

OUR TIPS FOR SECURING AN APPRENTICESHIP

YORK
COLLEGE
&
UNIVERSITY
CENTRE



RESEARCH AND PREPARE

- Use these resources to find out about apprenticeships, how the training is structured and what to expect. There's lots of useful information, so take the time to read through:
www.apprenticeships.gov.uk
www.amazingapprenticeships.com
www.ucas.com/apprenticeships
www.yorkcollege.ac.uk/apprenticeships
- Understand the apprenticeship application process - it might be online, by email or phone call. It's important to start your search and applications early.
- Visit jobs fairs and careers events and speak with employers.
- Think about the skills you have and the skills employers want, such as communication, teamwork, reliability, adaptability, IT skills, technical or industry-specific skills.
- Look for some work experience in your chosen area. Even if it's only for a few days, it will give you something to talk to employers about at interview.
- Keep your CV up-to-date with exam results, volunteering, jobs and work experience.

APPLYING

- Read the job description carefully to be sure the role is a good fit for you. This includes checking the entry requirements and skills the employer is looking for.
- Check you can travel to the workplace before you apply.
- Research the company, so you can demonstrate a genuine interest in working for them.
- Give examples of your skills, strengths and experiences and link them to the job description.
- Sell yourself! Your application needs to stand out and impress the employer, so show your genuine interest in the company and the job role.
- It may be tempting, but don't use AI to do your applications for you - employers can always tell!
- Check your application carefully for errors, and to ensure you've included everything (all your qualifications/predicted grades). It's a good idea to ask someone to check it for you before you press 'send'.
- If possible, use a laptop or tablet rather than a phone for job applications, so you can easily see how your application looks.

WHERE TO FIND VACANCIES



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



www.findapprenticeship.service.gov.uk to search, view and apply for apprenticeship job roles



Employer websites



Social media



Approach employers directly by emailing your CV, by phoning or by visiting in person



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



AFTER APPLYING



- Check your emails and your voicemail **frequently** for messages from employers - they may be inviting you to an interview and it's important that you respond without delay.
- Prepare for interviews - there is lots of guidance online. Here's a good place to start **[www.apprenticeships.gov.uk/apprentices/interview process](http://www.apprenticeships.gov.uk/apprentices/interview-process)**.

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!

York College Apprenticeship Team

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

Phone us **01904 770368**

www.yorkcollege.ac.uk