

Applying for Apprenticeships – Information & Guidance

Application

The **National Apprenticeship Service** is the best place to start: [Find an apprenticeship - GOV.UK \(www.gov.uk\)](https://www.gov.uk). It has details of what is currently available nationwide and when & how to apply.

There's also lots of information on **TargetCareers** [website here](#). You can look for information by careers sector, e.g. law, public sector, science, retail, media, finance etc. By signing up to sites such as this you can customise the information you receive & tailor it to your career interest and desired location. [Students should register here](#) and [parents can sign up for regular emails](#).

UCAS has a section on apprenticeships too: [Apply for apprenticeships in England \(ucas.com\)](https://ucas.com).

You can use their search facility to find out how and when to apply, as well as what's available and top tips on your application.

Unifrog has an Apprenticeship search tool linked to the National Careers Service website:

<https://www.unifrog.org/>. It also provides you with a CV builder tool, which is really useful when you're starting out with your CV.

There's a short video on how to apply for an apprenticeship on **YouTube** - [How to apply for an apprenticeship - YouTube](#).

University or Apprenticeship?

Deciding on whether to go to university or do an apprenticeship can be a difficult decision. The good news is that you can apply for UCAS and Apprenticeships at same time, both starting this September. You don't need to make up your mind until signing a contract with your employer or enrolling at university (whichever comes first).

Work Experience

Employers are looking for evidence of what you can bring to the role. It's a really good idea to get yourself some work experience, work shadowing or attend a summer internship. These are likely to be virtual for the time being but will begin to resume in the workplace during the summer. Many have already been advertised on the Collyer's Careers VLE, our [new Careers SharePoint site](#) and Collyer's social media. You are also sent a weekly email with current work experience opportunities, so keep an eye out for these.

TargetCareers has a wide range of [work experience opportunities here](#).

You can also contact our Work Experience Co-ordinator Sarah Tillier (slt@collyers.ac.uk).

Tips on Applying, CVs & the Interview Process

Tips on [how to perform at your best in interviews](#) can be found on **TargetCareers**, which also has advice on [what to expect in an assessment centre](#), often used as part of the recruitment process for apprenticeships, especially for larger companies. You can find out what an assessment centre is, what's involved, how long it lasts for etc. They are usually held at the place of employment and include social interaction, group discussions, presentations and lunch together. Be aware you are being observed all the time, even in 'down time' moments!

UCAS has a section dedicated to [interview tips here](#) and [general careers advice here](#).

For more careers information, advice and guidance log on to:

[Collyer's Careers SharePoint](#).