

Your search results will be displayed as such:

The screenshot shows a search results page titled "Search results". It indicates that 2 apprenticeships were found in the selected area. On the left, there is a sidebar with filters: "Keywords (optional)" with a search box containing "data analyst"; "Your location" with a box containing "WS6 7JQ" and a link to "Use current location"; "Within" with a dropdown set to "15 miles"; "Apprenticeship level" with a dropdown set to "Higher"; and "Only show" with a checkbox for "Disability Confident". At the bottom of the sidebar are buttons for "Update results" and "Start again". The main area displays two results. The first is "Data Analyst Apprentice" by Hugglepets, added 30 May 2018, with 1 position available. It describes a recruitment for a Data Analyst Apprentice in Wolverhampton, with a distance of 6.4 miles, a closing date of 02 Jul 2018, and a possible start date of 09 Jul 2018. A small map shows the location in Wolverhampton. The second result is "Apprentice Data Science Consultant" by DIGITAL3RD LIMITED, added 05 Dec 2017, with 10 positions available. It describes a role in AI, with a distance of 14.5 miles. A small map shows the location in Duddles.

**Search results**

We've found **2** apprenticeships in your selected area.

[Receive alerts for this search](#)

**Edit search** [More/less detail](#) **Sort results** Best match

**Keywords (optional)**

-- Refine search --

data analyst

**Your location**

WS6 7JQ

[Use current location](#)

**Within**

15 miles

**Apprenticeship level**

Higher

**Only show**

☐ Disability Confident

[Update results](#)

[Start again](#)

**Data Analyst Apprentice**

Hugglepets

(Added 30 May 2018 - 1 position available)

Baltic Training and Huggle Pets are delighted to be recruiting for a Data Analyst Apprentice to join their team based in Wolverhampton.

**Distance:** 6.4 miles [Journey time](#)

**Closing date:** 02 Jul 2018

**Possible start date:** 09 Jul 2018

[Open map](#)

**Apprentice Data Science Consultant**

DIGITAL3RD LIMITED

(Added 05 Dec 2017 - 10 positions available)

Are you excited by what AI can do, do you want to be part of the next tech revolution that is powering companies such as Uber, Amazon, and Google. Our Data Consultants are embedded in companies to mine, organise and visualise their data. You will learn how to use the latest Machine Learning and Predictive Analytics to solve real business problems.

**Distance:** 14.5 miles [Journey time](#)

[Open map](#)

Select the apprenticeship you would like to view; you will see a summary page with working hours, salary, apprenticeship level, duration, qualification details, closing date and, most importantly, an 'apply now' button.

There will be an online application to complete. From the apprenticeships I have selected, there are a number of questions they like to ask (besides name and address...etc...):

1. What are your main strengths? (4000 characters)
2. What skills would you like to improve? (4000 characters)
3. What are your hobbies and interests? (4000 characters)

(4000 characters is around 1 side of A4 on Microsoft Word; this is a maximum, not a guide length)

With Some apprenticeships you can upload a CV and a Cover Letter. These documents are extremely important as they are what the potential employer sees about you. You should spend some time perfecting these. Use an online template to do this.

## Applying for an Apprenticeship

### A Step-by-Step guide:

The first thing to do is sign in to your 'find an apprenticeship' account. When you have done so, you can then begin to search. You will encounter the following screen:

The screenshot shows the 'Find an apprenticeship' search form. Red circles and arrows highlight specific fields with explanatory text boxes:

- Keywords (optional):** A red circle around the input field is linked to a text box stating: "Here is your space for entering a job title you are interested in".
- Your location:** A red circle around the postcode input field (containing 'WS6 7JQ') is linked to a text box stating: "This should be pre-set to your registered address".
- Within:** A red circle around the distance dropdown menu (set to '5 miles') is linked to a text box stating: "You can adjust this from 2 miles to a national search".
- Apprenticeship level:** A red circle around the level dropdown menu (set to 'All levels') is linked to a text box stating: "From 'intermediate' to 'masters degree'. Each apprenticeship you apply for will give you minimum grade requirements anyway".

Other visible elements include the 'Search' button, 'Browse' and 'Saved searches' links, and a 'Help' section on the right.

When you have entered your desired details, click 'Search'. Please see my example:

This screenshot shows the same search form with example data entered:

- Keywords (optional):** The input field contains 'data analyst'.
- Your location:** The postcode input field contains 'WS6 7JQ'.
- Within:** The distance dropdown menu is set to '15 miles'.
- Apprenticeship level:** The level dropdown menu is set to 'Higher'.

The 'Search' button is highlighted in green, and the 'Reset search options' link is visible at the bottom.