

## National Apprenticeship Service

Want to secure yourself your dream Apprenticeship and stand out from the crowd?  
Here's how:

### Go to [apprenticeships.org.uk](https://apprenticeships.org.uk)

Click the 'Search for vacancies' link in the Apprenticeship Vacancies box on the home page. You can start by registering your details.

### Register your details

Click the 'Register now' link in the New User? box and fill in your details.

It's free to register and once you have set up your account you can receive alerts to tell you about any brand new vacancies that may interest you the second they are posted.

### Account Activation

Before you can get started using Apprenticeship vacancies, you must activate your account.

When you register for the first time, you'll receive a confirmation email through your registered email address. You must activate your account by clicking on the link in the confirmation email. Login to your account by using the username and password you used to set up your account. Please write it down somewhere handy.

### Search for vacancies

You can search for your ideal job in a number of different ways including using keywords, occupation type, job role or postcode to suit your criteria.

Your search can also be refined by selecting the date the vacancy was posted, indicating the weekly wage or the level of Apprenticeship you are looking for such as a Higher Apprenticeship.

Click on any of the vacancies listed from your search results for more information. Each vacancy listing gives detailed information about the job, including the employer, training, pay and the qualifications you will be working towards.

### Saving your searches

You can save your search results, so they are easy to access at any time, at the bottom right hand side of the screen click on 'Save Search', you will be then prompted to Name this search. To enable you to sign up for alerts you will need to select a favourite search

### Alerts

You can set your alerts to choose how you would like to be notified about new vacancies. Go to 'My Alerts' and tick the boxes to receive 'Email Alerts' and 'Text Alerts' and press 'Save'.

There is no cost to you for receiving Text alerts You will be sent an 'activation' word by text, the first time you sign up for a Text alert, enter this word into the 'Text Alerts' section and save. If you amend your mobile number then you will have to reset your alert notifications.

### Manage your future

Once you've found the job you want, applying is easy. The application form is simple, secure and reusable, so you can respond to vacancies and save your application forms. You can view the status of your applications and manage them online.