Finding a Modern Apprenticeship

You've decided you want to look for a Modern Apprenticeship. But, where to start!

Let us help you kick-start your search.

First things first

In many ways it's the same as looking for any job. But, it's worth knowing about some of the specific organisations that help employers to recruit and train Modern Apprentices. They include:

- **Training providers** - they deliver the apprenticeship training. This includes further education colleges and private training centres. Small and medium sized employers often use training providers to help them find apprentices. Large employers often provide their own apprenticeship training.
- **Sector Skills Councils (SSCs)** – independent organisations, which work with employers to develop apprenticeship training standards for their specific sector or industry. They are excellent sources of information on their sector.
- **Trade associations** – businesses operating in a specific industry fund and set up these organisations. Some trade associations manage apprenticeship training and recruitment for their members. A good example is the Scottish and Northern Ireland Plumbing Employers' Federation (SNIPEF).
- **Professional bodies** – individual professionals fund these organisations to represent their profession. Many provide careers information and advice. Some develop apprenticeship programmes, for example the Association of Accounting Technicians (AAT).

There are lots of different ways to find an apprenticeship. You might need to try several of them to find the right one for you. Here are the main methods.

Word of mouth or personal contacts

Use your personal network of contacts to help you find an apprenticeship. These might include: family, friends, neighbours and work placement providers. Maybe you also have contacts through a part time job, volunteering or your leisure activities.

Make sure your contacts know you're interested in an apprenticeship, and what type of training you're interested in. Maybe you could use social media to spread the word.

Job fairs, careers exhibitions and apprenticeship events

Visit careers events, job fairs, recruitment events and industry awareness days. Look out for posters and social media posts advertising these events and make every effort to go along. Get networking; you could make some useful contacts.

Scottish Apprenticeship Week is an annual event organised by Skills Development Scotland (SDS). During the week many colleges, training providers, employers and Jobcentres hold special apprenticeship events. These are an ideal way to get information about apprenticeships. Events will usually be advertised in the press, schools,

colleges and libraries.

Contacting your local authority

Local councils in Scotland offer a wide range of apprenticeships and usually recruit through their own websites.

Some local authorities also have special websites advertising local opportunities for young people, for example Edinburgh Council's Edinburgh Guarantee and Glasgow Council's Glasgow Guarantee websites.

They also recruit through the local government recruitment portal website Myjobscotland. Look for the search category **'Modern Apprenticeship/Trainee'**.

Some may also post apprenticeship vacancies on recruitment websites, such as S1jobs, or use specific apprenticeship opportunities websites.

Apprenticeship opportunity websites

- Skills Development Scotland Modern Apprenticeships
- earlycareers.scot

Contacting Sector Skills Councils, trade associations or professional bodies

In many industries Sector Skills Councils (SSCs) and other industry-led organisations play an important role in apprenticeship recruitment and training. Here are just a few examples.

- Building Engineering Services Association Training (BESA Training) is the main apprenticeship training provider for the Building Services Engineering sector which covers heating and ventilating, air conditioning, refrigeration and electro-technical industries.
- CITB, the SSC for the construction industry manages apprenticeship recruitment and selection for most employers in the industry.
- Engineering Construction Industry Training Board (ECITB) for craft and technician apprenticeships in engineering construction, from welding to electrical and mechanical maintenance. Visit their main site or Engineering Construction Careers, their careers website.
- Autocity is the careers website of IMI (the Institute of the Motor Industry), which is the SSC for the automotive industry.
- LANTRA is the land-based and environment industry SSC.
- Scottish Electrical Charitable Training Trust (SECTT), which is part of Select, manages electrical apprenticeships in Scotland.
- Become a Plumber is the plumbing apprenticeships website of the trade association SNIPEF (the Scottish and Northern Ireland Plumbing Employers' Federation). Their training company helps employers train plumbing apprentices.

For more information, and a full list of SSCs, visit the Federation for Industry Sector Skills & Standards website.