

Searching For an Apprenticeship

1. Create your CV and covering letter

Its always good to have an up to date copy of a CV and covering letter so that you are ready to respond to any vacancies you see. (<http://nextstep.direct.gov.uk>) has a CV builder that you may find useful)

2. Search for apprenticeship vacancies online

Websites that may be useful include

General apprenticeship search websites

<https://www.gov.uk/topic/further-education-skills/apprenticeships>

<http://www.apprenticeshipvacanciesinrochdalemiddletonandheywood.co.uk/>

www.yourcounciljobs.co.uk

Local training providers offering apprenticeships

www.otctraining.co.uk

Oldham Training Centre

www.skills-solutions.org.uk

Skills Solutions

<http://www.rathboneuk.org/Pages/find-us/Oldham.aspx>

Rathbones

www.mantralearning.co.uk

Mantra

www.ymcatraining.org.uk

YMCA

Look at large companies to see if they are recruiting (below are a few ideas)

www.unitedutilities.com/apprenticeships

www.carillionapprenticeships.com

www.britishgasjobs.co.uk

www.ngbailey.co.uk

<https://www.rbsbankyoubuild.com/school-leavers/apprenticeships>

3. Apply for the vacancies you have found

Check over your application/CV and make sure there are no spelling mistakes and then send them.

4. Make a list of local employers

It is useful to find out about local employers and what types of jobs they have to offer. A good way to do this is by using websites such www.yell.com. You can use some of the information you find to tailor your CV and prepare for interviews.

You can also use this information to target employers and send out your CV. Not all vacancies will be advertised and approaching employers directly may mean that you beat the competition.

5. Let people know what you are looking for

Speak to family, friends and anyone you know and make them aware of what types of roles and opportunities you are looking for. People will now be able to look out for opportunities on your behalf.

The more people that know you are looking for an apprenticeship the more chance you have of finding one.

6. Send CVs and covering letters to Employers

Using your research from step 4 decide which employers you would like to target and send out CVs and covering letters to each enquiring about any possible vacancies they may have coming up. Both your CV and covering letter should be specific to the company you are contacting so you may need to make some small changes before sending them off.

7. Visit employers and hand out your CVs and covering letters

Visiting employers directly shows confidence, motivation and determination, all qualities that employers value. Meeting an employer in person helps them to put a face to your CV and it will also give you an opportunity to see what the company is like.

Remember this is your first chance to make a good impression. Always ask to speak to a manager as they will be the decision makers when it comes to hiring staff.

8. Keep records

Once you have sent a CV or visited an employer, it is a good idea to make a note of this. Include dates and times, who you spoke to and what was said or agreed. Some employers may ask you to call back at a certain time, making a note will remind you to do this. Some may not have anything to offer and you can cross them off your list.

Organising your approach in this way will help you to target the most promising companies and help you to avoid ringing companies at inappropriate times.

9. Keep in touch

Once you have sent out a CV and covering letter leave it a week or two and then phone the employer. Explain that you have recently sent in a CV and were calling to see if they were considering taking on an Apprentice this year. This is a good opportunity to demonstrate your determination and perseverance to a potential employer.

Remember to record the outcome of your phone call with the rest of your records.

10. Keep Trying!

Finding an apprenticeship can be hard work but keep trying. You may send out 1 or 100 applications before you find an apprenticeship but when you do find one the hard work will have been worth it. Don't give up!

11. Apply for College

There is a possibility that you may not secure an apprenticeship as quickly as you had hoped. Make sure you have a full time college place as a back up. This will give you a guaranteed option when you leave school. Gaining further qualifications at this stage may help you to secure future apprenticeships and will show employers that you are determined to succeed.

You can always continue looking and applying for apprenticeship opportunities during your time in college.