

Your guide to applying for
Apprenticeship vacancies.



CHOICE

Apprenticeships deliver.

Have you ever thought about starting an Apprenticeship?

You earn while you learn, gain a variety of skills and work towards nationally recognised qualifications that enable you to progress in your chosen career. You'll be in good company; there are over a half a million apprentices working in England.

The apprenticeships.org.uk website gives you the opportunity to search and apply for Apprenticeship vacancies. At any one time there are thousands of jobs available in a variety of industry sectors across England. You can apply for as many as you like.

Apprenticeships are increasingly recognised as the gold standard for work-based learning. There are more than 250 different types of Apprenticeships suitable for over 1,200 job roles, in a range of industry sectors, from engineering to financial advice, veterinary nursing to accountancy.

Key benefits:

- Earn a salary
- Get paid holidays
- Receive training
- Gain qualifications
- Learn job-specific skills.

What types of Apprenticeship are there?

An Apprenticeship includes a work-based learning qualification, functional skills, a knowledge-based qualification and in some cases a technical certificate.

- Intermediate Level Apprenticeship (level 2)
- Advanced Level Apprenticeship (level 3)
- Higher Apprenticeship (level 4 or above)

Get applying now and good luck!

READY?

Want to secure yourself your dream Apprenticeship and stand out from the crowd? Here's how:

1 **Go to apprenticeships.org.uk**
Click the 'Search for vacancies' link in the Apprenticeship Vacancies box on the home page.
You can start by registering your details.

2 **Register your details**
Click the 'Register now' link in the New User? box and fill in your details.
It's free to register and once you have set up your account you can receive alerts to tell you about new vacancies that may interest you.

Tips
Appropriate email address
■ Make sure the email address you use is a professional one. Your email address will be seen by potential employers and inappropriate addresses may not create the best first impression.

Username and password
■ Make sure your username is relevant and that your password is something that you can remember. Your password must be between 8 and 20 characters long and include a combination of letters, numbers and special characters such as % or {.
■ If you forget your username or password you can request the information by clicking on the 'forgotten' prompt on the login page.

Lazy mistakes
■ The information you enter when you register will automatically appear on each job application form. So any errors or lazy shorthand typing will be shown too! For example, remember to use capital letters for your name.

3 **Account Activation**
Before you can get started using Apprenticeship vacancies, you must activate your account.

When you register for the first time, you'll receive a confirmation email through your registered email address. You must activate your account by clicking on the link in the confirmation email.

Login to your account by using the username and password you used to set up your account.

4 **Create your Home Page**
'My Home page' is your personal secure space.

You can use it to:

- Search for Apprenticeship vacancies and save your results
- Log your areas of interest e.g. business administration
- Manage your applications
- Set up email or text alerts to inform you when a vacancy is posted that matches your favourite search criteria.

5 **My Profile**
Always check that your profile is up to date – this information is used to contact you during the recruitment process.

Contact number
Always include a phone number – add your mobile and your home number if possible so that the Learning Providers or Employers can get in touch with you to confirm interviews or clarify information.

Tips
Spam folder
The activation email will usually appear in your inbox but it may be diverted to your spam folder – so you should check this too.

Multiple accounts
Try to avoid creating multiple accounts – remembering lots of usernames and passwords can lead to confusion.

Tips
Your voicemail message
Make sure your phone has an appropriate voicemail recorded. An inappropriate message is going to put off your potential employer!

WWW.
APPRENTICESHIPS
.ORG.UK

6

Search for vacancies

You can search for your ideal job in a number of different ways including using keywords, occupation type, job role or postcode to suit your criteria.

Your search can also be refined by selecting the date the vacancy was posted, indicating the weekly wage or the level of Apprenticeship you are looking for such as a Higher Apprenticeship.

7

Browse your results

Click on any of the vacancies listed from your search results for more information.

Each vacancy listing gives detailed information about the job, including the employer, training, pay and the qualifications you will be working towards.

You can save your search results, so they are easy to access at any time, or start a new search.

8

Alerts

You can set your alerts to choose how you would like to be notified about new vacancies.

Go to 'My Alerts' and tick the boxes to receive 'Email Alerts' and 'Text Alerts' and press Save. There is no cost to you for receiving alerts.

You will be sent an 'activation' word by text, enter this word into the 'Text Alerts' section and save.

Tips

Correct email?

Make sure your correct email address and mobile number are up to date in 'My Profile'.

9

Manage your future

Once you've found the job you want, applying is easy.

The application form is simple, secure and reusable, so you can respond to vacancies and save your application forms.

You can view the status of your applications and manage them online.

10

Apply for several vacancies

You can have up to ten live vacancies at any one time.

If you are successful with any of your applications, and you accept the Apprenticeship offer, remember to withdraw your remaining live applications. This will save the learning providers and employers time as these are no longer necessary.

11 Track your applications

Ensure you regularly log on to your 'My Home page' to track your applications.

If you need to follow up an application please use the contact details on the vacancy. Do not contact the employer directly (unless stated otherwise).

Remember that learning providers and employers might receive a number of applications so please be patient and allow time for them to respond.

Learning Providers are the Employer's representative. They will often be responsible for sifting applications through a criteria set by the employer and for short listing candidates for interviews.

12 Withdrawing an application

Think carefully about withdrawing an application as once you withdraw your application you will not be able to automatically reapply for this vacancy.

This is why it is important to ensure you are 100% happy with your application before you send it.

13 Further information

Try our FAQs or the online user guides on apprenticeships.org.uk if you need further help on accessing and using Apprenticeship vacancies. Alternatively call the National Apprenticeship Helpdesk on **024 7682 6482**.

Tips
Qualifications
If you want to update your predicted qualifications with your actual grades, it is easier to contact the provider directly.

Be thorough
Read the advert carefully before you apply.

Before you apply, be realistic
Can you travel to the job if it is not local?
Do you have the required skills or experience?

Qualifications
Make sure you list all of your qualifications, including your predicted grades if you are awaiting results.

Work experience
Make sure you list any work experience whether this has been paid or voluntary work.

Your application
Use your application as your own personal advert. Ensure it relates to the job you are applying for.

Be formal
Always remember your application is part of the formal recruitment process. It will be viewed by your potential employer.

Stand out from the crowd
When asked to answer additional questions make sure you explain your response and give an example if you can – don't copy the examples given.

Spell check
Always read through and check your application before sending. There are spell checkers available on the site, so don't forget to use them.

Make sure it has been sent
Check that your application has been sent and appears in the 'sent applications' section of your manage applications ladder.

Follow us on Twitter
twitter.com/apprenticeships

Become a fan of Apprenticeships
facebook.com/apprenticeships

Visit us
apprenticeships.org.uk



© National Apprenticeship Service 2012
Published by the National Apprenticeship Service

Extracts from this publication may
be reproduced for non-commercial
educational or training purposes on
condition that the source is acknowledged
and the findings not misrepresented.

apprenticeships.org.uk

NAS-P-110003

