

OUR TIPS FOR SUCCESS: SECURING AN APPRENTICESHIP

YORK
COLLEGE
&
UNIVERSITY
CENTRE



START THE PROCESS EARLY!

Some employers advertise early in
the year for a September start

WHERE TO FIND VACANCIES



Sign up to York College's mailing list by emailing **apprenticeships@yorkcollege.ac.uk**



Apprenticeship Service – you can search by postcode or job sector for live vacancies
www.findapprenticeship.service.gov.uk



Employer websites



Social media



Approach employers directly by email, phone or visit and have an up-to-date CV ready



Job sites such as **Indeed** and **GetMyFirstJob**

APPLYING FOR A VACANCY ONLINE

- Read the job description carefully to be sure the role is a good fit for you
- Research the company so you can demonstrate a genuine interest in working for them
- Check you can travel to the workplace before you apply
- Ensure you include all qualifications, including predicted grades, and work experience/voluntary experience
- Give examples of your strengths and link them to the job description e.g.

"I have extremely good communication skills, gained at school and in my part-time job. I have given presentations in front of large audiences such as my year group in assembly. In my weekend job in a restaurant I have to deal with a range of customers to ensure I give good service."

- Check your application carefully for errors before submitting or ask someone to check it for you

A note for parents/carers -

Employers tell us they want contact and applications to come directly from the person seeking the apprenticeship, so resist the temptation to apply on their behalf!

AFTER APPLYING

Check your emails and your voicemail frequently for messages from employers – they may be inviting you to an interview and will want a quick response!



RESOURCES FOR INFORMATION AND ADVICE

York College Apprenticeship Team

Email us **apprenticeships@yorkcollege.ac.uk**

Phone us **01904 770368**

www.yorkcollege.ac.uk

About ASK - Amazing Apprenticeships

www.amazingapprenticeships.com/about-ask/