

How to Find an Apprenticeship

Apprenticeships are a great way to train for a job, gain a qualification and earn money at the same time.

Apprenticeships are a popular choice and this means there is a lot of competition for opportunities.

If you are serious about starting an Apprenticeship when you leave school, you will need to be prepared to apply online for as many opportunities as possible and go for job interviews.

You must also be prepared to be proactive and create opportunities for yourself by contacting employers directly. You will need to be organised in your approach and have a plan B in place, just in case you aren't successful.

Apply Online for Advertised Apprenticeships

There are a number of really good websites you can use to search and apply for Apprenticeships.

As these are 'live' websites the vacancies are updated regularly. You should get into the habit of checking the websites every week and applying for as many vacancies as possible.

- www.findapprenticeship.service.gov.uk/apprenticeshipsearch
- www.youthi.org.uk
- www.sheffieldfutures.org.uk
- www.skillsmadeeasy.org.uk

Some companies advertise their Apprenticeships directly on their own websites e.g. BT, Rolls Royce, Kwik Fit, so make sure you check the websites for any companies you are particularly interested in.

Apply Online to Local Colleges/Training Providers

Most Colleges have an Apprenticeship team who may be able to support you in finding an Apprenticeship. There are also training providers (companies who deliver the training part of Apprenticeships) who may be able to help too.

College/Training Providers have good links with local employers and may be able to contact employers on your behalf or put your name forward for opportunities they know about.

- www.ucasprogress.com - use this website to search and apply online to colleges/training providers who do the Apprenticeship you want to do.

Create your own Opportunity

You can contact employers about possible Apprenticeships they may have in the future - even if they are not advertising. This involves giving them a call or emailing a CV and a cover letter; for example, if you want to do a childcare apprenticeship email/telephone local nurseries and schools asking if there are any opportunities.

This approach is a gamble and you might have to make lots of phone calls/send out a number of CVs and letters but it does make you look really motivated and enthusiastic and it might lead to an exciting opportunity, so it's totally worth it.

- www.yell.com - use this website to search for local companies and check websites for an email address or telephone number. Keep a log of who you have contacted and if you have had a response.

Have a Plan B

Don't be disheartened if you don't get the Apprenticeship you want straight away - have a plan in place, just in case.

Studying a college course is a good way to get the experience and extra qualifications you might need to progress onto an Apprenticeship at a later stage i.e. if you can't find an engineering Apprenticeship, an engineering course is a good alternative.

Traineeships are also available to help you get work experience and skills needed for an Apprenticeship. Traineeships are unpaid and can last from six weeks until six months and are designed to get you 'job ready'.

- www.ucasprogress.com - use this website to search for local college courses and traineeships.

Remember that the right Apprenticeship for you may become available in the future and that you can start an Apprenticeship at any point up to the age of 24.