

Employment/Apprenticeship

If you want to be employed or in an apprenticeship when you leave college you will need to:

1. Decide on which job role you would like – do you want to do?
2. Research the Role you are applying for. What qualifications/skills are needed? Research the company.
3. Prepare a CV. Use the Employability Skills worksheet and your research about the job role skills to enhance your CV.
4. Search for vacancies. Job offers won't come to you - you need to search for them – this takes a lot of time and effort and the vacancies will change daily. You might find if you ask parents or friends they might know of a vacancy. Ask relatives – basically anyone that you know as this is more likely to secure you a job.
5. Apply for a role. Follow the instructions and complete all forms entirely with spell checked, accurate information. Meet the deadline – Employers are not flexible -they want reasons to reject you.
6. If successful you will need to pass the Selection Process. This can be a simple interview or a complete process. Do your research for your company – their website, google search, student chatroom etc. all might help you with the process and types of activities/questions you might get.
7. Contract of Employment – check it carefully – was it what you thought it would be?

Points to consider

Some Level 2 or 3 Apprenticeships pay below the minimum wage - in line with the apprenticeship wage – does this cover travel costs? Will your parents support you?

Some Apprenticeships/Traineeships are advertised in September/October for an August Start. Most companies will have only one month when their jobs are advertised – so you need to keep looking.

This year it might be more difficult to get an apprenticeship as businesses would have been affected by the close down.

1. Decide on which Job Role you would like – do you want to do?
 - If you know then move on to number 2!
 - If not then you can undertake some online activities which help match your skills/likes/dislikes to particular job profiles. They are computer programmes and will only react to the information you put in – remember they are NOT personality tests it is OK to say you don't want to work with babies or children it does not make you a bad person.
Kudos: <https://kudos.cascaid.co.uk/#/> our licence code is helplist95.
UCAS <https://www.ucas.com/careers/buzz-quiz>.
National Careers Service <https://beta.nationalcareers.service.gov.uk/>
 - Or you can decide what type of industry/employer you want and start looking there
 - Or you can just apply for any job role that is available that you would consider doing.
2. Research the Role you are applying for. What qualifications/skills are needed? Research the company.

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Look on the company's website – they tend to have lots of information to help you. Type in “the name of the company and careers” or “name of the company and recruitment” or “the name of the company and apprenticeship” and you will get to a different site/page.

Use the professional Body website or the Industry website to help you

Use the National Careers Service – Job Profiles

3. Prepare a CV. Use the Employability Skills worksheet and your research about the job role skills to enhance your CV.

See our [MOODLE](#) page

National Careers website <https://nationalcareers.service.gov.uk/explore-careers>

4. Search for vacancies. Job offers won't come to you - you need to search for them – this takes a lot of time and effort and the vacancies will change daily.

See our [MOODLE](#) page for recruitment.

Government website for Apprenticeships <https://www.gov.uk/apply-apprenticeship>

Company websites

Indeed.com

Use family and friends and their contacts for career research and in hunting for employment and apprenticeship opportunities. The majority of young people find their first jobs in this way.

Also use job websites

LinkedIn why use it? https://www.youtube.com/watch?v=tZE7Seg_CzA&feature=youtu.be

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See [Moodle](#)

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The company website often has help and advice, you could try a student chat room search or a google search – “interview questions asked by X company”

See [Moodle](#)

7. Contract of Employment – check it carefully – was it what you thought it would be?

<https://www.citizensadvice.org.uk/work/rights-at-work/basic-rights-and-contracts/contracts-of-employment/>

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<https://www.gov.uk/employment-contracts-and-conditions>

<https://www.ucas.com/careers-advice/employment>

Other websites that can help:

National careers Service <https://nationalcareers.service.gov.uk/>

UCAS - <https://www.ucas.com/careers-advice>