Apprenticeship & School Leaver Schemes

Check these websites and forums at least once a week

Note: Some of these are aimed at students who have finished their GCSEs and some, for those who have finished level 3 qualifications (sometimes called school or college leaver schemes).

https://www.kenttrainingandapprenticeships.co.uk , www.kentjobs.co.uk/apprenticeships
http://apprenticekent.com/home , https://amazingapprenticeships.com/vacancies/
https://www.gov.uk/apply-apprenticeship

http://schoolleavers.milkround.com , https://www.allaboutschoolleavers.co.uk
https://whitehat.org.uk , https://targetcareers.co.uk/guide-to-your-future ,
https://amazingapprenticeships.com/vacancies/time-to-apply/ , www.notgoingtouni.co.uk

Social media

Posting in your own social network groups that you are looking for vacancies is useful... who knows who you may reach! *Just make sure your online profile and social media feed presents you in a positive light (no rude & crude comments or offensive memes).*

"Real life" network

Don't forget to talk to personal contacts (such as friends & family) to find out who they know and if they can link you up with potential employers you could speak to.

Websites

Many large companies advertise on their **OWN** specialist websites or social media but, require searching the internet with "*phrase searches*" to find.

E.g. "***{insert name of company} Careers*** *"* ***or*** *"****{insert name of company} Apprenticeships****"*

Some companies also use sector specific websites such as https://www.jtltraining.com and https://www.autocity.org.uk/index.php/find-a-job-apprenticeship to advertise vacancies.

Some of these websites can be found by searching the websites of industry training boards and at the end of each job profile at: https://nationalcareers.service.gov.uk/explore-careers. If you require help finding these, speak to your nearest independent careers adviser.

Speculative CVs

You may wish to consider approaching employers with a CV. Speak to teachers, mentors or a qualified careers adviser if you need help writing one. Have a look at the following to help: https://www.cxk.org/blog/how-to-write-a-good-cv

- *Take the CV and yourself to employers ideally in person or, email/ post with a covering letter to the manager or Human Resources officer at the company.*

Some CVs will be read by a machine and others in person so tailor your CV accordingly. This link from a global recruiter will help you: http://www.resumehacking.com/beat-job-boards-resume-screening-infographic. You can find employers to contact via internet searches or on sites such as www.yell.co.uk but think creatively when you do this.

E.g. those wanting to find an apprenticeship as a hairdresser, could contact large hotels and health spas, not just local hairdressing salons.

Don't forget to search adverts in newspapers, shop windows and online such as https://www.fish4.co.uk/ and http://www.indeed.co.uk. Remember to also search specialist recruitment agencies (for example those in the cruise ship sector): https://www.agencycentral.co.uk/agencysearch/travel/skills/cruiseship/cruiseship.htm

Strategy

Follow up every CV with phone calls and/or visits to show how keen you are! Take the time to research and also get to know the employers you are contacting; building **relationships** is important to potential success.

Consider offering to work for free **(volunteer)** for a week to show them how good **YOU** are! It may land you the job but if not, will give you work experience for your CV (*increasing your chances of finding work later)*. If you get that job interview, use this guide to help get you ready: https://www.cxk.org/resources/typical-interview-questions/

Back up plans

Keep on trying but consider your time frame for backup plans. Some choose to take pre-apprenticeship options such as traineeships, princes trust programmes or work related schemes. Others attend sixth form or college or even travel; these are all different ways to build your employability skills. These links will help:

https://www.gov.uk/find-traineeship , https://www.readytoworkkent.co.uk
https://www.seasonworkers.com , https://www.cxk.org/our-services