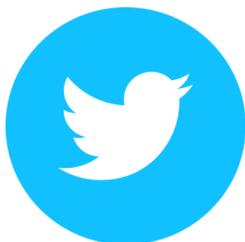


Shape
Training

Apprentices Guide to Finding Employment

www.shapetraining.co.uk



@ShapeTraining0



Shape.Training

A Super CV.....

A good CV is essential when looking for an employer. Your CV promotes you by listing your qualifications, skills and experience.

Presentation

- Type your CV up neatly in a 'smart' font such as Times New Roman or Tahoma.
- Make the layout clear and professional (see example).
- You need to be positive, so emphasise achievements, strengths and success.

Include

- Contact Details: Your name, address, telephone numbers and email address.
- Personal Profile: Describe yourself by explaining about your hobbies, skills and experience that relate to the area of work you're applying for.
- Qualifications & Certificates you have gained.
- Work experience: Include dates and put your most recent job first.
- References from 2 people who can provide a work or personal reference e.g. a teacher or a manager from a job (a family friend you babysit for counts as a manager) ask permission to put their contact details on your CV.

No work experience?

Write about activities you do instead...

Activity	What to write about
Sport	Dedication, team and leadership skills
Youth Clubs	Organising and taking part in activities, social skills
Hobbies	ART: Creative Skills,, useful for Childcare SOCIALISING: Meeting people, good interpersonal skills.

Talk about skills!

Communication– communicate effectively and relate well to others

Teamwork– contribute practically to help a team succeed

Problem Solving– work problems out logically to deal with them

Initiative— work effectively by setting targets and achieving them.

Develop skills & gain experience

* voluntary work * part time job * start a hobby/sport

The more skills and experience you have on your CV the better.

Remember!

If an unknown number rings you it could be a possible employer. Speak clearly and politely, take note of who you spoke to and what they asked you to do...

‘Yes this is _____ speaking’

‘Could I ask who is calling please?’

‘Sorry one moment I’ll just get a pen to write this down’

‘Thank you for ringing, bye’

EXAMPLE CV

Sarah Smith

20 Middlesbrough Road

Middlesbrough

TS3 8MM

01642 123456 / 07777777777 / s.smith@email.com

Personal Profile

During School I had the opportunity to gain 1 week's work experience in a nursery, which I really enjoyed. I continued to develop my knowledge and skills by babysitting on a weekly basis. During this time I feel I have learnt new skills and gained confidence. My experience helped me decide on a career in childcare.

Skills

I was the captain of the school netball team for 2 years. This gave me the chance to learn about leadership and team skills. It has also given me confidence to express myself clearly and confidently in a group situation. I babysit on weekends and when requested, I work additional hours during the week. Despite these added demands I still managed to complete my school work on time. I am good at prioritising my workload and believe that this skill will be very important in employment. I communicate well with the parents, informing them of how the children have been while they were out.

Education / Training

Middlesbrough Secondary School 2007– 2012 GCSEs:

Maths (C) , English (C), Computers (A) Science (E), PE (D), Geography (C), Business (B)

Achievements

Bronze Duke of Edinburgh Award 2011
Appointed captain of netball team 2010
Certificate for progression in Art and Design 2011

Employment history

Babysitter: 2010 till present

Duties included: - Preparing after school snacks - Organising short activities such as drawing, reading and outside play - Supervising them while they slept.

Interests and activities

Art – drawing and creating a range of things.
Sports – playing netball in and outside of school time.
Cinema – meeting friends on a regular basis to watch sci-fi movies.

Referees

Mrs Boss Tel: 01642 654321
1 Example Road
Middlesbrough
TS1 1EX
Parent of the child I babysit for.

Mr Learn Tel: 01642 78910
Middlesbrough School
Middlesbrough
TS4 4EX
School form tutor for 5 years

Cover Letter

You need to attach a cover letter to your CV, they are essential and explain to the employer what position you would like to apply for. As you are applying to be an apprentice you need to mention these main points in the letter.

'I have applied to do a Level___ apprenticeship in_____ at Shape Training, to complete an apprenticeship I need to be employed for a minimum of 30 hours per week, the apprenticeship wage is_____ per hour'

Details of National Apprenticeship wages can be found at:

<https://www.gov.uk/national-minimum-wage-rates>

Where to look for employers

Internet– Search on job websites and company websites for vacancies.

Newspapers– Job vacancies are advertised in local papers.

Word of Mouth– If you know someone in the area of work you wish to work in, talk to them as they may know of a suitable vacancy.

Approach Employers– not all jobs are advertised so contact employers to ask about vacancies. Don't be shy, they are used to people asking questions.

What next?

When an employer offers you an interview, find out the date, time and what you need to take. If you do not hear back from an employer ring them and politely ask if they have received your CV. Keep a list of who you have sent your CV to and what the outcome is:

Smile Dental Practice: No vacancies

High Street Dental: Interview—20th Oct

Prepare for your interview

Getting invited to an interview means you have passed the first test! It is a good idea to prepare for your interview to make it a successful one.

Research—researching the company will give you confidence in the interview. Look at their website to find out more about them. What do they do? Who are their customers? What does the job involve?

When you find the answers think about your skills and how they will match up.

Remember: Take your CV, certificates and anything else they ask you to bring.

Image: Decide what to wear the day before, aim for a neat, clean and tidy look.

Journey: Plan and find out where to go, what bus to get and how long it takes.

EXAMPLE COVER LETTER

Sarah Smith
20 Middlesbrough Road
Middlesbrough
TS3 8MM
30th September 2012

Stepping Stones Nursery
12 Example Street
Middlesbrough
TS1 4DP

Dear Sir/ Madam, My name is Sarah and I am 17 years old. I have recently been accepted onto a Level 2 Childcare Apprenticeship at Shape Training and I am looking for an employer to support me so that I may begin my training. As an apprentice I would be required to work a minimum of 30 hours a week earning the National Apprentice Wage of £_____.

After researching your company, I found out about the range of techniques you use to help children's development which really interested me. I believe the skills I have developed through work experience and babysitting will transfer well into your nursery. I would love the opportunity to learn and expand my knowledge further.

I can make myself available any day for an interview. To arrange an interview please contact me on 01642 123456 or 07777777777.

I look forward to hearing from you.

Yours sincerely

Sarah Smith

These are just guidelines on how to word a cover letter, make sure you tell the truth when writing your own.

Interview Day

Give yourself plenty of time to get ready, check you have all the requested documents with you. Aim to arrive early, take note of the employer's number in case you are delayed. It is important to make a good first impression, this impression will be made in the first few minutes.

Tips

- Enter the room confidently
- Shake hands and introduce yourself
- Smile, be polite and friendly
- Keep good eye contact and positive body language
- You will look interested if you ask questions as well as answering them
- Avoid answering 'yes' and 'no'. Expand answers so they can get to know you
- Speak clearly
- Be positive, get your good points across and sell yourself .

Common questions and answers...

Why do you want to work here?

The company has a good reputation, it will give you the opportunity to do work that interests you.

What did you do in your last job?

Discuss the skills, duties and responsibilities that are relevant to this new job, communication skills between staff and customers. If you haven't had a job before talk about your hobbies.

What makes you right for this job?

Talk about how you will transfer your skills and personal knowledge to the new job.

What are your strengths and weaknesses?

Strengths: Emphasise things you are good at. **Weaknesses:** Describe something you find difficult, then explain how you plan to overcome this issue.

Why should we employ you?

Explain that you are hard-working, reliable and willing to learn.

Do you have any questions?

Is there opportunity to progress within the company?

When will I be told the result of my interview?