



Apprenticeship searching and applying.

Searching for an apprenticeship can be tough. You will need to apply for many and not always hear back from all applications.

- Start off with getting your CV sorted using my template as a guide. Have a look at the resources on the careers pages. <https://www.richardchalloner.com/careers/career-resources-for-students-and-parents>
- Use the national apprenticeship service as a starting point <https://www.gov.uk/apply-apprenticeship>
- Pop in your home postcode, and search within a 5-10 mile radius. Remember vacancies can change and have different wording so you will need to check this regularly.
- Save your answers to your applications by copying into a word document- this way you can copy and paste bits that are relevant and build a strong personal statement over time.
- Keep a note of the date, who you applied to, closing date and contact information so you can track your applications.
- For some industries look on their websites too, don't just rely on the national database.
- The local authority will tend to advertise their own vacancies too.

<https://www.kingston.gov.uk/jobs-careers-volunteering/apprenticeships/1>

- Don't leave it until the last minute- if you are thinking about an apprenticeship for after year 11 by the Christmas you need to be looking and have a plan B just in case. For after year 13 you need to have it all in place by the time your exams start in May for the September start.
- Think outside the box- eg if you are interested in finance don't just think banks- most companies will have finance departments both local and London based.
- Visit the careers office regularly as I often receive opportunities by email.
- This is not an exhaustive list but have a look through some of these websites to help with the search.

<https://www.careerpilot.org.uk/information/apprenticeships/finding-an-apprenticeship#link-1>

<https://amazingapprenticeships.com/>

<https://www.notgoingtouni.co.uk/opportunities/degree-apprenticeships>

<https://careerfinderucas.com/jobs/>

<https://kaplan.co.uk/apprenticeships/learners/start-your-career>

<https://www.thescholarshipclub.org.uk/degree-apprenticeships-vacancies/>

<https://careers.icaew.com/find-your-route/icaew-apprenticeships>

<https://www.allaboutschooleavers.co.uk/jobs/banking-finance-apprenticeships>

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