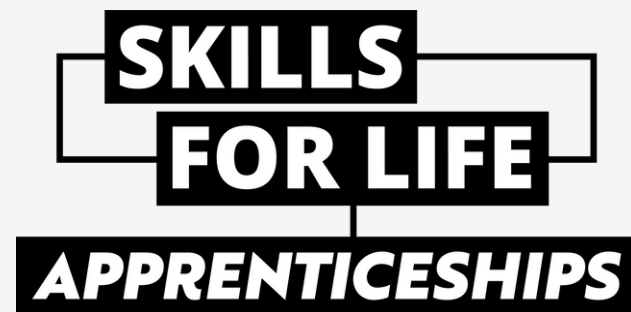


5-11 FEBRUARY 2024

#NAW2024

IT'S NATIONAL APPRENTICESHIP WEEK

# Applying for an Apprenticeship Lesson



[WWW.YOUTHEMPLOYMENT.ORG.UK](http://WWW.YOUTHEMPLOYMENT.ORG.UK)



# Objectives

- To understand what an apprenticeship is
- To understand where to look for apprenticeship opportunities
- To understand how to complete an application for an apprenticeship



# Starter

Tell a partner...

3 things you want to know about apprenticeships by the end of this lesson.





# Apprenticeships

An apprenticeship is a recognised training scheme where you will be learning by doing - you will be doing the job, be given training and support, and get paid at the same time!

- You'll earn a wage
- At the end, you'll have a qualification you can take forward to help you launch your career
- There are apprenticeships in many different fields.



The qualification you receive will depend on the level apprenticeship you take.

The 4 different apprenticeship levels are:

- intermediate: level 2
- higher: level 4 or 5
- advanced: level 3
- degree: level 6 or 7



# Finding an Apprenticeship

There are a lot of websites you can use to find apprenticeship opportunities near you.

A good place to start is the government's [Find an Apprenticeship website](#), where most vacancies will be advertised.



## Other places you can look include:



### Employer Websites

Know which company you'd like to work for? Check their website for any available apprenticeships.

### Training Provider Websites

Check out the websites of local colleges and universities that support apprenticeships.

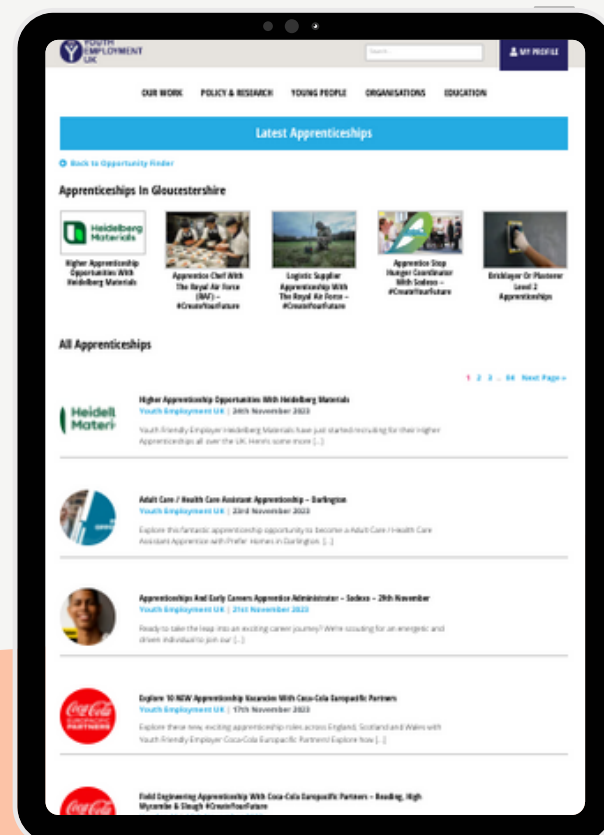
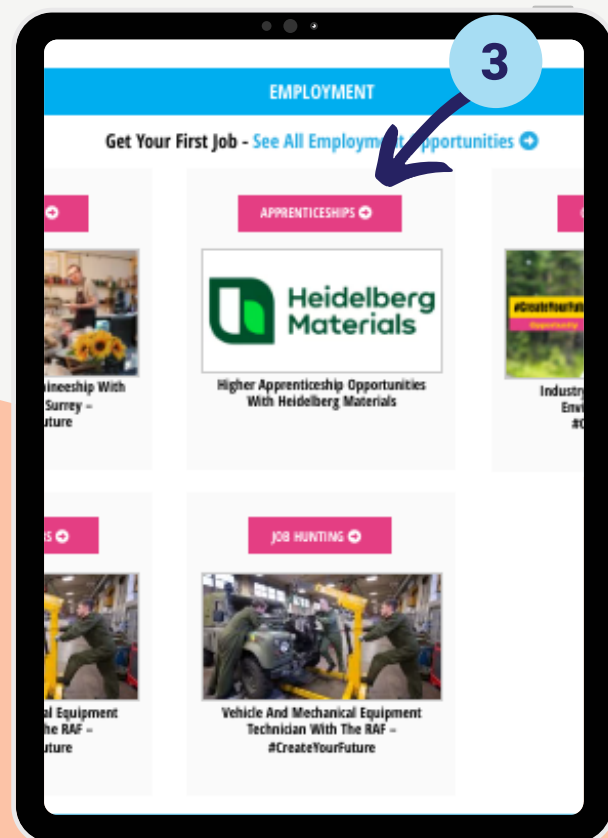
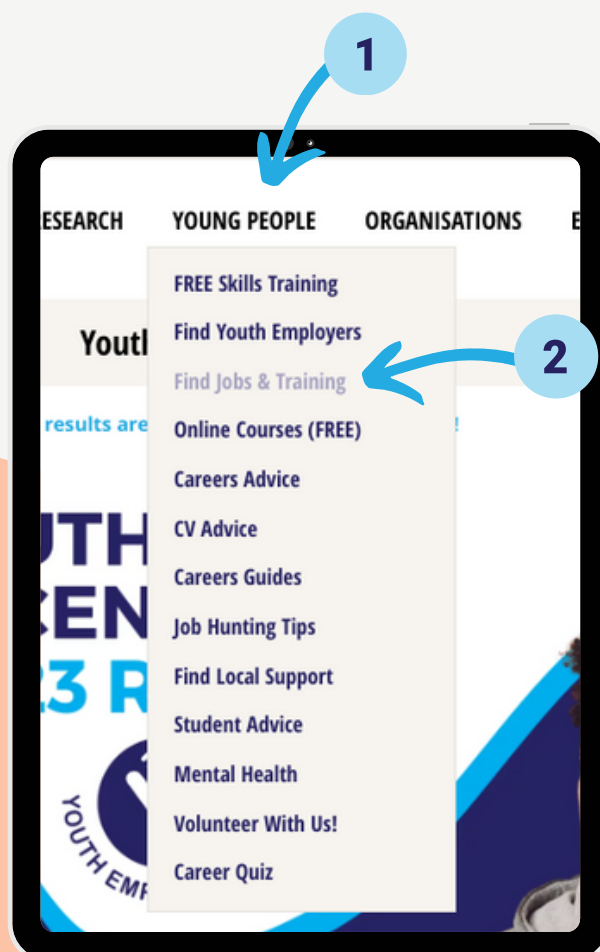
### Online Job Boards

A great place to look is [LinkedIn](#) and other jobs boards such as [Indeed](#), [Monster](#), and [Totaljobs](#).



# Finding an Apprenticeship

With the [Youth Employment UK Apprenticeship Finder](https://www.youthemployment.org.uk/apprenticeship-finder), you can browse to see what's available, or sign up (free!) to find apprenticeships locally.



4 Explore!

Other places you can look include:

## Search Engine

Type “apprenticeship + [your chosen field] + [your location]” into a search engine,

## Apprenticeship Finder

The [UCAS Apprenticeship Finder](https://www.ucas.academy/apprenticeship-finder) allows you to search for apprenticeships near you in the field you are interested.



# Applying for an Apprenticeship

## Gather Everything You Will Need

Writing your application will be much easier if you already have everything you need to hand. You will need:

- Your CV and cover letter
- A copy of the job description and person specification
- A copy of your UCAS personal statement, if you have one

- Information about the company you are applying for
- Your grades from any relevant exams or qualifications, e.g. GCSEs, BTECs, or A Levels
- Details of any work experience you have completed, including voluntary positions

- The details of at least two appropriate people who are willing to be references for you (managers, supervisors, teachers, and lecturers are ideal)



### Remember...

You will need a professional email address (e.g. mike.jones@gmail.com, NOT partyguy20359@yahoo.com.)  
Set up a new one if you need to.

## Do Your Research

- Check the company website
- Look for recent news about them
- Learn about their company values.
- Do they have any new products or services?
- Have they won any awards?
- Who is the CEO/Manager of the organisation?
- Have they published any reports?



# Applying for an Apprenticeship

The more you know about the company or organisation you are applying to, the better - so before you apply, do your research!

You won't be quizzed on this, but it's extremely useful background information.



# Applying for an Apprenticeship

## Read The Ad, Then Read It Again

Before you can write a great application, you will need to know exactly what the prospective employer is looking for.

Make sure you read and re-read the job ad and person specification before you start writing.



### Highlight

the key skills and attributes the employer is looking for - this will help you in your application, as you will refer to these.







# Activity



Read the example job advert and person specification for a Level 3 Activity Leader.



Highlight the key skills and qualities the employer is looking for.



## Example

If you will be “running your own session”, you will need to be well organised!





# Activity

## What You'll Be Doing:

Physical fitness,  
motivated

- Delivering a variety of high-adrenaline outdoor activities using a range of specialist equipment
- Learn how to design and run your own sessions
- Undertake various external National Governing body (NGB) qualifications
- Deliver entertainment sessions and provide fun and exhilarating experiences
- Ensure all equipment and safety checks are conducted in line with company procedures
- Ensure compliance with company H&S policy
- Understand and comply with the Company's Safeguarding Policy
- Support with centre projects

Health & safety

Creativity,  
organisation

Keen to learn  
and develop

Communication skills

Attention to detail,  
health and safety

Responsible

Teamwork



# Crafting a Great CV

Your CV and cover letter, if they have been requested, will form the backbones of your application.

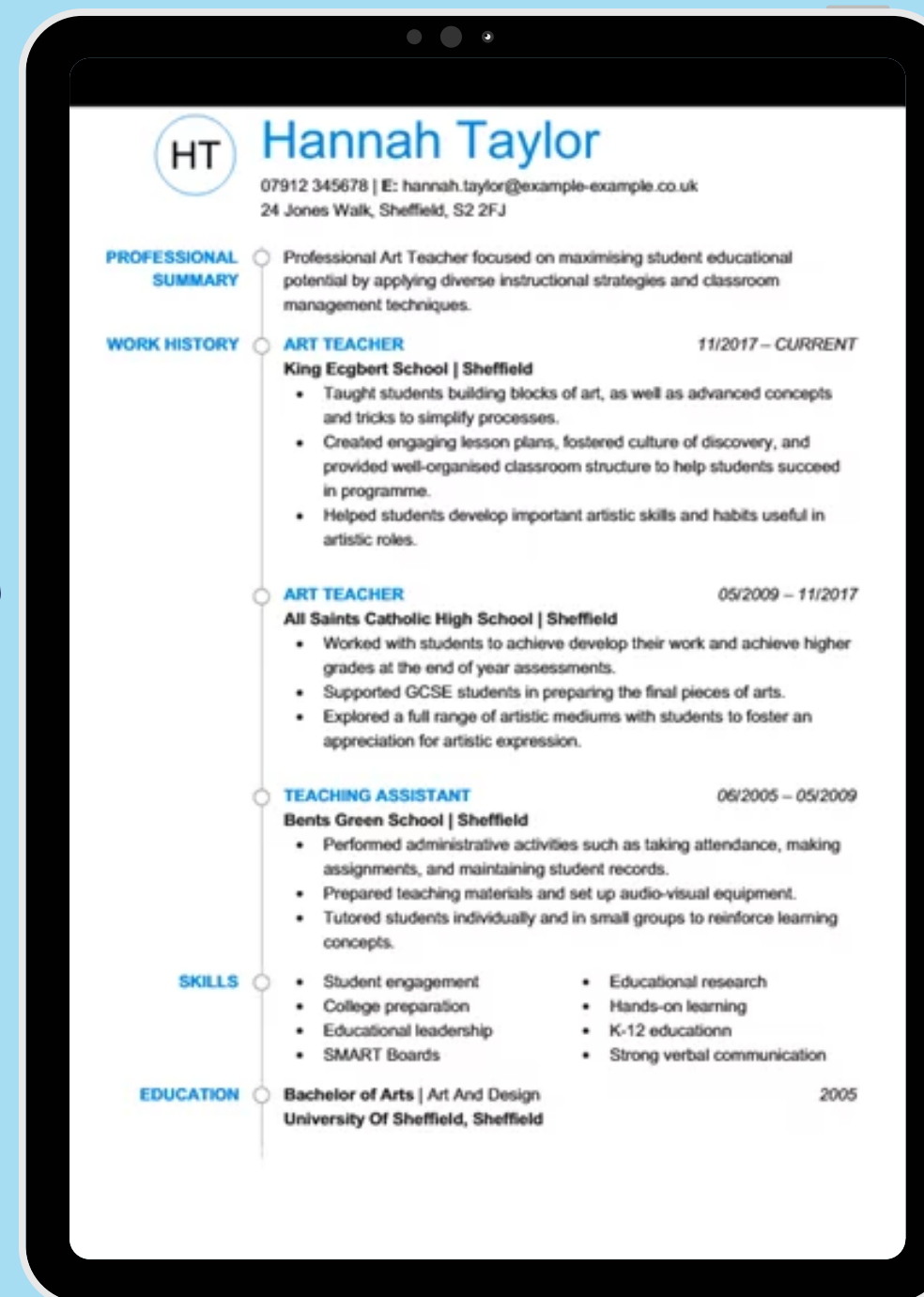
Your CV is a document that outlines your career history so far - but don't panic if you've never had a job before!

This can also include relevant experience at school or college, volunteering, and as part of extracurricular activities.



Here's a great example of a CV that includes all the relevant information.

[Find more CV examples here.](#)



[Image source](#)

## Remember...

to tailor your CV to each apprenticeship if you are applying for more than one.

It should have a professional layout, be no more than two pages long, and directly refer to skills and attributes mentioned in the apprenticeship job description.



# Crafting a Great Cover Letter

Your cover letter adds context and personality to your CV, showing the potential employer more about who you are and why they should hire you specifically.

## Remember...

to proofread your cover letter at least twice for spelling, grammar, and factual accuracy before you send it off.



A good cover letter should follow a basic format:

1

Address the right person by name

2

Introduce yourself briefly

3

Say why you want the job

4

Explain what you can bring to the table

5

Sign off professionally





# Top Tips



Read and re-read the job advert and person specification



Take your time



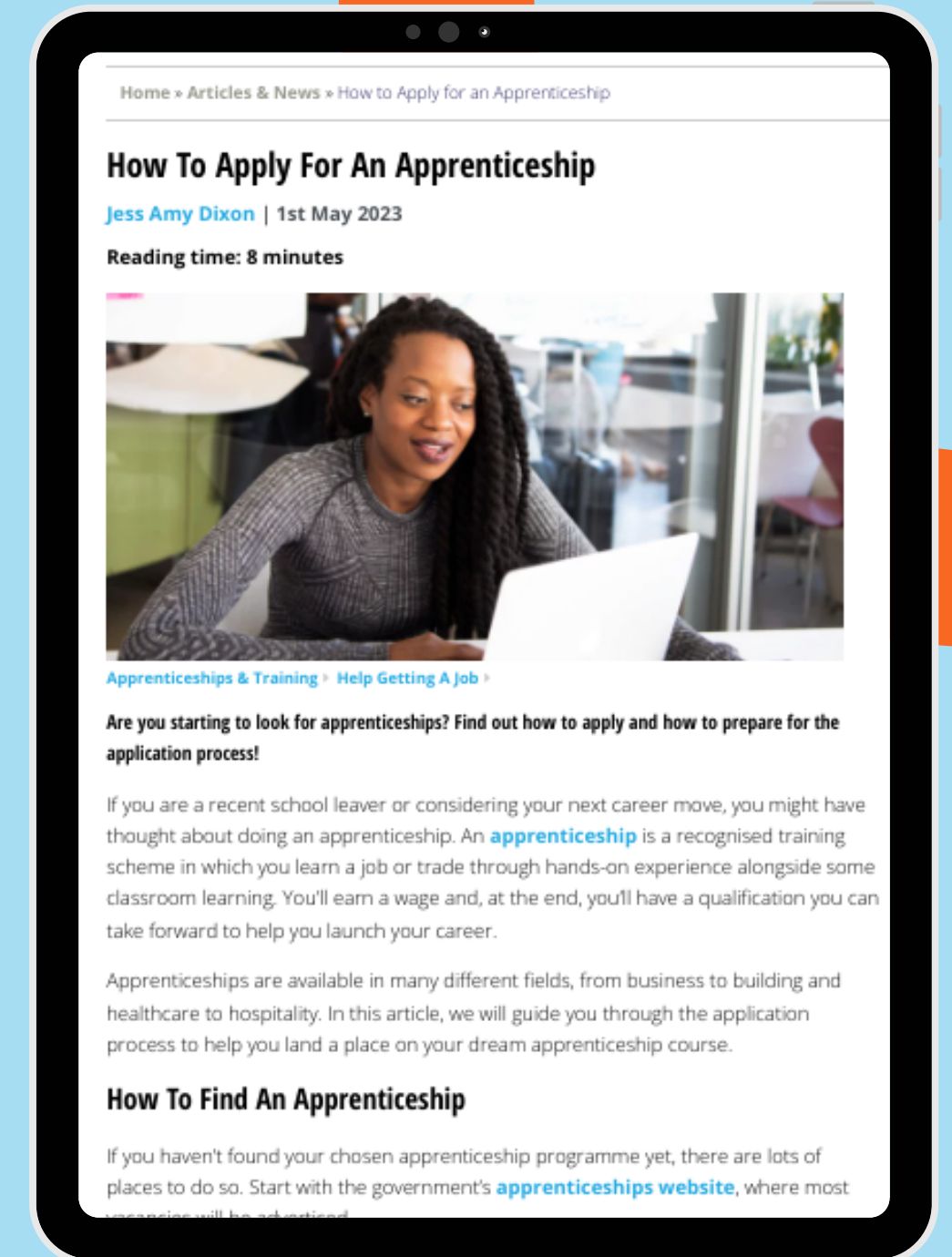
Recognise and highlight your strengths!



Save your progress as you go along, in case your wifi drops out or your computer crashes



Ask a friend, family member or teacher to read your application to check for any spelling, punctuation or grammar errors



Check out Youth Employment UK's article on [How to Apply for an Apprenticeship](#)





# The Next Step...

## Prepare For The Interview Or Assessment

If your application is shortlisted, a few things might happen next:

- You might need to complete a test or assessment. This is typically a fairly short task that tests your knowledge or abilities in an area related to the job and will usually take place online.
- The employer might also do a telephone screening before moving on to in-person or video interviews.
- You may then be invited to a face-to-face interview. This could be in person or virtually.
- Finally, you may be invited to do a video interview or attend an in-person Assessment Centre as part of your application process. This will involve working with a group of other candidates. You will need to do both individual and group tasks to test your skills and attributes.

## Lesson Objectives



To understand what an apprenticeship is



To understand where to look for apprenticeship opportunities



To understand how to complete an application for an apprenticeship

Youth Employment UK has free information and advice for young people on how to prepare for every type of interview!

[Interview Tips - Youth Employment UK](#)

