

APPRENTICESHIP and SCHOOL LEAVER SCHEMES

Check these websites and forums at least once a week

- www.kentapprenticeships.com
- www.kenttrainingandapprenticeships.co.uk
- www.kentjobs.co.uk/apprenticeships
- <http://www.canterburycollege.ac.uk/enterprise/active-links>
- <http://apprenticekent.com/home>

- <http://schoolleavers.milkround.com/>
- www.notgoingtouni.co.uk
- <https://www.getingofar.gov.uk/>

- Some colleges post vacancies on Facebook and Twitter, for example, search in Facebook for *East Kent College Apprenticeships* to find this college's list of local vacancies.
- Some specialist recruitment agencies can also be found on Facebook, such as the group *Jobs in Thanet*.

- Posting in your own social network groups that you are looking for an Apprenticeship can also be wise... who knows who you may reach!
- Don't forget to talk to personal contacts (friends, family and teachers) to find out who they know and if they can pass your details on to any employers. Many opportunities are found this way.

- Many large companies advertise on their OWN specialist websites but, require searching for on the internet, e.g. *Tesco Careers* or *Peugeot apprenticeships*.
- Some companies use sector specific sites such as www.jtltraining.com to advertise apprenticeship vacancies. Contact your independent careers adviser for details of these websites or find some of them at the end of each job profile on The National Careers Service website: <https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx>.

- You may wish to consider approaching employers with a CV. Speak to teachers, mentors or an adviser if you need help writing one. Take the CV and yourself to employers ideally in person or email or post with a covering letter to the manager or Human Resources officer at the company.

Some CVs will be read by a machine and others in person so, tailor yours accordingly. This link from a global recruiter will help you: <http://www.resumehacking.com/beat-job-boards-resume-screening-infographic>

- You can find employers to contact via internet searches or on sites such as www.yell.co.uk but think creatively when you do this. For example: those wanting to be hairdressers could contact large hotels and health spas, not just local hairdressing salons.
- Don't forget to use basic job hunting tools such as adverts in newspapers and online such as <http://jobs.courier.co.uk/> and <http://www.indeed.co.uk/>, as well as specialist recruitment agencies (for example those in the cruise sector) who your careers adviser can tell you more about.

- Follow up every CV with phone calls or visits spaced out over several weeks or months, to show how keen you are!
- Take the time to get to know the employers you are contacting, building relationships is important to potential success.
- Consider offering to work for free (**volunteer**) for a week to show them how good YOU are! It may land you the job but if not, it will give you more content for your CV.

- Keep on trying! Consider your time frame for backup plans. There is often more than one way to a goal and different solutions to a situation.
- Some students choose to take pre-apprenticeship courses, such as a Traineeship, Princes Trust Programme, or a work related course or scheme aimed at increasing their employability skills. Other students sometimes attend sixth form or college first or even travel. These are all ways to build your employability skills.
- If you need help exploring any of these and other options or, if you are just stuck, please contact one of our independent careers adviser at CXK who will be happy to help you.