancelled on: 27 Feb 2020
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At the bottom of your Manage Apprenticeships dashboard you can scroll down to see your cancelled and expired vacancies. A cancelled vacancy is one which has been manually ended by clicking into it, pressing the “End vacancy” button in the top right corner and then confirming you are ready to cancel it.

The cancelled vacancy will display the same key details of when it was live with the addition of the date it was cancelled. You can click the title to see the latest saved information for this vacancy – this information can no longer be edited as the vacancy is now cancelled.

EXPIRED

At the bottom of your Manage Apprenticeships dashboard you can scroll down to see your cancelled and expired vacancies. An expired vacancy is one whose closing date has passed.

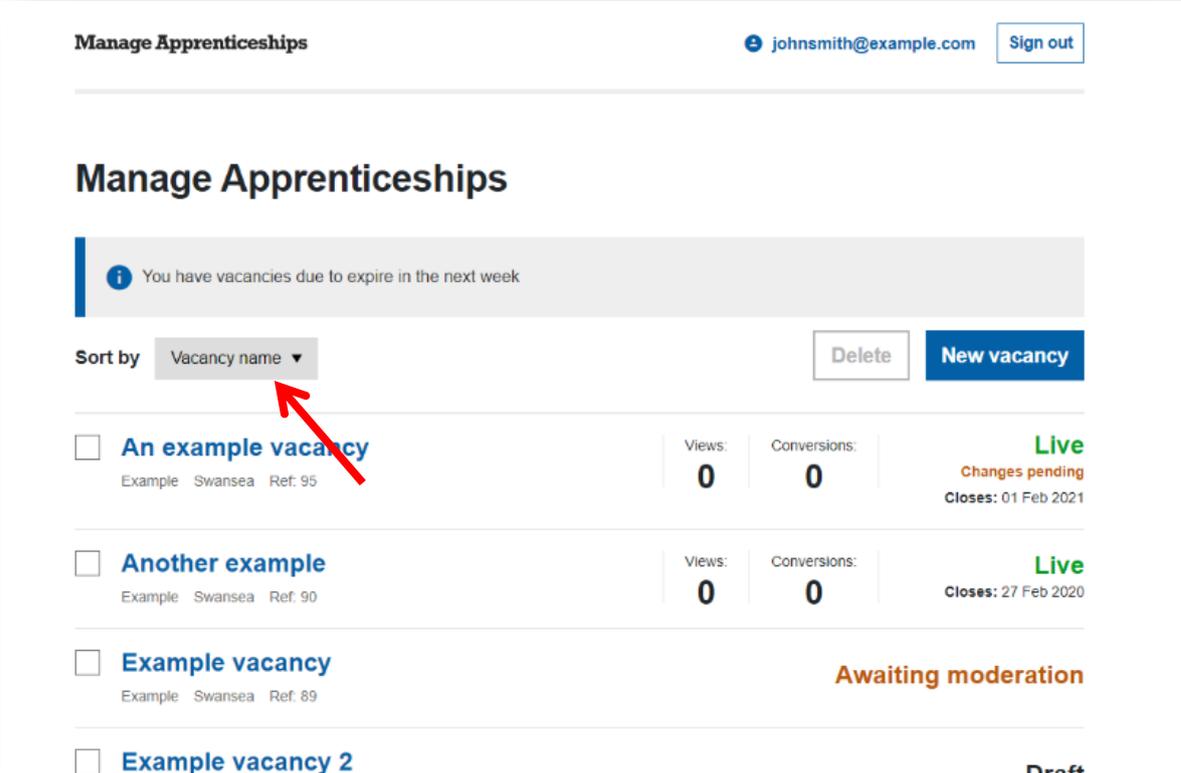
<input type="checkbox"/> Another example Example Swansea Ref: 90	Views: 1	Conversions: 0	Expired Expired on: 27 Feb 2020
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The expired vacancy will display the same key details of when it was live with the addition of the date it expired. You can click the title to see the latest saved information for this vacancy – this information can no longer be edited as the vacancy is now expired.

DASHBOARD

SORTING

If you have multiple vacancies you can click on the grey *Sort by* dropdown menu and select to either sort your vacancies alphabetically by name, or by closing date.

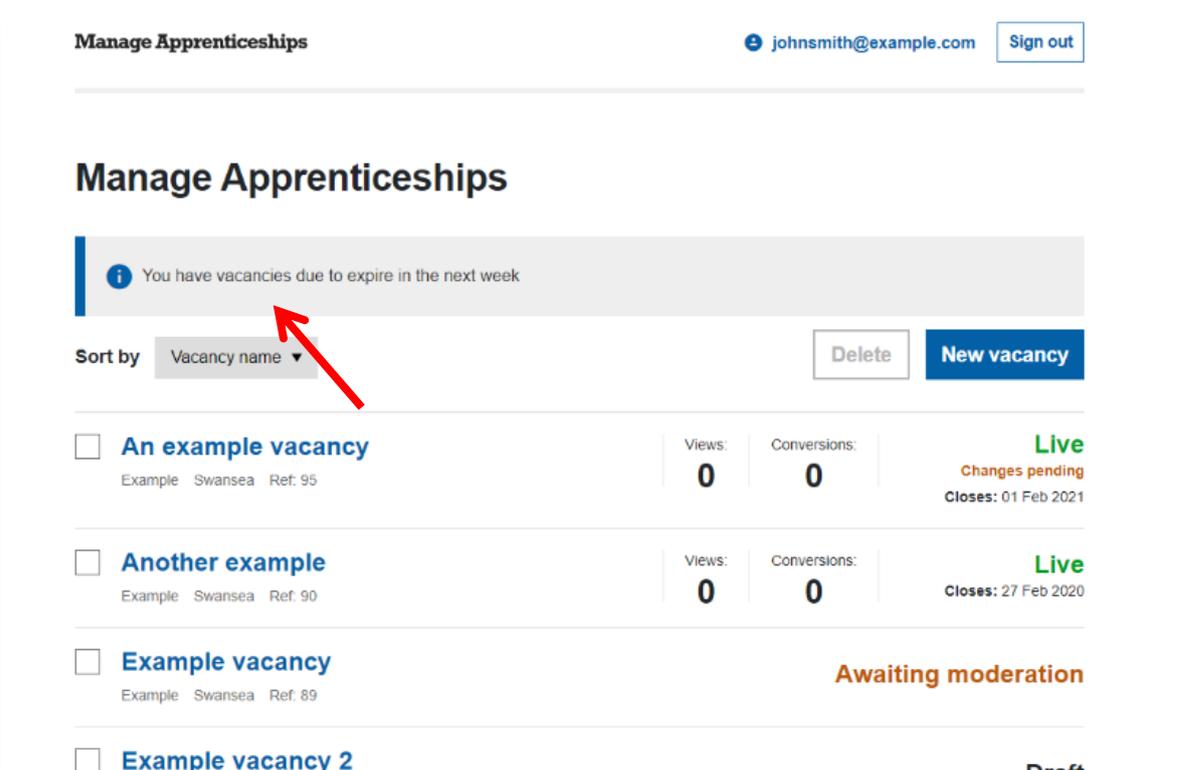


The screenshot shows the 'Manage Apprenticeships' dashboard. At the top, there is a header with the title 'Manage Apprenticeships', a user profile 'johnsmith@example.com', and a 'Sign out' button. Below the header, there is a main title 'Manage Apprenticeships' and a notification bar that says 'You have vacancies due to expire in the next week'. A 'Sort by' dropdown menu is set to 'Vacancy name', with a red arrow pointing to it. To the right of the dropdown are 'Delete' and 'New vacancy' buttons. The main content area displays a list of four vacancies, each with a checkbox, a title, a status, and a closing date.

Sort by	Vacancy name	Views	Conversions	Status	Closes
<input type="checkbox"/>	An example vacancy Example Swansea Ref: 95	0	0	Live Changes pending	01 Feb 2021
<input type="checkbox"/>	Another example Example Swansea Ref: 90	0	0	Live	27 Feb 2020
<input type="checkbox"/>	Example vacancy Example Swansea Ref: 89			Awaiting moderation	
<input type="checkbox"/>	Example vacancy 2			Draft	

EXPIRATIONS

If you have any vacancies expiring soon, a message will be displayed at the top of the dashboard notifying you of this.

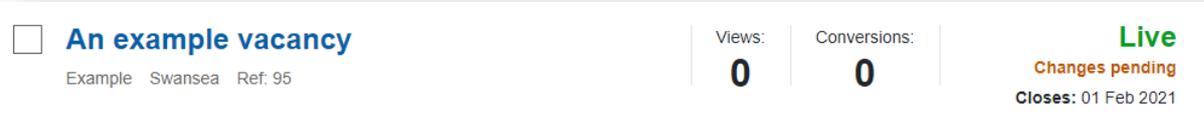


The screenshot shows the 'Manage Apprenticeships' dashboard. At the top, there is a header with the title 'Manage Apprenticeships', a user email 'johnsmith@example.com', and a 'Sign out' button. Below the header, there is a main title 'Manage Apprenticeships' and a notification bar that says 'You have vacancies due to expire in the next week'. A red arrow points to a 'Sort by' dropdown menu set to 'Vacancy name'. To the right of the sort menu are 'Delete' and 'New vacancy' buttons. Below this is a table of vacancies:

<input type="checkbox"/>	Vacancy Name	Example	Swansea	Ref.	Views	Conversions	Status	Closes
<input type="checkbox"/>	An example vacancy	Example	Swansea	Ref: 95	0	0	Live	01 Feb 2021
<input type="checkbox"/>	Another example	Example	Swansea	Ref: 90	0	0	Live	27 Feb 2020
<input type="checkbox"/>	Example vacancy	Example	Swansea	Ref: 89			Awaiting moderation	
<input type="checkbox"/>	Example vacancy 2						Draft	

VIEWS AND CONVERSIONS

Any live, or formally live, vacancy will display views and conversions statistics.



This is a close-up of a vacancy card from the dashboard. It shows the following details:

- An example vacancy**
- Example Swansea Ref: 95
- Views: 0
- Conversions: 0
- Status: **Live**
- Changes pending
- Closes: 01 Feb 2021

VIEWS

This is the number of page views the vacancy has received on the Find an Apprenticeship service.

CONVERSIONS

This is the number of people who have either clicked to apply on your website or via the supplied email address.

CANCELLED AND EXPIRED VACANCIES

Cancelled and expired vacancies appear in a separate section at the bottom of the dashboard. These are hidden by default and can be revealed by clicking “show cancelled and expired vacancies” at the bottom of the page.

Name of vacancy here Awaiting moderation
Example Swansea Ref: 93

Third example vacancy Draft
Swansea Ref: 92

[Show cancelled and expired vacancies](#) ▾

Cancelled and expired vacancies

<input type="checkbox"/>	Another example Example Swansea Ref: 90	Views: 1	Conversions: 0	Expired Expired on: 27 Feb 2020
<input type="checkbox"/>	Four - example vacancy Example Swansea Ref: 94	Views: 0	Conversions: 0	Cancelled Cancelled on: 27 Feb 2020

[Hide cancelled and expired vacancies](#) ▲

Once revealed, these can then be closed by selecting the “hide cancelled and expired vacancies” link at the bottom of the section.

GROUP ADMINISTRATION

Currently, any group administration is handled by the internal apprenticeships team. We can assist with the following administrative tasks.

- Reporting on all members of your group.
- Removing a member from your group.
- Adding an existing user to your group.
- Moving a user from a group to your group.
- Add an existing vacancy to your group.
- Remove a vacancy from your group.

If you need us to perform any of these tasks, please contact us please contact <mailto:AVS-Enquiries@gov.wales>