

Useful People to contact

November 2008

England	Scotland	Wales	Northern Ireland
<p>Your local Connexions office/adviser Some employers offering apprentice training in engineering and sciences are known to the Connexions offices and they may have details of vacancies. Recently, many Connexions regions have included vacancy details online. Go to http://www.connexions-direct.com then click on Connexions service in the menu for a list of regional offices.</p>	<p>Your local Careers office/adviser Some employers seeking modern apprentices are known to the Careers offices and they often have details of vacancies and advice on how to make applications and tackle interviews. Go to http://www.careers-scotland.org.uk.</p>	<p>Your local Careers office/adviser Some employers seeking modern apprentices are known to the Careers offices and they often have details of vacancies and advice on how to make applications and tackle interviews. Go to http://www.careerswales.com/ http://www.careerswales.com/jobsinwales.asp some apprenticeship vacancies appear on these pages. Click for your region.</p>	<p>Your local Careers office/adviser Some employers seeking modern apprentices are known to the Careers offices and they often have details of vacancies and advice on how to make applications and tackle interviews. There is also lots of information about choosing your subjects and looking at different career options. Go to http://www.careersserviceni.com</p>
<p>The local engineering training providers – these are organisations that are well informed about the training needs and requirements of local employers. Sometimes they will actually send you an application form and may deal with the interview process for a number of companies.</p> <p>A list of providers in your region can be obtained from the Semta website, through your local learning skills council (employers) or Connexions office (young people)</p> <p>http://www.semta.org.uk/training_providers_awardin g/group_training_associations.aspx</p>	<p>The local engineering training provider – these are organisations that are well informed about the training needs and requirements of local employers. Sometimes they will actually send you an application form and may deal with the interview process for a number of companies. A list can be supplied from the Semta website.</p> <p>A list of providers in your region can be obtained from the Semta website, or from Careers Scotland.</p> <p>http://www.semta.org.uk/training_providers_awardin g/group_training_associations.aspx</p>	<p>The local engineering training provider – these are organisations that are well informed about the training needs and requirements of local employers. Sometimes they will actually send you an application form and may deal with the interview process for a number of companies. A list can be supplied from Semta website.</p> <p>A list of providers in your region can be obtained from the Semta website, or from Careers Wales.</p> <p>http://www.semta.org.uk/training_providers_awardin g/group_training_associations.aspx</p>	<p>The Engineering Training Council Northern Ireland Engineering Training Council Interpoint 20-24 York Street Belfast BT15 1AQ Tel: 028 9032 9878 www.etcni.org.uk</p> <p>In Northern Ireland, the Engineering Training Council Northern Ireland (ETCNI) have partnerships with employers and often help with recruitment of apprentices. ETCNI work with The Department for Education and Learning http://www.delni.gov.uk and can provide you with guidance and information on how to find an engineering apprenticeship in Northern Ireland.</p>
<p>Local Colleges Many colleges have links with companies offering apprenticeships because that can be where some of the training takes place. Does your local college offer engineering apprenticeships? If you are not sure, speak to your Connexions or school careers adviser or approach the college directly. A list of registered training providers for your region is available from your Connexions advisor or the Learning Skills Council apprenticeship website www.apprenticeships.org.uk</p>	<p>Local Colleges Many colleges have links with companies offering modern apprenticeships because that can be where some of the training takes place. Does your local college offer engineering apprenticeships? If you are not sure, speak to your Careers Scotland adviser or school careers adviser or approach the college directly.</p>	<p>Local Colleges Many colleges have links with companies offering modern apprenticeships because that can be where some of the training takes place. Does your local college offer engineering apprenticeships? If you are not sure, speak to your Careers Wales adviser or school careers adviser or approach the college directly.</p>	<p>Local Colleges Many colleges have information about the National Traineeship programme for young people aged 16 and 17. If you are not sure, speak to your Careers Northern Ireland adviser or school careers adviser or approach the college directly.</p>
<p>Your local Learning Skills Council The national contact number for general apprenticeship information is 08000 150 600 or find your regional office contact here http://www.lsc.gov.uk you can also see further information about what is involved at www.apprenticeships.org.uk</p>	<p>Skills Development Scotland Website http://www.skillsdevelopmentscotland.co.uk/training-opportunities.aspx#ModernApprenticeships</p>		

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<p>Websites A useful one is www.apprentices.co.uk hosted by the Engineering Employers Federation The site also contains useful hints and tips about preparing for an apprenticeship interview and the types of personal qualities that an employer offering a place will be looking for.</p> <p>NB, site does rely on employers placing their information and the message "sorry no apprenticeship vacancies" only refers to this particular website rather than apprenticeships for the whole of the region you search.</p>			
<p>Websites in England</p> <p>The EEF also have a directory of companies seeking Apprentices in the West Midlands Region it can be downloaded from their website.</p>	<p>Websites in Scotland</p> <p>Obtain the excellent news sheet Scottish Engineering Connections the paper includes details of modern apprenticeship vacancies an application form and news about what is happening in engineering training in Scotland.</p> <p>Obtain copies from: Scottish Engineering, 105 West George Street, Glasgow G1 1QL Telephone 0141 221 3181 or go to http://www.scottishengineering.org.uk/ vacancies can also be seen at http://www.scottishengineering.org.uk/Connections_map_page.htm</p>		
<p>Friends School and family ask your teachers, family and friends if they know of any companies. Even parents of friends and their older brothers, sisters aunts, uncles may know of something....you might be surprised at the contacts people have and they will be keen to help if you ask.</p>			
<p>Local Press Many companies seeking to offer apprenticeships advertise through the local press. Sometimes you may see a news article about a company that is moving to your area, there is no reason why you need to wait for them to advertise, get in contact and ask if they are offering apprenticeships.</p>			
<p>Direct Approach</p> <p>Many people find their jobs or apprenticeships, not through vacancies that they see but through networking and approaching companies directly.</p> <p>If you are aware of a company that you would like to work for, try the direct approach. Try to make sure that you obtain the name of the person responsible for apprenticeship recruitment before sending them a letter. If you know the name of the company but not their address try www.applegate.co.uk a huge online directory of company addresses. Many company websites will have information about recruitment included.</p>			
<p>Additionally, try a long shot, putting in apprenticeship recruitment and your geographical region into a search engine such as google.co.uk may bring something to light.</p>			
<p>NB Many companies begin their advertising and recruitment very early in the year January – April, some may even start even earlier in November and December of the previous year, especially the Aero industries, offering places for a September start. Some places may be available at other times of the year but start looking early if you get the chance.</p> <p>Apprenticeship vacancies cannot always be found in one handy place, Semta recommend that you use as many of the suggested contacts as possible to improve your chances of find the apprenticeship that suits you best.</p>			