

LOOKING FOR AN APPRENTICESHIP?

Most are advertised on the Government's official Find an Apprenticeship website - <https://www.gov.uk/apply-apprenticeship>

Some are advertised on training providers own websites and other job sites

A few are advertised in the local newspapers

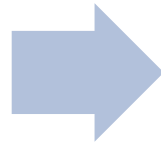
The Find an Apprenticeship website

In order to apply for Apprenticeships you must first register by

"Creating an Account"

(you will need a current email address and contact number)

Go to: <https://www.findapprenticeship.service.gov.uk/register>



Complete "Tell us more about you" and verify your contact number.

Make any relevant changes to personal details and "save settings"

To start looking for apprenticeships, scroll up the page and click "Find an Apprenticeship"



Browsing Find an Apprenticeship site

Once registered, you can start looking for apprenticeships in the "search" facility

You search the site by entering keywords (job title, your location/postcode, the distance you are willing to travel and the level of apprenticeships you are looking for click "search"

A list of current vacancies will appear for you to review

Click on the ones you like the look of to see further details of the vacancy



Applying for vacancies

When you have found a vacancy you are interested in, click the green "Apply for Apprenticeships" box

Complete the "Application form", remembering to use the spelling and grammar tools to save your details

(you will be able to use this application to apply for a further 9 vacancies)

Once you are happy with the information in the application form, click "Submit Form" at the bottom of the page for your application to be sent to the employer

Be aware that some vacancies ask that you apply through the employers' website, where this is stated, click the "Apply now" link and follow the instructions



After Applying

Once you have registered and applied you can:

- Track your applications in "My Applications" tab at the top of the page
- Create and save further alerts for other vacancies



Training providers and colleges

Employers, Training providers and colleges all offer and advertise Apprenticeships

Generally, it is the colleges and training providers who manage and provide the learning aspect of Apprenticeships

Some providers offer Apprenticeships in a wide range of sectors, while others specialise in 1 or 2 sectors

Colleges ask that when you apply for an Apprenticeship, that you also apply for a full time course in the subject you are considering too

Training providers can offer a tailor-made service for you, once you have made contact

They will help and support you in your search for vacancies

They can also help with: writing CV's, completing application forms and interview skills preparation

The main providers in the Portsmouth area are listed in the Portsmouth NEET Directory on the My Future in Portsmouth webpage -

<http://www.mfip.co.uk/>

Click 'Portsmouth Provider Directory 2016' and scroll through the document for further information

Make contact with provider(s) of interest to register

