

Step 5 - How to write a successful application

Teachers notes

Learners will practise how to write a successful application.

Ages

14 + Years Old

Duration

20 Minutes

What You Need

Internet connection

Introduction

This step will provide tips and advice on how to write a successful application. Writing an application is a skill students will need to develop to ensure they stand out from the crowd when applying for an apprenticeship. As well as this activity we have also provided extra guidance in the additional resources section at the bottom of the module page.

Learning Outcomes

- All learners will be able to identify how to write a successful apprenticeship application.
- Most learners will be able to apply the tips for writing a successful apprenticeship application.
- Some learners will be able to evaluate the effectiveness of a written apprenticeship application.

Activity

1. Ask students to watch this video on Top Tips for a successful apprenticeship application with Nav from the National Apprenticeship Service - <https://youtu.be/RGIInm-tDQ2Q>
2. If students have access to the internet please ask them to find an advert for an apprenticeship they may be interested in on www.findapprenticeship.service.gov.uk If not, click here for a sample range of Apprenticeships from different sectors:
3. <https://aspire-higher.co.uk/wp-content/uploads/2021/09/Example-apprenticeships-Herts.pdf> Ask students to highlight any key phrases within the advert that students can include in their application.
4. Using the attached application form, ask students to fill in the boxes based on the job advert chosen:
5. <https://aspire-higher.co.uk/wp-content/uploads/2021/09/Step-5-Application-Form-Sample-Questions.pdf> Finally, working in pairs, ask students to share their draft applications with each other. By sharing applications they can give each other feedback.

Reflection Activity

Once students have received their feedback, ask them to review their applications again making any amendments where needed.