

# Your guide to applying for Apprenticeship vacancies.

Get started now at [apprenticeships.org.uk](http://apprenticeships.org.uk)

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## What do I get out of it?

With an Apprenticeship you can earn money while you learn the skills you need to succeed. You'll get recognised qualifications, full support during training and enjoy great career prospects at the end.

## How do I progress?

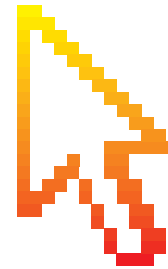
An Apprenticeship not only trains you in the skills employers want, it also opens up further career and learning options. You can carry on working, do more advanced training or even go on to higher education.

## What do I need to do?

It's easy. Just go to [apprenticeships.org.uk](http://apprenticeships.org.uk)

You can:

- Find out more about Apprenticeships
- Search for and apply for Apprenticeship vacancies online
- Manage your own applications online



## Register, search, apply.

Register for Apprenticeship vacancies online and create your own 'My Home' page.

Search for vacancies that match your chosen career interests and save your favourite searches.

Apply online – the application form is easy to fill in and can be used again and again.

## Take control of your future



Apprenticeship vacancies online puts you in control. What are you waiting for? Go to [apprenticeships.org.uk](http://apprenticeships.org.uk)

# 1

## Go to apprenticeships.org.uk

Go to apprenticeships.org.uk then click the 'Search for vacancies' link in the 'Vacancies' box on the home page. Now you are ready to start. On this page you can start searching or register.

# 2

## Register your details

To register, click the 'Register now' link under 'New User?' and fill in your details.

Then create a username and password. Remember to keep your username and password safe.

You'll receive a confirmation email sent to your inbox. You must click on the link in the email to activate your account. This link opens a window to your 'My Home' page.

# 3

## Create your Home Page

'My Home' page is your own secure space. You can use it to:

- Search for Apprenticeship vacancies and save your search results
- Log your areas of interest e.g business administration
- Manage your applications

# 4

## Search for your match

Search for Apprenticeships that match your interests by:

- Occupation/job role
- Employer
- Keyword
- Learning provider e.g a college
- Location/postcode e.g Bristol

The search engine will find all the Apprenticeships that match your criteria.

# 5

## Browse your results

You can click on any of the listed vacancies for more information. Each listing gives detailed information about the job, including the employer, training, pay and the qualifications you will be working towards.

You can save your search results, so they are easy to access at any time, or start a new search.

# 6

## Manage your future

Once you've found the job you want, applying is easy.

The application form is simple, secure and reusable, so you can respond to as many vacancies as you like, and save your application forms.

You can view the status of your applications and manage them online.