

Searching for Apprenticeships

A Step by Step Guide

1. Create your CV.

Its always good to have an up to date CV. This way you'll be ready to respond quickly to any vacancies you find.

Remember to tailor your CV. This means using your CV to highlight your most relevant skills and experiences for a particular apprenticeship.

2. Search for apprenticeship vacancies

There are several ways you can search for apprenticeship vacancies.....

Through a general apprenticeship or job search website.

Its good to start looking at these websites as soon as possible. Start to figure out how the website works and familiarise yourself with the type of apprenticeships that are being advertised locally.

Remember apprenticeships that are suitable for year 11s aren't normally advertised until around Easter time.

<https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch> (filter the search to your postcode)

<http://www.rochdaleapprenticeships.org/>

<https://www.getmyfirstjob.co.uk/>

<https://www.greater.jobs/> (offer a variety of job types, filter to look for apprenticeships)

<https://uk.indeed.com/> (offer a variety of job types, filter to look for apprenticeships)

Through local colleges (you apply directly to the college, usually through their website. The college will then interview you, assess if you are work ready and then try and arrange interviews with employers on your behalf).

www.hopwood.ac.uk

www.burycollege.ac.uk

www.oldham.ac.uk

www.tmc.ac.uk

Through local training providers (offer apprenticeships in the same way as colleges do. Apply directly to the training provider, usually through their website).

<http://www.rochdaletraining.co.uk/>

<https://www.nltg.co.uk/apprenticeships-in-rochdale/>

<https://www.mantralearning.co.uk/>

<https://www.gceducationandskills.ac.uk/apprenticeships/>

<https://theapprenticeacademy.co.uk/>

You can also look at individual employers to see if they are recruiting (please be aware that some companies start advertising their apprenticeships early and often have strict application closing dates). It's a good idea to start investigating who the main employers are in your local area.

3. Apply for the vacancies you have found

Use the information available in jobs adverts and application packs to get a better understanding of what the employer is looking for. Do they mention that they require specific qualifications, skills or personal qualities? Have you shown that you meet these requirements on your CV/application form?

4. Make a list of local employers

It is useful to find out about local employers and what types of jobs they have to offer. A good way to do this is by using a company's own website. You may also be able to use some of the information you find to tailor your CV and prepare for interviews.

Another way to use this information is to target specific employers and send your CV directly to them. Not all vacancies will be advertised and approaching employers directly and politely may mean that you beat the competition.

5. Travel

Consider where you will realistically be willing to travel to in order to access an apprenticeship. Giving yourself a wider range of locations could increase your chances of finding an apprenticeship. Please think carefully about this – make sure you plan your travel, the following link may be useful

<https://tfgm.com/plan-a-journey>

6. Let people know what you are looking for

Speak to family, friends and anyone you know and make them aware of what types of apprenticeships you are looking for. People will now be able to look out for opportunities on your behalf. The more people that know what you are looking for an apprenticeship, the better your chance of finding one.

7. Send CVs and covering letter to employers

Using your research from step 4 target employers you would like to work with and send them your CV with a covering letter. The covering letter should introduce you and politely enquire if there are any apprenticeship opportunities coming up. Both your CV and covering letter should be specific to the employer (remember to look for information and clues on employer websites about the type of skills, experience and personal qualities they look for in potential staff). You may need to make some change to your CV and covering letter each time you send them to a new employer.

8. Keep records!

Once you have sent a CV or completed an application form it's a good idea to make a note of this along with the date. If you speak to employers by phone or email make a note of this too, include the date, time, the name of the person you spoke to and the main details of the conversation. Some employers may ask you to phone them back at a certain time and you will need to be able to remember this. Some employers may not be able to offer an apprenticeship and you can cross them off your list.

Organising your approach will help you to target the most promising companies and ensure you avoid contacting them at inappropriate times.

9. Keep in touch

Once you have sent out a CV leave it a week or two and if you haven't heard anything contact the employer. Explain that you recently sent them your CV and you are calling to see if they have received it and are considering taking on any apprentices. This is a good opportunity to make a good impression and demonstrate your determination to an employer. Remember to record the outcome of any phone calls you make.

10. Keep trying!

Finding an apprenticeship can be hard work. You may send out 1 or 100 CVs before you find something but when you do find an apprenticeship the hard work will have been worth it. Don't give up!

11. Apply for College

There is a possibility that you may not secure an apprenticeship as quickly as you had hoped. It's advised that you secure a full time college place as backup. This will give you a guaranteed option when you leave school and the opportunity to continue developing your skills and experience. Gaining further qualifications will help to show employers how determined you are and may help you to secure a future apprenticeship. You can always continue to search and apply for apprenticeships during your time in college.

Checklist

Are you apprenticeship ready?

	Yes or No	I need more help
I have a current CV and I am confident tailoring this to specific apprenticeship vacancies		
I know how to write a covering letter that is tailored to a specific company and job role		
I have experience that is relevant to my choice of apprenticeship		
I know how to talk about my skills and experiences and I can back this up with examples		
I am confident contacting employers by phone to enquire about apprenticeship vacancies		
I am confident contacting employer by email and letter to enquire about apprenticeship vacancies		
I am confident approaching employers face to face to enquire about apprenticeship vacancies		
I can use IT to research employers and potential apprenticeship vacancies		
I can use IT to search and apply for apprenticeships		
I understand how to use social media (twitter, facebook) to network and source apprenticeships		
I have GCSEs at grade 3 and above, including English and Maths		

I am confident travelling to various locations for interviews and I know how to plan a journey		
I can attend interviews and appointments on time		
I have appropriate interview clothing		
I am knowledgeable about the industry I want to work in		

If you need more help with any of these please speak to your Career Adviser in school