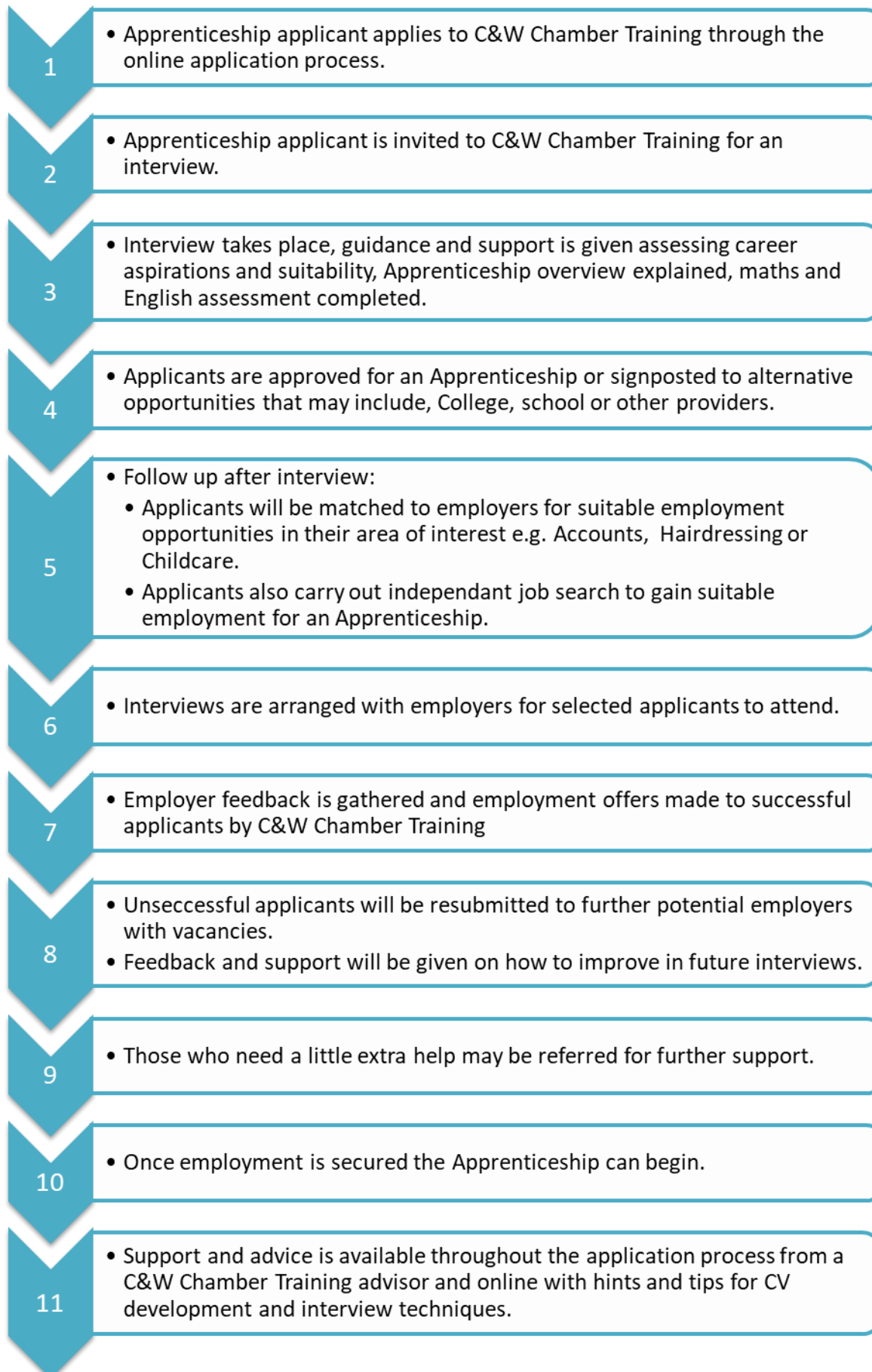




The Apprenticeship Application Journey



Applicants cannot commence an Apprenticeship until they have finished full-time education at either school or college.

Who is Coventry & Warwickshire Chamber Training?

Coventry and Warwickshire Chamber Training is one of the largest training organisations in Coventry & Warwickshire, offering Apprenticeships for young people in a whole range of vocational areas, including:

- Accountancy
- Early Years Care
- Hairdressing
- Business Administration
- Management
- Customer Service
- Health and Social Care
- Teaching Assistant

As a wholly owned subsidiary of Coventry & Warwickshire Chambers of Commerce, **Coventry and Warwickshire Chamber Training** is a well-established organisation with a proven track record in delivering high quality Apprenticeships, with success rates well above national averages. With offices in Coventry, we have Apprenticeship opportunities across the area for young people looking to gain further qualifications whilst they work and earn a salary.

We work with employers and young people leaving school or college to provide great training and employment opportunities, all of which involve working towards and achieving nationally recognised qualifications which will further your career and earning potential.

Why Choose an Apprenticeship?

There are lots of benefits to doing an Apprenticeship. You can earn while you learn, and learn in a way suited to you through hands-on, practical experience in the work place. You will get to experience new and different challenges, learning at your own pace, receiving support whenever you need it. The skills, knowledge and qualifications you will gain can be used across a range of jobs and industries. Progression opportunities are excellent, and over the course of a career, those with an Apprenticeship could earn, on average, £100,000 more than those without.

What Does an Apprenticeship Involve?

- A great job with training and real career prospects
- Practical, hands-on experience in the work place
- Opportunity to be paid a salary whilst you are learning
- Structured, personal learning leading to nationally recognised qualifications
- Learning at your own pace with support when you need it
- Great progression pathways which lead to higher education

How Does It Work ?

You can take the first steps to securing an Apprenticeship in a number of ways. Give us a call on 024 7623 1122 or on-line at: www.cw-chambertraining.co.uk/Apply-For-An-Apprenticeship and we will arrange for you to come in and discuss with us your ideas on your future. You can always book onto our Advice Shop which is a drop-in opportunity to find out more about Apprenticeships. We will assess your needs and provide you with information, advice and guidance which will enable you to decide the best options as you move forward.

What Happens Next?

Once you have been in for an initial discussion with ourselves, we will recommend a pathway for you and our team will actively match you to local employers who have registered Apprenticeship vacancies with us and we will be in touch with you to discuss suitable opportunities.

As an Apprentice, you will be employed by a local company and **Coventry and Warwickshire Chamber Training** will organise your training. This may involve attending **Coventry and Warwickshire Chamber Training** one day per week or be based within the workplace where you will be visited by a **Coventry and Warwickshire Chamber Training** Advisor. You will be paid a salary by your employer, which will increase as your skills and experience develops.

Our Recruitment Advisors will:

- Stay in touch with you about how your application is progressing
- Provide you with helpful hints and tips to improve your chances of successfully securing an Apprenticeship
- Contact potential employers for Apprenticeship employment vacancies
- Discuss with you potential interviews with employers in the area of your interest
- Arrange interviews for you with employers and provide you with the details
- Liaise with employers and yourself for feedback on the outcome of interviews (if you are not successful, we will continue to work on your behalf sourcing further interviews)

Further Help & Support

Whilst we are working on your behalf to secure you interviews with employers, you can also access support from our Recruitment Advisors who will help you prepare for any interviews and give you advice on how you can improve your employment prospects. Being well prepared will greatly increase your chances of securing employment and an Apprenticeship. Although we will make every endeavour to help you find suitable employment, we cannot guarantee this so suggest you also look at other training providers and colleges to see what opportunities they have to offer.

C.V. Writing

... A C.V should be clear and easy to read

Name
Address
Contact Telephone Numbers (home and mobile telephone)
Email Address (make sure this is suitable for business needs)

Personal Profile

This is the strengths you feel you have i.e. use words such as hardworking, conscientious, enthusiastic, reliable, punctual, committed, ambitious, motivated, confident etc. Include why you are interested in the area of work for which you are applying. Also include any aspirations you have for your future career.

Education & Training

School Name Dates Attended
Subjects Grades Achieved

Work Experience (Include all work experience and any full / part time jobs. Start with most recent and work backwards)

Employer's name
Dates employed
Position held
Duties
* (Bullet point main duties)
*
*

Interests and Hobbies (List maximum of 2 or 3)

*
*

References (2 required, both work-related if possible but if not school Head/Tutor)

Referee name
Position
Address
Telephone Number

Keep to a maximum of 2 pages and ensure all spacing and fonts are the same throughout the C.V. Use bold or underline all headings.

Interview Do's & Don'ts ... Remember – 1st impressions count!!!

DO

- Prepare answers to frequently asked questions i.e.
- "Tell me about yourself"
- "What do you know about our company?"
- "Tell me your strengths and weaknesses"
- "What interests you about this role/company?"
- "What do you think the role will involve?"
- "What is your greatest achievement?"
- Prepare some questions to ask i.e.
- "What plans does the company have for the future?"
- "How many employees do you have?"
- "When can I expect to hear from you?"
- Find out about the company before you go – look on their website (if they have one), make sure you know what the job vacancy is about and you who you should ask for when you arrive
- Take a copy of your CV
- Dress smartly
- Switch off your mobile telephone
- Arrive at least 15 minutes before your interview time (check bus timetables etc, well in advance).
- Firmly shake your interviewer's hand.
- Try to relax – sit up straight and maintain good eye contact
- Ask the interviewer to re-phrase questions you don't understand
- At the end of your interview smile, shake the interviewer's hand and thank them for their time

DO NOT

- Arrive late
- Dress casually (no jeans or short skirts)
- Take friends or family along to the interview
- Chew gum
- Drink alcohol before an interview
- Ask only about salary or holidays
- Interrupt when the interviewer is talking
- Smoke
- Use slang – say "yes" not "yeah"
- Fidget

Remember ...

It is important for you to:

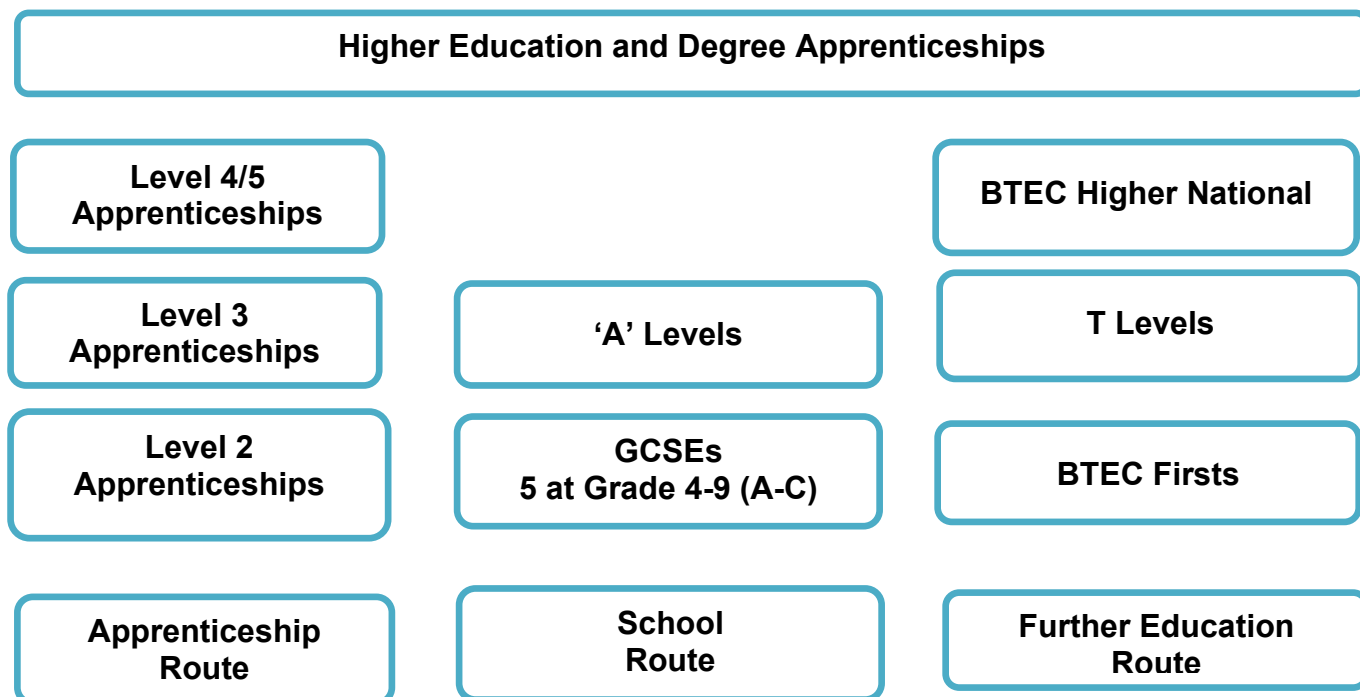
- know about the company
- know about the job you will be involved in
- know the date and time of your interview, where to go and how to get there
- watch what you post on social media, a potential employer may be watching

10 Things to Remember to Ensure You Stay Safe ...

1. Do a trial run to prevent getting lost on the day of your interview.
2. Always tell someone the details of your interview such as company name, interviewer name and what time your interview is – this ensures someone knows where you are.
3. If your interview is later in the day then why not ask a friend or relative to take you/go with you as it may be dark when you leave your interview. Don't forget to tell them to wait outside until your interview has finished.
4. Ensure your mobile phone is charged and has enough credit for a phone call in case of emergency.
5. If travelling by bus or train make sure you know the timetable and especially the time the last one runs. When waiting for public transport or travelling on it, keep close to other people.
6. Never take short cuts through alley ways or subways – always stay in well lit areas.
7. If travelling by taxi make sure you book it in advance and only get in if it is a registered private hire car (you can tell this by the licence attached to the car).
8. Keep valuables such as mobile telephones out of view.
9. Avoid wearing headphones as you will not hear anyone approaching you.
10. Never accept a lift from the interviewer or anyone else who works within the company.

What progression routes are available?

There are a range of progression routes which a young person can follow, whether they take the school route, further education through a college or take the work-based route through an Apprenticeship.



Frequently Asked Questions

- **Will I get a bus pass?** – No, you will need to pay for your own transport when you go out to work or college.
- **Do I have to work every day?** – You will need to work for the amount of hours you're contracted for with your employer and attend the training as per schedule. This is usually full-time.
- **How many holidays do I get?** – Your employer will discuss the amount of day's holiday you are entitled to. As an apprentice you will be entitled to at least one and a half days' paid holiday for every month of your training - you may also get bank holidays.
- **Do I have to go to training in the evening or day time?** – You will be informed of the time and days of attendance required when you are visited by Coventry and Warwickshire Chamber Training at your employer. This will take place in the day time between the hours of 9am – 5pm
- **Is it a placement?** - No, you will be in an employed position by the company.
- **Can I do voluntary?** – No, you will need to be employed to undertake the Apprenticeship.
- **What do I get paid?** – Apprentices are paid from the first day of their Apprenticeship and you will be entitled to at least the National Apprenticeship Wage. This rate applies to apprentices aged 16 to 18 and those aged 19 or over who are in their first year. Some employers may pay more.

What's great about being an Apprentice with Chamber Training?

Coventry and Warwickshire Chamber Training Apprentices say about the organisation:

- "Professional but fun"
- "Staff are always supportive"
- "Staffs are friendly and are easy to talk to. It's a nice environment to be in"
- "Very professional and always helpful"
- "Quality of the teaching"
- "Meeting new people and sharing their experiences"
- "It is helping to advance my career"
- "Great opportunities and moving forward"
- "Staff are helpful and everything is planned well in advance"
- "Learning new skills and then relating them back to the job"

You're in safe hands

Coventry and Warwickshire Chamber Training has a reputation for quality provision:

- Coventry and Warwickshire Chamber Training's success rates are above national averages
- 93% of our Apprentices would recommend us to a friend or family
- 95% of our employers are likely to recommend us to another employer

Good Luck!

If for any reason you cannot make the interview arranged you must inform **Coventry and Warwickshire Chamber Training** immediately. Telephone 024 7623 1122 and a member of staff will inform your Recruitment Advisor. When a company offers you a position and you accept, we will arrange your start date which will include a full introduction to your Apprenticeship.

Contact Details

Call one of our Recruitment Advisors on

024 7623 1122

Remember – we are here to help and advise you

Your Recruitment Advisor is available if you have any questions or need an update on how your application is progressing.

Alternatively, for advice on your course email:

enquiries@cw-chambertraining.co.uk

**Commerce House
123 St Nicholas Street
Coventry
CV1 4FD**

024 7623 1122

www.cw-chambertraining.co.uk

Further Support and Resources

The National Apprenticeship Service also provides a host of helpful resources to help you find and prepare for an Apprenticeship:

www.cw-chambertraining.co.uk

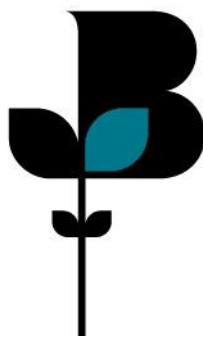
www.apprenticeships.org.uk



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