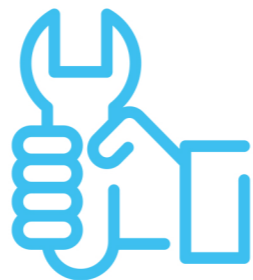


APPRENTICESHIPS

Understand the apprenticeship family:

- **Foundation Apprenticeship (FA)** – when at school S5-S6, e.g. childcare, engineering, business admin, creative and digital media. Attend college 1 day a week at school for a year/then a work placement for 1 day a week the following year. Unpaid.
- **Modern Apprenticeship (MA)** – must have left school or are leaving, there are over 100 frameworks – on the job training – normally assessed in the workplace by an assessor.
- **Graduate Apprenticeship (GA)** – must have left school or are leaving, work 4 days a week and attend university 1 day a week – get paid/get same degree as if attending full time.

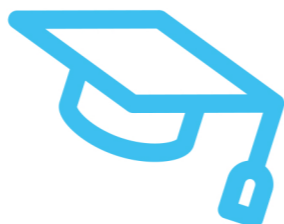


Understand timings some GA's open for applications a year in advance. FA's school will advise. MA's are continually advertised – most however are online between Nov-March.

Visit apprenticeships.scot for info on all the apprenticeship family.

COLLEGE/UNIVERSITY

Visit websites / understand entry timings and requirements and potential alternative routes if direct entry requirements aren't met (e.g. going to college first). For university understand UCAS, personal statements and timings.



APPLICATION FORM TIPS

- If online, type long responses in Word first, check, then paste
- Check spelling/grammar – no mistakes
- Tell the truth
- Big white box? Use this space to supply info to support your application.
- If references requested – seek permission first
- If handwritten, get spare copy or photocopy original before completing to practise especially if not done one before and/or you are not a neat writer. Mistakes or corrections could lead to application being binned and not considered.



CV's

- 1 page when young is fine (1 side of A4)
- Clean and simple/font size 12
- Contact details – name/address/email/mobile
- Personal statement/summary
- Any work experience/volunteering/work placement
- Qualifications
- Other relevant info: awards/hobbies/IT ability/drive?
- Give document a name – e.g. Your Name CV. Doc
- Keep up to date
- Customise for opportunity you are applying for – use relevant language
- No spelling or grammar errors/uncluttered
- Tell the truth
- Lots of examples online, check out www.myworldofwork.co.uk



INTERVIEWS

- Plan ahead....where/when/who/wear?
- Know name of person/have charge in phone/be in area early and arrive 5 mins ahead of appointment
- Dress smart & appropriately – shirt and tie for boys. Skirt/blouse, trouser suit for girls. You're not going to a party or club – be careful with makeup
- First 7 seconds; Impress – well presented/on time/polite/confident/eye contact/handshake – practise!
- Research organisation/Understand role
- Prepare responses to questions: Tell me about yourself; What do you know about us?; Why do you want to work here?; Tell me about a time when you...; What do you think we are looking for?; What do you do in your spare time?
- Look interested and sound interesting. Don't fidget.
- Ask questions (2-3) – what would a typical day be like? Do other young people work here? Are there training and development opps? Next steps?
- Going to be late – call ahead in advance of appointment and give ETA – meeting may need to be rearranged if very late
- Thank you and follow up (e.g. thank you email)

