

Title: A step by step guide to applying for an Apprenticeship

Do you want an apprenticeship, but are unsure of where to start? Apprenticeships are extremely competitive - You must act quickly.

Subtitle: How to get started

Follow the following 5 easy steps to get started:

1. Log on to www.gov.uk/apply-apprenticeship
2. Click 'Search the fine an apprenticeship service' to start searching. You can search using keywords, job title, employer, vacancy reference number or by postcode, town, city
3. Click 'Sign in' under 'Create an account'. Fill in your details and create your username and password
4. When you register for the first time you'll get a confirmation email, enter the 6 digit code to activate your account
5. Once you have found a position you want applying is easy, use the reusable application form.

It is important to remember that not all apprenticeships will be advertised on this website. If you are interested in an apprenticeship with a business that doesn't currently have one available, save the website as one of your favourites and keep checking it in case they start to advertise them. You can also check out the list of useful websites below for more information and opportunities.

Subtitle: Top tips

- Write your CV – send a draft to your form tutor and subject teachers to check. Mrs Schofield (Careers Advisor) can help you to write your CV if you need a little help.
- Build on your work experience. All apprenticeships will expect evidence of this.