

# 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 [TargetJobs](#). 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.

**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.

## 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 college requirement that all students take part in work experience in the 1<sup>st</sup> year summer term. Some opportunities are advertised on the Collyer's [Careers SharePoint site](#) and via the weekly Careers email, so keep an eye out for these.

You can also contact our Work Experience Team on [wex@collyers.ac.uk](mailto:wex@collyers.ac.uk).

## Tips on Applying, CVs & the Interview Process

Advice on how to apply for roles and what to expect from interviews and assessment centres can be found on [TargetJobs](#). Both are used as part of the recruitment process for apprenticeships, especially for larger companies. Assessment centres are usually held at the place of employment or online 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 the**

**[Collyer's Careers SharePoint](#).**