



Apprenticeships - a one page guide for school leavers

Thanks for looking at the QualifyMe website.

The first thing to do is to send me your CV including your full home address and postcode and your email address and mobile number. There are possibly some apprenticeship vacancies coming up this summer in the borough, so I'd be happy to give the employers your details.

You may find it useful to register with some apprenticeship training providers. JTL are a major provider of mechanical and electrical apprenticeships and you can apply through their website.

<http://www.jtltraining.com/>

They will give you a test which shows whether you meet the requirements. If you do, they will send your details to companies in your area who are looking for apprentices.

The Construction Industry Training Board offer apprenticeships – you can apply by clicking here:

<http://www.citb.co.uk/bconstructive/citb-apprenticeships/bconstructive-application-form/>

This is the government apprenticeship website:

<https://apprenticeshipvacancymatchingservice.lsc.gov.uk/navms/forms/candidate/apprenticeships.aspx>

It usually has plenty of vacancies on it, but if you apply, I would advise you to ring the company by phone after the closing date to ask if they have received your application. I have spoken to many apprentices who applied on the site and did not hear anything back.

There is a chance that you will not get an apprenticeship this summer so you may wish to apply to a college as a back-up plan. Colleges offer courses in a variety of construction occupations, however before you enrol, it might be a good idea to check that you can transfer easily to an apprenticeship if you get an employer. Some college courses cannot accommodate this.

It's important to note that as a 16 year old, employers can access the full apprenticeship grant for you. When you are over 18 the grant is halved. This should make you an attractive applicant to employers and training providers. Don't just think that because you're young, you won't get an apprenticeship. This is not the case.

I hope this information is useful to you. When I get your CV I may be in touch for more information or I may have some local companies that offer site visits, shadowing days or work experience, so let me know if you'd like to do something like this.

Good luck with your applications and get in touch if you have any questions. Email is best as I'm in and out of meetings all the time.

Unfortunately I can only provide vacancies for Hillingdon residents because of planning rules.

Dillwyn Rosser
(QualifyMe Ltd)