



FINDING AN APPRENTICESHIP

Applying for an apprenticeship can be confusing, so we've put together a step-by-step guide on how to find them. The National Apprenticeship Service has a system called 'Find an Apprenticeship', which is free to use and will help you both search and apply for apprenticeships near you.

1. Head over to www.gov.uk/apply-apprenticeship and click on '**create an account**'.
2. Fill in the online form (you'll need your name, date of birth, address, contact number and email). **Activate your account once you have received the activation code by email.**
3. Once you're signed in, you can start **searching for apprenticeships**.
4. Refine your search by typing in keywords (administration, engineer, marketing etc.), postcode, distance you are willing to travel and apprenticeship level.
5. Levels of apprenticeship: **intermediate** is equivalent to GCSEs, **advanced** is equivalent to A levels. **Higher and degree apprentices** are equivalent to university study.
6. You will be shown a list of apprenticeship opportunities that match your search criteria. In the list you will see: the employer, the closing date, and a possible start date.
7. You can click on each apprenticeship opportunity to find out more information. You will be shown the wage, location, expected duration (e.g 24 months), pre-requisites, requirements and the training provider.
8. Make sure you research the employer and the training provider. It is important for you to consider how you will travel to both places.
9. Some apprenticeships may also be available directly on company websites, you can also check out [UCAS apprenticeships](#) for more opportunities.
10. Take a look at our CV writing top tips worksheet to help strengthen your application on our [website](#).