



St. Crispin's SIXTH FORM



Apprenticeship Guidance & Support 2026

Be The
WHOLE
PACKAGE

Apprenticeships Information and Guidance

Apprenticeships are an excellent way to gain practical work experience while earning a salary and studying towards a qualification.

This guide provides an overview of the apprenticeship application process to use in conjunction with the Aspire for Apprenticeship programme run at the start of Year 13.

Please click on a link below to take you directly to the page of information you require. We highly recommend you read the entire booklet to gain an overview of the entire process. If you have any questions, the Sixth Form team are here to support so please reach out to them.

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Types of Apprenticeships

There are different levels of apprenticeships available depending on your qualifications and career aspirations. Each apprenticeship level varies in duration, typically taking between 1 and 6 years to complete.

Type	Equivalent To	Time to Complete	Entry Requirements	Common Industries
Intermediate Apprenticeship (Level 2)	5 GCSEs (grades 9-4/A*-C).	12-18 months	Suitable for those with few or no formal qualifications.	Retail, construction, hospitality, and administration.
Advanced Apprenticeship (Level 3)	2 A-Levels.	18-24 months	5 GCSEs (grades 9-4/A*-C) or an Intermediate Apprenticeship.	IT, engineering, accounting, and healthcare.
Higher Apprenticeship (Levels 4-5)	Foundation degree or higher national diploma.	2-4 years	A-Levels or an Advanced Apprenticeship.	Legal services, project management, cybersecurity, and civil engineering.
Degree Apprenticeship (Levels 6-7)	A full bachelor's (Level 6) or master's degree (Level 7).	3-6 years	A-Levels or a relevant Higher Apprenticeship	Software development, finance, healthcare, and aerospace engineering.

Remember:

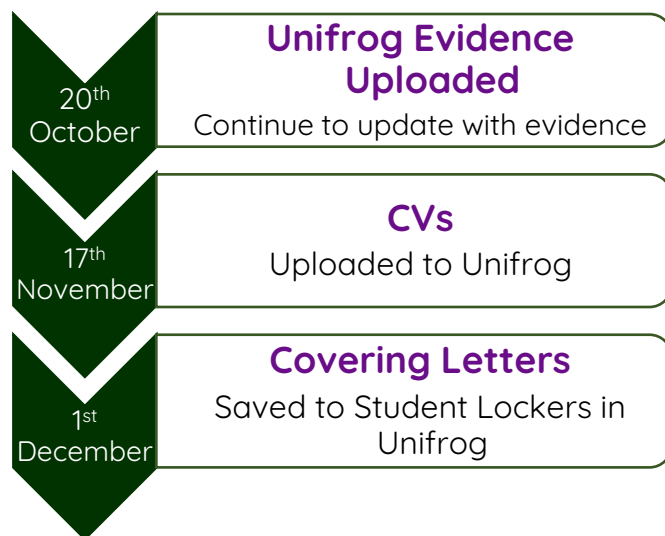
- Each apprenticeship will have different entry requirements
- Please note that you will be applying for Level 4 and above apprenticeships based on the qualifications you will have at the end of Year 13.
- Do check entry requirements carefully and consider whether starting at a lower level and progressing upwards would work for you.

Timeline

Unlike UCAS applications, there is no fixed timeline for apprenticeship applications—each one opens and closes at different times throughout the year. To stay ahead, regularly check websites and job listings for new opportunities and register for alerts if possible.

Larger organisations with multiple application processes may recruit earlier than smaller local organisations.

If you have specific companies in mind, research their apprenticeship opening dates and keep track of deadlines.



Sixth Form Internal Deadlines

To help keep you on track, we have set internal deadlines, these are in place to allow the Sixth Form Team to support you throughout the application process.

The Application Process

Step 1: Research, research, research...

There are over 600 possible apprenticeships, finding the right apprenticeship requires you to be highly proactive in your research and planning. Below are some ideas on how you can explore available opportunities:

Use Online Apprenticeship Platforms:

- Visit <http://www.gov.uk/apply-apprenticeship> to browse official apprenticeship vacancies.
- Check industry-specific websites such as [Not Going to Uni](#) and [HIGHERiN](#)
- Explore [LinkedIn](#) and [Indeed](#) for company apprenticeship listings.
- Login to your [Unifrog account](#) and create an apprenticeship short list to see updates and information on relevant opportunities.
- Take a look at [UCAS Apprenticeships](#)



Visit Employer Websites:

- Many companies advertise apprenticeships on their career's pages. Some well-known employers offering apprenticeships include:
 - BT, BBC, and Sky (Media & Communications)
 - NHS (Healthcare)
 - PwC, Deloitte, and KPMG (Finance & Accounting)
 - Rolls-Royce and BAE Systems (Engineering & Manufacturing)
 - Civil Service Careers
- Research companies in your preferred industry and apply directly through their recruitment portals.

Attend Apprenticeship Fairs & Open Days:

- Similar to the Y12 UK and Apprenticeship Search Fair trip in March, find other open days and spend time talking to employers.
- Sign up for virtual and in-person events to network with employers and ask questions.

Speak to Career Advisers:

- If you would like to arrange a 1:1 with our in-school careers advisor please speak to your Head of Year who can arrange this for you.

Network with Professionals & Alumni:

- Use LinkedIn or school alumni to connect with current apprentices and gain insights into different career paths.
- Attend industry-specific networking events to meet potential employers

Sixth Form Weekly Newsletter:

- Check for advertised apprenticeship opportunities, webinars and online work experiences.

How to apply:

- Applications are made directly through the company or training provider.
- There is not limit to the number of applications you can make to different companies. Companies may restrict how many you can make with them.
- The application process might vary across different vacancies, you could be asked for;
 - CV and covering letter
 - Application Form
 - In App/Site application

****You can apply for universities and apprenticeships at the same time!****

Step 2: Create your CV and Covering Letter

Your CV is your personal marketing document. It tells an employer:

- Who you are
- What you've done (even if limited)
- What skills you can bring to their team
- Why you want the apprenticeship

It's not an issue if you do not have loads of experience! Employers know you are just starting out—they are looking for **potential, attitude, and motivation**.

Some CV's might be requested instead of completing a full online application. Always be prepared as all applications will vary.

CV Layout

- Put your name at the top – do not use CV as a title!
- Contact Information
- Personal Profile / Personal Statement
- Key Skills
- Education
- Work Experience / Volunteering
- Achievements / Certifications
- Hobbies & Interests (optional)
- References

There are many CV templates and styles available online and in Word – whatever you choose, the most important thing is to keep it simple, professional, smart and in line with the industry your applying to. Make sure it is easy to read, as a clean and well-organised CV will always make a stronger impression than one that is overly complicated or cluttered. You can see some sample designs for an example Sixth Form Student here:

Emily Carter
DEGREE APPRENTICESHIP
APPLICANT - ACCOUNTING

CONTACT

PHONE
07700 900 412

EMAIL
emilycarter@email.com

LINKEDIN
linkedin.com/in/emilycarter

LOCATION
Nottingham, NG5 3AT

KEY SKILLS

- Numerical & analytical thinking
- Microsoft Excel & spreadsheets
- Attention to detail
- Time management & organisation
- Written & verbal communication
- Teamwork & leadership
- Problem solving
- Customer service
- Initiative & self-motivation

HOBBIES & INTERESTS

I am a keen long-distance runner and participate in local parkrun events most weekends. I enjoy playing chess competitively at school club level, which strengthens my strategic thinking. I also volunteer at a local food bank on Saturday mornings, and have a strong interest in personal finance and following financial news.

REFERENCES

Available on request.

PERSONAL PROFILE

Motivated and numerically strong Year 13 student with a consistent academic record and a genuine passion for finance and accounting. I am applying for a degree apprenticeship as I am eager to combine rigorous professional training with hands-on workplace experience. Having taken on leadership roles at school and volunteered in my community, I bring reliability, a strong work ethic, and the interpersonal skills needed to thrive in a client-facing finance environment. I am committed to achieving AAT and ACA qualifications while contributing meaningfully to an employer from day one.

EDUCATION

Fernwood Sixth Form College, Nottingham Sept 2023 – Present
A Levels (predicted grades)
– Mathematics – A*
– Business Studies – A
– Economics – B

Fernwood Academy, Nottingham Sept 2018 – Jun 2023
GCSEs
– 10 GCSEs at grades 9–5, including Mathematics (9), English Language (7), and Accounting (8)

WORK EXPERIENCE & VOLUNTEERING

Sales Assistant – Boots, Nottingham City Centre Jul 2024 – Present
– Handle cash and card transactions accurately, maintaining till balance at end of shift
– Assist customers with product queries, demonstrating strong interpersonal skills
– Supported stock-taking process using the store inventory system

Work Experience Placement – Mazars LLP, Nottingham Jun 2024 (1 week)
– Shadowed audit team members during client site visits and internal review meetings
– Assisted with data entry and reconciliation tasks using Excel
– Gained insight into the role of an accounting apprentice and the AAT qualification pathway

Volunteer – St Ann's Food Bank, Nottingham Sept 2023 – Present
– Sort and distribute donated food items every Saturday morning
– Assist with recording stock levels and updating simple spreadsheet logs

ACHIEVEMENTS & CERTIFICATIONS

• Duke of Edinburgh's Award – Gold (2024)	• First Aid Certificate – St John Ambulance (2023)
• ICAEW Finance for the Future Prize – Finalist (2024)	• School Finance & Investment Club – Treasurer (2023–25)
• Prefect & Student Council Representative (2024–25)	• Nottingham Schools Maths Challenge – Bronze Medal (2023)

Emily Carter

07700 900 412 | emily.carter@email.com | linkedin.com/in/emilycarter | Wokingham, RG40 1AT

PERSONAL PROFILE

Motivated and numerically strong Year 13 student with a consistent academic record and a genuine passion for finance and accounting. I am applying for a degree apprenticeship as I am eager to combine rigorous professional training with practical workplace experience. Having taken on leadership roles at school and volunteered in my community, I bring reliability, a strong work ethic, and the communication skills needed to thrive in a client-facing finance environment. I am committed to achieving AAT and ACA qualifications while contributing meaningfully to an employer from day one.

KEY SKILLS

- Numerical and analytical thinking – consistently high attainment in Mathematics
- Proficient in Microsoft Excel including formulas, pivot tables, and spreadsheet management
- Strong written and verbal communication, practised through presentations and customer-facing work
- Excellent time management and organisation – balancing A Level study, part-time work, and volunteering
- Proven leadership and teamwork skills through school Treasurer and Prefect roles
- Problem solving and attention to detail, demonstrated in accounting coursework and work experience

EDUCATION

St Crispin's Sixth Form, Wokingham September 2023 – Present
A Levels (predicted grades)
• Mathematics – A*
• Business Studies – A
• Economics – B

St Crispin's School, Wokingham September 2018 – June 2023
GCSEs
• 10 GCSEs at grades 9–5, including Mathematics (9), English Language (7), and Accounting (8)

WORK EXPERIENCE & VOLUNTEERING

Sales Assistant – Boots, Wokingham Town Centre July 2024 – Present
• Handle cash and card transactions accurately, maintaining till balance at end of each shift
• Assist customers with product queries, consistently receiving positive feedback from supervisors
• Supported stock-taking process using the store inventory system, developing data accuracy skills

Work Experience Placement – Mazars LLP, Reading June 2024 (1 week)
• Shadowed audit team members during client site visits and internal review meetings
• Assisted with data entry and reconciliation tasks in Excel, gaining practical accounting experience
• Gained insight into the AAT qualification pathway and the day-to-day role of an apprentice

Volunteer – Wokingham Food Bank September 2023 – Present
• Sort and distribute donated food items every Saturday morning alongside a team of volunteers
• Assist with recording stock levels and updating spreadsheet logs, reinforcing data management skills

ACHIEVEMENTS & CERTIFICATIONS

- Duke of Edinburgh's Award – Gold (2024)
- First Aid Certificate – St John Ambulance (2023)
- School Finance & Investment Club – Treasurer (2023–2025)
- Prefect and Student Council Representative (2024–2025)
- Berkshire Schools Mathematics Challenge – Bronze Medal (2023)

HOBBIES & INTERESTS

I am a keen long-distance runner and participate in local parkrun events most weekends. I enjoy playing chess competitively at school club level, which has strengthened my strategic thinking and concentration. I also have a strong interest in personal finance and follow financial news regularly, helping me stay informed about the accounting and business sectors I hope to work in.

REFERENCES

Available on request.

See what to include in each section below.

Contact Information

This will be at the top of your CV and include your full name, phone number, personal email address and your LinkedIn profile name (if you have one).

Top Tips

- Check your voicemail message is appropriate in case a potential employer calls you.
- Ensure your personal email is a version of your name or something sensible. Partyanimal@gmail.com may make your friends laugh but won't be appealing to a potential employer. First impressions make a difference!

Personal Profile

This is a short introduction that explains who you are, what you are looking for, and what makes you a great fit for an apprenticeship. Keep it enthusiastic, confident, and to the point.

Key Skills

List 6–8 relevant skills. These can be soft skills and basic technical skills depending on your area of interest.

Education

List your most recent qualifications first. For your Sixth Form subjects, list them all and **include predicted grades**, plus details of specific modules you wish to highlight to the employer.

You can list all of your GCSE subjects or summarise (as in the example) selecting particular subjects which are relevant to the role you are applying for.

Work Experience / Volunteering

This can be from:

- Part-time jobs
- Work experience
- Volunteering

For each experience list the following:

- Job Title / Role
- Company / Organisation Name
- Dates of employment/work experience
- 2–4 bullet points showing what you did and learned

Achievements & Certifications

- These help your CV stand out. You should include items such as; Duke of Edinburgh Award; Training and Online courses (e.g. First Aid, Google Digital Garage); School awards; Sports captain or club roles; Significant Sporting Achievements.

Example

Technology has always been something I've explored on my own terms — not just in the classroom, but in how I approach everyday problems. As a student moving into the working world, I'm looking for an apprenticeship where curiosity is valued and practical experience comes first. I work well with others, take feedback well, and bring real enthusiasm to whatever I'm learning.

Example

- | | |
|-------------------|----------------------------------|
| ▪ Communication | ▪ Microsoft Office / Google Docs |
| ▪ Teamwork | ▪ Basic coding (e.g. Python) |
| ▪ Time management | ▪ Customer service |
| ▪ Problem-solving | ▪ Willingness to learn |

Example

St. Crispin's School, Wokingham

Level 3 Courses 2024–2026:

- CTEC in Business – Predicted D* (2026)
Relevant Modules: Marketing, Finance, Entrepreneurship
- A Level History – Predicted B (2026)
- A Level Maths – Predicted C (2026)

GCSEs (2022–2024):

- 9 subjects including Maths (6), English (7), Science (6, 6), Business (7).

Example

Customer Assistant – Co-op Food Store

July 2023 – August 2023

Provided friendly customer service.

Replenished stock and maintained clean displays.

Worked with a team during busy summer period.

Developed time management and communication skills.

Hobbies & Interests

This section shows your personality and helps employers connect with you. Use hobbies and interests to highlight skills and experience relevant to the role.

Example

Enjoy building and repairing electronics at home, often using Arduino kits.
Active member of my school's STEM club, working on group engineering challenges.
Play five-a-side football weekly, building teamwork and communication skills.

References

Simply write: References available on request or include the Head of Sixth Form email address.

CV Top Tips

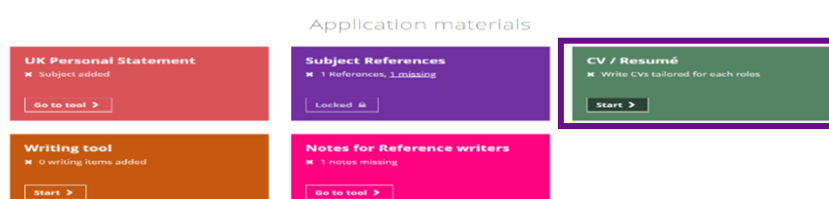
- **Tailor your CV** – match the language in the job advert
- **Use positive action words** – e.g. “developed”, “supported”, “organised”
- **Check grammar & spelling** – if you're not sure use tools like Grammarly
- **Keep it to one or two pages of A4**
- **PDF format** – always send as a PDF unless asked otherwise
- **Employers are looking for various qualities and characteristics in a potential employee** use these for inspiration when making applications:

Adaptable	Decisive	Highly motivated	Positive
Ambitious	Dedicated	Honest	Practical
Analytical	Dependable	Imaginative	Pro active
Articulate	Determined	Insightful	Punctual
Assertive	Diplomatic	Independent	Reliable
Astute	Effective	Innovative	Resourceful
Capable	Efficient	Intuitive	Responsible
Calm	Enthusiastic	Knowledgeable	Supportive
Confident	Fast learner	Leadership skills	Tactful
Committed	Flexible	Methodical	Team player
Competent	Focused	Organised	Thorough
Cooperative	Friendly	Patient	Trustworthy
Creative	Good communicator	Perceptive	Versatile

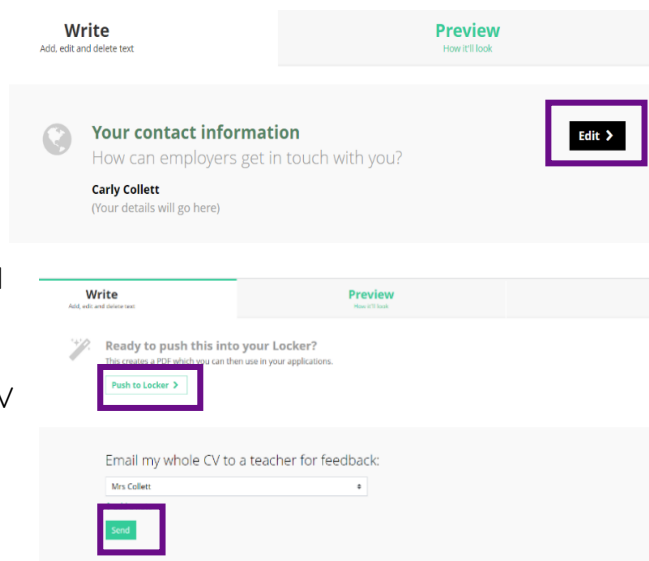
Recording a CV on Unifrog

If you would like more support whilst creating your CV then login to your Unifrog account to record your CV on there. Detailed instructions on how to do this are below.

- **Scroll** down to the ‘**Application Materials**’ section.
- **Select ‘CV/ Resume’.**



- Select **'Edit'** for each of the **seven sections** and **type the information** directly into the box provided.
- Take the time to **read through the prompts** provided in each section which explain what to include and also include examples.
- Whenever you add anything to each section, ensure you select **'Save to CV'**.
- Once you have completed each draft, you should **select 'Push to Locker'** and have your work saved in your locker of documents.
- When meeting with staff, they can access your CV in your locker and offer feedback.
- You can also **download your final version straight from your locker and attach it to online apprenticeship applications** or print it.
- You have the option to email your CV to staff/ family. *Please only do this having already agreed a request for feedback via email.*
- You have the option to download your CV to attach to applications/ print.



Cover Letters

Understand the differences between a UCAS personal statement and a cover letter

If you have one, you can adapt your UCAS personal statement to use for cover letters but be aware they are very different documents. The table below highlights these differences:

Why do you want to study this course/subject?	Tailored to a specific job	
Academic, how have qualification and studies helped prepare you for the course.	Professional and practical	
What have you done outside of education, and why are these experiences useful?	Targeted to job description	
Structured and clear sections	Structured and clear sections	



Intro - Why you are writing: I am writing to apply for the [job title] at [company name], as advertised on

Paragraph 1 - Why this job / company? Show you have done your research. Mention values, projects, or goals you align with.

Paragraph 2 - Why You? Use 2-3 highlights from your personal statement that match the job. Add specifics. Include evidence/experience

Paragraph 3 - Prove you are the person for the job Reflect the language of the job advert. Highlight results, achievements, and how you can contribute, tailor to this role

Professional Close - Thank you for considering my application. I look forward to the opportunity to discuss my fit for the role.

Your Name
Address
Email address
Phone Number

Date

Hiring Manager
Precision Dynamics Ltd
Company Address

Dear Name of Hiring Manager,

I am writing to apply for the Engineering Apprenticeship at Precision Dynamics Ltd, as advertised on your company website.

I am particularly drawn to this opportunity because of Precision Dynamics' commitment to innovation and sustainability in the engineering sector. Your recent work on renewable energy systems and community infrastructure projects demonstrates a strong alignment with my own values of environmental responsibility and practical problem-solving. The opportunity to work with a company that is shaping the future of engineering while investing in the development of young talent is something I find genuinely exciting.

Currently studying A Levels in Physics, Maths, and Design & Technology, I have always been fascinated by how things work and how engineering can be used to improve everyday life. I recently completed an Extended Project Qualification (EPQ) on sustainable energy solutions, which involved designing a prototype for a low-cost wind turbine. This experience developed both my research and technical skills, and deepened my passion for engineering as a career. I have also taken part in a local STEM programme where I worked with a team to build a programmable robot, developing teamwork and practical electronics skills.

I believe I would be a strong fit for this apprenticeship due to my hands-on experience, my enthusiasm for learning, and my determination to contribute meaningfully. I am confident in my ability to adapt quickly, work collaboratively, and bring a strong work ethic to the role. Your apprenticeship scheme offers the ideal combination of practical experience and formal training that I am looking for to begin my career in engineering.

Thank you for considering my application. I look forward to the opportunity to discuss my fit for the role in more detail.

Yours sincerely,

Your Name

How to Adapt Each Letter

- Identify transferable skills
- Match your experience to job description
- Use keywords from the job description
- Mirror the company's language

Top Tips

- Research the company
- Show you care and understand what they do
- Think like the recruiter - what would they want to read
- Keep it concise - one page only

Step 3: Apply

When you're ready to apply for a vacancy, if you are applying via www.gov.uk/apply-apprenticeship website, click onto **Apply for apprenticeship**, this will take you to the application form for the vacancy selected. You will be asked to log in or register. Please use your personal email address as your school email address will be turned off after results day.

If you are applying direct to a company the exact process may vary but the tips below will still be relevant.

Top Tip

Before you start, make sure you have to hand anything that might help you such as your:

- CV
- Covering letter/Covering letter adapted from UCAS Personal Statement
- Any practice application forms you have completed
- Certificates of achievements

Remember to click 'save draft' if you are not completing all of the application form at once.

Types of information you may need to complete an application:

- **Education:** List the school you are attending.
- **Qualifications:** Add all qualifications you have or are currently working towards (including EPQ). Don't forget to save each one after entering.
- **Work Experience:** Include both paid and unpaid work.
 - Describe your main duties.
 - Note dates of when you completed your WEX. Approximate dates are acceptable if you can't remember exact ones.

- **About You – Strengths:**

This is a key section—take your time to make it strong. Highlight skills like communication, teamwork, or leadership using real examples. This is one of the hardest things to do.

Buzzwords: Use the job advert to identify keywords (skills/tasks) the employer is looking for.

Look in the apprenticeship summary, requirements, and other info sections. Try to include these buzzwords words with real-life examples in your answers.

- **About You – Skills to Improve:** Write a short paragraph on what you want to learn in the role, tailored to the industry. For example, for an IT role: "Improve my understanding of current programming techniques to boost workplace efficiency."

Examples:

- Communication: Presented in assemblies, spoke at open evenings, answered calls professionally.
- Teamwork: Effective communication on the football pitch; praised for being motivational and fair.

- **About You – Hobbies & Interests:** Choose interests that reflect positively on you. Avoid ones that could raise concerns. For example:

Playing football, keeping fit	Likely to be reliable and take fewer sick days
Instagram/TikTok	Might look up your account—ensure it's professional
Talking on WhatsApp	Might worry about distractions at work
Socialising/Partying	Could assume you may call in sick after weekends

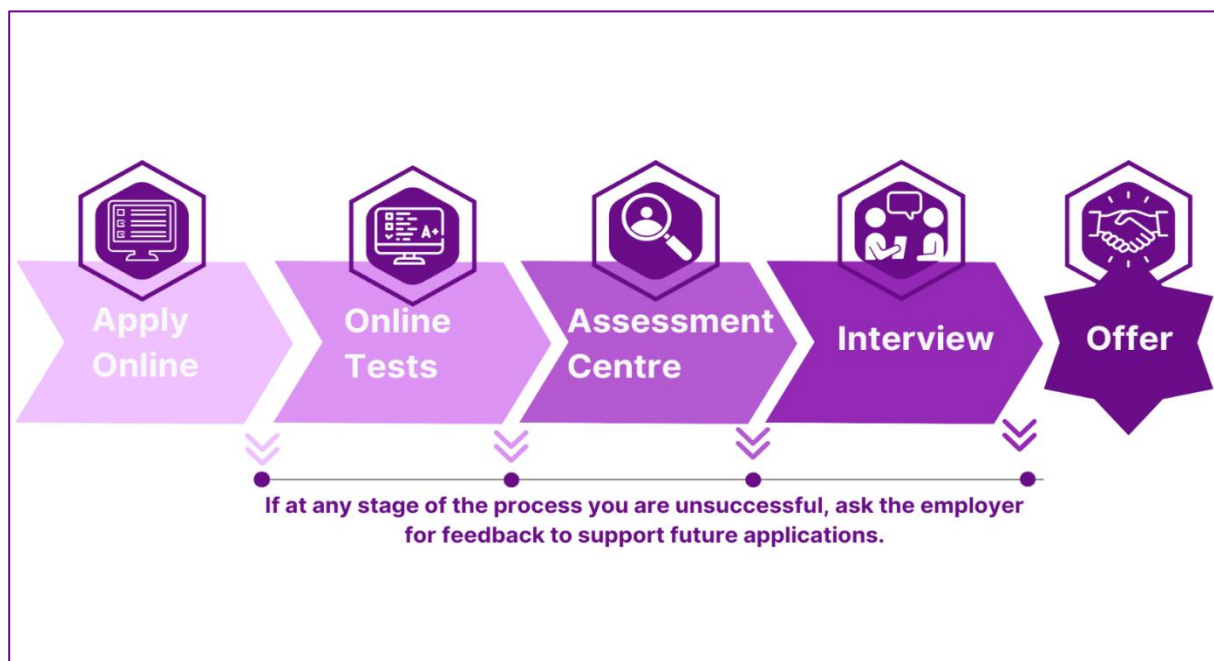
- **Interview Support Needs:** Always fill in this box—even if you don't need support. Acceptable responses: "No thank you" or "Not applicable".
- **Employer-Specific Questions:** Via the gov.uk website each employer can ask up to two extra questions. Answer these thoughtfully, using the job ad and company research. Show how you're a great fit and what you know about the role/industry
- **International Students:** Within the advert or person specification it should say '[Right to Work](#)' in the UK, e.g., valid work visa, settlement status if European, citizenship or British National. Non-UK nationals must have been ordinarily resident in the UK for at least three years, and not resident for the purposes of education

Application Top Tips

- Remember to update and change your application form so that it is relevant to the job that you are applying for.
- Remember to print off or save a copy of the job advert and your application as you will need them to prepare if you are invited for interview.

What Happens After You Apply?

For each application, you will go through a series of selection stages—though not all companies follow the exact same process. Typically, you'll progress through a pathway similar to the one shown below. If you're unsuccessful at any stage, be sure to request feedback to help you improve for future applications.



Guidance for Online Tests

Once your application has been reviewed you may be invited to complete online tests, which often assess your;

- Numerical reasoning – basic maths, interpreting graphs/tables.
- Verbal reasoning – reading comprehension, identifying logical conclusions.
- Logical/ abstract reasoning – pattern recognition, sequences.
- Situational judgment – work-based scenarios to test decision making
- Technical skills – depending on the apprenticeship (e.g. engineering, finance, IT).

Preparation

Login to your Unifrog account and visit: www.unifrog.org/student/know-how/direct/an-introduction-to-psychometric-tests for further details and links to sample tests. There are many other resources out there to support you in preparing for online tests.

These include:

- [Practice Aptitude Tests](#),
- [JobTestPrep](#)
- [AssessmentDay](#).

Start with untimed practice, then move to timed to simulate the real test.



- Brush up on core skills:
 - For math: percentages, ratios, basic algebra.
 - For verbal: read short articles and summarise key points.
 - For logic: try puzzle games or brain training apps.
- Use YouTube: There are many free tutorials on aptitude test strategies and walkthroughs.

Guidance for Assessment Centres

Assessment centres are often part of the selection process for Apprenticeships. They allow employers to assess your potential, skills, and suitability for both the role and the learning journey ahead.

Key tips include:

- **Preparation:** Research the company and the apprenticeship programme. Understand the skills and behaviours they are looking for, and practice activities like group tasks, presentations, and basic problem-solving exercises. See the AI tips in the interviews section for additional ideas how to prepare.
- **Professionalism:** Dress smartly, arrive on time, and be respectful to everyone you meet. Show enthusiasm for both the job and the opportunity to learn.
- **Communication:** Speak clearly and confidently. Listen carefully in group discussions, share your ideas, and support others – teamwork is key.
- **Willingness to Learn:** You are not expected to know everything. Focus on showing that you are eager to grow, take feedback on board, and develop new skills.
- **Positive Attitude:** Be engaged, stay focused, and don't worry if something doesn't go perfectly – resilience and attitude matter as much as performance.

Doing well means showing that you are ready to start a career journey and committed to making the most of the apprenticeship opportunity.

For further information log into Unifrog and visit: www.unifrog.org/student/know-how/direct/a-guide-to-assessment-days. You can also refer to the interview check list items regarding dress code and behaviour below to help you prepare for assessment centres.

Invited for Interview

Being invited to an apprenticeship interview means you have successfully passed the initial application stage and the employer sees potential in you. It is an opportunity to demonstrate your enthusiasm, skills, and willingness to learn.

Prepare by researching the company and role, reviewing your application, and practicing common interview questions. Dress appropriately, arrive on time, and be ready to discuss why you're interested in the apprenticeship and how it aligns with your career goals. Show a positive attitude, communicate clearly, and highlight your eagerness to develop and contribute.

Use this checklist to help prepare for interviews and make a positive first impression

Prior to interview

- ✓ Research the organisation and job that you are applying for.
- ✓ Prepare at least 2 or 3 questions that show an interest in the job and organisation.
- ✓ Work out how to get to the interview and how long the journey will take –arrive at least 10 minutes early.
- ✓ Prepare answers to some typical interview questions e.g. 'why do you want this job?'
- ✓ Prepare examples of when you have used skills relevant to the job.

Top Tips

- You can use AI models such as Claude.Ai to support your preparation for interviews. Remember to be specific with your prompts to receive more accurate answers and don't share any personal details such as your name, address or date of birth.
- Remember to check any facts provided and use the prompts only for guidance, add your own voice when consolidating your potential answers.
- Here are some suggested tasks AI can support you with and suggested prompts.
 - ✓ **Mock Interviews Practice** answering questions out loud (in text) with real-time feedback: *"Act as an interviewer for a [job title/apprenticeship] at a [type of company]. Ask me one question at a time, wait for my answer, then give honest feedback before moving to the next question."*
 - ✓ **Improving Weak Answers:** Paste in a rough answer and get it sharpened.
"Here is my answer to the interview question '[question]': [your answer]. Make it stronger — more specific, confident, and concise — without making it sound unlike a student."
 - ✓ **Learning the STAR Method Structure answers to behavioural questions properly.** *"Teach me the STAR method and then help me build a STAR answer for the question '[question]' using this experience I had: [brief description]."*

- ✓ **Researching the Company** to prepare intelligent questions and talking points: *"I have an interview at [company name]. What do they do, what might they value in a candidate, and what smart questions could I ask at the end of my interview?"*
- ✓ **Predicting Questions** Know what's likely to come up before you walk in.
- ✓ *"What are the most common interview questions for a [role] apprenticeship? Include both general questions and ones specific to [IT/the industry]."*
- ✓ **Handling Tricky Questions** Prepare for the ones that trip most people up: *"Give me five difficult interview questions a student might struggle with and coach me through how to answer each one well."*
- ✓ **Body Language & Presentation Tips** Not just what you say, but how you come across: *"Give me practical tips on how to present myself confidently in a face-to-face interview – covering body language, tone, eye contact, and what to do if I don't know answer."*

Interview dress code

- ✓ Make sure you have a shower, use deodorant and brush your teeth.
- ✓ Wear clean, ironed clothes and ensure shoes are polished/clean.
- ✓ Dress more formally than the company's day-to-day dress.
- ✓ Wear subtle perfume/aftershave and ensure any make up is suitable for work.
- ✓ Remove chewing gum prior to interview.

Body Language and Behaviour

- ✓ Shake hands firmly and smile when you meet anyone.
- ✓ Sit when offered a seat and make sure you sit up straight (no slouching!).
- ✓ Make eye contact but avoid staring.
- ✓ Be respectful, positive and attentive – to anyone you meet, including reception and security staff, they are often part of the assessment process.
- ✓ Avoid negative behaviour (yawning, fidgeting, arm crossing etc).
- ✓ Take a copy of your CV, application form and the job advert with you.
- ✓ Switch off your phone.
- ✓ Speak clearly, using proper grammar, don't use slang words or swear.
- ✓ Answer questions clearly and concisely, if you need time to think take a drink of water.
- ✓ Use the interviewers name.
- ✓ Demonstrate your knowledge of the company and the key skills they are looking for when you answer.

Closing the Interview

- ✓ If they ask if you have any questions - ask about the team, company culture, or next steps—showing you're engaged and thinking ahead (don't just ask what the salary is!)
- ✓ Reaffirm your interest in the role and the company. Let them know you're excited about the opportunity and confident that you're a great fit for the role.
- ✓ Thank the interviewer for their time and mention you're looking forward to hearing from them.