



ST PETER'S APPRENTICESHIP ACTION PLAN

Start searching for your apprenticeship as soon as you start Year 11. Complete a CV and covering letter and ask the Careers Team to check it. Templates are available on www.nationalcareers.service.gov.uk and www.Reed.co.uk or check the St Peter's CV Booklet. It is important to use a personal email address so you can access it when you leave Year 11.

Research careers and labour market information. The National Careers Service Website has a section entitled 'Job Profiles' and a skills checker so you can match your skills to a job. www.lmiforall.org.uk; www.sacu-student.com and www.icould.com.

Create an account at www.gov.uk/apply-apprenticeship and register with training providers: www.theaimgroup.co.uk/find-an-apprenticeship, www.QA.com.

Register with the college apprenticeship teams via their websites. www.camre.ac.uk/apprenticeships/apprenticeship-vacancies/ and www.peterborough.ac.uk/apprenticeships/apprenticeship-vacancies

Check local papers weekly for advertised vacancies and ask friends and family if they know of any available jobs. www.allaboutschooleavers.co.uk/school-leaver-options/apprenticeships-advice, www.notgoingtouni.co.uk/apprenticeships-223, www.ratemyapprenticeship.co.uk, www.indeed.co.uk
Register and set alerts: www.youthoria.org and www.getmyfirstjob.co.uk

Some companies do not advertise their vacancies but rely on people contacting them direct. Do a general internet search or search local companies and send your CV and a speculative covering letter. Remember to pay attention to deadlines and be aware some companies only advertise 2 to 3 months prior to the start date.

If you feel you are not ready for an apprenticeship or finding it hard to secure one, then you could register to do a **Traineeship**. Also look for a part-time job or voluntary work which can boost your skills, CV and confidence.

A **Traineeship** can prepare you for an Apprenticeship, they usually take up to 3 months to complete and have proven success rates, plus Child benefit can be claimed during these programmes. Local providers: College of Animal Welfare: caw.ac.uk/traineeships 01480 422060; Hart in Cambridge: learnerenquiries@hartld.co.uk ; Cambridge Regional College: traineeships@camre.ac.uk 01223 418778.

It's important to have a back-up plan to ensure that you have some form of learning in place for September because all 16/17 year olds are required to be in some sort of learning to satisfy the Raising Participation Age. Make the effort to attend College and Sixth Form open days; check websites and look at their prospectuses. Remember to check deadlines and closing dates to make sure you apply in time!

Complete college application forms by the end of February; apply to at least two colleges (one must be your nearest appropriate centre if applying for transport funding). If you want to consider applying to St Peter's Sixth Form you will be required to have a minimum of 5 x GCSE subjects at grade 4 or above, and you may need higher than grade 4 for some subjects.

Should you need any further help or if you become unemployed please contact Miss Walker, CEIAG Officer, Tel: 01480 459581, awalker@stpetershuntingdon.org. If you are 18 you can register with Job Centre Plus for support. EDGE can also help with CVs, job search, interview skills, etc, info@sharpperskills.co.uk, www.sharpperskills.co.uk.