



Information and Guidance

Applying for an Apprenticeship

How to find an apprenticeship

Applying for an apprenticeship is similar to applying for a job, you will need to have an up to date CV and attend interviews with both the college/apprenticeship provider and the employer themselves.

There are a variety of ways of finding an apprenticeship:

- 1** www.gov.uk/apply-apprenticeship this website lists most apprenticeship vacancies in the country. You can create an account, search vacancies and sign up for alerts.
- 2** Via a college/apprenticeship provider - many will have vacancies advertised on their website or support you to find a suitable one.
- 3** Direct through a company - some larger companies will have a section on their website with apprenticeship vacancies.
- 4** By approaching an employer - some employers may not have had an apprentice before or not know the process to employ one. By having a conversation directly with an employer they may be happy to take you as an apprentice. The next step would then be to find a provider which offers that apprenticeship qualification and liaise between them and the employer to arrange checks and paperwork.

When can I apply?

This will vary depending on the company so it is important to check!

Companies such as BAE and Airbus will open for applications in November and close in February for entry in September.

Many companies on the .gov website will advertise vacancies with a starting date in around 6 to 10 weeks time, therefore you may not be able to apply until you have completed your GCSE's. Most will also require evidence of your GCSE results prior to starting.

Should I apply for a full time college course as a back up?

The simple answer is yes! Applying for an apprenticeship can be like applying for a full time job. Therefore there may be anywhere from 5 to 500 other applicants for the same vacancy. By securing a place at college it means if you haven't found an apprenticeship by September you can start college and gain valuable skills. You can still look for and apply for apprenticeships whilst studying full time in college.

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Each employer will have a different application process, so you'll need to read the vacancy carefully and ensure you understand any deadlines and next steps.

You will usually be asked to submit a CV and answer some questions about yourself. If you get through the first stage, you'll be invited to an interview. It's a good idea to keep track of any applications you have on the go and their deadlines.

1 Research, research, research

You'll need to know the role inside-out to help tailor your application and any interviews. Check if there's a number you can call for an informal chat about the role – don't be afraid to ask questions if you're unsure about anything.

2 It's not just about work experience

Make a list of your experiences, hobbies and interests. All your life experiences can help show why you'd be a good fit for the role. You need to match your experience to the skills needed in the job description. For example, if you're applying for an apprenticeship in engineering, talk about relevant projects you've worked on in Science or Maths.

3 Show your personality

If you're stuck, ask teachers, friends and family to list your three top qualities as a starting point. Employers want to know that you have the qualities they're looking for and that you'll fit in well in a team. Always back these up with real-life situations. For example, if you've been the captain of the school football team, this shows leadership and teamwork skills.

4 Demonstrate your passion

Apprenticeships are competitive, so showing a positive attitude and a willingness to learn in the field will help you stand out. Employers are looking for people who align with their values and want to bring new ideas.

5 Personalise to the company

Make sure you've tailored your application to the company and the apprenticeship. Even if they're all in similar fields, you still need to make sure you can articulate why you're interested in that role and company. Copied and pasted applications will lessen your chance of making a good impression.

6 Double-check for mistakes

Get someone to read your application before sending it and use a spell checker. Good spelling, punctuation, and grammar show good attention to detail, and you put effort into it.

Information taken from [UCAS Applying for an Apprenticeship](#)

Tailor your apprenticeship CV and cover letter

A strong CV is the backbone of any apprenticeship application. It needs to look and sound professional, demonstrating clearly and concisely your suitability for the position.

Use a simple font, divide sections clearly and use bullet points for ease of reading. Your CV will need to include:

1 Profile

A punchy opening paragraph displaying your most relevant qualities, skills and experience to the role you're applying for. Don't explain too much here - your profile should entice the employer to keep reading. Get someone to read your application before sending it and use a spell checker. Good spelling, punctuation, and grammar show good attention to detail, and you put effort into it.

2 Education

Many apprenticeship applicants have limited prior qualifications. If the apprenticeship you're applying for will be your first position outside of full-time education, take the opportunity to list any academic achievements, highlighting the transferable skills you've developed through group work, coursework and end-of-year exams, such as excellent organisation and timekeeping. Also ensure you list GCSE's being studied and what your predicted grades are, remember to state they are your predicted grades not actual.

3

Work Experience

List all previous paid employment and any relevant non-paid experience you may have. This could include voluntary work or school work placements. Only include information that will support your apprenticeship application - if you're worried your experience isn't relevant, you can still use it to highlight transferable skills. For instance, if you're applying for an engineering apprenticeship, your past experience working in customer service shows excellent communication and the ability to think on your feet - valuable qualities in any future engineer.

4

Interests/Hobbies

List any interests and hobbies even better if they're relevant to the post or demonstrate a particularly impressive achievement. For example, if you're applying for a computer programming role and build websites in your spare time, then this would be worth mentioning.

Cover letter

Your cover letter is another important part of your apprenticeship application. You'll use it to expand on the achievements and skills you've listed in your CV, as well as explain why you'd like to be considered for the apprenticeship. Keep it short and sharp - your employer may have hundreds of applications to read through.

Information taken from [Prospects - how to apply for an Apprenticeship](#)

Further information

<https://amazingapprenticeships.com/app/uploads/2022/11/Your-step-by-step-guide-to-applying-for-an-apprenticeship.pdf>

<https://www.careerpilot.org.uk/information/apprenticeships/tips-applying-for-an-apprenticeship>

<https://educationhub.blog.gov.uk/2024/02/07/how-to-find-apply-apprenticeship/>

<https://www.apprenticeships.gov.uk/influencers/applying-for-an-apprenticeship>

The image features a white background with scattered confetti in teal, yellow, and purple colors. The confetti consists of small, rectangular pieces of varying lengths and orientations, creating a festive and celebratory atmosphere. The text "Good Luck!" is centered in a bold, gold-colored font.

**Good
Luck!**