

# Apprenticeship checklist

What you need to do	By when	Completed
Make an appointment with your CareersInc adviser.	Any time during the year	
Research your career ideas further by visiting <b>www.nationalcareersservice.direct.gov.uk</b>	End of January	
Ask your CareersInc adviser about local training providers where you can register your interest in an Apprenticeship.	End of March	
Create or update your CV and covering letter.	End of March	
<b>Vacancies</b>		
Register on the Apprenticeships website <b>www.apprenticeships.org.uk</b>	End of January	
Check vacancies weekly on the Apprenticeships website.	Ongoing	
Make applications – if you need any support talk to your CareersInc adviser or tutor.	Ongoing	
<b>Applications</b>		
You need to actively look and apply for any vacancies that you see. Remember keep motivated and have the confidence to contact employers to ask about vacancies.	End of March	
Make applications to colleges – they offer Apprenticeships and will register your interest if you apply.	End of March	
Have a back-up plan! Apply for college or sixth form courses just in case you don't get an Apprenticeship.	End of March	
<b>Find an employer</b>		
Send your CV with a covering letter to employers in your local area – you can use <b>www.yell.com</b> to find suitable employers.	January onwards	
Ask your friends and family about local companies and look at local industrial, retail and business parks for potential employers.	From January	
<b>Check your offers</b>		
If you have no offer of a place in employment, education or training after the 28 <sup>th</sup> June see your CareersInc adviser in school.	June onwards	