

Smart checklist for school leavers

Keep re-visiting the following activities. Tick off as you go. I HAVE:

- Created a personal 'My Progress diary'
- Updated My Progress diary every day to track my daily progress
- Viewed video clips of real apprentices on [YouTube/apprenticeshipsNAS](https://www.youtube.com/watch?v=...)
- Explored the 'Become an apprentice' area on [apprenticeships.gov.uk](https://www.apprenticeships.gov.uk)
- Check out real apprentices' stories on [apprenticeships.gov.uk](https://www.apprenticeships.gov.uk)
- Registered on the '[Find an apprenticeship](#)' system
 - Activated my account
 - Set up my THREE favourite vacancy 'Saved Searches' to receive notifications by email or text
- Built my 'Application Form' ready to apply
- Checked out '[How to write a winning apprenticeship application](#)' guide on gov.uk for hint and tips
- Enlisted specialist help and advice from the [National Careers Service](#)
 - Spoken with a [Careers Adviser](#) on 0800 100 900 or online Web Chat
 - Opened my own [Lifelong Learning Account](#)
- Found employers in my local area (e.g. using [yell.com](#) or [Plotr](#)) – and keep on the look-out every time I am out and about!
- Signed up with local agencies for temporary work to get a taste of working life, gain vital missing 'work experience' – and earn a few extra £££ as I go
- Chatted with people around me and anyone they know who works in the industries or apprenticeship/ job types that most appeal to me
 - My family
 - My school
 - My friends
 - Other contacts

Tip: Always tell them what you are looking for – they might hold the vital key
- Downloaded the National Careers Service plus other 'Careers Advice' apps – to see interviews with people speaking about or in work, job roles or careers you may be interested in
- Explore the other [National Career Service](#) tools such as the CV builder
- Following [apprenticeships](#) on Twitter. Liked [apprenticeships](#) on Facebook.
- 16 or 17? Joined a [National Citizen Service](#) programme to get me started
- Researched the internet e.g. for career or recruitment fairs in my local area, local employers, job types and careers of special interest to me
- Researched [traineeships](#) and searched for opportunities on '[Find a traineeship](#)' to gain valuable work experience and the opportunity to improve your English and maths, if needed.
- Kept CHECKING '[Find an apprenticeship](#)' and '[Find a traineeship](#)' and APPLYING for apprenticeship vacancies or traineeship opportunities.

Tip: New ones come on every day. Don't miss your big apprenticeship break!

Keep asking yourself:

What are my interests? What am I good at? What have I achieved so far? What do I enjoy doing? What am I looking for in my career? What are my options? Am I ready to work and be paid? What about apprenticeships? Who else can I talk to about all this? Remember: Knowing yourself, your strengths and talents will all help you work out just what you want to do and become. Be UNIQUE!

There is probably an apprenticeship out there – **that ticks all your boxes!**

Further Hints and Tips

Pinpoint your direction – Do your research – Assemble your search tools – Network and connect with people – Share your plans – Get feedback – Be honest, clear, quick – Beat the competition – Learn to sell yourself, be yourself, and the best you can be: UNIQUE! Never Give Up! Find the ideal job, life and career for YOU!

Become an apprentice.