



bucks
new university

HINTS AND TIPS FOR APPLYING FOR APPRENTICESHIPS

Apprenticeships offer you the opportunity to start work, earn a wage, and continue studying at a higher level and you can gain real knowledge, skills, and experience for specific careers.

There are higher apprenticeships, as well as the new degree level apprenticeships, which enable students to achieve a full bachelor's or master's degree as part of their apprenticeship.

Bucks New University is working with a range of local and regional employers to deliver new higher and degree apprenticeships. As soon as apprenticeship opportunities become available they will be listed in the current vacancies section of the apprenticeships area of the website – bucks.ac.uk/apprenticeships with a link to more information and how to apply.

Things to consider before applying:

TRAINEESHIPS

If you're not sure whether an apprenticeship is right for you, you might want to think about doing a traineeship first. They're ideal if you need to develop your confidence or experience to help you compete in the recruitment process.

A traineeship includes three parts:

- employability skills
- English and Maths support, if needed
- a high quality work experience placement.

Traineeships last for a minimum of six weeks and a maximum of six months, with the content tailored to your individual career needs. The length of the programme will depend on you and your experience, as well as the training provider you're studying with.

As a trainee, you'll be able to develop your skills and confidence in a real workplace, whilst being supported by a training provider (either a college or an independent provider).

You'll undertake work experience with an employer who will encourage you to get involved with lots of different activities to help you become ready for work. You definitely won't be doing mundane tasks: the whole idea is that you find out what it's like to do a real job and to help you to prepare for applying for apprenticeships when you're ready.

To find a traineeship that might interest you, go to the following website gov.uk/find-traineeship.

PREPARE YOUR CV

Personal Statement eg "A highly motivated, friendly and hard-working individual, who has recently completed their BTEC in Business and received good grades in both Business and Science at GCSE. With a particular interest in retail work and customer service, I am seeking a position that provides the opportunity to build on my key skills and gain valuable experience".

Then list at least five **key skills** such as; key problem solving, effective communication, strong organisation ability, flexibility and proficiency in Microsoft Office, Databases etc.

Education - list your secondary school and college dates and qualifications with grades.

Work experience - eg "Part-time Sales Assistant at Shop Name, Location (April 2015 – present)."
Also remember to include any voluntary work and the dates.

Hobbies and interests - eg "Silver Duke of Edinburgh Award and I enjoy rock climbing having recently completed the three peaks challenge. I also enjoy cycling, running and attending music festivals."

Contact details - make sure your telephone number and email address are correct.

NOW YOU'RE READY TO APPLY:

- As well as checking the Bucks New University Apprenticeship Vacancy page on a regular basis it's really important to register with Find an Apprenticeship. Search the internet for '[Find an apprenticeship](#)' and it will come up as the first link.
- Once you register you'll receive an account activation code by email. After activating your account, you're ready to start applying for apprenticeship vacancies.
- Have a look at the different jobs that are being advertised. Remember, this is a live jobs site so it may be that you need to try a few different searches or to broaden how far you are looking to find jobs that you are interested in.
- Start applying for jobs that interest you. You need to remember that some of the bigger companies will advertise quite early in the year (eg autumn) for apprentices to start the following September so please don't leave it until the last minute or you might be disappointed to have missed a great opportunity.
- Set up your alerts. A great feature of this system is that you can get it to do all the hard work for you. You can manage your alert settings so that you receive text messages and emails when jobs come up that you might be interested in.
- Applicants that really stand out to employers, are those that have made a bit of extra effort. You could consider contacting the company and asking them if you could spend a few hours shadowing a member of staff or if they have any open days coming up. That will look really impressive on your application and can give you an advantage over other applicants.

PREPARING FOR A SUCCESSFUL INTERVIEW

- Plan your journey to make sure you get to your interview in plenty of time.
- Research the organisation before you go and make sure you're familiar with your CV.
- Practice some likely questions with someone else to 'rehearse' for the interview.
- Dress neat and tidy to make a good first impression.
- Use good body language; sit up straight and make eye contact.
- Show you're interested and respond to what you're asked even if you need to ask for the question to be repeated.
- Sell yourself to prove you're right for the job. Believe in your strengths and make them clear. Don't be afraid to speak up.
- Don't get carried away and 'overshare' or talk over people.
- Ask questions and it's always a good idea to prepare some in advance.
- Try and enjoy it – remember to smile!

For more information visit:

bucks.ac.uk/apprenticeships