



Smart Checklist for School Leavers

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

- Created a personal Apprenticeship search toolkit with 'My Progress' diary
 - Updated My Progress diary every day to track my daily progress
 - Viewed video clips of real Apprentices on apprentice.tv
 - Explored the Apprentices' area at apprenticeships.org.uk
 - Checked out Apprentices' [Real Life Stories](#)
 - Registered on the [Apprenticeships vacancies](#) (Av) system
 - Activated my Av account
 - Set up my THREE favourite vacancy 'Saved Searches'
 - Set up my Vacancy Alerts to my mobile phone
 - Built my Av 'Application Form' ready to apply
 - Checked out [Top Tips](#) to make successful application
 - Downloaded the 'Av Search' app on my iPhone or Android to search for Apprenticeship vacancies while on the move
 - Enlisted specialist help and advice from the [National Careers Service](#)
 - Spoken with a [Careers Adviser](#) on 0800 100 900 or online Web Chat
 - [Accessed](#) the Chat Room and checking out the Message Boards
 - Opened my own [Lifelong Learning Account](#)
 - Found employers in my local area (e.g. using yell.com) – 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
 - 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
 - Not quite ready for an Apprenticeship? Searched Traineeship opportunities on the [Apprenticeship vacancies](#) system to get work preparation training
 - Kept CHECKING Av – and APPLYING for Apprenticeship vacancies
- 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 You-nique! 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: YOUNIQUE! Never Give Up! Find the ideal job, life and career for YOU!

Become an apprentice.