

APPRENTICESHIP RECRUITMENT ACTION PLAN

Step-By-Step Checklist

1

EXPLORE YOUR OPTIONS

- Research different apprenticeship roles and industries
- Think about what you enjoy and what you're good at
- Use [GOV.UK](https://www.gov.uk), employer websites, and local providers

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2

PREPARE YOUR CV

- Update your CV with your latest education and experience
- Include skills like teamwork, communication, problem-solving
- Ask a teacher, careers adviser, or family member to check it

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3

SEARCH AND APPLY

- Find live apprenticeship vacancies
- Apply to more than one role to improve your chances
- Tailor your application to each job

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4

TRACK YOUR APPLICATIONS

- Use your application tracker to stay organised
- Note deadlines, interview dates, and responses
- Check emails regularly (including junk folders)

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5

PREPARE FOR INTERVIEWS

- Research the company and role
- Practice common interview questions
- Think of examples that show your skills and strengths

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ATTEND INTERVIEWS OR ASSESSMENTS

- Arrive on time (or log in early if online)
- Dress appropriately for the role
- Be confident, polite, and yourself

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FOLLOW UP AND REFLECT

- Update your tracker with outcomes
- If unsuccessful, ask for feedback if possible
- Use feedback to improve future applications

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