

## Applying for Apprenticeships

For students interested in applying for an apprenticeship the following information may be useful.

### Searching for vacancies

All apprenticeship vacancies should be advertised on the National Apprenticeship website. The easiest way to access local vacancies is to use the Apprenticeships in Sussex website:

[www.apprenticeships-in-sussex.com](http://www.apprenticeships-in-sussex.com)

This website allows you to search for vacancies in East or West Sussex and to find out about local training providers. When you click on a vacancy you will be taken through to the National Apprenticeship website.

For each apprenticeship vacancy you will find a description of the vacancy, information about the employer, dates for applying and the start date of the apprenticeship, the training that will be provided, wage, qualifications required, personal qualities etc...

**Make sure you read the vacancy information carefully so you are sure you fulfil the criteria.**

### Registering on the National Apprenticeship Website



Once you are looking at vacancies on the National Apprenticeship website you can register on the site. By registering you will then be sent any new vacancies as they become available. You can register two different areas of interest. At the top left of the page it says 'Login'. Click on that and then register as a new user.

**Tip: Remember your login and password** as it can be very time consuming if you forget what they are.

This link will take you directly to the gov.uk apprenticeships website.

[www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)

### Support with Apprenticeship Applications

The Youth Employability Service (YES) has received funding to support young people with their apprenticeship applications this year. Feedback from employers is that the quality of applications is generally quite poor so please make use of this **free service** if you would like help with completing applications, interview practice or anything to do with apprenticeships.

You can call them on the phone or they have drop in sessions that you can attend (see details below). If you are applying for apprenticeships but have been unsuccessful in getting an offer, ask for support from YES with any further applications so that you know you are giving yourself the best chance possible of securing an apprenticeship.



# Youth Employability Service

Are you 16-18 years old?  
Unemployed, or not sure what to do next?

**YES can help you**

- Look at your options
- Apply to college/training
- With your CV
- Job search and put in applications
- Explore apprenticeships
- Over come your barriers to your progression



We are a free service offering impartial information  
advice and guidance to young people in East Sussex

Hastings centre: 11 Cambridge Road, Hastings, TN34 1DJ  
T: 01424 722045

Drop in                      Monday 9.30-4.30pm  
   Thursday 9.30-4.30pm

Eastbourne centre: Upperton House, The Avenue, Eastbourne BN21 3YB  
T: 01323 410803

Drop in                      Wednesday 9.30-4.30pm  
   Friday 9.30-4.00pm

 Find us on  
**Facebook** [Facebook.com/YESEastSussex](https://www.facebook.com/YESEastSussex)



YES is commissioned by East Sussex County Council and is a service delivered by Medway Youth Trust. MYT is a company limited by guarantee registered in England and Wales, No: 6393997 Registered Charity No: 1124219. Registered Office:

Remember apprenticeships can start at any time of year so even if you have not secured a place for September, you can start at college but still be looking for an apprenticeship.

### **Recruitment South East's Top Ten CV Tips**

<http://www.recruitmentsoutheast.co.uk/latest-news/recruitment-south-east-s-top-ten-cv-tips/>

If you are trying to write a CV there may be some useful tips on Recruitment South East's top ten CV tips to help you.

### **ESCC - You're Hired Campaign**



East Sussex County Council is currently running the You're Hired Campaign which aims to link local employers to young people wanting apprenticeships. There is due to be a You're Hired event in Hastings in July or August. We will put the date on the website as soon as we have it but look out for details in the local press.

### **Apprenticeship Vacancies Board**

We are currently displaying any local apprenticeship vacancies that we are aware of on the board in reception.