



Your guide to apprenticeships

Thinking of starting an apprenticeship?

An apprenticeship is an excellent way to gain hands-on experience while working towards qualifications.

This guide will provide you with information you may find useful.



1. Understanding an apprenticeship

An apprenticeship is a job, that combines employment with education. Offering an 80/20 split between the workplace and study, it allows you to develop practical skills and earn qualifications for a specific trade or profession. Apprenticeships range from level 2–7 and can be between 8 months–6 years in length, with over

700 different types of apprenticeships available, covering a range of sectors.

To find out more information, on what an apprenticeship is, you can watch the recording of our recent podcast:

▶ kentprospectus.co.uk/resources/detail/parent-and-carer-resources-668

2. Research career sectors

Before applying, it's important to identify the industries and roles that align with your interests and skills. Websites like Prospects ([prospects.ac.uk](https://www.prospects.ac.uk)) and the National Careers Service (nationalcareers.service.gov.uk) offer detailed information on job roles, required skills, and potential career progression.



3. Prepare your CV

Your CV is often the first impression you'll make on a potential employer, so it's vital to make it stand out. Include key sections such as:

- ✓ personal statement
- ✓ education and qualifications (including predicted grades)
- ✓ work experience (including part-time jobs or volunteer roles)
- ✓ key skills relevant to the role.

Further help and examples, can be found here:

- [prospects.ac.uk/careers-advice/cvs-and-cover-letters/how-to-write-a-cv](https://www.prospects.ac.uk/careers-advice/cvs-and-cover-letters/how-to-write-a-cv)

You may find our CV template, helpful to get you started:

- [kentprospectus.co.uk/resources/detail/engagement-officer-resources-667](https://www.kentprospectus.co.uk/resources/detail/engagement-officer-resources-667)

4. Plan your year

When planning to apply for an apprenticeship, keep in mind that they can start at any time of the year, though September is the most common. Vacancies may be posted year-round, with a peak period from February to June. Each opportunity will have a specific closing date, so it's essential to check deadlines carefully. We recommend setting a reminder to search for new vacancies weekly to stay on top of the latest opportunities.





5. Research apprenticeship opportunities

Use platforms like Gov.uk ([gov.uk/apply-apprenticeship](https://www.gov.uk/apply-apprenticeship)) and Kent Choices ([kentchoices.co.uk](https://www.kentchoices.co.uk)) to search for available apprenticeships in your area. Filter by sector, level, and location to find roles that suit your goals.

☆ Top tip

On [gov.uk](https://www.gov.uk) you can register an account and sign up for alerts to be notified when new vacancies are posted.

Other websites, such as Indeed ([indeed.com](https://www.indeed.com)) and Reed ([reed.co.uk](https://www.reed.co.uk)) also advertise vacancies. We advise where possible, to apply directly to the company.

Don't forget to check the websites of local companies, as many post apprenticeship vacancies directly on their career or recruitment pages.

Higher and Degree Apprenticeships:

Twice a year, Amazing Apprenticeships, publish a list of higher and degree apprenticeships, across the UK. You can search vacancies by employer, location or job role. You will also find direct application links next to each vacancy that will enable to you to apply.

➤ [amazingapprenticeships.com/higher-degree-listing/](https://www.amazingapprenticeships.com/higher-degree-listing/)

6. Tailor your CV to the job role

Once you have found an apprenticeship you are interested in, you need to tailor your CV template. A generic CV won't stand out to employers – tailor your CV for each application by:




- ✓ highlighting skills and experience relevant to the specific role
- ✓ using keywords from the job description
- ✓ demonstrating your enthusiasm for the company and position.

This extra effort can make all the difference in landing an interview.





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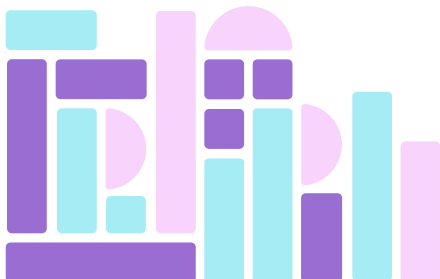
7. Interview preparation

Hopefully, after your application you will be invited to interview. To prepare you should practice answering common interview questions and have examples ready that showcase your skills, experiences, and enthusiasm for the position.

More information can be found here:

➤ nationalcareers.service.gov.uk/careers-advice/interview-advice

You should also think about what you are going to wear, how you will travel there and any document or certificates you may need to bring with you.



8. Apply to college/sixth form/ university/employment as a backup

While you focus on securing an apprenticeship, it's a good idea to apply for alternative options as a backup. This ensures you have an alternative path if your apprenticeship plans need to change.

➔ Take action today

Securing an apprenticeship takes preparation and persistence, but with the right approach, you can find the perfect opportunity. Start exploring, refining your CV, and applying now!

