



Apprenticeships offer the chance to **earn a wage whilst learning**. An apprenticeship combines practical training in a job alongside study. You will mainly train in the workplace but may also attend college or a specialist training provider as part of your apprenticeship standard. As an apprentice you will be employed from day one, in a job aligned to your study.

Apprentices are entitled to the apprentice rate if they're either:

- aged under 19
- aged 19 or over and in the first year of their apprenticeship

The current apprentice rate is £4.15 per hour, although it should be noted that many employers pay above this hourly rate.

Further details about the national minimum hourly rate and the national living wage can be found at https://www.gov.uk/national-minimum-wage-rates.

Apprenticeships are now available in most industry sectors:

- Agriculture, Horticulture, Environmental and Animal care including land-based industries.
- Beauty and Wellbeing, Sports and Fitness.
- Creative, Arts, Media and Publishing.
- Digital, Business and IT, Finance, Administration and Law.
- Construction, Planning and The Built Environment.
- Education & Training.
- Engineering, Electrical & Manufacturing Technologies and Logistics.
- Health, Public Services and Care.
- Science, Research and Development.
- Energy, Marine, Vehicles and Transport.
- Hospitality, Leisure, Travel & Tourism.
- Customer Service, Retail and Commercial Enterprise.
- Charity and Volunteering.

Further details of all the apprenticeships offered in these industries can be found at

http://www.apprenticeshipguide.co.uk/apprenticeship-by-industry-sector/www.gov.uk/topic/further-education-skills/apprenticeships#types-of-apprenticeships

Levels of apprenticeships:

Apprenticeship Name	Level	Equivalent educational level
Intermediate	2	5 GCSE passes at grades A* to C or 9 – 4
Advanced	3	A level passes / Level 3 Diploma / International Baccalaureate / T Level
Higher	4 and 5	Foundation degree and above
Degree	6 and 7	Bachelor's or Master's degree

Apprenticeships can take 1 to 5 years to complete depending on their level.

Entry requirements vary, but for Intermediate and Advanced Apprenticeships **most employers look for GCSE grades 4 to 9** in at least English, maths and, for some jobs, a science or a technology subject. Many employers expect applicants to be able to demonstrate a basic level of ICT skills. For Higher and Degree Apprenticeships **most employers look for A levels or equivalent qualifications (BTEC Level 3 Extended Diploma and/or Foundation Degree, HNC, HND).** It is important to look at each apprenticeship's entry requirements.

You will need to be well prepared for an apprenticeship. You should do some research on the industries of interest and the company or companies offering apprenticeships; look at the different roles on offer and think about which one(s) interest you the most. Remember you will be competing against other people for the apprenticeship and knowing why you want the job and how your skills link to that type of apprenticeship will be important. Ideally, you should also try and do some work experience or take part in something that allows you to demonstrate you have the skills for that job (for example being the finance director for your Year 11 business enterprise challenge or being the team leader on your Duke of Edinburgh Expedition). Doing some preparation will help you confirm your interest in the apprenticeship area and prepare you for when you get invited for an interview.

For more information on what apprenticeships are all about go to:

- https://www.apprenticeships.gov.uk/
- http://www.apprenticeshipguide.co.uk/
- https://www.ratemyapprenticeship.co.uk/
- https://careermap.co.uk/

How to find an apprenticeship Option 1:

To look for national and local apprenticeship vacancies go to the apprenticeship website:

www.gov.uk/apply-apprenticeship

Most employers are now encouraged to advertise their apprenticeship vacancies on this Government site but not all do. Your local Jobcentre may also have details of apprenticeships in the local area or listings of companies willing to take on apprentices.

An alternative site to try would be:

https://www.getmyfirstjob.co.uk/

This site offers apprenticeship and traineeship matching with employers and some education establishments.

How to find an apprenticeship Option 2:

Get in touch with your local and national training providers, colleges and employers that offer apprenticeship opportunities.

Remember that with some of the training providers and colleges, you will be required to find your own employer, so be sure to ask how the training provider or college will work with you and support you with this.

Training Providers providing apprenticeships:

Company	Apprenticeships offered
, ,	(This is not an exhaustive list - contact the training
	provider or visit their website to find out more.)
Aim Apprenticeships	Arts
Website:	Agriculture
https://www.theaimgroup.co.uk/apprenticeship-	Business Admin & Law
<u>industries</u>	Engineering & Manufacturing Technologies
Tel: 020 3900 30915	Sales & Marketing, plus more
Care Learning Centre	Business Admin
Website:	Customer Service
https://www.clcentre.co.uk/	Leadership and Management
Tel: 01983 533993	Health Care, plus more
Catch 22	Customer service
Website:	Housing & Property Management
https://www.catch-	Operations management
22.org.uk/offers/apprenticeships/	Teaching Assistant
Tel: 023 9286 1228	Team Leading, plus more
CILEx Law School	Business Admin
Website:	Paralegal
http://www.cilexlawschool.ac.uk/become-an-	Chartered Legal Exec (Level 6)
apprentice/our-apprenticeships/	Solicitor (Level 7)
Tel: 01234 844300	
Fareport	Buying & Merchandising
Website:	Hair
http://www.fareport.co.uk/	Health & Social Care
Tel: 01329 825805	Teaching, plus more
FNTC Training and Consultancy	Childcare
Website:	Digital Marketing
http://www.fntctraining.co.uk/	Human Resources
Tel: 02380 866664	Operations Development Manager, plus more
Haddon Training	Animal Care
Website:	Equine
www.haddontraining.co.uk	Business
Tel: 01672 519977	
HTP Training	Horse Care & Riding (IOW)
Website:	Hospitality &Tourism (Portsmouth & IOW)
www.htptraining.com	Professional Cookery (Portsmouth & IOW)
Portsmouth Base Tel: 023 9237 4752	Sport & Fitness Instructing (IOW), plus more
IOW Base Tel: 01983 533926	

Lifetius Turinius Anadauss	Children O. Tarahina
Lifetime Training Academy	Childcare & Teaching
Website:	Clinical Health
www.lifetimetraining.co.uk	Hospitality
Tel: 0333 0143669	Retail, plus more
MIT Training	Business Admin & Improvement
Website:	Construction
https://mitskills.com	Logistics & Warehousing
Tel: 08454 309009	Motor Vehicle
Surrey- based provider	Retailer, plus more
Paragon Skills	Accountancy
Website:	Adult Care
https://paragonskills.co.uk/	Boat Building
Freephone: 0800 783 2545	Hairdressing
	Leadership & Management, plus more
PETA Training	Business Admin
Website:	Customer Service
www.peta.co.uk	ICT Practitioner for Networking and Systems,
Tel: 023 9253 8700	Engineering, plus more
REMIT	Automotive
Website:	Care
https://remit.co.uk	Food
Tel: 0115 975 9550	IT, plus more
Showcase Training Ltd	Early Years
Website: https://showcasetraining.co.uk/	
Tel: 01329 848714	
Skillnet	Automotive
Website:	Business Administration
www.skillnet.org.uk	Sales and Customer Service
	Team Leading & Management, plus more
Smart Training and Recruitment	Cleaning
Website:	HR & Payroll
www.smarttar.co.uk	Management
Tel: 0330 088 0888	IT, plus more
WEBS Furniture Training	Bed Manufacturer
Website:	General Furniture Manufacturer
http://www.webstraining.com/	Modern Upholsterer
Tel: 0115 967 7771	Wood Machinist, plus more
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Colleges providing apprenticeships:

Colleges	Apprenticeships offered
	(This is not an exhaustive list contact the
	training provider or visit their website to
	find out more.)
Basingstoke College of Technology:	Automotive
Website:	Early Years & Childcare
https://www.bcot.ac.uk/apprenticeships/	Hairdressing & Barbering
Tel: 01256 306237	Media, plus more
Brockenhurst College	Chef-de-Partie
Website: https://www.brock.ac.uk/apprenticeships/	Customer Service
Tel: 01590 625555	Furniture Manufacturer
Tel. 01390 023333	
Chichaster Callage	Retail, plus more
Chichester College	Business & Management
Website:	Catering & Hospitality
https://chichester.ac.uk/apprenticeships	Construction
Tel: 01243 786321	Engineering, plus more
City College Southampton	Business
Website:	Construction
www.southampton-city.ac.uk/apprenticeships/	Engineering
Tel: 023 8048 4848	Marine, plus more
Eastleigh College	Carpentry & Joinery
Website:	Computer Science
https://www.eastleigh.ac.uk/school-	Dental Nursing
<u>leavers/qualifications-explained/apprenticeships/</u>	Gas
Tel: 023 8091 1226	Human Resources, plus more
Fareham College	Accounting
Website: https://www.fareham.ac.uk/apprenticeships/	Beauty, Childcare, Hairdressing, Teaching
Tel: 01329 815200	and Education plus many more - visit the
	college website for further information
Highbury College	Automotive
Website:	Catering
www.highbury.ac.uk/apprenticeship	Civil Engineering
Tel: 023 9238 3131	Early Years
	Engineering & Manufacturing, plus more
Havant and South Downs College	Adult Health
Apprenticeships offered:	Customer Service Practitioner
Website:	Engineering
https://www.hsdc.ac.uk/study-with-us/apprenticeships/	Hospitality & Catering
Tel: 023 9387 9999	Laboratory Technician/Science, plus more
Portsmouth College	Business Administration
Website:	Digital Marketing
https://www.portsmouth-college.ac.uk/apprenticeships/	Early Years
Tel: 023 9234 4347	Hairdressing & Barbering
	Leadership & Management, plus more
Sparsholt College	Agriculture
Website: https://www.sparsholt.ac.uk/apprenticeships/	Animal & Zoo Management
Tel: 0845 850 0916	Conservation
101. 3043 030 0310	Digital Learning Design, plus more
Totton College	Adult Care
Totton College	Auuit Care

Website:	IT
https://www.totton.ac.uk/apprenticeships/	Hairdressing
Tel: 023 8087 4874	Warehousing, plus more

Hospitality, Travel and Tourism (Outdoor):

Company	Apprenticeships offered
	(This is not an exhaustive list - contact the
	training provider or visit their website to
	find out more.)
Hays Travel	Travel Consultant
Website:	Retail
https://www.haystravel.co.uk/careers/apprenticeships	Head Office
Tel: 0800 215 5045	
HIT (Hospitality Industry Training)	Business Admin
Website:	Chef
https://hittraining.co.uk	Hospitality
Tel: 0800 093 5892	Retail, plus more
PGL – Outdoor Industry Apprenticeships	Outdoor activity instructor
Website:	Hospitality Team Member
https://www.pgl.co.uk/en-gb/about-us/jobs-at-pgl/why-	Management
pgl/apprenticeships	
Tel: 0333 321 2123	
Marriott	Food & Beverage,
Website:	Housekeeping,
http://www.careers.marriott.co.uk/	Reception
	Finance, plus more

Energy and Utilities:

Company	Apprenticeships offered
	(This is not an exhaustive list contact
	company directly or visit websites to find
	out more.)
Centrica	Gas Engineering
Website:	Customer Service
https://www.centrica.com/careers	
British Telecom	Customer Service
Website:	Digital
https://www.bt.com/career	Engineering, plus more
EDF Energy	Engineering Maintenance
Website:	Nuclear Business
https://www.edfenergy.com/careers/early-	Nuclear Engineer
<u>careers/apprenticeships</u>	
National Grid	Electricity Transmission
Website:	Gas Transmission
https://careers.nationalgrid.com/new-talent/apprentices	Mechanical Technician
	Substations, plus more
SSE (Scottish & Southern Energy)	Electrical Fitter
Website:	Jointer
https://www.sse.com/careers/early-careers/apprenticeships-	Lines
and-trainees/	Multi Craft, plus more
Southern Water	Electrical

Website:	Water Distribution
https://www.southernwater.co.uk/careers	
Veolia Environmental Services	Engineering
Website: https://www.campus.veolia.co.uk/apprenticeships	Heavy Goods
Tel: 020 7812 5000	Human Resources
	Waste Resource, plus more
Wartsila	Business Analyst
Website:	Marketing
https://www.wartsila.com/gbr/careers/wartsila-talent	Engineering

Retail and Banking:

Company	Apprenticeships offered
	(This is not an exhaustive list - contact the training
	provider or visit their website to find out more.)
Aldi	Drivers
Website:	Stores
www.aldirecruitment.co.uk/apprentice	Logistics
Barclays	Customer Services
Website:	Business Administration
https://joinus.barclays/eme/apprenticeships/	Operations
	Technology, plus more
Lloyds Banking Group	Financial Services
Website:	Digital and Technology
https://www.lloydsbankinggrouptalent.com/appr	Professional Services
entices/	
RBS	Business Admin
Website:	Customer Service
https://jobs.rbs.com/pages/apprenticeships	Relationship Management
	Technology
Spec Savers	Retail
Website:	Optical
https://join.specsavers.com/uk/explore-	
careers/apprenticeships-and-future-talent-at-	
specsavers/	
Starbucks	Barista Mastery
Website:	Customer Service
https://www.starbucks.co.uk/promo/apprentices	
hip	
Whitbread Group	Chef
Website:	Hospitality
https://www.whitbreadcareers.com/early-	Kitchen
careers/apprenticeships/	
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Local Government and Public Services:

Company	Apprenticeships offered
	(This is not an exhaustive list - contact the
	training provider or visit their website to find out
	more.)
Armed Forces	Law
Army – <u>www.armyjobs.mod.uk</u>	Technical and Engineering
Royal Air Force – <u>www.raf.mod.uk</u>	Intelligence Analyst
Royal Navy (including Royal	Logistics
Marines) – http://www.royalnavy.mod.uk/	Operations, plus more.
Civil Service	Policy
Fast Track Scheme	Business
Website:	Commercial
https://www.gov.uk/guidance/civil-service-fast-track-	Digital
apprenticeship-fast-track-schemes	Data and Technology
Booklet Apprenticeships in the Ministry Of Defence:	Finance
https://www.gov.uk/government/publications/civilian-	Project Delivery
apprenticeships-in-the-ministry-of-defence-booklet	
NHS	Clinical Support
Website:	Dental Nursing
https://www.stepintothenhs.nhs.uk/apprenticeships	IT
	Nursing, plus more
Royal Mail	Engineering
Website:	Vehicle Maintenance,
https://earlycareers.royalmailgroup.com/	Project Management
	Logistics distribution, plus more
Youth Force	Lab & Science Technician
Website:	Business Admin
https://youthforce.co.uk/apprenticeships/	Infrastructure Technician
Tel: 01273 776779	Material Technician

Marine and Maritime:

Company	Apprenticeships offered
	(This is not an exhaustive list - contact the
	training provider or visit their website to
	find out more.)
Berthon	Marine Electrical
Website:	Marine Engineering
https://www.berthon.co.uk/about-	Shipwright
berthon/apprenticeships/	Rigger, plus more
Tel: 01590 673312	
British Marine	Boatbuilder
Website:	Marine Electrician
https://britishmarine.co.uk/Services/Growth/Training/Appr	Marine Engineer
<u>enticeships</u>	Marina & Boatyare Opperative, plus more
Carnival	Customer Services
Website:	Finance
https://carnivalukcareers.co.uk/careers/	IT
	Sales, plus more

Chiltern Maritime	Deck officer
Website: https://www.chilternmaritime.com/maritime-	Electro-Technical Officer
cadetships/	Marine Engineering Officer
Booklet on Cadetships:	
https://www.chilternmaritime.com/wp-	
content/uploads/2018/02/Chiltern Brochure A4 v2.pdf	
Maritime Skills	Access, links and information to all sectors
Website:	that offer apprenticeships in the Maritime
https://www.maritimeskills.org/apprenticeships.htm	Industry including: inland waterway,
	marinas and boatyards, port operations, sea
	fishing plus lots more. Visit their website for
	further information.

Hair and Beauty:

Company	Apprenticeships offered
	(This is not an exhaustive list - contact
	company directly or visit websites to find
	out more.)
Academy at No 5 Ltd	Barbering
Website:	Hairdressing
www.academy5.co.uk	
Tel: 01329 286250	
HABIA	The Sector Skills Council for the hair and
Website:	beauty industry, Habia has the latest
https://habia.org/	information and guidance on training and
	qualifications
HaHa (Hampshire Apprenticeship Hairdressing	Barbering
Academy)	Hairdressing
Website:	
http://www.hahatraining.co.uk/	
Tel: 023 9266 6151	
Hair OTT	Hairdressing
Website:	
https://hairott.co.uk/careers/	
Tel: 023 9237 7373	
Nikki Froud	Barbering
Website:	Hairdressing
https://nikkifroud.com/training	
Tel: 023 9255 6222	

Engineering:

Company	Apprenticeships offered
	(This is not an exhaustive list contact
	company directly or visit websites to
	find out more.)
A Plant	Accommodation Maintenance
Website:	Business Admin
https://www.aplant.com/careers/apprenticeships	Electric Engineer
Nearest Sites: Ford (West Sussex) and Brighton	Hire Desk, plus more

Airbus Group: Airbus, Airbus Helicopters, Airbus Defence &	Engineering
Space	Digital and Technology Solutions
Website:	
https://www.airbus.com/careers/apprentices-and-pupils/in-	
the-united-kingdom.html	
Babcock International	Aviation
Website:	Cavendish Nuclear
www.babcockinternational.com/en/Careers/Apprenticeships	Marine and Land
Tel: 020 7355 5300	Network Engineering, plus more
	Business
BAE Systems Maritime Services Portsmouth Website:	
	Electrical Engineer
www.baesystems.com/en/careers/careers-in-the-	Project Management
<u>uk/apprenticeships</u>	Software Engineering, plus more
Britten Norman	Designing
Website:	Engineering
<u>www.britten-norman.com</u>	
Defence Munitions Gosport	Mechanical Engineering
https://www.facebook.com/Defence-Munitions-Gosport-	
Apprenticeship-Scheme-2141302916200128/	
Eaton, Aerospace Group	Fitter - Diploma in Advanced
Website:	Manufacturing Engineering (Level 3)
http://www.eaton.com/aerospace	Machinist - Diploma in Advanced
Please contact Laura Allen, HR Programs Lead on	Manufacturing Engineering (Level 3)
lauraallen@eaton.com or Phone 01329 853253	
Sites at Titchfield and Bedhampton.	
ECITB (Engineering Construction)	Erecting
Website:	Pipefitting
https://www.ecitb.org.uk/Apprenticeships-Careers	Management
- Company - Comp	Project Control, plus more
Exxon Mobil	Electrical
Website:	Instrument
http://careers.exxonmobil.com/en-gb/how-we-hire/student-uk	Machinery
GE Aviation (Hamble)	Engineering
,	Engineering
Website:	
http://www.ge.com/uk/careers/university-students	
Griffon Hoverwork	Aluminium Fabricators/Welders
Website:	Marine Electrical
http://www.griffonhoverwork.com/about-us/careers.aspx	Marine Engineering,
Email: apprentices@GriffonHoverwork.com	CAD Draughtsperson, plus more
Leonardo (Selex Sensors & Airborne Systems now part of	Defence & Security Systems
Leonardo group)	Electronics
Website:	Helicopter
www.uk.leonardocompany.com/people-	
careers/apprenticeships	
Network Rail	Overhead Lines
Website:	Signalling
https://www.networkrail.co.uk/careers/apprenticeships/	Telecoms and Electrification & Plant,
and the state of t	Track, plus more
SETA (Southampton Engineering Training Association)	Electrical & Electronic Engineering,
Website:	and Engineering Construction
www.seta-training.co.uk	Fabrication & Welding
	_
Tel: 023 8077 1908	Mechanical Engineering, plus more

Skanska	Civil Engineering
Website:	Mechanical Engineering
https://www.skanska.co.uk/about-skanska/careers/early-	Street Lighting
careers/apprentices/	Welder, plus more
StandardAero	Electrical Engineering
Website:	Mechanical Engineering
http://www.standardaero.com/AboutUs/Careers.aspx	
Shared Technical Services and Boeing Sponsorship	
Apprenticeship. Note: Do not offer every year.	

Construction:

Company	Apprenticeships offered
	(This is not an exhaustive list - contact
	company directly or visit websites to find
	out more.)
BESA Training	Air Conditioning Engineer
Website:	Communications networks (telephone &
https://www.thebesa.com/training	internet)
Tel: 0800 917 8419	Escalators & Lift
Email: training@thebesa.com	Heating & Ventilation Engineer
	Lighting, plus more
CITB	Over 30 different types of apprenticeships
Website:	available in construction, visit their
https://www.citb.co.uk/courses-and-qualifications/citb-	website for further information.
apprenticeships/	
JTL	Electrical
Website:	Heating & Ventilation
www.jtltraining.com/apprenticeships	Plumbing
Tel: 0800 085 2308	Property Maintenance, plus more
Mountjoy	Business Admin
Website:	Carpentry
http://www.mountjoy.co.uk/careers	Decorating
	Site Management, plus more
Redrow	Bricklayer
Website:	Electrician
https://www.redrowcareers.co.uk/apprenticeships-	Plumber
graduates-work-experience/apprentices/	Scaffolder, plus more
Steve Willis Training	Electrical
Website:	Gas
www.stevewillis.com/apprenticeships	Plumbing
Tel: Hampshire Centre 02392 190190	
Tel: Sussex Centre 01444 870860.	
Taylor Wimpey	Bricklayer
Website:	Ground Worker
https://www.taylorwimpey.co.uk/careers/starting-your-	Joiner/Carpenter
career/apprenticeships#na	Dry Liner
	Painter & Decorator, plus more

IT:

Company	Apprenticeships offered
	(This is not an exhaustive list - contact company
	directly or visit websites to find out more.)
Basingstoke ITEC	Information Technology Sales
Website:	Infrastructure Technician
www.basingstokeitec.co.uk/apprenticeships	Networking
Tel: 01256 471161	Architecture, plus more
GCHQ	CyberFirst (degree)
Website:	Software Engineering (degree)
https://www.gchq-careers.co.uk/early-	
careers/apprenticeships.html	
IBM	Junior Development Engineer
Website:	Junior Management Consultant
https://www.ibm.com/uk-	Software Developer
en/employment/school leaver.html	Test Engineer, plus more
Please note A Levels or equivalent required).	
Degree apprenticeships also offered.	
Intequal	Data Analyst
Website:	Infrastructure Technician
https://intequal.co.uk/	Technical Sales
	Software Developer, plus more
QA Apprenticeships	IT Systems
Website:	Networking
https://apprenticeships.qa.com/	Software
Apprenticeships offered:	Web Development, plus more

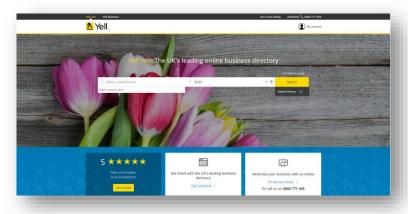
Motor Vehicle / Automotive:

Company	Apprenticeships offered
	(This is not an exhaustive list -contact company
	directly or visit websites to find out more.)
BMW	Business
Website:	Customer Service
www.bmweducation.co.uk/careers/	Light Vehicle Maintenance
	Motorrad Technician, plus more
Ford	Business
Website:	Engineering
https://www.ford.co.uk/experience-ford/careers/careers-at-	
<u>ford/apprentices</u>	
Halfords Autocentres	Retail
Website:	Vehicle Technician
www.halfordscareers.com/apprenticeships	
Jaguar Land Rover	Engineering
Website:	Manufacturing
https://www.jaguarlandrovercareers.com/go/Apprentice	
-Programmes/3202701/?locale=en GB	
Mercedes	Light vehicle Technician
Website:	Heavy Vehicle
https://www.mercedes-benzretailgroup.co.uk/about-	Parts Operation Specialist
us/apprenticeship-programme/	Technician

National Tyres	Fitters
Website:	Technicians
https://jobs.national.co.uk/apprentice-scheme	recriments
Nationwide Crash Repair Centre	Customer Service
Website:	Paint Spraying
http://www.nationwiderepairs.co.uk/tags/apprenticeshi	Parts Management
<u>ps</u>	Vehicle Damage Assessment, plus more
Peugeot Group	Customer Adviser
Website:	Parts
http://www.psaapprenticeships.com	Service Customer Adviser
	Service Technician, plus more
Stagecoach	Electrical
Website:	Mechanical
https://www.stagecoachbus.com/promos-and-	(National Opportunities)
offers/national/apprenticeship-schemes-with-	
stagecoach-bus	
Thatcham Automotive Academy	Apprenticeships offered:
Website:	Body Repair (Panel)
https://www.thatcham.org/what-we-do/automotive-	Body Fitters (MET – Mechanical, Electrical &
academy/	Trim), Body Refinisher (Paint)
Toyota	Body Technician
Website:	Customer Service
http://apprenticeshipfinder.co.uk/toyota/	Paint Technician
	Vehicle Technician, plus more
Volkswagen Group	Parts Adviser
Website:	Service Advisor
www.volkswagen-apprentice.co.uk	Service Technician

How to find an apprenticeship Option 3: Finding an employer yourself

Look on the yellow pages online at https://www.yell.com/



Search for the type(s) of company you would like to work for and where.

A list will appear detailing their address, phone and web site details which you can add to a short list and print out as well as look up on a map.

Look on the company websites to see if they have any suitable jobs or apprenticeship vacancies. Apply if interested.

A lot of companies nowadays like you to apply online via their company website. If there are no suitable vacancies, but you are still interested in that company, contact them via phone, email, post or in person with your CV and a covering letter asking about suitable opportunities.

General hints & tips:

- Make sure your CV is up to date and get it checked by several people for mistakes. If you email a CV
 & covering letter don't use a silly email address e.g. judeyjooyay@hotmail.com be professional.
- When handing in your CV & covering letter in person, dress smartly just in case the manager is available to see you straight away. Make a good first impression.
- Apply for as many things as you can and then accept the best offer.
- Tell your friends and family what sort of job or apprenticeship you hope to get, and they can help you look.
- Practise your interview technique before the real thing.
 https://amazingapprenticeships.com/app/uploads/2019/09/Parent-Pack-May-Pg3-Interview-Qs.pdf
- Ask for help from a career practitioner, teacher or parent if you need help completing an application form.
- No idea what sort of apprenticeship or job you want? BOOK A CAREERS INTERVIEW NOW!

How to find an apprenticeship Option 4:

Local Authority Websites

Your FUTURE (inspiring ambition supporting success)	Hampshire County Council https://www.hants.gov.uk/educationandlearning/yourfuture
SHAPING PORTSMOUTH	Shaping Portsmouth http://shapingportsmouth.co.uk/opportunities/apprenticeships
Access VIP Southampton	Southampton City Council http://access-southampton.co.uk/job-vacancy-and-information-bulletin/

Other Websites:

	All about School Leavers
allabout™ schoolleavers.co.uk	https://www.allaboutschoolleavers.co.uk/jobs
Apprenticeships	Apprenticeships Hub
Apprentice HUB	https://www.apprenticeships.gov.uk/real-stories/apprentice
Solent Apprenticeship	Solent Apprenticeship Hub
HUB	https://solentapprenticeshiphub.com/

You can also use local newspapers, job search websites, vacancy bulletins and industry specific publications. Most job vacancies come out on a Thursday.

Space for your apprenticeship notes:

If you feel you are not ready for an apprenticeship, then another alternative to think about is:



What is a Traineeship?

A Traineeship is an education and training programme with work experience focused on giving you the skills and experience that employers are looking for. At its core are work preparation training, English and maths for those who need it, and a high-quality work experience placement.

To check whether you are eligible and whether a Traineeship is the correct route for you talk to your school careers practitioner or visit the Gov.uk website:

https://www.gov.uk/government/collections/traineeships-programme

https://www.hants.gov.uk/educationandlearning/hampshirefutures/yourfuture/workingandtraining/traineeshipplus

Note: Many of the training providers in this guide also offer traineeships; please visit their websites for details.

Through this document you are informed of other websites which are not under the control of EBP South. We have no control over the nature, content and availability of those sites. The inclusion of any links does not necessarily imply a recommendation or endorse the views expressed within them

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