



Apprenticeships

Apprenticeships are real jobs, with hands-on experience, a salary and the chance to train while you work. You're treated just like all the other employees, with a contract of employment and holiday leave.

If you're 16 or over, you can become an apprentice as long as you spend at least 50% of your working hours in England - for the duration of the apprenticeship and you are not in full-time education.

How to find an apprenticeship...

Apprenticeships can be difficult to find and it's important to remember that different ways work for different people.

Explore the right websites

There is the [National Apprenticeship](https://www.nationalapprenticeship.gov.uk/) website which should be your first port of call.

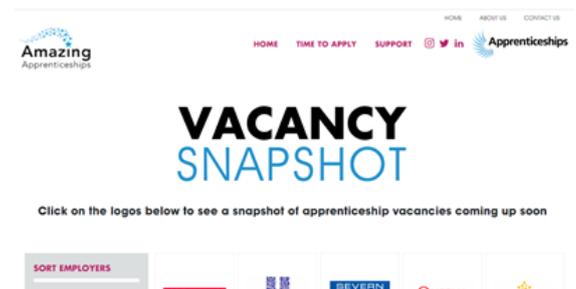
The [Amazing Apprenticeship](https://www.amazingapprenticeship.com/) vacancy snapshot of employers is useful to find out information about different employers and their vacancies. There's also a wealth of information about apprenticeships on the website.

You can also create accounts and alerts with these websites:

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

<https://www.notgoingtouni.co.uk/apprenticeships-223>

<https://www.stepintothenhs.nhs.uk/apprenticeships>



Use Social Media



This is the 21st Century approach to apprenticeship hunting. Use your social media accounts to actively look for apprenticeship vacancies and potential employers to work for. Capture employers' attention through shout-outs. It's amazing how many opportunities can be generated this way.

Posting in your own social network groups that you are looking for vacancies is useful... who knows who you may reach! Just make sure your online profile and

social media feed presents you in a positive light (*no rude & crude comments or offensive memes*). Try following the business pages of companies in the industry that you are interested in and seeing what types of things they post about. Look at our [Luminate](https://www.luminate.co.uk/) website for more information about how to use social media to look for work.

Use your "Real life" network

Don't forget to talk to personal contacts (such as friends & family) to find out who they know and if they can link you up with potential employers you could speak to.



Websites

Many large companies advertise on their **OWN** specialist websites or social media but require searching the internet with "phrase searches" to find.



E.g. "*{insert name of company} Careers*" or "*{insert name of company} Apprenticeships*"

Some companies also use sector specific websites such as <https://www.itltraining.com> and <https://www.autocity.org.uk/index.php/find-a-job-apprenticeship> to advertise vacancies.

Some of these websites can be found by searching the websites of industry training boards and at the end of each job profile at: <https://nationalcareers.service.gov.uk/explore-careers>. If you require help finding these, speak to your careers adviser.

More information

Professional and industry bodies

You could join the [APG](#) for professional development, training opportunities and to make industry contacts.

Further information

You can find out more about careers in advertising from the [IPA](#), the [APG](#) and [Discover Creative Careers](#).

Speculative CV

You may wish to consider approaching employers with a CV. Speak to teachers, mentors, or a qualified careers adviser if you need help writing one. Have a look at [Career Addict](#) to help with putting one together.

Take the opportunity to take your CV along to the employers you want to target. And do it in person. From experience we know that a CV delivered in person to an employer is more likely to have a bigger impact and have a greater chance of getting you the apprenticeship you're after.

However, if you can't do this then email or post with a covering letter to the manager or Human Resources officer at the company.

As part of your CV or application form you may need to include a personal statement about you, your skills and qualities and why you want to apply for the specific vacancy.



How to write a personal statement for apprenticeship applications



What is a personal statement?

An apprenticeship personal statement is written information about you! It puts across relevant skills, experience and attributes that will make you appealing and illustrate your suitability for the apprenticeship that you would like to apply for. It should be professional and in your own words.

A personal statement is important because you are introducing yourself to someone who may have nothing else to go on, maybe never having met you before. It is crucial then to include your own thoughts, feelings and opinions. Interviewers are curious, they want to know more about **you** and why you are applying to them.

You must always link back to why you are a suitable candidate for the role that they are offering. Why should they select you rather than someone else? Why are you suited to them and that role? What do you offer them in terms of your academic ability, confidence and interests?

How to start....

First explore the answers to these questions about your choice...it will help you write a statement with appropriate skills and qualities which match the requirements of the role.



What *specific* aspects of the apprenticeship appeals to you?

What about the company appeals to you?

What does the course involve?

What skills are required for you to be good at?

How have you demonstrated these skills?

What to include in your personal statement:

Try to think about how you might also answer these questions if you are asked about them in an interview.

About the apprenticeship



✚ Why do you want to go there?

Have you researched the company?
Employers will expect their candidates to

have carried out some research about the company that they are applying to. Showing that you are interested and have made an effort to find out about the main products and services of the business is important. You can start by looking on the company's website and reading their latest news on social media.

✚ What about the apprenticeship appeals to you?

You can write about anything you've read about the apprenticeship that you find interesting and would like to find out more about. For example, "I think it will be interesting to learn more about infection control in health and social care, as this is very important to keep patients healthy," or "I am very practical and I think I will enjoy learning practical plastering skills".

✚ What are the Buzz words in the apprenticeship description?

Buzz words are the words or phrases that link to the relevant skills, attributes and qualifications that you will need to demonstrate through your application. The job advert needs to be the starting point for your personal statement. By reading the job description carefully, you can start to identify the skills and attributes that the employer is looking for.

What are your hobbies?

✚ What made (or encouraged) you take up this hobby?



Write about anything you are proud of passing, for example, grade 2 in piano, or being selected for a sports team. Include any awards you have done, such as Duke of Edinburgh, or competitions and activities in school

• How often do you do it?

- ✚ What skills have you developed?
- ✚ Are these skills transferable? Will they be helpful for the apprenticeship? Or towards what you want to do in the future?

Have a look at the job description and pick out different tasks and how your skills may match them.

What are your qualities?

- ✚ Are you friendly, hardworking, quiet, polite, reliable?
- ✚ Give some specific examples. (Ask a parent, sibling, friend, teacher if you need ideas.)
- ✚ Think about what you may have learnt in school and the qualities that you will have from that

If you have completed any projects where you worked in a team you can talk about that.

What are your strengths/skills?

- ✚ Have you achieved any certificates or awards? What for? How did you gain them?

You can add any positions of responsibility you have held, for example, being on the Student Leadership Team or helping friends or family. Have you received certificates at school for taking part in different activities?

- ✚ What are some tasks or activities you enjoy doing? Why?
- ✚ What is your favourite subject at school?



You can let the provider know how much you enjoy a subject by writing about a course you have already studied that you found really interesting or you were good at.

- ✚ How are your strengths relevant to the apprenticeship?

Look at the job description and match it with some of your strengths – try to link them together.

Share any employment experience

- ✚ Have you done any work experience, volunteering or part time jobs?

You can write about any experiences you have had that are related to the apprenticeship, or any skills you've learnt that might help you. For example, if you have done any related volunteering or work experience, or



if you have a part-time job such as babysitting, which shows more general strengths such as responsibility or commitment. For example, "I babysit regularly for a family

friend. I always arrive on time and ensure that the 5-year-old I look after is put to bed on time after I have read her a story”.

- ✚ What skills did you learn from these experiences?

Try to show how this experience gave you new skills or made you think about your future plans, for example, things you really enjoyed or were good at.

The future

- ✚ What are your goals for the future?
- ✚ How do you hope your experiences on the apprenticeship will help you achieve your goals?

Example sentence starters

I have a great interest in...

Studying...has always appealed to me because...

In my free time I enjoy...

After school I dedicate a lot of time to...

It is important to me because...

In the future I hope to become a...

I understand that in order to achieve this goal I must...

Explain how you would like to use the apprenticeship you have applied for to help you reach your goal.

For an apprenticeship application you should make it clear you have done your research and you are confident this

is the right choice for you. You might say “I am planning a career in construction, as a quantity surveyor”



I believe an important aspect of studying...is to learn...

Whilst working at...I learnt how to...

During my experience at...I was encouraged to...

In my free time I have focused on...which has enabled me to...

I have developed the ability to...because...

This demonstrates that I am...because...

Skills and attributes you might want to select from. Don't use them all, and don't pick things that you can't back up with an example as they may ask you about it at your interview! There are PLENTY more of them, but these are just to get you started if you need some ideas.

Respectful	Understanding	Logical	Enjoys a challenge	Problem solver	Resourceful	Curious	Practical
Determined	Good leader	Considerate	Team player	Good timekeeping	Positive attitude	Friendly	Creative
Good communication skills	Organised	Time management	Accurate	Adaptable	Helpful	Supportive	Enthusiastic
Motivated	Reliable	Calm	Confident	Diplomatic	Keen	Tenacious	Independent

Dos and don'ts when writing a personal statement

- Do use your best English and check your spelling and grammar are correct.
- Do be enthusiastic – if you show your interest in the course, it will help your application.
- Do ask people that you trust, like your teacher/adviser or parent/carer to read through what you have written and give you feedback.
- Don't exaggerate – you might be asked about what you have written when you attend an interview.
- Don't leave it until the last minute – it's a good idea to give yourself time to think about what you write to make sure you don't forget anything.
- Don't let worry about your personal statement stop you from applying. Be super careful with apprenticeship applications though; ask someone you trust to check your apprenticeship application.

The application process:

There's lots to think about when you are applying for an apprenticeship – this you tube video sums them up brilliantly.



Strategy



Follow up every CV with phone calls and/or visits to show how keen you are! Take the time to research and also get to know the employers you are contacting; building **relationships** is important to potential success.

Consider offering to work for free (**volunteer**) for a week to show them how good YOU are! It may land you the apprenticeship but if not, will give you work experience for your CV (*increasing your chances of finding work later*).

Back-up plans

Keep on trying but consider your time frame for backup plans. Some choose to take pre-apprenticeship options such as traineeships, princes trust programmes or work-related schemes. Others attend sixth form or college or even travel; these are all different ways to build your employability skills. We always advise to apply for a college place as well as applying for apprenticeships so you have a place to fall back on if you don't find the right job for you, but it also gives you options in case you change your mind!

