

Our guide to finding your apprenticeship match...

Finding an apprenticeship can be a difficult task and sometimes it is hard to know where to start. We have the knowledge to guide you through the process so you know what to look out for, where to look, and what to consider.

Step 1 - What interests you?

The first step is to think about what you would like to do. You could relate this to interests that you have, subjects you have studied that you enjoy, or tasks that you could see yourself doing for work. Have a thorough think about this and consider what you wouldn't want to do as well as what you would like to do. You may already have an idea of what industry you would like to work in, which is a great starting point.



Step 2 – Research Employers

Many organisations are looking to take on apprentices. They range from small independent companies to large global companies. You could consider employer reputation, products and services, pathway for progression and many other factors when doing your research.

A business may need apprentices in various departments and there may be

more opportunities than you think. The National Apprenticeships Service website is a useful tool for finding all available apprenticeships. You can access this by clicking: Find an apprenticeship - **GOV.UK (www.gov.uk)**. Think about the duties and responsibilities of the apprentice role and whether you can see yourself doing this.



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Step 3 - Finding your match

When it comes to your career, salary is not the only factor. You need to think about what is important for you and this should be at the front of your mind during the decision-making process. Some factors to consider may include:

- **What does the company provide?**
- **What skills will you learn?**
- **What qualification will you achieve?**
- **Does the company have a good reputation?**
- **What are the career pathways?**
- **Has the business taken on apprentices before?**
- **Is the business accessible for you?**
- **How long does the apprenticeship last?**



Top Tips

Expand your Search

You can search for an apprenticeship through a variety of different channels such as websites, social media, job sites, career advisors, friends and family and more. You can also hand deliver your CV to businesses.

Application Process

Apprenticeships are available throughout the year based on when employers have a demand. Therefore, generally there is no fixed deadline to have your application ready.

Some businesses employ apprentices annually and they will advertise these roles up to a year in advance and set deadlines for each phase of the application process. However, in some circumstances a business may choose to close applications before the deadline where there has been an unprecedented demand. Therefore, apply as soon as possible to avoid disappointment.

If you have any questions, please contact:
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