

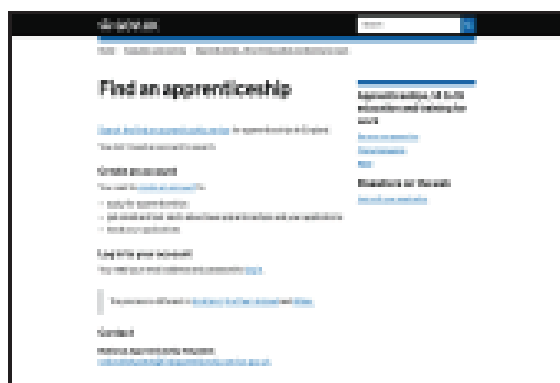
USEFUL RESOURCES

How do you find an apprenticeship?

By setting up an account you will be able to:

- Search and apply for the full range of apprenticeships
- Save your searches and set up alerts
- Apply on-line for jobs that interest you

1. Go to 'Find an apprenticeship' www.gov.uk/apply-apprenticeship



2. Click on 'Create an account'

3. Work your way through the on-line form. You will need the following:

- Name
- Date of birth
- Address (including postcode)
- Email address
- Telephone number

4. Activate your account by visiting your email account and clicking on the message from nationalhelpdesk@findapprenticeship.service.gov.uk called SFA Apprenticeships - Activation Code

5. Make a note of your 6-character code and return to the sign-in page of 'Find an apprenticeship' <https://www.findapprenticeship.service.gov.uk/signin>

6. Log in to 'Find an apprenticeship'

7. Password reminder:

Email address:

Password:

8. Save your username and password in your phone so that you can find it easily.

Carry out a simple search

- Sign-in to Find an apprenticeship by visiting www.findapprenticeship.service.gov.uk/signin
- Practice some different search techniques by completing the tasks below

Type in a keyword of a job role that you might be interested in and write it below.

Enter your home postcode and a radius of 5 miles. How many apprenticeship vacancies do you find?

What do you notice if you increase the 'distance' radius from your home postcode?

Click on the 'Browse' tab and select one of the options. Check your postcode and select the distance. How many vacancies do you find?

What do you notice about the closing dates for the vacancies?

Find one vacancy that you like the look of. What can you find out about:

The weekly salary?	
How many hours per week?	
The apprenticeship duration?	
Possible start date?	
Where is it based?	
Future prospects?	
Qualifications required?	

Application tips

IT'S TIME TO APPLY

So you've learnt how to register & search on Find an apprenticeship ... now you've just got to start applying!

One of the key things to remember is that you are applying for a job, meaning you have to try and communicate to an employer why you would be an asset to their company and what it is that you could bring to the role. When applying, therefore be mindful to:

1. TAILOR YOUR APPLICATION FOR EACH JOB

Unlike UCAS, you are not restricted to a single application for all of your preferred choices. Be sure to tailor each application to the employer, their ethos & goals, the job description and requirements. Of course, feel free to work off of a standard draft and format if you find this to be useful, just be sure to add the specifics so that you are coming across to the employer as passionate and keen to join their organisation.

2. LOOK FOR BUZZ WORDS IN THE JOB DESCRIPTION AND USE RELEVANT EXAMPLES

Highlighting buzz words can help you to identify what the employer is looking for and tailor your application to suit this. Think of real examples where you can best portray being confident, professional and enthusiastic. This might include dealing with a complaint at work or being proactive in finding work experience in a specific industry.

3. WHAT ARE YOUR STRENGTHS & HOW WILL THEY BENEFIT THE COMPANY?

Do not be concerned if you do not have an extensive amount of work experience. Use practical examples of your strengths and how this will benefit the organisation.

4. FOCUS

Employers receive lots of applications and often do not have the time to read paragraphs of text. Be concise in your points and examples, remembering that you want to give them enough information to get to interview, but not too much that you have nothing left to talk about.

5. SHOW YOUR PASSION AND WHY YOU ARE INTERESTED

Be passionate about the job. Why do you want this role and how will it help you achieve your goals?

6. HOW ARE YOU PRESENTING YOURSELF?

Is your email address sensible? Is your writing tone professional? Have you checked grammar and punctuation? Ask a teacher, careers adviser or family member to check over your application.

APPLICATION HELP

For more detailed help & advice on each section of the application process, use the 'How to write a winning apprenticeship application' resource, also available to download.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/442593/How-to-write-winning-application.pdf

Describing your strengths

There are a variety of ways you can describe yourself and your strengths. Try using the following:

'I am...'

- | | |
|--|---|
| <input type="checkbox"/> Skilled at... | <input type="checkbox"/> Very good at... |
| <input type="checkbox"/> Excellent at... | <input type="checkbox"/> Extremely good at... |
| <input type="checkbox"/> A skilful... | <input type="checkbox"/> Talented at... |
| <input type="checkbox"/> Able to... | <input type="checkbox"/> Familiar with... |
| <input type="checkbox"/> Competent in... | <input type="checkbox"/> Qualified to... |

Employers are looking for various qualities and characteristics in a potential employee. Use the following list of words to help you when describing yourself, whether in an application or at interview:

- | | | |
|--|--|--|
| <input type="checkbox"/> Able | <input type="checkbox"/> Drive | <input type="checkbox"/> Keen |
| <input type="checkbox"/> Accurate | <input type="checkbox"/> Dynamic | <input type="checkbox"/> Knowledgeable |
| <input type="checkbox"/> Adaptable | <input type="checkbox"/> Educated | <input type="checkbox"/> Leadership skills |
| <input type="checkbox"/> Alert | <input type="checkbox"/> Effective | <input type="checkbox"/> Loyal |
| <input type="checkbox"/> Ambitious | <input type="checkbox"/> Efficient | <input type="checkbox"/> Mature |
| <input type="checkbox"/> Analytical | <input type="checkbox"/> Energetic | <input type="checkbox"/> Methodical |
| <input type="checkbox"/> Articulate | <input type="checkbox"/> Enjoy a challenge | <input type="checkbox"/> Objective |
| <input type="checkbox"/> Assertive | <input type="checkbox"/> Enthusiastic | <input type="checkbox"/> Organised |
| <input type="checkbox"/> Astute | <input type="checkbox"/> Fast learner | <input type="checkbox"/> Patient |
| <input type="checkbox"/> Bright | <input type="checkbox"/> Fast worker | <input type="checkbox"/> Perceptive |
| <input type="checkbox"/> Capable | <input type="checkbox"/> Flexible | <input type="checkbox"/> Persistent |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Focused | <input type="checkbox"/> Polite |
| <input type="checkbox"/> Confident | <input type="checkbox"/> Friendly | <input type="checkbox"/> Positive |
| <input type="checkbox"/> Committed | <input type="checkbox"/> Good communicator | <input type="checkbox"/> Practical |
| <input type="checkbox"/> Common sense | <input type="checkbox"/> Gifted | <input type="checkbox"/> Pro active |
| <input type="checkbox"/> Competent | <input type="checkbox"/> Hardworking | <input type="checkbox"/> Punctual |
| <input type="checkbox"/> Computer literate | <input type="checkbox"/> Helpful | <input type="checkbox"/> Rational |
| <input type="checkbox"/> Consistent | <input type="checkbox"/> Highly motivated | <input type="checkbox"/> Reliable |
| <input type="checkbox"/> Cooperative | <input type="checkbox"/> Honest | <input type="checkbox"/> Resourceful |
| <input type="checkbox"/> Cope under pressure | <input type="checkbox"/> Imaginative | <input type="checkbox"/> Responsible |
| <input type="checkbox"/> Creative | <input type="checkbox"/> Impressive | <input type="checkbox"/> Supportive |
| <input type="checkbox"/> Decisive | <input type="checkbox"/> Insightful | <input type="checkbox"/> Tactful |
| <input type="checkbox"/> Dedicated | <input type="checkbox"/> Inter personal skills | <input type="checkbox"/> Team player |
| <input type="checkbox"/> Dependable | <input type="checkbox"/> Independent | <input type="checkbox"/> Tenacious |
| <input type="checkbox"/> Desire to succeed | <input type="checkbox"/> Innovative | <input type="checkbox"/> Thorough |
| <input type="checkbox"/> Determined | <input type="checkbox"/> Initiative | <input type="checkbox"/> Trustworthy |
| <input type="checkbox"/> Diplomatic | <input type="checkbox"/> Intelligent | <input type="checkbox"/> Versatile |
| <input type="checkbox"/> Diverse | <input type="checkbox"/> Intuitive | <input type="checkbox"/> Willing |

Interview checklist

Do you know how to make a positive first impression at a job interview? Use this checklist to help prepare for your next interview.

PRIOR TO SUBMITTING AN APPLICATION

- Ensure your voicemail message on your mobile phone is appropriate
- Make sure your email address is sensible and will represent you in a mature way
- Spell and grammar check your CV, ensure it is up to date

PRIOR TO INTERVIEW:

- Research the organisation and job that you are applying for
- Prepare at least 2 or 3 questions that show an interest in the job and organisation
- Work out how to get to the interview and how long the journey will take - allow enough time to arrive at least 15 minutes early
- Prepare answers to some typical interview questions e.g. 'why do you want this job?'
- Prepare examples of when you have used skills relevant to the job

APPEARANCE:

- Take a bath or shower prior to interview
- Wear clean and ironed clothing
- Wear appropriate clothing and footwear - formal shoes, not trainers
- Wear matching socks
- Polish/clean your shoes
- Make sure your hands and fingernails are clean
- Wear conservative makeup, accessories and jewellery (including nail varnish)
- Brush your teeth
- Wear subtle perfume/aftershave
- Cover tattoos with long sleeves
- Remove facial piercings (one set of small earrings is fine)
- Remove chewing gum prior to interview

BODY LANGUAGE:

- Shake hands firmly
- Smile
- Sit when you are offered a seat

- Use good posture, sit up straight
- Be attentive, nod or take notes
- Make eye contact but avoid staring
- Avoid negative behaviour (yawning, crossing your arms, checking your watch, looking at your feet)
- Be composed (no fidgeting, playing with hair, tapping your feet)

RESPONSIVENESS:

- Bring a copy of your CV, the application form and the job advert with you
- Bring a pad and pen to take notes if necessary
- Switch off your phone or set to silent (turn off vibrate as this can still be heard)
- Be on time (even better - be early)
- Use interviewer's title and surname
- Refer to the job advert/job description when answering questions
- Show enthusiasm
- Speak clearly, using proper grammar
- Avoid slang, swearing and suggestive language
- Answer questions clearly and concisely
- Focus on your strengths
- Avoid interrupting the interviewer

ATTITUDE:

- Be respectful
- Be positive and enthusiastic
- Be attentive
- Be knowledgeable about the company
- Use the interviewer's name
- Be professional and mature

CLOSING THE INTERVIEW:

- Ask any questions about the organisation/job that you prepared prior to the interview
- Stand and shake hands
- Thank the interviewer for his/her time
- Emphasise your interest in the job
- Ask when a decision will be made

Careers@Deyes Useful Websites

The National Careers Service:

<https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx>

Has a range of job profiles that can help pupils to begin to research possible career options, jobs available and entry requirements.

Future Morph: <http://www.futuremorph.org/>

Science and Maths Careers website, lots of interactive quizzes to help pupils to think about careers in this field.

Apprenticeships: <http://www.apprenticeships.gov.uk/>

Explains what apprenticeships are, young people are able to search and apply for apprenticeships.

Jobs for Tomorrow: <https://www.careerconnect.org.uk/Jobs-For-Tomorrow-i109.html>

Lessons plans, videos and resources to support pupils to think about the types of jobs that will be available in the future in Merseyside and the surrounding areas

My World of Work: <http://www.myworldofwork.co.uk/> Scottish Careers Service has excellent tips for CV's, applications, and job interviews. Also has a range of interactive quizzes and tools to help career decision making processes

Moving On: <http://movingonmagazine.co.uk/>

Careers Web Magazine, resources to help young people and their parents make decisions about their futures, and the options available.

RBS Career Kickstart: <https://www.careerkickstart.rbs.com/>

A range of on line resources for young people to start to explore their skills, future options and what they have to offer. This includes lesson plans for teachers and ways in which teaching staff can support pupils to identify their strengths and weaknesses

Barclays Life Skills <https://www.barclayslifeskills.com/>

Advice and Lesson plans to help young people to be prepared for the world of work.

Not going to Uni: <http://www.notgoingtouni.co.uk/>

Gives young people advice and information on the alternatives to Higher Education, also advertises some Apprenticeship and Work experience opportunities.

Milkround: <http://www.milkround.com/>

Normally a graduate recruitment site, however now has a school leaver section that advertises Apprenticeships, Internships and general advice on post 18 options.

The Student room: <http://www.thestudentroom.co.uk/>

Advice for young people on the future options available to them, includes discussion boards on lots of topics from student finance, relationships, and entertainment. Discussions are moderated and monitored to make sure that pupils using this site are safe.

The Complete University Guide:

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

A website that combines University League tables with top course choices and graduate employment rates. This is also broken down in to areas of the country to Students can really consider the impact of their University choice.

UCAS: <https://www.ucas.com/>

The University and College Admissions Service, can search for courses, universities and entry requirements. Also this is the website used to apply for Degrees