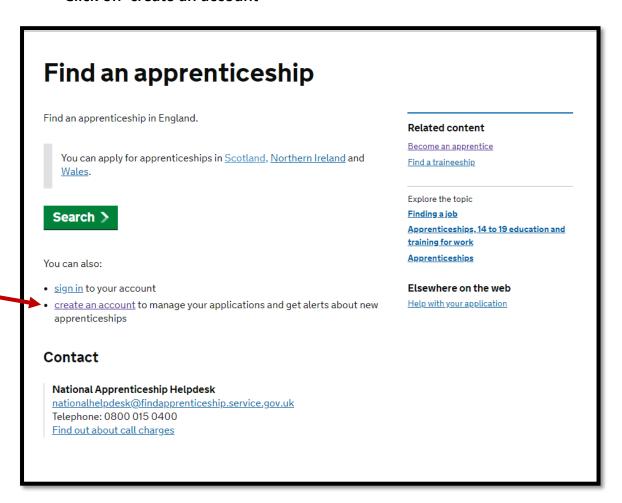
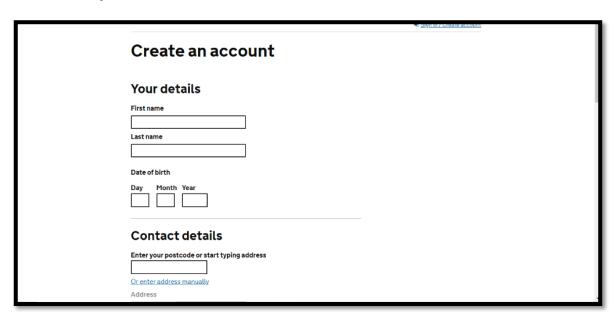


1. Create a Gov.uk apprenticeship account

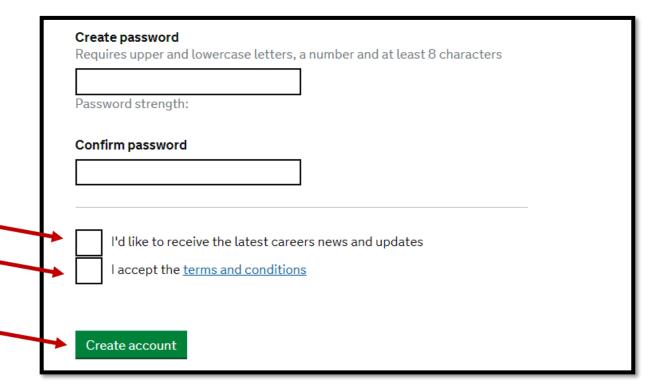
- Go to: https://www.gov.uk/apply-apprenticeship
- Click on 'create an account'



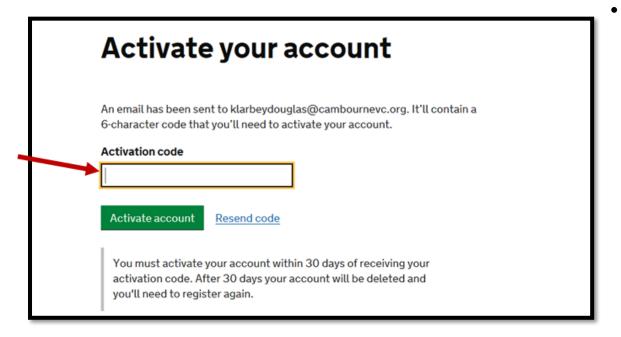
Enter your details



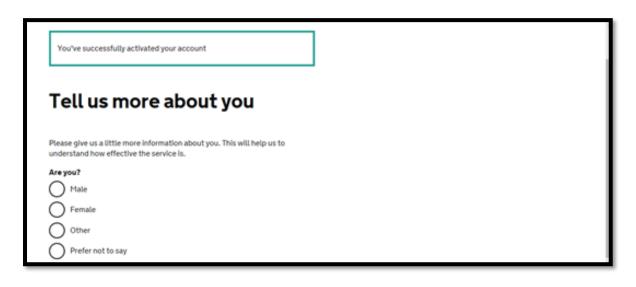
- Select both boxes ('I'd like to receive the latest careers news and updates' and 'I accept the terms and conditions')
- Click 'Create account'



 You will receive an activation code to the email address that you used to create the account, enter this code into the 'Activation code' box



 You can then choose to answer the following questions and <u>click save</u> and <u>continue</u>, or you can choose to <u>skip them</u>





Your account has now been created

Search for an apprenticeship

- Once signed in, go to 'My applications'
- Click in 'Find an apprenticeship'

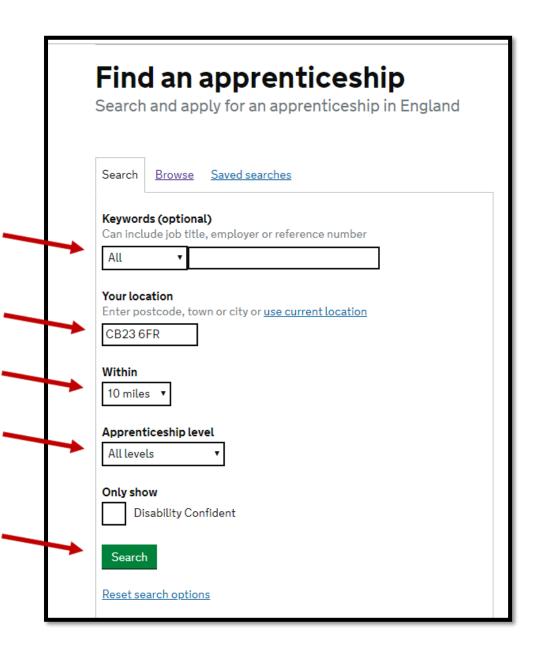
My applications

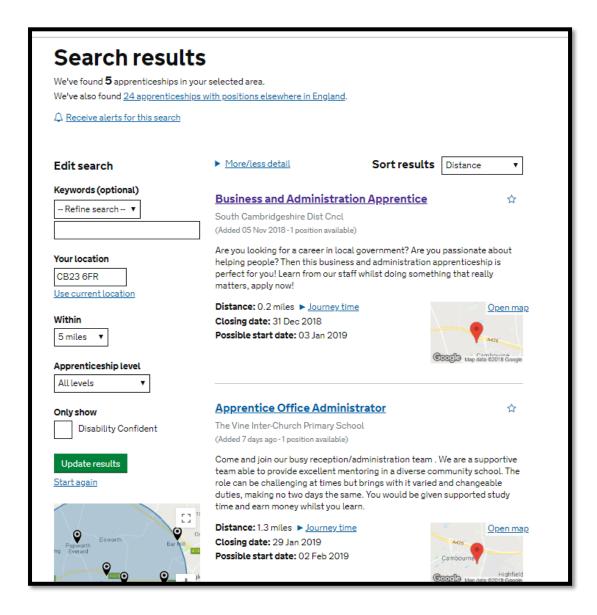
Your application history is currently empty. This is because you haven't submitted or saved any apprenticeship applications yet.

Once you start, applications will be recorded and you'll be able to track your progress.

Find an apprenticeship

- Select 'All' from the dropdown, or you can search by Keyword according to the other dropdown options (Job title, Description, Employer or Ref number)
- Enter your postcode
- Select the distance that you can travel from home from the 'Within' drop down box.
- Select 'All levels' from the 'Apprenticeship level' drop down box
- Click 'Search'





You will now see a number of available apprenticeships that you can apply for.

Click into them to read: the description, the summary, the requirements and prospects, the information about the employer and training provider, as well as the employer application instructions.

Pay attention to: the application closing date, the apprenticeship level, the desired qualifications, the desired skills and personal qualities outlined by the employer and the information provided about the employer.

It always worth visiting the employer website to learn more about what they do.

Consider how you would feel working in that establishment? What you could learn?

Does the nature of what the company does interest you?

Applying for an Apprenticeship

Please come and speak to Miss Boyns or Miss LD in the careers office before you apply for an apprenticeship.

Application type 1 – applying through gov.uk

 Once you have decided that you would like to apply for an apprenticeship, click on the green 'Apply for apprenticeship' button at the top of the page

Apprentice Office Administrator

The Vine Inter-Church Primary School

Come and join our busy reception/administration team . We are a supportive team able to provide excellent mentoring in a diverse community school. The role can be challenging at times but brings with it varied and changeable duties, making no two days the same. You would be given supported study time and earn money whilst you learn.

Return to search results

☆ Save for later

Print this page

Apply for apprenticeship Closing date: 29 Jan 2019

Apprenticeship summary

Weekly wage

£120.25

► <u>Wages explained</u>

Working week

8.15 – 3.15 – 6.5 hours (12 lunch) Monday to Friday

Total hours per week: 32.50

Expected duration

22 months

Possible start date

02 Feb 2019

Date posted

7 days ago

Distance

1.3 miles

Vacancy Description

- Working front of house to support the school community parents/carers, pupils and staff with all enquires and requests
- · Answering the telephone, welcoming visitors
- Staff/visitor hospitality
- Data entry, photocopying, scanning and shredding
- · Filing and collating information
- Updating office systems, paper and computer
- · Taking minutes at meetings
- Updating records
- · Some finance related tasks
- Taking deliveries, messages etc. to classrooms
- · Helping with school events e.g. photos, sports day etc.
- Ad hoc duties requested by senior leadership team

When you click on this box, questions will appear further down the page.
 Answer all of these questions.

If a questions asks you to provide an example, make sure that you provide one!

Questions that require an example may not always start with "Give me an example..."

As a general rule, if the question starts with "Tell me about a time...", "Describe a situation..." or "Describe a time..." you need to provide a an example.

It can sometimes be difficult to pin point relevant examples – try to think about:

- Activities, events or courses that you have been involved in throughout school.
- Any extracurricular/volunteering activities that you have participated in.
- Everything that you do in a typical day.
- Any situations that are particularly memorable to you.
- Responsibilities that you have (at home/school/part time job/club).

When providing examples as part of an application, it is important to:

- Clearly describe the <u>Situation</u> (what was happening at the time, what was the scenario?)
- Describe the <u>Task</u> (what was it that you needed to do)
- Explain the <u>Action</u> that you took to achieve the task (how did you get the task done, what methods did you use? What skills, personal strengths and knowledge did you call on)
- Describe the <u>Result</u> what was the outcome? What changed for the better?)

This is called the STAR technique.

Example:

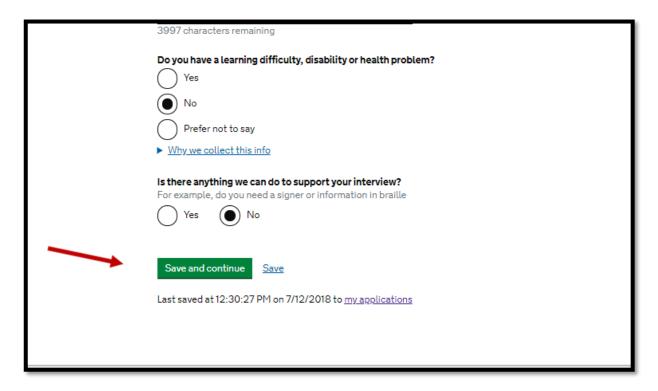
Question: Describe a time where you have successfully lead a team

Answer: [situation] I was the captain of the football team whilst at school, during an important match we were down by two goals and there was low morale in the team. [task] My task as a team member and team captain was to not only do well in the match, but to also encourage teamwork and boost morale. [action] I used positive language, encouraged clear communication and showed appreciation for each team members' effort and contribution. [result] The result was a growth in team spirit, an improvement in how we worked together as a team and we went on to finish the match on a draw.

If there is a question that asks what you would do in a particular hypothetical situation, and you are unsure, try and imagine yourself in that situation. Think about all the possible decisions and actions that you could take and consider what the potential outcomes might be. Weigh up the pros and cons, and then describe what you would do.

If there is a question that tests you on your knowledge e.g. "what is your understanding of...?" and you are unsure, research the topic before answering.

• Once you have answered all of the questions, go back over them and check them for spelling mistakes and correct grammar, then click save and continue.



• On the next page you will be able to review your application – check everything is correct. If it is ready to be submitted, click the box and then select 'Submit application.' You cannot make any changes to your application once it has been submitted.

Submit your application

Before you submit your application make sure you:

- · ask someone to check your application for mistakes
- · check your answers are relevant to the apprenticeship
- · are able to get to the apprenticeship location easily

I have checked my application and understand I won't be able to make any changes once it has been submitted

Submit application

Last saved at 12:36:40 PM on 7/12/2018 to my applications

Application type 2 – applying directly to the employer/through an external organisation

 Once you have decided that you would like to apply for an apprenticeship, click on the 'Apply now' link at the top of the page, this will take you to a separate website to complete your application.

Business and Administration Apprentice

Return to search results

☆ Save for later

Print this page

South Cambridgeshire Dist Cncl

Are you looking for a career in local government? Are you passionate about helping people? Then this business and administration apprenticeship is perfect for you! Learn from our staff whilst doing something that really matters, apply now!

This apprenticeship requires you to apply through the employer's website.

Apply now Closing date: 31 Dec 2018

Apprenticeship summary

Weekly wage

£265.29

Working week

Monday to Friday 37 hours per week. Shifts/times TBC.

Total hours per week: 37.00

Expected duration

18 months

Possible start date

03 Jan 2019

Date posted

05 Nov 2018

Distance

0.2 miles

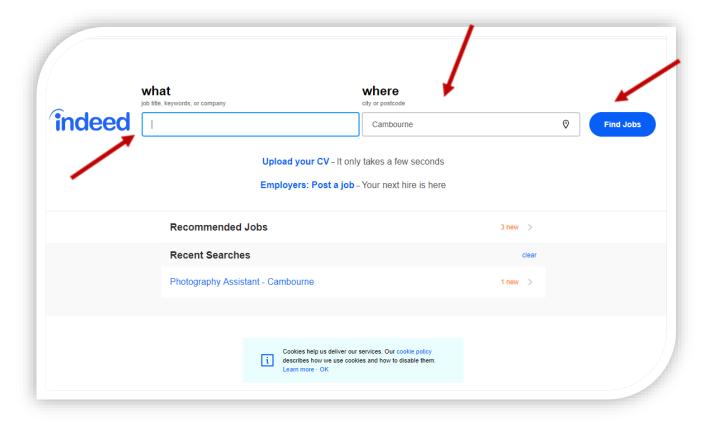
You will be working within property services in the asset management team, providing admin support to various teams that manage the maintenance and improvement works to over 5.750 council homes.

We have a number of exciting projects, enhancing the quality of many of our housing stock, thus improving the quality of life for many of our tenants.

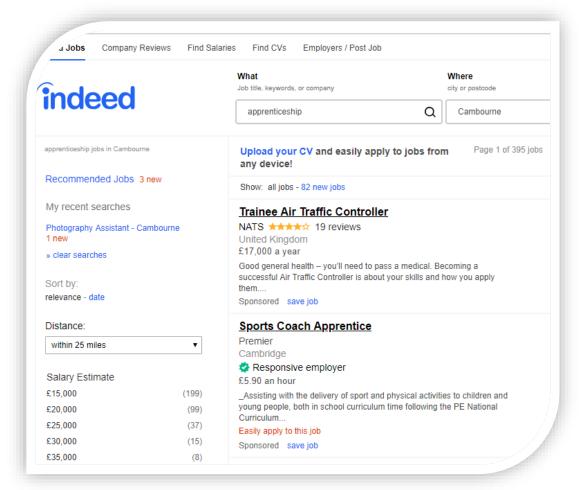
The successful candidates roles and responsibilities will include but may not be limited to the following:

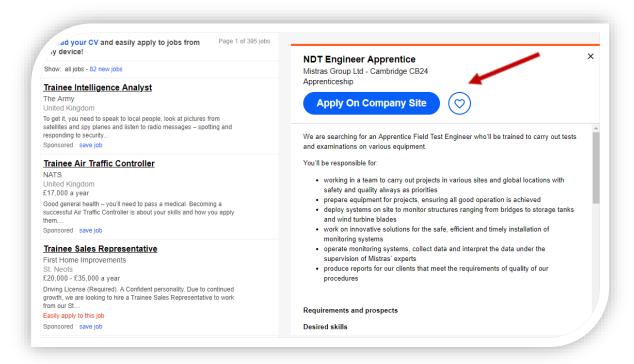
- assist the asset management co-ordinator by organising meetings, agendas, minutes, and chasing up actions for project team meetings
- provide an efficient information service including inputting/processing data, documents, and messages for the asset management team
- accompany surveyors/housing offices and other team members on their site visits to gain an understanding of the various roles and projects in housing
- provide an efficient and courteous first point of contact dealing with telephone, e-mail, and personal enquiries
- assist in the provision of statistical information
- assist in the maintenance of filing systems, both manual and computerised

2. Go to: https://www.indeed.co.uk/



- Type 'apprenticeship' into the 'what' search box
- Type the desired location into the 'where' box
- Select 'Find Jobs'
- You will then see a list of available apprenticeship opportunities

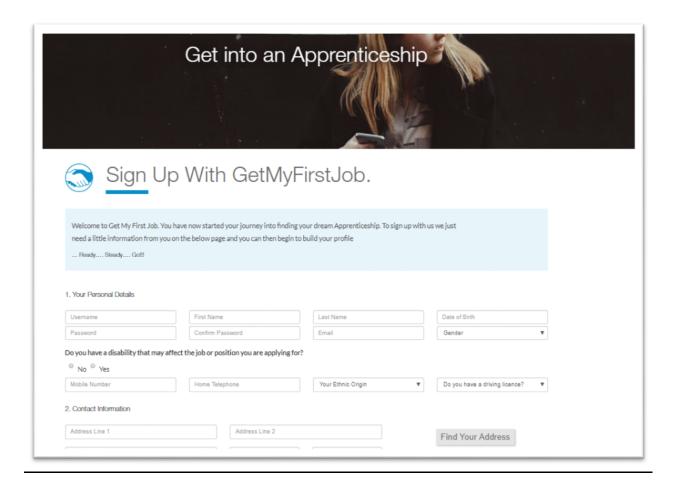




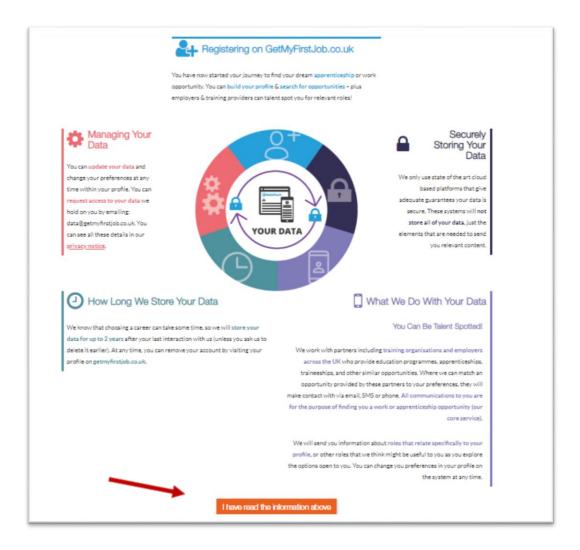
- Click into them to read more
- More information on the apprenticeship will then open up on the right had side of the screen
- Read through the information provided and if you are interested, click 'Apply on Company Site' at the top of the screen. This will either take you to the employer's website, the gov.uk website, or a third party website to complete the application. You may be required to register for that website before completing the application.

3. Sign up to

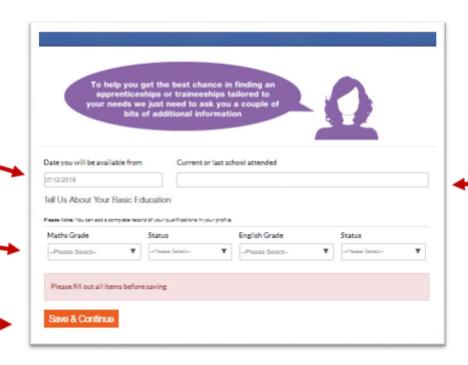
https://www.getmyfirstjob.co.uk/Registration.aspx



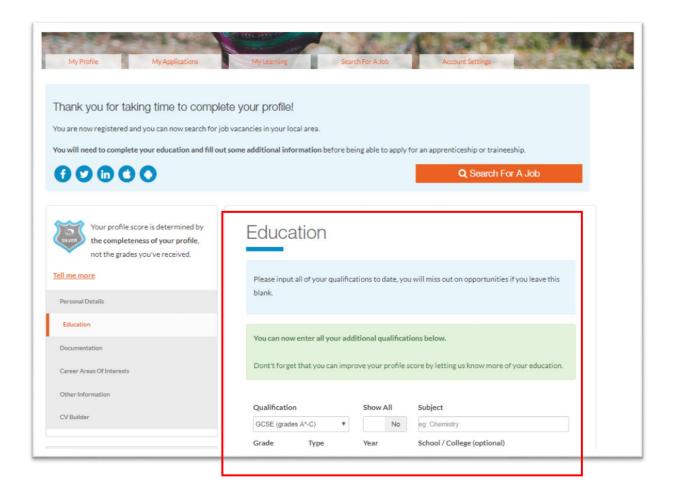
- Enter your details to sign up to the website.
- Read the information on the next page and click 'I have read the information above'



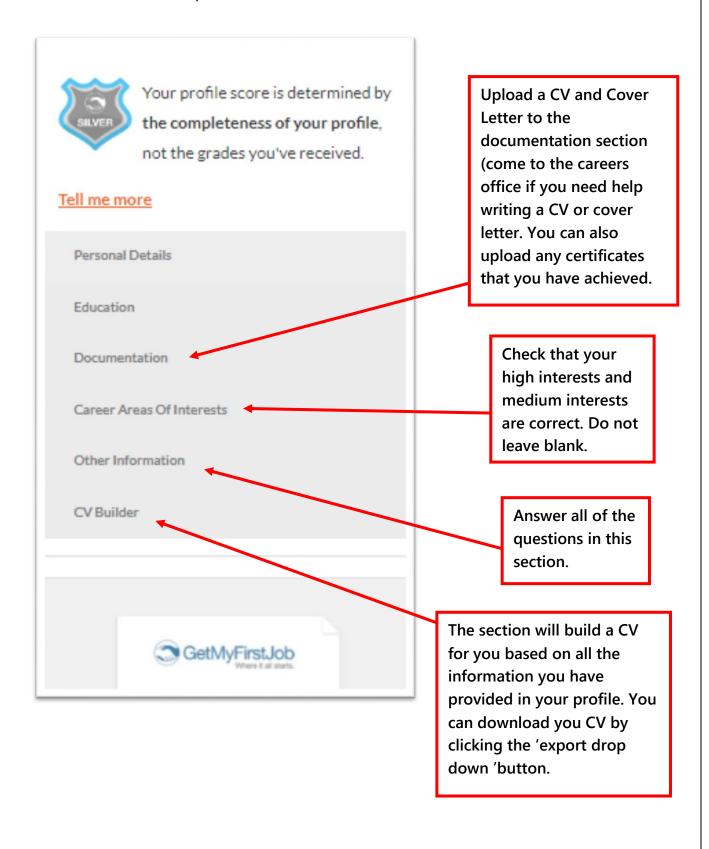
 You will then see the below pop up box – enter all the information requested. Click 'Save & Continue'



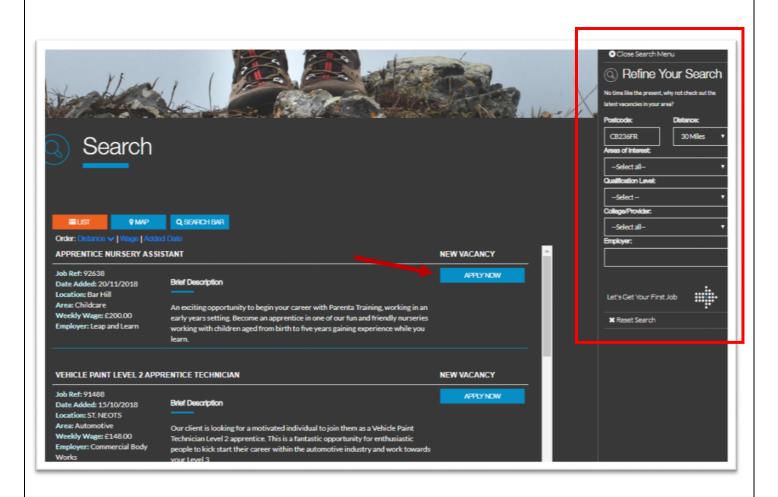
• Now you must input all of your qualifications to date.

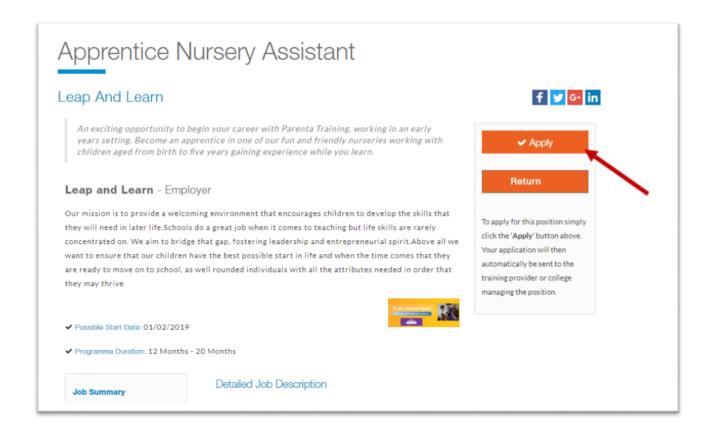


 Once you have entered your qualifications, you need to complete your profile to give you the best chance of successfully applying for an apprenticeship. Complete each section of your profile: Personal details, Education,
 Documentation, Career Areas of Interest and Other Information



- Once you have uploaded your cover letter and CV and completed all the sections of your profile. You are ready to search for and apply for an apprenticeship.
- Click on the 'search for a job' tab this will bring up available apprenticeships based on your location.
- You can filter and refine your search results by your interests, the distance that you can travel, the college/training provider and the employer.
- More detailed information on the apprenticeship is available by clicking 'APPLY NOW'





- Once you have read the detailed information, you can submit an application by clicking the orange 'Apply' box. This will automatically submit your application based on the information you have provided in your profile. It is therefore very important that you spend time completing your profile the best that you can.
- If you change your mind about an application, you can withdraw it by going to the 'My Application' tab, click on 'VIEW DETAIL' and then 'Remove Application'

