

**National Apprenticeship Week 2020-2021**

**Hints and Tips of where to apply and look for an apprenticeship...**

National Apprenticeship Week  
8 to 14 February 2021

# Apprenticeships

Depending on the level of qualifications you already have, there are different types of apprenticeships you can apply for.

Apprenticeship levels:	Equivalent to:
Intermediate level 2	GCSEs ( you usually start here depending on the industry and the skills required.)
Advanced level 3	A levels
Higher and intermediate Level apprenticeship 4 & 5	Certificate of Higher Education
Degree apprenticeships Level 6 and 7	Bachelors and Masters Degree.

# Apprenticeships

Apprenticeships (at all levels) are a great way to enter a profession. You can get paid for your time and at the end of it you'll come out with a qualification too.

But how do you go about finding apprenticeship vacancies?

This is something that the majority of people struggle with and hopefully this presentation will provide you with an insight of where to start your searches for apprenticeship vacancies.

# Knowing which websites to look at...

There are many apprenticeship search websites that you can look on to search for apprenticeship vacancies. These can be a good place to start your search:

Government lead:

<https://www.gov.uk/apply-apprenticeship>



<https://www.civilservicejobs.service.gov.uk/csr>



[Click here to find out more](#)



Further support...

# **Contact the National Apprenticeship Helpdesk to get help**

## **National Apprenticeship Helpdesk**

[helpdesk@manage-apprenticeships.service.gov.uk](mailto:helpdesk@manage-apprenticeships.service.gov.uk)

Telephone: 08000 150 600

[Find out about call charges](#)

# Knowing which websites to look at...

## Generic- some examples

[https://www.prospects.ac.uk/graduate-jobs-results?keyword=degree%20apprenticeship&sortBy=rl&advert\\_top=24993&size=20&page=0](https://www.prospects.ac.uk/graduate-jobs-results?keyword=degree%20apprenticeship&sortBy=rl&advert_top=24993&size=20&page=0)

<https://www.ratemyapprenticeship.co.uk/search?show=jobs>

<https://bestapprenticeships.com/industry/>

<https://amazingapprenticeships.com/vacancies/time-to-apply/>

<https://www.officeforstudents.org.uk/for-students/degree-apprenticeships-guide-for-apprentices/find-a-degree-apprenticeship/>

<https://www.ucas.com/alternatives/apprenticeships/apprenticeships-england/how-find-apprenticeships-england>

# Apprenticeships

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# Knowing which websites to look at...

## Generic- some examples

<https://centreforapprenticeships.co.uk>

<http://www.apprenticeshipguide.co.uk>

<https://www.getmyfirstjob.co.uk/discover/search.aspx?page2636=1&size2636=24>

<https://www.notgoingtouni.co.uk/apprenticeships-223/filter/subcats/higher-apprenticeship-228>

<https://targetcareers.co.uk/careers-advice/work-v-uni/20-alternatives-to-university-after-a-levels-highers-or-the-ib>



Knowing which websites to look at...

Industry led to gain more information- some examples

- Construction Apprenticeships: <https://www.citb.co.uk/courses-and-qualifications/citb-apprenticeships/become-a-citb-apprentice/> and <https://www.goconstruct.org/>
- Plumbing and Electrician Apprenticeships: <https://www.jtltraining.com/apprenticeships/>
- Digital and technology <https://www.tpdegrees.com/tech-partnership-legacy/>
- Healthcare <https://www.healthcareers.nhs.uk/explore-roles>
- Careers in Aerospace <https://www.airbus.com/careers/apprentices-and-pupils.html>
- Careers in The Army:<https://apply.army.mod.uk/base>
- Careers with animals, plants and the environment: <https://www.lantra.co.uk/>
- Careers in the IT sector: <https://www.thetechpartnership.com/>
- Careers in Engineering: <https://tomorrowsengineers.org.uk/>
- Careers in Science: <http://www.sciencecareerpathways.com/home/>  
<https://ccskills.org.uk/careers>
- Careers - screen based careers (tv, film, digital): <https://creativeskillset.org/>
- Careers in the motor industry: <http://www.autocity.org.uk/>
- Careers in Law: <https://www.lawcareers.net/>
- Careers in Social Care: <https://preview-skillsforcare.cloud.contensis.com/Careers-in-care/Starting-your-career/Apprenticeships/Thinking-of-doing-an-apprenticeship.aspx>



## Word of mouth...

Ask around.

Does your family/ extended relatives/ friends/ tutors/lecturers etc... know of anyone working in an industry sector that has vacancies being advertised/ or coming up/ could they hand your C.V towards.

This process can be one of the easiest first starting points when searching for an apprenticeship vacancy.

Research which training providers and companies offer apprenticeship training in your chosen area.



The Complete Guide to  
**HIGHER AND DEGREE  
APPRENTICESHIPS**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/799901/The\\_complete\\_guide\\_to\\_higher\\_and\\_degree\\_apprenticeships.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/799901/The_complete_guide_to_higher_and_degree_apprenticeships.pdf)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/863885/Higher\\_and\\_degree\\_vacancy\\_listing\\_February\\_2020.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/863885/Higher_and_degree_vacancy_listing_February_2020.pdf)

<https://findapprenticeshiptraining.apprenticeships.education.gov.uk/Courses>

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# Search company websites sites...

Not all companies advertise their vacancies on the government and apprenticeship search engine websites.

If you have a specific type of company/profession in mind that you wish to work for, try looking directly on their independent websites. This is where many choose to advertise their apprenticeships, rather than the generic lead sources. This is because it shows that applicants whom are applying directly through their own sites have an interest specifically in that company and industry area.

If you have a specific industry in mind rather than one specific company, consider the employers/business (large and smaller scale) that work within that industry area and research their sources for any apprenticeship opportunities.

You will usually find this information in the careers, vacancies or jobs section of a company's website. They should tell you how to apply, and what, if any, qualifications you'll need in order to be considered. You'll also find out how long the apprenticeship lasts and what skills and qualifications you'd gain from it.



# Job Boards

You may also like to try searching on the big job vacancy sites. Some examples of such sites (sometimes referred to as 'job boards') include:

[www.allthetopbananas.com/](http://www.allthetopbananas.com/)

<https://www.careerjet.co.uk/>

<https://www.cv-library.co.uk/>

<https://www.gov.uk/find-a-job>

[https://www.jobsgopublic.com/?ga\\_client\\_id=be3573a9-a8f1-4a53-ace3-9cd82b67a8a2](https://www.jobsgopublic.com/?ga_client_id=be3573a9-a8f1-4a53-ace3-9cd82b67a8a2)

<https://www.jobs.nhs.uk/index.html>

<https://www.monster.co.uk/>

<https://www.totaljobs.com/>

<https://resumes.indeed.com/>

<https://www.jobcentreguide.co.uk/career-sites/13/job-search-engines-find-a-job-online>

<https://www.adzuna.co.uk>

<https://www.reed.co.uk/>

Don't forget to register for job notifications, so that when a vacancy appears that meets your requirements, you are immediately sent an alert!



# Networking/ job search- Social Media

There are two ways that certain types of social media can help you.

Some have job searching engines on the site, so that you can expand your search further this way.

Some also allow you to network with professionals, recruiters and companies/industry areas so that you can connect with them and be aware of any vacancies that may be available within an area or company.

Linkedin is great for both of the above:

<https://www.linkedin.com>

Check it out!



# Attend Virtual Careers Fairs

Covid-19 has meant that attending careers events and fairs in person has needed to be adapted to suit government guidelines of social distancing. This has led to a growth in popularity of virtual careers fairs and events.

Attending Virtual Careers/ Apprenticeships fairs is a great way to network and learn more about companies opportunities/where to look for and possibly apply for their vacancies. You may also find out what time of the year that they recruitment and specifically what they are looking for an in applicant.

These can either be found on sites such as:

<https://www.eventbrite.co.uk/>

<https://www.ucas.com/ucas/events/find>

Or specifically, businesses/companies and universities may hold their own fairs, so checking out their websites too directly would be advantageous.

## Register with your local council's apprenticeship service

Your local council may have their own apprenticeship service and work directly with other employers whom have vacancies in a variety of areas that universities and colleges may not be working with directly.

Seek this opportunity out, by researching and registering your interests and requirements of what you are looking for. This will keep you updated with regular opportunities and the council may be able to approach employers on your behalf of whom they work with to see if they have any vacancies arising.



# Register your interest with colleges and universities for apprenticeships .

Registering with local colleges and universities can open up your opportunities.

Research which colleges/universities offer the type of apprenticeship training that you are after.

When you have researched which colleges/ universities offer your apprenticeship training programme, register your interest, inform them of what you are looking for and send them your C.V. They can then send you a weekly/ monthly update of any vacancies that they get sent through from employers that they work with directly/ or any new employers who approach them.

Remember to check their apprenticeship vacancy page directly on their sites.

Alternatively, they may also make contact with employers that they have worked with in the past to see if there any potential openings for an apprenticeship. If that is the case then they will also send you through these vacancies to apply for as well.

Remember, you won't be the only one applying for these roles so ensure your application is the best it can be.



# Contact employers directly

If you can't see any apprenticeships/ have no luck with sourcing an apprenticeships that you can apply for directly on: company websites/ generic searches or jobs boards, colleges, councils or universities , don't give up hope.

Get proactive!

Try phoning/ emailing companies/ big industry employers that you wish to enter and ask them if they have any apprenticeships schemes or similar vacancies that you can apply for – many will appreciate the proactive nature and initiative that you're showing in contacting them directly when searching for such positions.

Ask them if they have any volunteering or work experience that can help get your foot in the door!

Send through your C.V and a Cover Letter via email/ or post. Even if they have no vacancies at the moment, they will have your C.V on record for future vacancies that they can forward to you if they arise to apply for.

It makes them aware of your interest and builds your networking capacity.

## Contact employers directly

If an employer is willing to take you on as an apprentice and they are uncertain of the next steps, it is more simple than you may think. They simply need to find an appropriate training provider and liaise with them to finalise your apprenticeship programme. They can do this by looking on the government website links provided here:

<https://findapprenticeshiptraining.apprenticeships.education.gov.uk/>

They would also need to read key information on funding, the processes etc... from the following government website too: <https://www.gov.uk/guidance/how-to-take-on-an-apprentice>

## Overall...

It can be a very overwhelming process. But...don't give up.

Hopefully now you have some extra hints and tips of where to start your search for an apprenticeship.

Remember...always have a back-up plan should you not cease to gain an apprenticeship vacancy.

If you need any support or guidance with this, please do book a careers appointment with your college careers advisors via your student portal. Or you can email [jwollerton@summerhill.Dudley.sch.uk](mailto:jwollerton@summerhill.Dudley.sch.uk) if you have any questions.