

FINDING AN APPRENTICESHIP

Apprenticeships are an exciting career pathway, but it isn't always easy to know where to begin. Here are some tips to help you find the best apprenticeship for you:

1. DO WHAT YOU ENJOY

The chances are that you will spend a large portion of your time working, so do something you enjoy. Spend some time thinking about topics, subjects or activities that interest you or that you are good at. People generally get more positive results if they do something they enjoy!

2. DO YOUR RESEARCH

There are nearly 700 apprenticeship standards across 15 areas called Occupational Maps. You can find an overview of reasons to work in each of these [HERE](#). For example, you may decide you want to work in Construction, but until you research more, you might not realise that there are nearly 140 different routes you could take, from Level 2 to Level 7. Visit the [Apprenticeships Available](#) page on our website and click on each sector to get an overview of why you might want to work in it.

When you have an idea of the job or area you want to work in, you can begin to look into companies that you might like to work for. Use the internet to search terms of the industry and location, e.g., "building companies Barnsley", and this will generate a list of companies in that area. Visit their websites to get an understanding of them.

3. KNOW WHERE AND WHEN TO LOOK

Apprenticeships are available all year round, so vacancies are constantly being released. Most of the vacancies in South Yorkshire are advertised on:

<https://vacancies.southyorkshireapprenticeships.org/>

- Small companies are more likely to advertise their apprenticeships as and when they need a new staff member
- Larger companies generally open their apprenticeship applications once or twice a year usually in line with academic intakes so you are likely to find more vacancies advertised in spring/summer for a September start date

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If you want to apply for a particular apprenticeship, follow any links or application guidance in the vacancy advert. If applications for the vacancy aren't open yet, don't forget to set a reminder for when they are!

4. USE SOCIAL MEDIA

Employers also use social media for advertising apprenticeships, so checking their website and social media channels can be really beneficial.

- LinkedIn is a professional social media network you can use to showcase your work experience and qualifications. There are many settings, one of which is that you can make your profile show that you are actively looking for an apprenticeship. There's a jobs tab at the top of the page where you can search by apprenticeship and location. Remember to keep your profile strictly professional and ensure your experience and qualifications are clear as many employers will carry out a check on your social media accounts prior to offering you a job and cross reference these to your CV
- Some smaller companies may not have a LinkedIn page, so check out their Facebook and/or Twitter/X profiles as well

5. BE PROACTIVE

Employers like to see someone using their initiative, so if you want to stand out from the crowd, contact them. Prepare a short cover letter explaining why you are interested in working for them, then go to the employer in person, making sure you look smart and tidy, and ask for your cover letter and CV to be passed on to the Manager or HR Department. If this isn't possible, you can call and ask to speak to the manager, politely explain who you are, and ask if you could email them your details to them to be considered for opportunities in the future.

Show your initiative! A couple of days after you have submitted your CV and covering letter, why not give the hiring manager or HR department a call and ask if they received your details and ask if they have everything they need.

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