BIRMINGHAM
CAREERS SERVICE

# NEWS

JANUARY 2023

# NEW YEAR NEW START

BIRMINGHAM CAREERS SERVICE
guiding young people

YOUTH PROMISE PLUS

European Union
European Social Fund

Birmingham City Council

# WHAT IS A CV

A CV (also known as a Curriculum Vitae, or résumé), is a written overview of your skills, education, and work experience

## WHY DO I NEED A CV?

The most common reason to have a CV is to send to prospective employers when looking for a new job. They can also be used to apply for internships, work experience or voluntary work.

DOWNLOAD
DOWNLOAD
DOWNLOAD

CLICK HERE

DOWNLOAD
DOWNLOAD
DOWNLOAD

CLICK HERE

If you are finding it difficult to write a CV or would like a professional to give you feedback, our Birmingham Careers Service Advisers will be happy to help.

contact us

BIRMINGHAM
CAREERS SERVICE
guiding young people

# ALL ABOUT APPRENTICESHIPS

Birmingham Careers Service News January 2023

Apprenticeships are a real job that also give you the opportunity to gain a qualification.

Apprentices get paid a wage. The current minimum wage for an apprentice is £4.81 per hour, many employers pay more than this.

Apprenticeships can last between 1 and 4 years. And range from level 2 (GCSE level) to level 7 (masters university level)

Apprentices will spend 80% of their time doing the job and 20% off the job learning to gain a qualification.

There are thousands of apprenticeships available in over 170 industries.

## HOW TO APPLY FOR AN APPRENTICESHIP

You can apply through the government website, through employers websites, college websites or local training providers.

You will often need a CV to accompany your application.

**APPLYING FOR APPRENTICESHIPS**

**FIND AN APPRENTICESHIP**

## TIPS WHEN APPLYING FOR AN APPRENTICESHIP

- Apply for more than one.
- Make sure you have enough time to complete the application. Some applications may close before the deadline if they have a lot of applications.
- Read the job description. Try to link your experiences and skills to the qualities being asked for in the apprenticeship advert.
- Answer questions in as much detail as possible.
- Double check your application for grammar and spelling mistakes.
- Research the job and company.
- Ask Birmingham Careers Service for support.

# WHAT IS A TRAINEESHIP?

A traineeship is a short training programme that prepares young people for an apprenticeship or work. It allows you to gain experience through work experience placements, gives you the opportunity to study maths and English qualifications and prepares you for work.

Traineeships start throughout the year so you don't have to wait to get started.

## TRAINEESHIPS ARE AVAILABLE IN A RANGE OF SECTORS INCLUDING...

- CONSTRUCTION
- RETAIL
- BUSINESS ADMIN
- HAIR AND BEAUTY
- HEALTHCARE
- IT
- CHILDCARE
- WAREHOUSING
- SPORT

## WHAT ARE THE BENEFITS OF DOING A TRAINEESHIP?

- BUILDS YOUR CV
- BOOSTS YOUR WORK SKILLS
- GIVES YOU ENGLISH AND MATHS QUALIFICATIONS
- GIVES YOU INTERVIEW EXPERIENCE
- BUILDS YOUR CONFIDENCE
- CAN LEAD TO EMPLOYMENT OR AN APPRENTICESHIP

PLAY

## WHERE TO FIND A TRAINEESHIP?

If you would like support to find a traineeship contact Birmingham Careers Service

BIRMINGHAM CAREERS SERVICE
guiding young people

contact us

Marketplace

find a traineeship

DOWNLOAD CLICK HERE

# NATIONAL APPRENTICESHIP WEEK 2023

This years National Apprenticeship week falls from the 6th - 12th February 2023. During this week, events and activities will be taking place to help you find out more about apprenticeships, what they involve and provide support with making applications.

Visit our Birmingham Careers Service Web Hub and access all the latest National Apprenticeship Week information including opportunities for you, our local event guide and much more

## APPRENTICESHIPS... STEP INTO THE WORLD OF WORK EVENT.

Join Birmingham Youth Hub at The Library of Birmingham for their Apprenticeship Information Event ahead of National Apprenticeship Week. If you are interested, please register

register

# VISIT US

If you are a young person aged 16-19 (up to 25 for those with additional needs) and not in Education, Employment or Training and need help with your career choices, you can visit our Careers Advisers at three local community venues.

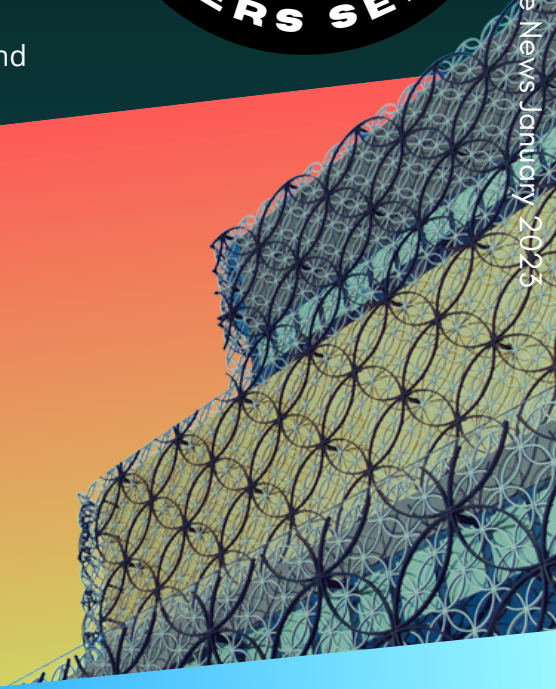
Scan the barcodes or visit www.birminghamcareersservice.co.uk/visitus and book online today

BIRMINGHAM CAREERS SERVICE
BOOK ONLINE



## THE LIBRARY OF BIRMINGHAM

**Centenary Square,**
**Broad St,**
**Birmingham**
**B1 2EA**



## THE LIGHTHOUSE ASTON

**100 Alma Way,**
**Birmingham**
**B19 2LN**

## THE FACTORY LONGBRIDGE

**5 Devon Way**
**Longbridge**
**Birmingham**
**B31 2TS**

www.birminghamcareersservice.co.uk/contact

# CALL US
# EMAIL US
# TEXT/WHATSAPP
# VISIT US

BIRMINGHAM
CAREERS SERVICE
guiding young people

WE'RE SOCIAL!