How to apply?

Register and search for vacancies online

http://www.apprenticeships.gov.uk/ Visit regularly to see what's new

Register with training providers sites e.g**. www.jtltraining.com**

Apply to training providers:

- Training providers use a mix of paper and online application forms. Check out the training provider section to find out who you should be contacting for the job your interested in. Talk to a College Careers adviser/Connexions PA to get the low down.
- National training providers e.g. Construction skills & BEST receive 1000's of applications keep a record of who you have contacted and when.
- Can't make an appointment? Contact the provider to re arrange they will not chase you!
- Taken an online or paper assessment test? Contact the provider to check your score, they will only contact you if you got a pass mark that matches the criteria for your first choice NOT your second. In some cases you can re sit the test.
- An offer from a training provider does not = apprenticeship you still need to find an employer. Some training providers will help with this.

Register with large employers sites e.g. www.volkswagen-apprentice.co.uk/ Try searching on the internet to find out if the company you want to work for has a scheme.

You will need to work hard to make contact with local employers, about 60% of jobs are NEVER advertised, so you will have to seek out good opportunities.

Search out local employers you could apply to, use your local knowledge!

Talk to friends and family
Use the Yellow Pages/internet
Follow up contacts made on work experience
Read the local papers, job section and classified ads for trades
Location: Think about the job you are applying for and where it would be located so you can target your search e.g. Town Centre, Retail Park, Industrial Estate, Business Parks

Approaching Employers Directly: First impressions count, make them positive ones

You will need to be proactive to make contact with employers you could…

Send a Letter and CV
Get a parent to ring them up
Ring them up
Turn up in Person
Turn up in Person and leave a CV
Attend Careers fairs/recruitment fairs

Think about the following statements and which method of contact matches most statements!

Keen, Flexible, Polite, Presentable, you can find their work place, able to organise yourself, good communication skills, you've got initiative, determined, confident, the chance to impress, they will know how to contact you, lazy, not bothered, just another CV.

What Method will you use for success?
The hard sell! Why would an employer want to take you on? This is the part where you need to convince them you're worth it! Here are some hints:

• Tell them why you're interested in their work area (try not to choose just the obvious reasons).
• Say that you're keen to learn – employers like people who are enthusiastic!
• Do some research on the company if you can. You should have an idea about the type of work they do or the kind of things they make or sell. See if they have a website or ask around to see if family or friends can tell you.
• Tell them that you can help their business by doing jobs that will free up experienced staff as well as learning new skills at the same time.
• Say that by working your way up you'll know all about the business. If they took on an experienced person they'd still need to learn how the company works.
• Think about your core skills employers are looking for someone who is Reliable, Trustworthy, Punctual, Willing to Learn, Able to work as a member of a team, Enthusiastic…make sure you tell them all about yourself and your KEY Skills.

Keep safe! If you decide to visit different workplaces make sure you let someone know where you're going. And take care when going to building sites or factories – always go to the main reception or site office.

Top tips

You will need a good CV and covering letter

Have at least 2 trades or occupations you are willing to try for

Ask about work experience as well as jobs. Work experience shows willing and is always useful to help you in the future.

Apply early to training providers

Keep a record of who you have contacted (named contacts) what method of contact you used when- Follow up your contacts to get an answer.

Be persistent and don’t give up- Some companies recruit early, others wait until the summer before deciding

Book an appointment with a College Careers adviser to get support

Have a backup plan