

SHREWSBURY COLLEGES GROUP

APPLYING FOR APPRENTICESHIPS in 2020 (Year 11)

Specially adapted for Covid-19 circumstances

Interested in becoming an apprentice?

You've come to the right place! We have a range of apprenticeships to get you started in a wide variety of industries including:

- Construction
- Engineering
- Administration
- Management
- Early Years
- Education
- Hospitality

What exactly is an apprenticeship?

It's a real job, with hands-on experience, a salary and the chance to train while you work. You're treated just like all the other employees, with a contract of employment and holiday leave.

When you're an apprentice:

- you get paid and train at the same time, with at least 20% of your time spent in off the job training at college
- you train to be fully competent in your chosen occupation
- you're on a career path - with lots of future potential for you

How do I become an apprentice?

Firstly you will need an employer. It might seem a daunting prospect to find an employer at the best of times and these are more challenging than most, but there are still opportunities out there. As the economy starts to pick up employers will still need apprentices. We have proved this by contacting all the employers named on the applications we have received so far this year and all the employers we were able to contact said YES – they were still intending to take on an apprentice. Inevitably we will recruit in slightly different ways, but going forward this may well become the new norm and Year 11's will be the trailblazers for the future!

So, we're feeling positive and are here to explain the various ways you can still secure your apprenticeship.

One way to find your ideal apprenticeship is by registering with the [Find an Apprenticeship](#) service. On this site you will be able to select the areas you're interested in, along with your location and how far you are able to travel to work.

Any vacancies that you like the look of, you apply on-line and, providing the college is the nominated training provider (scroll down to the bottom of the vacancy to check), then our team will receive it and continue the process with you. We will do this in the following way:

1 Application - you have the option to contact us BEFORE you submit your application if you wish. We can proof your written draft with you and suggest any possible improvements if you feel it would be helpful by phone and email. *Note: Once you have submitted your application it cannot be amended.*

2 Confirmation - once we have received your on-line application from the Apprenticeship Service, we will check that you have met the employer's criteria and then contact you to discuss the vacancy in more detail as well as arranging a suitable time for a skype pre-interview.

If you have not met the criteria, we will still contact you to discuss other options.

3 Pre-interview - conducting a pre-interview at your agreed time. This is your practice run and an opportunity to ask us for any advice you may think you need before we put your application forward to the employer.

4 Interview – once the employer has sifted the applications and made their choices as to who they want to interview, they will either contact you directly, or ask us to arrange with you. This is highly likely to be on skype or similar, so you will have had the chance with us first to be prepared.

5 Feedback – for the successful applicant – you will be told first! Those who attended interview but were not successful, we will ask the employer for feedback and let you know, discussing your next steps.

Many of our apprentices successfully find their own employer and they do this in a variety of ways, so here are our **5 Top Tips** to help you to improve your chances:

1. Ask Around

- Check out any large companies in your local area, as they may have vacancies (public sector organisations, such as local councils and health authorities may have opportunities.)
- Try asking your family and friends or local firms who have job vacancies – they may be willing to convert this into an Apprenticeship.
- Alternatively, try sending a speculative application to any companies that you'd like to work for. A lot of companies will be closed and working from home, so emailing may be the best option in the first instance.

2. Get to know the company

- Check out their website as everything that a company is proud to display will be on there, and their recruitment section may describe the type of people they're looking for. It may be worth seeing whether they utilise social media, considering Twitter, Facebook and Instagram, this can give you an insight into the Company and their current campaigns.
- Keep an eye out for trade journals, business magazines and the business sections of local papers, as they will have articles about local companies and their executives.
- Remember what you have researched – this will sound good when you get to speak to someone at the Company!

3. Try work experience (if this is feasible)

- Offering an employer to go in and do some work experience, once business' return to normal, will give you the opportunity to get your foot in the door and show your work ethic and eagerness to learn. It will allow both you and the employer the opportunity to see whether you are the best fit for the organisation and ensure you like the job.

4. Demonstrate your personality and talents

- Think about what you have to offer an employer and try composing a CV to reflect this including factors such as; able to work as part of a team, punctual and eager to learn. Voluntary work and part time jobs should always be included as this is valuable from an employer's point of view.
- Stand out from the crowd – in the right way! Whether you knock on doors, call people or write to them, make sure you look and sound smart.
- Show examples of things that you do in your spare time – if you are a practical person then pictures of this could be just as good and will make you relatable.

5. Make a good impression

- Ensure you check your spelling and grammar in any correspondence you send to the employer, first impressions count!
- Many employers will check your social media, so get rid of those embarrassing pictures.
- Looking smart goes a long way if you meet the employer in person – dress a touch more formally than you would for your actual job, when the time comes.
- Try and act confidently, smile and show interest in what you are being asked, even if an interview is conducted via phone or Skype.
- Prepare a mini script before you call anyone, to avoid getting tongue tied.
- If you get an appointment to visit the company, find out who you'll be meeting and search on LinkedIn to find out about their career history – you'll find you'll feel more confident if you're chatting with someone you know something about.

If you have found an employer who is willing to take you on as an apprentice, or feel you need any help or advice with your approach, application and/or interview preparation, we have a team to help you.

Call us on **07792 039731** and we'll talk you through all aspects of applying for apprenticeships.

In addition, we are offering **webinars** on the first Thursday of each month, starting on 7 May. This will give both parents and students the opportunity to hear what we have to offer, how we can help and take questions. To book on to this, please book through Eventbrite.