

1.



Search for current apprenticeship vacancies

National Apprenticeship Service
www.findapprenticeship.service.gov.uk

- Create an account to search for apprenticeship vacancies in your area.
- Set up alerts for future vacancies and manage applications online!

Wirral Met College

Take a look our vacancies and register your interest online at wmc.ac.uk/apprenticeships, or scan the QR code.

- We'll let you know when suitable vacancies become available.
- We'll send you a link to resources to help you submit a great application.

Explore our current apprenticeship vacancies.



2.



Apply online

Once you have found an apprenticeship vacancy, you can apply online. Sign in to your apprenticeship account and follow the instructions.

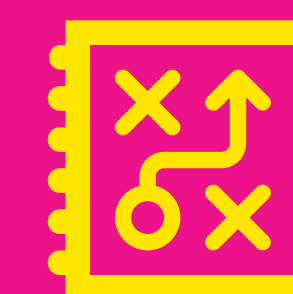
Remember...

- You'll need your CV and a covering letter for each vacancy.
- Apply for more than one apprenticeship vacancy and you'll increase your chances.

Wirral Met offers CV workshops register your interest here.



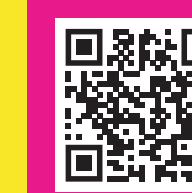
3.



Prepare for your interview

- Find out all you can about the company – look at their website.
- Plan your journey – make sure you know where to go, how long the bus or transport will take to get there.
- Get your certificates and CV ready to take to the interview.
- Wear something smart.
- Arrive 10 minutes early.
- Turn your phone OFF!

Take a look at the National Careers Service website for top tips on finding a job.



5 steps to a highly successful CV

1

Use the **correct format** - a traditional font e.g. Arial or Helvetica with a font size of 11-12pt.



2

Include **personal details**; mobile phone number, home address & email address.



3

Add your **personal profile** - explain why you are applying.



4

Add your **key skills** in a bullet point list, tailor your CV for the job you are applying for.



5

Include your **education & employment history** with details of colleges and schools that you have attended, relevant qualifications & dates.

- List your recent jobs, work experience or voluntary work.
- List key things that you've achieved for each job as bullet points.



Top tips for interview success

- Smile and maintain eye contact throughout the interview.
- Be enthusiastic.
- Be ready to talk about your strengths, with examples of work experience or voluntary work you have completed.
- Answer questions confidently & honestly.
- Prepare some questions to ask the employer at the end.
- Thank the interviewer at the end of the interview.



Who can become an apprentice?

There are various levels of apprenticeship available meaning that you can start an apprenticeship to begin, advance or change your career.

You must be...

- Aged 16 and over
- Living in England
- Not taking part in full-time education
- Working and have a contract of employment

Level	Equivalent
2	5 GCSE passes at Grades A*/ 9 to C/4
3	2 A level passes
4 and 5	Foundation degree or HNC/D
6	Undergraduate degree
7	Postgraduate degree



Already employed?
 Start an apprenticeship in your current job to help you progress to a higher position.



Earn while you learn.