



YOUR
STEP-BY-STEP GUIDE
TO APPLYING FOR
AN **APPRENTICESHIP**

**REAL LEARNING
FOR REAL BUSINESS**
WITH **APPRENTICESHIPS**
AT **HSDC**

WHAT IS AN APPRENTICESHIP?

Apprenticeships give you the best of both worlds — real work experience and valuable study. As an Apprentice, you'll earn a wage while developing practical skills in a professional environment that matches your career goals.

WHAT TO EXPECT

You'll spend most of your week with an employer and some time in training at college. Programmes typically last between one and six years, depending on the level, your existing experience and the industry you choose.



FIVE STEP GUIDE

1. RESEARCH

CHOOSE THE APPRENTICESHIP THAT SUITS YOU

There are a wide range of Apprenticeships across most industries and sectors. Take time to research what Apprenticeships are on offer, what they cover and how they suit your interests and future career goals.

AT HSDC, WE OFFER APPRENTICESHIPS IN:

- Accounting
- Adult Health Care
- Business and Administration
- Customer Service
- Early Years
- Engineering
- Funeral Care
- Health & Social Care
- Hospitality and Catering
- HR
- Laboratory Technician / Science
- Multi-Channel Marketing
- Team Leading and Management



2. FIND AN APPRENTICESHIP VACANCY

You can browse live Apprenticeship vacancies directly on the HSDC website under Apprenticeship: Study with Us. You can also view all of the current vacancies in your area on the Gov.uk Apprenticeship search website.

WHEN VIEWING VACANCIES, PAY ATTENTION TO:

- Job description
- Location
- Employer
- Wage
- Weekly hours
- Start date
- Duration of the Apprenticeship
- Entry Requirements
- Level of study (i.e. Level 2, 3, 4, etc)

I ALREADY HAVE AN EMPLOYER

If you have managed to find an employer you want to work with yourself, advise the employer to reach out to us and we will ensure they receive the information and support they need throughout the programme.



3. APPLYING

PREPARE YOUR APPLICATION

Take time to prepare what you'll need to complete your application. You will usually need:

- A CV highlighting your skills and interests
- A short personal statement explaining why you want the Apprenticeship
- School grades or predicted grades (where relevant)

APPLY ONLINE

To apply, click the link on the Apprenticeship vacancy you want to apply for, which will take you to the national GOV.UK Apprenticeship service [gov.uk] where you can start to build your application form.

Follow the step-by-step instructions, it will allow you to save and update your application as often as you like. You'll also be able to track the progress of your application.



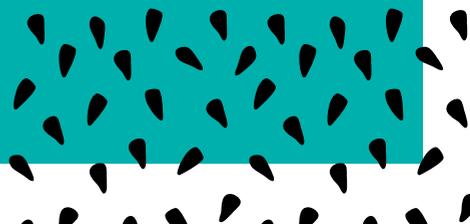
4.

ATTEND INTERVIEWS AND COLLEGE ASSESSMENTS

IF YOU ARE SHORTLISTED:

- The employer may invite you to an interview
- You might also be asked to complete initial assessments or meet with the College's Apprenticeship Team

These steps help match you to the right programme and ensure you can succeed in the role.



5. RECEIVE YOUR OFFER AND START YOUR APPRENTICESHIP

IF YOU ARE SUCCESSFUL:

- You will receive an offer of employment from the employer
- HSDC will enrol you onto the Apprenticeship training programme. Apprenticeships at HSDC include 20% off-the-job training, often as a day at college



ON YOUR START DATE YOU'LL:

- Begin working with your employer
- Start building industry-level skills
- Work toward nationally recognised qualifications
- Receive ongoing support from HSDC and your employer

NEED HELP OR MORE INFO?

For more information on Apprenticeships visit our website [hsdc.ac.uk](https://www.hsdac.ac.uk)

HSDC's Apprenticeship Team is also on hand to guide you through the process and answer questions. Email apprenticeships@hsdc.ac.uk

