GET READY TO APPLY FOR APPRENTICESHIPS

Amazing Apprenticeships

1. Understand the recruitment process

The recruitment process will vary from employer to employer. It is important to understand what could be involved by doing some research, so that you are aware of what to expect at each stage. Tick the boxes when you feel confident that you understand what each of these stages could involve, and that you know what you would need to do to get ready.

- ☐ CV
- ☐ Covering letter
- ☐ Video assessment
- ☐ Online interview
- ☐ Application form
- ☐ Online assessment
- ☐ Assessment day
- ☐ In-person interview

2. Prepare in advance

Get these things as ready as possible before vacancies start appearing:

- ☐ CV (even though some employers may not require a CV, collating your achievements and skills in a succinct way is a useful process when preparing to apply)
- ☐ Covering letter
- ☐ List of qualifications and folder of any certificates
- ☐ List of your skills and examples of when you've used them
- ☐ Make sure your email address and voicemail message are sensible and professional
- ☐ Set up a LinkedIn profile and start liking and sharing things that are relevant to the sector you want to work in
- ☐ Google yourself - check what appears when you search for yourself on the internet. Ensure that accounts are set to private, and that any information that does appear is professional and appropriate

Make sure you:

- ✓ Ask for help and support
- ✓ Be ready to customise things for each application
- ✓ Don't rely heavily on AI
- ✓ Spell / grammar check
- ✓ Get someone to look over everything

3. Research what employers want

Look online and at previous adverts to see the desired and essential attributes, skills and qualifications. See if you can find out what former applicants say and talk to careers staff to see if they can advise and support you. If they are looking for something you don't have yet - you'll have time to think of some ways that you might be able to gain some experience.

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4. Research recruitment processes

Do your research and find out what recruitment processes are like for the employers you're interested in and try to get ahead of what to expect. Many employers will use their websites to explain the different types of activities that they use, and they may also provide examples of practice questions/tests. Some employers will provide indicative timelines for the recruitment process so that you can understand how long the process may take.

5. Reasonable adjustments

Whilst you are researching the different recruitment processes, you may find information from the employer explaining the different types of support that they can offer candidates with additional needs. Some employers will provide a lot of information, whilst others may offer that you can notify them of any requirements that you have, and that these will be considered. Many employers will need you to help them understand the adjustments that you may require, so getting this prepared in advance of applying can be beneficial. Have a look at our SEND Rapid Reads to support you: amapps.uk/send-bundle

- [ ] Talk to the staff at your school/college to help you to think of the types of adjustments that could be most beneficial for you. For example, if you currently receive extra time within exams, you may want to ask the employer if they could allow you extra time in any assessment activities. Or if there is assistive technology that you like to use, you could ask the employer to make this available.

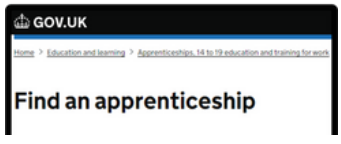
6. Careers support

Your school/college careers team will be pleased to help you in preparing to apply for apprenticeships. Make sure you engage with your school/college and any local careers support:

- [ ] Talk to the careers staff at your school/college and make sure they know what you're looking for
- [ ] Sign up for (and read) careers newsletters - from your school/college, employers, local careers hubs...
- [ ] Follow the social media accounts of your school/college careers team, employer recruitment teams and any other local careers organisations
- [ ] Make sure your subject teachers know what you're looking for, especially if it's a sector linked to their subject area

7. Get registered

Sign up for Find an apprenticeship (the Government apprenticeship vacancies website), and Vacancy Snapshot (a monthly apprenticeship vacancies email), even if you aren't ready to start applying yet - looking at adverts is great advance research.



findapprenticeship.service.gov.uk

amapps.uk/vacancies

Learn more about apprenticeships and technical education
amazingapprenticeships.com

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8. Be ready to track

Once you start applying, it is really helpful to have a way to track where you are at in the application process with each employer. How you do this is up to you but you should try to:

- [ ] Include what you have to do and when by
- [ ] Include any key information like website links and email addresses
- [ ] Put alerts in your phone or calendar for all key deadlines
- [ ] Save copies of any applications that you make so that you can refer back to them if you are shortlisted to the next stage

9. Think about references

Some employers will ask you to submit the contact details of up to two referees. These are usually people that know you in a more formal relationship - such as your form tutor, head of year or your supervisor from a part-time job (if you have one). Occasionally, employers may also ask you for someone who could provide a character reference. This could include a less formal relationship, such as a family member, or someone who knows you well such as a coach from a sports team.
It can be useful to think about who you would approach to provide you with a reference should you need one, and to gain their permission in advance.

- [ ] Think about who you would ask to be your referee
- [ ] Contact them and ask their permission for their contact details to be included in your application
- [ ] Make sure you have their full name, email address and any other contact details that may be required

10. Resources to support you

Step-by-Step guide to applying for an apprenticeship

amapps.uk/application-guide

How do I write a CV and why do I need one?

amapps.uk/cv

How to write a covering letter

amapps.uk/cover

Step-by-Step guide to setting up an account on Find an apprenticeship

amapps.uk/register-faa