

FINDING AN APPRENTICESHIP

Top tips to help you find an apprenticeship

Apprenticeships can provide an exciting opportunity to suit everyone, but it isn't always easy to know where to begin to find the right one for you. The good thing to know is that there are thousands of apprenticeships in many industries and levels, from entry level right through to degree level.

Here are some tips to follow to find the best apprenticeship for you:

1 - What Do You Enjoy

The chances are that you will spend a large portion of your time working, so a good way to make it as enjoyable as possible is to do something you enjoy. Spend some time thinking about topics, subjects or areas of interest you usually enjoy.

2 - Do Your Research

When you have an idea of the job or area you want to work in, you can begin to look into companies that you might like to work for. It sounds too obvious but Google it! You can use the search terms of *industry, companies, place* i.e., "building companies York", this will generate a list of companies in that area. Use the names on that list to then visit the individual company's websites. Look for the "careers" "early careers" "apprenticeships" or "vacancies" area of the website and look for information on what apprenticeships they offer.

3 - Social Media

Social media is often used by employers to advertise apprenticeships so checking their social media channels can be really beneficial. LinkedIn is a professional social media network and like many other platforms you create a profile, the difference is that you create a professional profile to showcase your work experience and qualifications. There are many settings, one of which is that you can make your profile show you are actively looking for an apprenticeship. There's a jobs tab at the top of the page where you can search by apprenticeship & location. REMEMBER - keep your profile strictly professional and make sure your experience and qualifications are clear.

4 - Be Proactive

Employers like to see someone working off their own initiative and if you want to stand out from the crowd then make contact with them. Find the contact details of the employer you are interested in, prepare your CV and a short covering letter explaining why you are interested in working for them and that you are looking for an apprenticeship position. Then either go to the employer in person, making sure you look smart and tidy, and ask for your details to be passed on to the Manager or HR Department. If this isn't possible then you can call and ask to speak to the manager, politely explain who you are, and ask if you could possibly email your details to them to be considered for opportunities in the future.

5 - Where to Look & When

Apprenticeships are available all year round so vacancies are constantly becoming available. Many small companies will advertise their apprenticeships as and when they need a new member of staff. Whereas many larger companies will open their apprenticeship programs once or twice a year. If there is a particular apprenticeship you are aiming to apply for then it's a great idea to email the contact for the program to express that you are interested in applying. Ask to be notified when the applications open or to be added to the mailing list for them. You could also set yourself a calendar reminder on your phone or emails to make sure you don't miss the application window.

Below are some brilliant places to look for apprenticeships, scan the QR code to check out each one. REMEMBER to create an account and set up alerts so you are the first to hear about new vacancies.



[Get My First Job](http://www.getmyfirstjob.co.uk)

www.getmyfirstjob.co.uk

Advice and guidance on getting your first job, including apprenticeships.

Live searchable apprenticeship vacancies.



[National Apprenticeship Service](http://www.findapprenticeship.service.gov.uk)

www.findapprenticeship.service.gov.uk

The Government apprenticeship portal.

Live searchable apprenticeship vacancies.



[The Institute of Apprenticeships](http://www.instituteforapprenticeships.org)

www.instituteforapprenticeships.org

Apprenticeships advice and guidance

Information on apprenticeship standards and routes.

Finding a careers path can be daunting! An apprenticeship is a commitment of your time like any job will be, that doesn't mean you have to stick with that industry or role forever. You will however have gained real skills, work experience, a qualification and earned some money to boot.

Life is a journey not a destination and an apprenticeship can be an exciting step to help build your career and future!