

What can you expect from Youthforce?

The following stages outline the typical journey from application to starting an apprenticeship, including advice on what happens if you are not successful. If you have any questions about an application, please feel free to contact our office on 01273 776 779, or email us:

admin@youthforce.co.uk

Initial application

- Prior to submitting your application, a good idea to think about the criteria specified in the job description, as well as whether the apprenticeship would be workable on a practical level for you. Among other things, please consider the following:
 - Academic qualifications;
 - Attitude to learning;
 - Commute distance, time and cost;
 - Wages;
 - Living situation;
 - Eligibility to work in the UK;
 - Personal commitments.
- If you feel that an apprenticeship is right for you, complete and submit our [online application form](#).

Telephone interviews

- After submitting your application form, you can expect to receive some form of contact from our Talent Acquisition team within 2-3 working days; usually this will be a phone call. The phone call is to help us get an understanding of your background, experience, qualifications, and why you applied.

Youthforce CV/Workshops

- If you pass the telephone interview, you will be asked to complete a Youthforce CV which, essentially, is an application form. It is also possible that you will be invited to a Youthforce workshop. Workshops are sessions led by Youthforce, which allow you to meet other applicants and complete assessment activities relevant to the position you have applied for. Workshops offer us a chance to get to know you a little better and assess your relevant skills for the position face-to-face.
- If you do not pass the telephone interview stage, Youthforce will offer you constructive feedback as well as advice and guidance on how to strengthen your application, either for another apprenticeship, or other employment opportunities.

Shortlisting

- If you pass the above stages, it is likely you will be shortlisted for a position. At this point, Youthforce will pass your Youthforce CV and telephone interview/workshop notes, to the employer for them to decide on whether they would like to interview and/or trial you for the position.
 - If you do not progress to shortlisting, don't worry - this does not mean you will be discarded by Youthforce! We provide all applicants with structured, informative feedback, as well as advice and guidance on a range of topics. Many apprenticeships are competitive, meaning that in most cases some candidates will be successful and some won't. If you aren't successful with one apprenticeship, there may be others that you can be considered for.

Trial Days

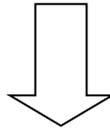
- If an employer selects you from a shortlist, you will then be invited for a trial day.
- Usually, employers combine an interview with a trial day which gives you a chance to meet senior employees, as well as get a taste for what your prospective workplace is like.
- Trial days normally consist of a mixture of the following:
 - A formal interview with the employer
 - A tour of the premises
 - A task to assess your skills relevant to the position
 - A chance to shadow some of the existing team and trial some tasks relevant to the position.

Job offers

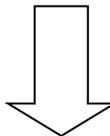
- After a trial day, the employer will decide whether to offer you the position. If you are not offered the position, as before, Youthforce will be able to offer you advice and guidance to better prepare you for future interviews and/or trials with employers.
- If you are successful, a job offer will be made, usually conditional on pre-employment checks. This typically includes reference checks from previous employers or places of study, and may also include a DBS check.
- Alongside accepting a position with the employer, Youthforce will also arrange an apprenticeship enrolment (sign up). This process involves a meeting with your tutor and mentor, outlining the course delivery model, and completing necessary enrolment paperwork.
- After completing pre-employment checks, you will begin your apprenticeship with your employer, with Youthforce as your training provider. The aim of our training is to ensure that you are equipped with the skills to perform your workplace role, as well as put in place the foundation for further learning and development. You will be assigned to one of our specialist tutors who will guide you for the entirety of your apprenticeship, setting your coursework assignments.
 - For those who are successful in gaining a position, Youthforce will provide detailed guidance on the next steps.

Application process flowchart

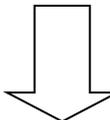
Stage 1: Do you fit an apprenticeship? Does an apprenticeship fit around you?
If so, complete and submit our online application form.



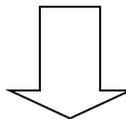
Stage 2: Pass one of our
telephone interviews.



Stage 3: Complete a Youthforce CV.
Depending on the vacancy, you may
also be invited to a workshop.



Stage 4: Shortlisting. If the employer likes
the look of your application, you may be
invited for a trial day and/or interview.



Stage 5: Apprenticeship
offer.