

Top tips from Connexions advisers



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Step 1

Get Your Apprenticeship

Top tips from Connexions advisers

What job do you want to do?

Getting an apprenticeship is a smart move if you want to earn while you learn and start your training in a job with good career prospects.

Lots of people like the idea of doing an apprenticeship, but it takes commitment and motivation to be successful, and even just applying for an apprenticeship can be a challenge.

Remember - you will be applying for a full-time job with an employer who wants to choose someone they can invest in and train for between one and four years. So employers are looking for reliable, self-motivated people, who are keen to learn, and can work well in a team

There are about 200 job areas you can do apprenticeships in. Find out about job areas that interest you on these websites:

Improve your chances
Vacancies with unfamiliar job titles tend to get far fewer applications than those that everyone knows – so read beyond the title to find out what that strange-sounding job involves.



www.connexions-leics.org/jobs

www.apprenticeships.org.uk



- click on **Job types**
- click on **Job videos**

Job types

Jobs videos

- click on **Types of Apprenticeships**



Still not sure? Speak to a Connexions adviser who can help you explore your ideas.

Step 2

Get Your Apprenticeship

Top tips from Connexions advisers

Find apprenticeship vacancies on our website

It's easy to check out the apprenticeship vacancies on our website.

Go to www.connexions-leics.org/apprenticeshipvacancies

Here's what you do ...



Find a vacancy that's

- The type of work you want
- In a place you can get to
- Asking for qualifications you've got



Fill in our online enquiry form

← Back to listing

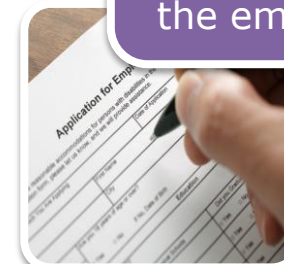
Interested?
Enquire Now

One of our advisers can send you details of how to apply



Applying might include:

- filling in an application form
- writing a letter
- sending your CV to the employer



Get Your Apprenticeship

3 good reasons to use our website

- 1 New local vacancies are added every week
- 2 All vacancies are checked by us, so they are suitable for young people and they include good training and support
- 3 After you've been in touch with us, we can continue to give you any help you need

Where else to look

- The National Apprenticeship Service (see Step 3)
- Jobs pages of local newspapers
- Notice boards in schools, colleges, youth centres outside workplaces and at your local Connexions centre
- Ask friends and family

If you get stuck, speak to a Connexions adviser who can help you search for vacancies and apply for them. They can help you write your CV too.

Work Smart

Don't send enquiries about anything and everything – you'll waste time and effort. Concentrate on jobs you are really interested in, and check you meet the skills and requirements of the role.



Step 3

Get Your Apprenticeship

Top tips from Connexions advisers

Get signed up with The National Apprenticeship Service

You can register online,
search for vacancies and
apply at
www.apprenticeships.org.uk

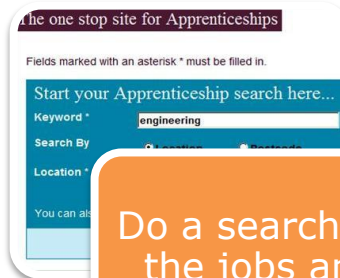


Connexions adviser **Mark** says "Have you registered on www.apprenticeships.org.uk? Great! But this does not mean you've applied for an actual job yet, or that the website will find you a job without you doing anything. **Here's what you do ...**"

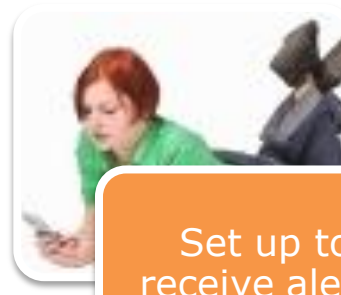
- It's free
- There's help to use the website at: www.apprenticeships.org.uk/avtm/Candidate.aspx



Activate your account to use your 'profile page'



Do a search for the jobs and locations you want



Set up to receive alerts on your email or phone



Use the online application form to apply for up to 10 vacancies at a time

Get Your Apprenticeship

Top tips from Connexions advisers

Connexions Adviser **Christopher** often helps people to do the **National Apprenticeship Service's online application form**. He says

- "Record all your qualifications carefully. There is a drop down menu to use. **GCSEs at grade D-G** can be recorded in the 'other' box.
- Use **full sentences** in the four main answer boxes.
- Write about real examples of things you've done, saying **what you did** and **what you gained from doing it**.
- **Spell check** everything you type on the form."

Get the National Apprenticeship Service's tips:

www.apprenticeships.org.uk/Be-An-Apprentice.aspx

click on **Top tips** when applying

What does your email address or your mobile's voicemail message say about you?

A silly or jokey message or name could put an employer off. Change them to something sensible.



Step 4

Get Your Apprenticeship

Make your application stand out

Make sure your application stands out from the rest for the right reasons. It must be done correctly.

Connexions adviser **Chris** has helped lots of people improve the way they write applications. He says

“**Don't rush** completing an application form. Check which questions need detailed answers and **prepare what you want to write** in advance. Ask for help if you're not sure what to put, and get someone to **check the form** before you send it off.”

Need help with your CV?

'How to create the perfect CV' is our factsheet with all the info you need to write your CV and covering letter. Pick up a copy from a Connexions adviser, or your nearest Connexions centre, or get the online version: www.connexions-leics.org/library

DO start by printing off a copy of the form to use as a practice version.

DON'T leave any boxes blank - If there is a section that doesn't apply to you write **N/A**.

Get Your Apprenticeship

It's got to be **interesting to read**. Employers tell us they want applications which:

- **Are fully completed** and have everything asked for, such as a covering letter attached to a CV
- **'Sell'/promote you**. You're given plenty of space to write a personal statement - but few people use it all
- **Make it relevant** to the job you are applying for
- **Show care**: No spelling or grammar mistakes/tea stains/crumpled applications
- Even if you've never had a job before you can write about the **skills for work** you've got. For example, you may not have worked in a motor vehicle workshop before, but you might have serviced your own bike at home.

Employers say

"It's important that application forms are completed carefully – we will only consider inviting applicants for interview if they have completed the form and written a good personal statement that links to the job description."

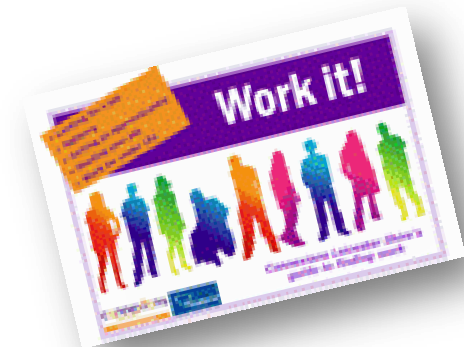
Ruth Auton

Workforce Development Manager, NHS

Got an interview?

Our **Work It!** booklet can help you get prepared for it. Pick up a copy from a Connexions adviser, or your nearest Connexions centre, or get the online version:

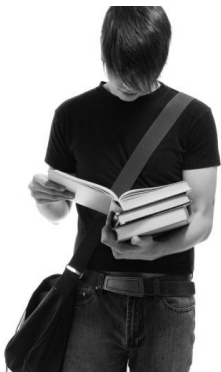
www.connexions-leics.org/library



Tried everything but still not sorted?

Don't be too discouraged if you can't get on to an apprenticeship straight away. There are lots of people looking for jobs at the moment. Take these next steps ...

1 Widen your search. Look for other types of jobs in the general work area you want. Some jobs might not initially be what you are looking for, but they get you **a foot in the door** of a company. For example, starting as an apprentice sales assistant for a large retailer could lead to a job in the merchandising or buying team later.



2 Get out there and show what you can do. Doing volunteering or unpaid work experience would give you valuable opportunities and something to put on your CV. You might even **impress someone who could employ you**. See what's on offer at: www.connexions-leics.org/volunteering

3 Improve your skills and qualifications while you're looking for an apprenticeship. Talk to an adviser about courses that will help you to develop useful skills for a future career.

"Finding an employer is hard. Why not get a foot in the door by getting some voluntary work experience in the job area you want?"

Stuart Connexions adviser



Access to Apprenticeships is a new way to gain skills and experience on a voluntary basis before moving in to a full apprenticeship. Ask a Connexions adviser for details about current opportunities.