



Preparing for the World of Work and Apprenticeships

Identifying your skills for CV, application and interviews

YOU are a brand and so think about how you want to be perceived digitally, on paper and in person.

- Professional email address and voicemail greeting
- Ensure that your privacy settings are secure on your social media accounts
- Check [Google Images](#) and withdraw anything you're not happy about being online
- Check [Findmypast](#) and [192.com](#) to ensure you're happy with posts and any links to you

These websites can help you identify and build your skills:

- [Employability Passport](#)
- [Skillsbuilder](#)
- [Vocational Profiling](#)

Apprenticeships

There are two ways that you can find an apprenticeship.

- Apply for a ready-made apprenticeship vacancy established between an employer and training provider. These are advertised on [Find an Apprenticeship](#). You can search for what apprenticeship standards are available and being planned at [Institute for Apprenticeships](#).
- You can set up your own apprenticeship by approaching employers with your CV and inviting them to meet training providers to set up the link to a provider. You can search for providers in Sussex at [Apprenticeships-in-Sussex](#).

Jobsearch

These are some of the popular generic job boards which recruiters use to recruit, and are also useful for researching jobs and career routes available with local employers as well as outside of Sussex. Glassdoor is especially useful to highlight labour market information, salary details and employers linked to a range of job roles.

Indeed	TotalJobs	Reed	Glassdoor
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LinkedIn

[LinkedIn](#) is a popular business-networking platform which recruiters use to recruit staff. When you are ready to apply for jobs and apprenticeships do set up a profile, completing as many sections as possible to further develop your online brand. Do spend time to research local employers and contacts, business pages as well as job opportunities, whilst growing your network.

Developing Your CV

Ensure that you meet these basic requirements when producing your CV:

- ✓ Layout – font (Calibri, Arial 11/12), spacing, bullet points
- ✓ Grammar and spelling
- ✓ Tailor to role as much as possible (if a targeted application)
- ✓ Duplicate and re-enforce your skills
- ✓ Content
 - ✓ Profile
 - ✓ Skills and Achievements
 - ✓ Work Experience: Work, education and life examples, achievements
 - ✓ Education: ALL grades including predicted

Job and Apprenticeship Applications

When completing application forms, and especially the ‘Personal Statement’ blank section to explain your suitability for the role, be sure to:

- Tailor your skills, knowledge and experience to the job advert and address each of the essential and desirable person specification criteria. Highlight what you are doing to develop and improve on a competency that you may not yet fully meet (especially relevant for an apprenticeship application)
- Concise in addressing each of the criteria (you can go into more detail at interview stage)
- Use FAB for addressing each of the criteria (Feature, Action, Benefit)
- Demonstrate your passion and enthusiasm, use ‘impact words’ instead of ‘able to, good at’
- Call the hiring manager in advance and ask questions about the company and role
- Bring your research into your application – recent news articles, share price, social media

Inclusivity and Diversity

If you are a SEND student then do access additional support which may be available to you:

- The [Disability Confident](#) scheme, which employers can sign up, demonstrates their understanding of disabilities and support of employees and applicants with SEND
- You may be able to get help from the [Access to Work scheme](#). This provides practical advice and support to help you overcome work-related obstacles. It can also offer you grants towards additional employment costs.

Interviews

These can take various forms including telephone, face-to-face, virtual and assessment centres. Be sure to prepare by researching the company, role and using the ‘STAR’ Technique to plan answers to and when answering competency-based interview questions.



- Focus on ‘I’, not ‘We’
- Set the scene of the Situation
- Clear Task
- Detail in ‘Action’
- Bring your example to life
- Positive Result (YOUR impact)
- Once covered each part, stop talking

Preparing for Interviews

Telephone Interviews	Virtual Interviews	Face-to-Face Interviews
Research company and role	Research company and role	Research company and role
Quiet surroundings. Standing or sitting – be comfortable	IT, neutral / blurred background, suitable chair height	Plan your journey and route, public transport, parking
Smile and be enthusiastic	Smile and be enthusiastic	Smile and be enthusiastic
Be prepared to sell yourself. Prepare notes for your pitch	Be prepared to sell yourself. Pitch notes behind your screen	Be prepared to sell yourself. Prepare and rehearse pitch
Prepare ‘STAR’ examples	Prepare ‘STAR’ examples	Prepare ‘STAR’ examples
Prepare questions to ask	Prepare questions to ask	Prepare questions to ask

Preparing Questions to Ask at Interviews

Have some relevant questions ready for the interview, some ideas can be found [here](#). Good luck!