

Applying for

Apprenticeship vacancies

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 go to [apprenticeships.org.uk](https://www.apprenticeships.org.uk)

You can:

- Find out more about Apprenticeships.
- Search for and apply for Apprenticeship vacancies online.
- Manage your own applications online.

Before you register

- You must have an email address.
- You need to think of a user name which must be between 8-20 characters and contain no spaces.
- You need a password which must be between 8-20 characters long and contain three of the following characters: a capital letter, a special character, a lower case letter and a number.

If you prepare the above in advance this will ensure the registration process is as smooth as possible.

Register, search, apply

Register for Apprenticeship vacancies online and create your own 'My Home' page.

Search for vacancies that match your chosen career interests and save your favourite searches.

Apply online – the application form is easy to fill in and can be used again and again.

1 Go to apprenticeships.org.uk
Go to apprenticeships.org.uk then click the 'Search for vacancies' link in the 'Vacancies' box on the home page. Now you are ready to start. On this page you can start searching or register.

2 Register your details
To register, click the 'Register now' link under 'New User?' and fill in your details. Then create a username and password. Remember to keep your username and password safe. You'll receive a confirmation email sent to your inbox. You must click on the link in the email to activate your account. This link opens a window to your 'My Home' page.

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

- Search for Apprenticeship vacancies and save your search results.
- Log your areas of interest e.g business administration.
- Manage your applications.

4 Search for your 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.

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.

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.