

BENEFITS OF BEING AN APPRENTICE...

1. EARN WHILE YOU LEARN
NO DEBT FROM HIGHER EDUCATION
2. A REAL JOB
3. A REAL QUALIFICATION
4. A REAL FUTURE

WHY BECOME AN APPRENTICE?

An Apprenticeship is a real job with training so you can earn while you learn and pick up recognised qualifications as you go.

They take between one and four years to complete and cover over 1500 job roles in a wide range of industries, from things like engineering to financial advice, veterinary nursing to accountancy.

WHAT NEXT?

An Apprenticeship not only trains you in the skills employers want, it also opens up further career and learning options. You can carry on working, do more advanced training or even go on to degree level.

There are 3 levels of Apprenticeships you can apply for, depending on your current skills and qualifications:

- Intermediate Level Apprenticeship (level 2)
- Advanced Level Apprenticeship (level 3)
- Higher Apprenticeship (level 4 or above up to degree level)

With an advanced level Apprenticeship you can, on average, more than those without, over the course of their career.

FIND OUT MORE...

WORCSAPPRENTICESHIPS.ORG.UK

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HANNAH'S STORY



After completing a Level 3 IT Professional Apprenticeship with Sanctuary Group, Hannah is continuing her success within the company by undertaking a Higher Level Apprenticeship delivered by TDM Wyre Academy (the level 4 Apprenticeship is equivalent to a foundation degree).

“ I always excelled in IT, so I looked into apprenticeships after my A levels. I have grown in confidence and am a completely different person. The money is a huge plus - earning while you are learning means experience without debts. I am treated as an equal at Sanctuary and have the same work opportunities as everyone else. ”

1

SEARCH FOR VACANCIES

To search for Worcestershire vacancies go to **worcsapprenticeships.org.uk** and click on the apprentices box on the homepage, this will allow you to view all current vacancies in Worcestershire.

You can search for your ideal job in a number of different ways including using job title, location, programme level and industry sector.

TOP TIP

If you are unsure on which apprenticeship to consider, why not search your home town in the location box and find all the ones that are in your area.

2

FOUND A VACANCY?

Once you have found the job you want applying is easy, click apply on line now and this moves you through to the Apprenticeship vacancy matching service.

The application form is simple, secure and reusable, so you can respond to vacancies and save your application forms. You can view the status of your applications and manage them online. All you need to do is register.

TOP TIP

First impressions count, use the spell checker and get someone to check your application. For more hints and tips see **worcsapprenticeships.org.uk**

3

REGISTER YOUR DETAILS

It's free to register, you only need to register once, when applying for your first vacancy.

Once you have set up your account you can receive alerts to tell you about new vacancies that may interest you, however don't forget to regularly visit **worcsapprenticeships.org.uk** to keep up with the latest news.

You can apply for up to ten vacancies at any one time.

TOP TIP

Make sure your email address is a professional one as it will be seen by potential employers

4

LOG IN REMINDER

Username:

Password:

Once you have set up your account you can log in anytime from the log in button at **worcsapprenticeships.org.uk**

TOP TIP

Make sure your username is relevant and that your password is something you can remember.

5

ACCOUNT ACTIVATION

Before you can get started using Apprenticeship vacancies, you must activate your account.

When you register for the first time, you'll receive an email through to your registered email address. You must activate your account by clicking on the link in the confirmation email.

Log in to your account by using the username and password you used to set up the account.

TOP TIP

The activation email will usually appear in your inbox but it may be diverted to your spam folder - so you should check this too.

6

GOT AN INTERVIEW?

Before the interview...

- Know where you are going and how to get there
- Decide what to wear (smart clothes)
- Research the job and company
- Practice interview questions
- Decide on questions to ask.

At the interview...

- Be on time!
- Smile and be enthusiastic
- Don't use slang or swear words
- Answer questions clearly and concisely.

TOP TIP

Be prepared.
Get feedback after the interview.