

TRAINING 2000

AN AMAZING PLACE WITH AMAZING PEOPLE

Apprenticeships & TRAINEESHIPS

THE STEP-BY-STEP GUIDE TO
BECOMING AN APPRENTICE



Apprenticeships


Traineeships



European Union
European
Social Fund



uclan

University of Central Lancashire



This booklet has been designed to help you by giving you a step by step guide on how to secure an apprenticeship. It also includes hints and tips on preparing your CV, writing a cover letter and how to prepare for interview whether this be face to face or over the phone. Training 2000 have a team of experienced recruiters who will be able to offer you support in this process and support where you need it the most.

Our recruiters are on hand throughout the recruitment process, we are able to advise on which vacancies / programmes are the best options for you and what the next step of your journey could be like and how best to get there.



WHY TRAINING 2000?

- You will receive one-to-one mentoring, coaching and training
- We have some of the best training facilities in the country
- Our staff will help you to achieve great results
- Our success rates are at 80.9%, significantly above the national average of 67.7% (For providers and colleges with a cohort of 900 or more)
- We are part of the University of Central Lancashire. Our learners will now have direct progression routes to Degree Apprenticeships as well as many other options.

WHAT IS AN APPRENTICESHIP?

You earn a wage and get all the benefits of being an employee

Learn at the same time as working. You'll be working alongside industry experts

Get all the same benefits as other students such as the apprentice extra card and a student bank account (Level 4 + apprentices)

PROGRESSION TO DEGREE LEVEL WITHOUT THE DEBT OF GOING TO UNIVERSITY!

LEVEL 2
INTERMEDIATE
APPRENTICESHIP

LEVEL 3
ADVANCED
APPRENTICESHIP
EQUIVALENT TO
A-LEVELS

LEVEL 4 / 5
HIGHER
APPRENTICESHIP
EQUIVALENT TO
FOUNDATION
DEGREE OR ABOVE

LEVEL 6 / 7
DEGREE
APPRENTICESHIP
EQUIVALENT TO
BACHELOR'S OR
MASTER'S DEGREE

YOUR LEARNING JOURNEY STARTS HERE!

Have a look at our website / prospectus and decide what course or Apprenticeship you want to start

Fill out our application form at training2000.co.uk

We will invite you to Training 2000 for a chat and talk to you about all your options

 Don't forget to keep in touch with our recruitment team throughout your application process to make sure that you are on track to start your course or Apprenticeship - call them on 01254 54659

TRAINEESHIP

APPRENTICESHIP

Progress onto an Apprenticeship, further training or employment

Start your training course

Attend an assessment day

After you have completed your Level 2/3 Apprenticeship you can progress onto a Level 4 Apprenticeship or further study.

You could have the opportunity to progress onto a Degree Apprenticeship

Start your Apprenticeship

Attend a pre-start activity at Training 2000

If you are successful you'll be offered the job

Interview(s)

Employer will invite you for an interview

The Pre-Start Activity is nothing to worry about, it's just a simple Mmaths and English diagnostic and an introduction to Training 2000

Training 2000 will send your application to employers who are currently advertising vacancies with us and you can be pro-active to find your own employer with Apprenticeship opportunities

APPLY ONLINE:
WWW.TRAINING2000.CO.UK

CV GUIDANCE

HOW TO WRITE A SUCCESSFUL CV

WHY DO I NEED A CV?

A CV is a brief but clear representation of you as a person and a prospective employee. Use this to advertise yourself to potential employers by selling your personal qualities, skills and experience.

Your CV is more than likely what is going to secure you that interview!

DO NOT LIE ON YOUR CV

Potential employers will use your CV to direct part of your interview and find out more. You will be asked to give examples of experiences and previous work that relates to the information that you have included.

DO

- Use a sensible and easy to read font and size of text
- Use clear section headings
- Keep the length to two single-sided A4 pages
- Format and align to appear professional
- Use a sensible email address!

DON'T

- Use creative images or photographs
- Use comic sans as a font choice
- Print on coloured or poor quality paper

CV Template

Personal Details:

Name, Address and Contact Details

Personal Statement:

This is the important part as it is a summary of who you are, your skills and qualities, achievements and career aims.

Some important points to remember are:-

- All personal statements should be tailored to the role in question. No exceptions.
 - Start by answering the following questions:
 - **Why do you want to work in this industry?**
 - **What skills make you right for the role (hint: use the job description)?**
 - **Where do you want to go in your career? And what you can bring to the business?**
- Focus on the knowledge and skills gained through education, rather than employment history. Have you completed a Duke of Edinburgh Award, have you been a prefect, have you done anything outside or inside school that shows you have the skills that would be perfect for this role for example, flexibility, problem solving, working as a team.

Education and Training

- Start with your most recent qualifications and work back to the ones you got at school.
- School/college - attended dates (start dates and when you finished)
- Add the dates the qualifications were awarded and any grades
- any out of school or work-related courses, if they're relevant i.e. First Aid

Work Experience (if applicable)

- You should include employer, the dates you worked for them, job title and your main duties, provide more detail on the relevant jobs you have had and give examples of the skills you used and what you achieved.
- Write in reverse-chronological order, with the most recent jobs coming at the top.
- Then, use your work experience to demonstrate your relevant skills and abilities. But don't just focus on your daily duties; you should also talk about the accomplishments and achievements you gained from each role.

In this you could incorporate any part time jobs, work experience or voluntary work

Hobbies and Interests

Simply list your hobbies and interests you currently have. Include hobbies are that are particularly unique (that you can expand on at an interview), prove your skills, and/or back up your motives for applying for the role.

References

State: available on request unless stated otherwise.

CV Example

Joe Smith
28 Woodside Street
Preston PR1 999
Email: j.smith40@gmail.com
Tel No: 0988888333

I am a final year math's undergraduate with customer service and sales experience in the Energy Industry. As a tutor and maths club co-ordinator I can mentor and explain maths concepts to all ages and abilities. I am keen to use my mathematics and commercial skills to train as an Energy Industry Analyst. I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with. I am excellent at working with others to achieve a certain objective on time and with excellence.

Education

University of Preston (2016 – 2019)

BSc (Hons) Mathematics 2:1

Modules included Mathematical Modelling, Mathematics in Industry, Real and Complex Analysis and Mathematical Finance

Preston High School & Sixth Form (2009 – 2016)

A levels (2014 – 2016)

Mathematics
Physics
Chemistry

GCSE's (2009 – 2014)

Grade

| | |
|--------------------|---|
| Mathematics | 7 |
| English Literature | 7 |
| English Language | 7 |
| Combined Science | 7 |
| Geography | 6 |
| P.E | 7 |
| R.E. | 6 |

CV Checklist
Personal details
Personal Profile
Education
Employment history (if any)
Hobbies, interest and achievements
Any additional information (if any)
References

Employment

Inbound Customer Service Advisor, Energix UK Call Centre (2017-2020)

- Helping customer assess energy costs and tariffs
- Ensuring quality compliance standards during the switching process
- Meeting and exceeding sales targets consistently

Maths Tutoring for 11+ (2016 -2017)

- Assessing pupils level in maths and confidence in abilities
- Preparing and delivering individual lessons. 100% pass rate of student

Volunteering

Coordinated Year 7 and 8 Lunchtime Maths Club (2014-2016)

I started Math Buzz so younger pupils could enjoy and succeed at maths. I had to publicise the group to recruit members. I also had to devise a programme of weekly activities. We had a waiting list at the end of the first term and teachers reported that pupils were achieving more in class as a result of the club.

Activities and Achievements

Preston High School Heads Award for School Service for creating and running Math Buzz

Duke of Edinburgh Bronze and Silver Awards. This involved working as a team and raising money for various charities.

I was a prefect in school and volunteered to support Parents Evening's helping the teachers and guiding parents around the school.

Sports

Member of Preston University Cricket 2nd
Captain of Preston School Cricket 1st
Member of Preston Rugby Club Under 18's

COVER LETTER GUIDANCE

HOW TO WRITE A SUCCESSFUL COVER LETTER

WHAT IS A COVER LETTER?

A cover letter should accompany your CV whenever you are sending your CV to a prospective employer. The purpose of a cover letter is to gain the interest of the employer, making them want to read your CV and learn more about you.

YOUR COVER LETTER SHOULD AIM TO:

- Detail your interest in the job and knowledge of the company.
- Be positive and show your personality, show them who YOU are.
- Be targeted to the specific company, a generic cover letter will be spotted and rejected for lack of effort.
- Highlight skills, qualities and experiences that make you right for the role that you are applying for.
- Showcase additional information that may be helpful such as holding a full driving licence and owning a vehicle.

REMEMBER

- The aim of a cover letter is to attract the employers interest
- You need to come across enthusiastic right from the start
- Your opening paragraph needs to be direct and clear

TOP TIP

- A strong cover letter could be the difference between your CV being read and it being rejected from the start. Make the most of your cover letter and make it a strong contender

Cover Letter Template

Sarah Smith
129 Lytham Street
Preston
PR1 0YY
Email: ssmith@gmail.co.uk
Tel no: 0777888999

Mrs B Jones
Business Manager
HP Personnel
Preston
PR1 9YY

14 April 2020

Dear Mrs Jones,

I am writing with regards to the Business Administration Apprenticeship that was advertised on the Training 2000 website and I am very interested in this position. Please find my enclosed CV for your consideration.

I am currently sitting my GCSE's and my predicted grades grade 5-7 in 9 subjects including English, Business Studies and IT. I have excellent keyboard skills and I am competent in a variety of IT packages such as Microsoft Word and Excel. I recently completed work experience in busy local Solicitors Office. It gave me the opportunity to practise skills such as communication and customer service as well as office based duties such as liaising with clients, filing and updating records.

I recently undertook the Duke of Edinburgh Award gaining my Silver Medal. This enabled me to complete many activities and enjoy different challenges, where I could lead and work in a team, as well as working on my own using my own initiative. I have also been a prefect in school where I was able to guide and support the younger students.

I am very keen to develop my career within your organisation as I am willing to learn and enthusiastic. I hope that you will consider me for an interview.

Thank you for your time and I look forward to hearing from you.

Yours sincerely

Sarah Smith

Cover Letter Example

Your Name

1 Address

City

Postcode

Email: aname@gmail.co.uk

Telephone: 1111222333

Tuesday 14.04.2020

An Engineering Company

Address

City

Postcode

Dear Sir/Madam,

With the opening, keep it short and simple. Highlight the role you're applying for, and where you found the vacancy.

I wish to apply for the Electrical Engineering apprenticeship at X advertised on the Training 2000 website.

Briefly describe any qualifications which you believe are most suitable to the job at hand. These could include GCSE's, A-levels, for example, and any other qualification you may have attained. If you haven't had your exam results confirmed yet, stating your projected grades will be acceptable.

I am about to leave school and have just completed 9 GCSE's with a predicted 7 in Maths and Science and have been awarded a merit in Engineering. This position particularly interests me because of my passion for Engineering. During my studies, my coursework focussed on X, which helped build my knowledge around the subject.

Highlight any other experiences or skills that you may have that relate to the role/job specification.

Recently, I attended the Aspiring Engineer Club at Training 2000, this was every Saturday morning for 6 weeks. Whilst on this course we looked into the different areas of Engineering and it is here that I found I enjoyed all aspects of the Electrical side of Engineering. In year 10 I completed two weeks work experience with a leading oil and gas company, which helped me expand upon, and start practically applying, what I've learned in my studies. I am a willing and conscientious learner who will work to the best of my ability. I enjoy sport and I am a member of a football and cricket team proving I can work well as a team.

Thank the employer for their time, and sign off your cover letter with 'Yours sincerely' (if you know the name of the hiring manager)/'Yours faithfully' (if you do not), and your name.

Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.

Yours sincerely,

[Your name]

INFORMATION FOR LEARNERS

INFORMATION, ADVICE & GUIDANCE (IAG)

Training 2000 is accredited to the IAG Matrix Standard, which is the national quality standard for any organisation that delivers information, advice and/or guidance on learning and work. Accreditation by Matrix confirms Training 2000 is a quality training provider, dedicated to giving impartial advice and guidance to its learners.

BEFORE YOU APPLY

Impartial information, advice & guidance are offered by our qualified staff which focuses on your needs and ongoing success.

Through group guidance sessions or with one-to-one support, our expert advisers aim to give you all the information required to make a decision about your future. This includes progression routes, career opportunities and skills ensuring you start on the right path to a successful career.

LEARNER SUPPORT

You may, at some time, have a problem that is either work related or personal, which you feel you cannot discuss with your supervisor or Career Development Adviser or Training Officer. It often helps to talk it through with someone else. If you wish to discuss your problem in confidence, you may want to talk to one of our dedicated Learner Support Officers. With their experience of dealing with personal issues, our Learner Support Officers can help with any guidance you may need. When you speak to them, be assured your discussions will be treated in the strictest confidence.

FINANCIAL SUPPORT

We have support available if you are 19+ and are in financial hardship that prevents you from participating in learning. This may be for domestic emergencies, emergency accommodation or emergency childcare.

You may also be eligible for free meals, travel expenses and a bursary of up to £40 per week. (subject to eligibility criteria)

APPRENTICE EXTRA CARD

If you sign up to an Apprenticeship with Training 2000, you can apply for an Apprentice Extra Card which provides access to the same discounts and benefits as college and university students. For more information and to get your card visit www.apprenticeextra.co.uk



TELEPHONE INTERVIEW TIPS

THINGS YOU SHOULD KNOW

RESEARCH THE COMPANY

- Is this a company you want to work for?
- Where are they based? Is this accessible for you?
- What does the company stand for? Mission statement?
- What are they looking for? Look at the job specification and see if you fit the requirements.

BEFORE YOUR TELEPHONE INTERVIEW

YOU NEED TO MAKE SURE YOU ARE PREPARED JUST AS YOU WOULD IF THIS WERE A FACE-TO-FACE INTERVIEW

- Have your CV to hand and be ready to answer questions as the employer will have this in front of them too.
- Have a pen and notepad to hand to note down anything important they say, or questions that you want to ask at the end.
- Sit yourself in a quiet room with no distractions. Turn off the TV and close the door so that you can give your best self to the interview.



DURING YOUR TELEPHONE INTERVIEW

DO

- Speak slowly and clearly.
- Take your time, collect your thoughts and showcase your best self to the interviewer.
- Smile, it sounds odd during a telephone interview but smiling changes the tone of your voice and you will sound more positive to the interviewer.
- Have a glass of water next to you in case you get a dry mouth.
- Keep your answers short without sounding uninterested.
- Try to ask a question at the end to show how interested you are in the job that you are interviewing for.

DON'T

- Interrupt the interviewer. Let them finish speaking and asking the question before you answer. This shows the interviewer that you are a good listener with basic communications skills.
- Smoke, eat or chew gum. You wouldn't act this way in a face-to-face interview so there is no need to during a telephone interview - you will be held to the same standard.

TOP TIP #1

- Record a sensible answering machine message on your mobile phone.
- A silly message will create a negative first impression and busy employers may reject your application purely on this basis.

TOP TIP #2

- Whilst you are applying for jobs, you must be prepared for a phone call from employers at a moment's notice.
- You never know when a recruiter is going to call and talk to you for a few minutes.

Research before applying

FACE-TO-FACE INTERVIEW TIPS

THINGS YOU SHOULD KNOW

BEFORE YOUR INTERVIEW

- Research the company and what the job will involve. Be prepared to show that you know the company you are interviewing to work for.
- Plan your journey and aim to arrive early to avoid any delays.
- Double check the date and time of your interview to avoid embarrassing mishaps.
- Organise your portfolio and use chronological order where appropriate. GCSE certificates should be easily accessible.
- Know your CV. This is what got you the interview and so will be used, make sure you are prepared.
- Decide what you are wearing the night before to avoid unnecessary panic and nerves.

The majority of employers have said that they would consider an applicant who had the right attitude and came across enthusiastic but had no experience.

If you are unable to attend your interview, notify the employer and training provider as soon as possible. In the same call, try to arrange your interview for another time.

FIRST IMPRESSIONS COUNT!

APPROPRIATE DRESS CODE

FEMALE - Smart trousers / skirt, blouse and jacket.
No short skirts, low cut tops or casual sandals.

MALE - Black trousers, smart black shoes, shirt, tie and jacket.
No trainers, boots, t-shirts or shorts.

EYE CONTACT - Maintain eye contact with the interviewer at all times. This shows your interest and that you are actively listening.

FACIAL EXPRESSIONS - Try to smile and look enthusiastic, do not frown. Nod where appropriate again to show interest.

GESTURES - Using your hands when you are talking shows you are invested in what you are saying, but don't appear theatrical.

POSTURE - Try not to slouch or lean and make yourself appear open by not folding your arms or legs.

GOOD PRACTICE - Always greet your interviewer with a firm handshake and again when you are leaving. Thank your interviewer for their time and for seeing you. Express again your interest in the company and the job before leaving.



INTERVIEW TIPS

Interviews can be one of the most nerve-racking aspects of job hunting. But there are plenty of ways to calm those interview nerves!

TIP #1

Preparing answers to some common interview questions can help you in being confident during an interview.

- Work out the three most important qualities for the job that you are applying for then show the interviewer that you possess these desired qualities.
- Give examples of some of your achievement from your previous employment or school life and relate them to the job role.
- Say why you want to work for the company and show that you have knowledge and enthusiasm for the industry.

TIP #2

If you have not had any part-time or full-time jobs, you can simply relate the interviewers questions to the work experience that you gained whilst at school.

TIP #3

Preparing answers to some common interview questions can help you in being confident during an interview.

- Work out the three most important qualities for the job that you are applying for then show the interviewer that you possess these desired qualities.
- Give examples of some of your achievement from your previous employment or school life and relate them to the job role.
- Say why you want to work for the company and show that you have knowledge and enthusiasm for the industry.

TIP #4

Dress smartly, if you look the part you will feel more confident.

TIP #5

Aim to arrive early to ensure you are on time for your interview.

INTERVIEW QUESTIONS

This section will help you to prepare when answering common interview questions effectively.

Q - TELL ME ABOUT YOURSELF

- Keep to the point.
- Don't regurgitate your CV, this is information that the interviewer already knows. Tell them something new.

Q - WHY DID YOU APPLY FOR THIS JOB?

- Talk about what aspects of the role interested you.
- Talk about what appealed to you regarding the company you are applying to work for.
- Be enthusiastic.
- **DO NOT** say the salary or any other benefits that come along with the position.

Q - WHAT DO YOU KNOW ABOUT OUR COMPANY?

- You need to research for this question. Each company will expect a different answer that is related to them specifically. Find out what the company values are.
- Look at the company's website and social media pages.
- If you can't find the information you need, contact the company and ask for a copy of their brochure or marketing material for you to read in advance.
- Talk about how you would like to be a part of the company, how you will fit within their team and the good reputation that they have.

Q - DESCRIBE A SITUATION WHERE YOU WORKED AS PART OF A TEAM

- Outline a specific occasion where there were ups and downs.
- Describe any problems that arose and how you fixed them. Say what you would do differently.
- What did you learn from this example?

Q - YOU DON'T HAVE ANY DIRECT EXPERIENCE, HOW WILL YOU HANDLE GETTING UP TO SPEED?

- Show the employer that you are eager to learn.
- Give examples of your transferable skills that can be applied to this job role.

WHAT WE CAN OFFER YOU AT TRAINING 2000?



TRAINEESHIPS

Our Traineeship courses are aimed at giving 16 to 18 year-olds the opportunity to develop the skills they need to find and succeed on an Apprenticeship. Get a step ahead of the competition to gain an Apprenticeship.

Level 2 'Steps' to Success Traineeship

Level 2 'Steps' to Dental Nursing Traineeship

Level 2 'Steps' to Engineering Traineeship

Level 2 'Steps' to Business & Administration

Level 2 'Steps' to Automotive Technologies

OUR 'STEPS TO...' COURSES INCLUDE:

- Functional skills in English and Maths (if needed)
- Flexible options with helpful guidance and support
- In depth diagnostic and assessment
- Up to £40 per week bursary, paid travel expenses and lunch meal deal*
- Work skills that are in line with current expectations
- A high-quality work experience placement with an employer



HEALTH

You'll be joining one of the most respected professions in the country and providing a service in great demand with either of these programmes.

Level 3 Dental Nursing Apprenticeship

Level 3 Senior Healthcare Support Worker Apprenticeship



AUTOMOTIVE TECHNOLOGIES

From using computers for diagnostics and lots of tools and specialist equipment, it's not all spanners and oily rags!

Level 2 Autocare Technician Apprenticeship

Level 3 Light Vehicle Service and Maintenance Technician Apprenticeship

Level 3 Heavy Vehicle Maintenance & Repair Apprenticeship

Level 3 Vehicle Refinishing (Paint) Apprenticeship

Level 3 Vehicle Body Repair (Panel Beating) Apprenticeship

Level 3 Mechanical, Electrical & Trim (MET) Apprenticeship



PROFESSIONAL

Relevant to many different occupations, this sector focuses on the areas that keep businesses running efficiently, profitably and keep staff and customers happy.

Level 2 Customer Service Practitioner Apprenticeship

Level 3 & 4 Accounting (AAT/ACCA) Apprenticeship

Level 3 & 4 Business & Administration Apprenticeship

Level 3 Paralegal Apprenticeship

Level 3 Team Leader / Management Apprenticeship

Level 5 Operations / Department Manager Apprenticeship



ENGINEERING & ADVANCED MANUFACTURING

Engineers are exceptionally skilled people working in high-tech, dynamic environments using state-of-the-art equipment.

Level 2 Engineer Operative Apprenticeship

Level 3 Fire, Emergency & Security Systems Apprenticeship

Level 3 Mechatronics Maintenance Apprenticeship

Level 3 Product Design & Development Technician Apprenticeship

Level 3 Technical Support Technician Apprenticeship

Level 3 Toolmaker & Tool And Die Maintenance Apprenticeship

Level 3 Machinist - Advanced Manufacturing Engineering Apprenticeship

Level 3 Metal Fabricator Apprenticeship

Level 3 Engineer Fitter Apprenticeship

Level 4 Electrical & Electronic Apprenticeship

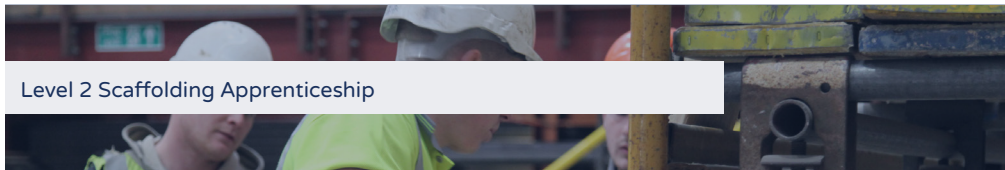


SCAFFOLDING

Have you got a head for heights? Scaffolders put up and take down scaffolding that allows workers to reach the higher levels of buildings safely during construction, cleaning and renovation projects.

To undertake a qualification in scaffolding you must work well in a team, be able to follow instructions, be a good communicator and work responsibly.

Level 2 Scaffolding Apprenticeship



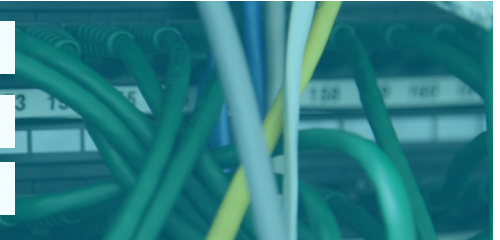
DIGITAL

The digital sector is one of the fastest growing industries in the world and Training 2000 is the place to help you start your career. You could work in digital media, computing, cyber security or as a web developer - the opportunities are endless. There are lots of different career paths you can take and you're guaranteed to be in high demand.

Level 3 Digital Marketer Apprenticeship

Level 3 Infrastructure Technician Apprenticeship

Level 4 Network Engineer Apprenticeship



RECOMMEND A FRIEND

...and get

£50

Register your details at:

www.training2000.co.uk/RECOMMEND

FREQUENTLY ASKED QUESTIONS

WHAT IS AN APPRENTICESHIP?

An apprenticeship combines hands-on work with the opportunity to train and obtain recognised qualifications. It's also a paid job, so you are earning while you learn. At least 20% of your time is set aside for learning at Training 2000.

The rest of your time is spent applying your knowledge and skills in the actual workplace, doing the job that you set out to get.

HOW WILL I FIND AN EMPLOYER?

We can recommend you to any of our employers that have current vacancies at the time of your application. You can view and apply for our various vacancies here >> <https://www.training2000.co.uk/apprenticeship-vacancies/>

Alternatively, you can search for a job position within your area and approach them to see if the company will employ you as an apprentice. You would then contact us.

Once you have interviewed with us, we will actively promote you to employers that you show an interest in.

HOW MUCH WILL I GET PAID?

The Apprenticeship minimum wage has been slowly increasing year on year. To view the current wage please visit >> www.gov.uk/national-minimum-wage-rates

Once you reach the age of 19 and have completed the first year of your apprenticeship, your employer must then pay you the National Minimum Wage.

If you are already aged 19 or older and have completed the first year of your apprenticeship, you must be paid at least the National Minimum Wage for your age.

FREQUENTLY ASKED QUESTIONS

IS THERE AN AGE LIMIT FOR APPRENTICESHIPS?

You have to be a minimum of 16 to complete an apprenticeship as it is a paid position but there is no upper age limit to complete an apprenticeship.

HOW CAN I APPLY?

To become an apprentice, you need to have an employer and we can help you find one.

You will need to:

- Visit our website at www.training2000.co.uk for information and details on the different apprenticeships that we offer.
- View our current vacancies at www.training2000.co.uk/apprenticeship-vacancies/
- Submit an online application form and we will update you on the progress of your application within 72 hours. A member of our recruitment team will contact you to arrange an interview over the phone or face-to-face)

Once you are found suitable for an apprenticeship, we will send you new vacancies and all you have to do is let us know which you would like to apply for.

If you already have an employer that is willing to support you through an apprenticeship you can call our team on 01254 54659.

You will be asked to provide details of yourself as well as your employers details. You will be asked to apply online and then invited for an interview.

We will contact your employer, and once they have confirmed their support of you completing an apprenticeship, you will be offered a place on the course and given a start date.


TRAINING 2000


AN AMAZING PLACE WITH AMAZING PEOPLE


GET IN TOUCH AND FIND
OUT MORE

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www.training2000.co.uk

 Twitter @training2000

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 Find us on LinkedIn

