

GETTING AN APPRENTICESHIP

If you want an apprenticeship you will need to put in the effort to get one. There are different ways of applying for an apprenticeship – the more you do the greater your chance of success:

1. **Sign up on the national apprenticeship website**
<https://www.gov.uk/apprenticeships> – most apprenticeships are advertised here and you can sign up for email alerts.
2. **Apply to training providers** – these are companies who have links with many different employers and have apprenticeship vacancies.
3. **Apply to every local vocational college for an apprenticeship** (Crawley, Northbrook, Chichester) – they all have job shops and a vacancy list.
4. **Create a good CV and covering letter** - mailshot local companies who interest you. Follow this up with a phone call to let them know you are keen, interested and serious.
5. **Be prepared to work hard** - employers may not get back to you or it may be a “no”. Don’t take it personally, it happens to everyone and move onto the next one.
6. **Take time over your application** – you need to convince your future employer that you are the one.
7. **The more applications, the more options you will have** – don’t rely on just one application.
8. **Apply to college as a back-up** – apprenticeships can be hard to get, and you may not get an offer straight away. It makes sense to have a back up college place so you can learn will you still look.