

GLOSSARY OF KEY TERMS

Applicant / Candidate: A person who has applied for a job or apprenticeship.

Application: The form or process you complete to apply for an apprenticeship.

Application Portal: An online system where you submit and track your applications.

Apprenticeship: A paid job where you learn skills, gain experience, and study towards a qualification at the same time.

Assessment Centre: A stage in recruitment where candidates complete tasks, group activities, or tests to show their skills.

CEO (Chief Executive Officer): The senior leader responsible for setting a company's direction, making key decisions, and driving its overall success.

Competency: A skill or ability that shows how well you can perform a task or behaviour.

Cover Letter: A short letter explaining why you want the role and why you are suitable.

CV (Curriculum Vitae): A document that summarises your skills, education, and experience.

Employer: The company or organisation offering the apprenticeship.

Feedback: Comments or advice given to help you improve your performance.

HR (Human Resources): The function responsible for supporting employees, recruitment, development and workplace policies.

Interview: A conversation where an employer asks questions to learn more about you.

Mentor: A mentor is an experienced and trusted person who provides guidance, support and advice to help someone develop their skills, confidence and achieve their goals.

Offer: When an employer formally gives you the apprenticeship role.

Onboarding: The process of helping a new apprentice settle into their role and workplace.

Rejection: When your application is not successful at a stage in the process.

Shortlisting: The process where employers select the strongest applicants to move to the next stage.

Transferable Skills: Skills you have learned in one situation (e.g. school or hobbies) that can be used in a job.

Vacancy: A job or apprenticeship that is available.