

# YOUR APPRENTICESHIP ACTION PLAN

Step-by-step guide to help you secure an apprenticeship – whether through a college, a training provider, or direct with an employer.

## STEP 1: START YOUR SEARCH

### Look on these sites:

- Find an Apprenticeship (gov.uk)
- Get My First Job
- Not Going to Uni
- HigherIn
- Amazing Apprenticeships



### TOP TIPS

**Set up alerts** for your area and your chosen industry so you never miss a new opportunity.

Colleges and training providers often **help match students** with local employers – **don't be afraid to ask!**



## STEP 2: HELPFUL EXTRAS TO BOOST YOUR PLAN

1

### Apply Direct to Employers

- Make a list of companies in your chosen industry.
- Visit their websites/social media channels and check their careers pages.
- Email with your CV, course details, and enthusiasm.
- Follow up if you don't hear back in a week or two.

2

### Apply via a College or Training Provider

- Apply for an apprenticeship subject you're interested in.
- Ask if they help match students with employers.
- Apply for the full-time course too (as backup).
- Attend open days or taster sessions.

3

### Start a Full-Time Course First

- Choose a course linked to your future apprenticeship goals.
- Build confidence and skills in a classroom or workshop.
- Improve English, maths, and employability skills.
- Look and apply for apprenticeships during the course.



### What If You Don't Find an Employer Right Away?

- Join the course anyway — colleges & training providers often help you find an employer.
- Keep applying for apprenticeship vacancies.
- You can switch over once you find an employer.

### YOUR SAFETY NET CHECKLIST

#### Have you:

- **Applied for more than one route?**
- **Got a backup full-time course offer?**
- **Asked about employer help?**
- **Used Find an Apprenticeship?**
- **Spoken to a careers adviser?**