

Our
future.
It's in
our hands.



Apprenticeships

Your quick and easy guide
to applying for
an Apprenticeship
online



Get started now – go to
apprenticeships.org.uk

What do I get out of it?

With an Apprenticeship you can earn money while you learn the skills you need to succeed. You'll get recognised qualifications, full support during training and enjoy great career prospects at the end.



How do I progress?

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 higher education.



What do I need to do?

It's easy. Just click on apprenticeships.org.uk.

You can:

- find out more about Apprenticeships
- search for and apply to vacancies online
- manage your own applications online.



It's as **easy** as **1-2-3**

Register–Search–Apply

- 1 Register** for our new Apprenticeships online service and create your own 'My Home' page.
- 2 Search** online for vacancies that match your chosen career interests and save your favourite searches.
- 3 Apply** online – the application form is easy to fill in and can be used again and again.



Step 1

Where to start

Go to **apprenticeships.org.uk**.

To launch the Apprenticeships online service, click 'Find out more' in the 'Vacancies' box on the home page, then 'click here' in the Vacancies page.

Now you are ready to start.

On the Welcome page click the 'I'm looking for an Apprenticeship' link to register and take the first step towards finding your perfect job.



Step 2

Register

To register, click the 'Register now' link under 'New User?' and fill in your details.

Then create a username and password. You'll get a confirmation e-mail sent to your inbox to activate your account, with a link to your own 'My Home' page.



Step 3

'My Home' page

'My Home' page is your own secure space. You can use it to:

- search for Apprenticeship vacancies and save your search results
- reply to vacancies online
- manage your applications.



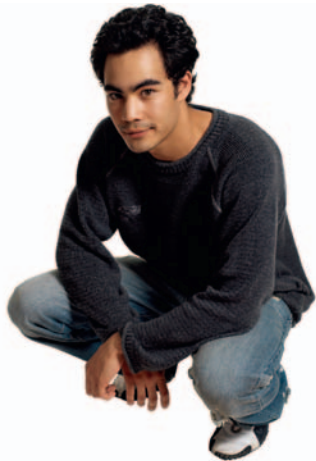
Step 4

Start searching to find your perfect match

Search for Apprenticeships that match your interests by:

- occupation/job role
- employer
- keyword
- learning provider
- location/postcode

The search engine will find all the Apprenticeships that match your criteria.



Step 5

Browse your results

You can click on any of the listed vacancies for more information. Each listing gives detailed information about the job,

including the employer, training, pay and the qualifications you will be working towards.



You can save your search results, so they are easy to access at any time, or start a new search.

Step 6

Manage your future

Once you've found the job you want, applying is easy. The application form is simple, secure and re-usable, so you can respond to as many vacancies as you like, and save your application forms.

You can view the status of your applications and manage them online.



Take control of your future

The Apprenticeships online service puts you in control.

What are you waiting for?

Go to
apprenticeships.org.uk

