

# APPRENTICESHIPS

You have decided you want to study for an Apprenticeship, what do you do?

Attend College Open Morning

Do you have an employer?

Yes

No

Complete an Apprenticeship Application form

Interview with a Work-based Learning Coordinator

Company sign up including health & safety check, employer's liability insurance, health & safety policy and risk assessment

Start your Apprenticeship.

Be mindful that your Apprenticeship may last for up to 18 months and that you may have to attend college one day a week which could include functional skills in English, maths and ICT if you have not already attained the required level.

Register yourself on the Find an Apprenticeship service (formerly NAS)  
<https://www.findapprenticeship.service.gov.uk/register>

Make sure your CV is relevant and up-to-date to include any work experience you may have undertaken

Check the Find an Apprenticeship service website regularly and apply for jobs

If we think you are suitable for an Apprenticeship we will keep your details on record and inform you of any vacancies in the future (you can also check the Kingston Maurward College website for current vacancies)

In the meantime, ask family and friends and use the Checkatrade website and social media (such as Facebook and Twitter) to try and find a placement.

Cold call companies, send letters to them and follow up with a phone call. Offer to work for free as a trial.

Inform your Work-based Learning Coordinator if you are successful