

APPRENTICESHIPS & SCHOOL LEAVER SCHEMES

Check these websites and forums at least once a week

Note: Some of these are aimed at students who have finished their GCSEs and some, for those who have finished level 3 qualifications (sometimes called school or college leaver schemes).

<https://www.kenttrainingandapprenticeships.co.uk> , www.kentjobs.co.uk/apprenticeships
<http://apprenticekent.com/home> , <https://www.getingofar.gov.uk>
<https://www.gov.uk/apply-apprenticeship>

<http://schoolleavers.milkround.com> , <https://www.allaboutschooleavers.co.uk>
<https://whitehat.org.uk> , <https://targetcareers.co.uk/guide-to-your-future> ,
www.notgoingtouni.co.uk

Social media

Posting in your own social network groups that you are looking for an apprenticeship is useful... who knows who you may reach!

Don't forget to talk to personal contacts (friends, family and teachers) to find out who they know and if they can link you up with potential employers. Many opportunities are found this way.

Websites

Many large companies advertise on their **OWN** specialist websites or social media but, require searching the internet with a phrase search E.g. "**{insert name of company} Careers**" or "**{insert name of company} Apprenticeships**"

Some companies and organisations also use sector specific sites such as www.jtltraining.com to advertise apprenticeship vacancies.

Contact your independent careers adviser for details of these websites and/or find related details of some of these websites at the end of each job profile at:

<https://nationalcareersservice.direct.gov.uk/job-profiles/home>

You can also find a list of websites on our "**Job Searching – Useful Websites**" download found at <https://www.cxk.org/resources>

Speculative CVs

You may wish to consider approaching employers with a CV. Speak to teachers, mentors or a qualified careers adviser if you need help writing one.

Take the CV and yourself to employers ideally in person or email or post with a covering letter to the manager or Human Resources officer at the company.

Some CVs will be read by a machine and others in person so tailor your CV accordingly. This link from a global recruiter will help you: <http://www.resumehacking.com/beat-job-boards-resume-screening-infographic>

You can find employers to contact via internet searches or on sites such as www.yell.co.uk but think creatively when you do this. For example: those wanting to be hairdressers could contact large hotels and health spas, not just local hairdressing salons.

Don't forget to search for "**apprenticeships**" using tools such as adverts in newspapers, shop windows and online such as <https://www.fish4.co.uk/> and <http://www.indeed.co.uk>, as well as specialist recruitment agencies (for example those in the cruise sector) who your careers adviser can tell you more about.

Strategy

Follow up every CV with phone calls and/or visits to show how keen you are! Take the time to research and also get to know the employers you are contacting; building **relationships** is important to potential success.

Consider offering to work for free (**volunteer**) for a week to show them how good **YOU** are! It may land you the apprenticeship but if not, will give you work experience for your CV.

Keep on trying but consider your time frame for backup plans. Some choose to take pre-apprenticeship options such as traineeships, princes trust programmes or work related schemes as a backup. Others sometimes attend sixth form or college or even travel; these are all different ways to build your employability skills. These links will help:

<https://www.gov.uk/find-traineeship> , <https://www.readytoworkkent.co.uk>
<https://www.seasonworkers.com> , <https://www.cxk.org/our-services>

If you draw a blank consider reframing your choices E.g. If you are interested in carpentry apprenticeships but can't find one, consider applying for maintenance apprenticeships instead or take a chance on something completely different... who knows what you may discover!