

# APPRENTICESHIPS

## Applying for an apprenticeship with Bedford College

You can find all of our vacancies on the National Apprenticeship Service website (NAS) but they will be put on to our website straight away too. If you apply for one of our Bedford College posts via NAS you will be redirected to our Bedford College online job advert and have the option to apply.

You will be offered the chance to upload your CV here or enter your information manually. Click 'enter CV manually' as this will take you straight to our online application. You can still upload your CV once you have done this.

### Personal Info

- About you – all contact details, make sure these are correct especially your contact number.
- Student info- Are you a student at Bedford College? Are you in full-time education? Tick that you are looking for an Apprenticeship.

### Work Experience

- Employer
- Job Title (you can specify if you were a volunteer or if you were on work experience)
- Main duties – 170 characters, giving a brief overview of what you did. You can list or write in sentences. Remember to use capital letters and full stops correctly and read it through after to check it makes sense.
- Start and finish date
- Include voluntary work, part-time work and work experience here, voluntary work can also include Duke of Edinburgh and National Citizenship Service

### Qualifications

- Add your qualifications individually – make sure that you take your time doing this and click on the right type of qualification. Check that all have been entered before you leave the page.
- If grades are pending, make sure you enter your predicted grades and tick the 'predicted' box.

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## Questions

REMEMBER EVERY TIME YOU APPLY FOR A DIFFERENT POST TO GO BACK AND UPDATE YOUR ANSWERS. IT IS IMPORTANT TO TAILOR YOUR ANSWERS TO THE SPECIFIC JOB YOU ARE APPLYING FOR.

### What are your strengths?

You should write in full sentences here and your language should always be positive. Look back at the job description and see if there are any attributes they are asking for which you know you definitely have and include these. You can also discuss how you could put these strengths to use in the job you are applying for should you be appointed. **You should also include any course related skills that you have developed that are relevant to the role you are applying for.**

### What personal skills would you like to improve?

This can almost trick you into providing a negative answer but don't be fooled! Turn the question around and talk about the skills you already have and how you would like to be able to improve them in that specific working environment. This way you are letting the employer know that the grounding is there but you are keen to develop. Employers do not expect you to have all the experience or skills required, they just want to know that you have some of the requirements and that you are keen to develop the others.

### What would set you apart from other candidates?

This is the likeability section! Let the employer know how committed you are to the post, that you have thought about the opportunities this specific job would give you. You can talk about why you are interested in the sector. Have you always wanted to work in this sector and why? **If you have already studied this area at college or have work experience which relates to it, make sure you demonstrate your knowledge here as this will make you stand out.**

### What are your expectations for the role you are applying for?

Think about the level of commitment an Apprenticeship requires, what you are hoping to learn in terms of entering the working environment and what you will learn in your post.

**CHECK! CHECK! CHECK! GET SOMEONE ELSE TO CHECK! THEN CHECK AGAIN  
ONCE YOU ARE HAPPY APPLY!**