

Apprenticeship Checklist

and reminders.

Prepare a professional email/cover letter that can be sent to employees requesting a placement. (See links and samples attached) **Deadline: 12 August 2021**

Prepare a CV using a professional template and email it to [apprenticeships@nelsongroup.ac.uk](mailto:apprenticeships@nelsongroup.ac.uk) (see links and templates attached) **Deadline: 12 August 2021**

Telephone/email employers (or visit if safe to do so) enquiring if they would consider hiring you as an Apprentice and arrange an interview. **Deadline: 12 August 2021**

Contact our Apprenticeships Team when you secure a placement with the employer contact information for your next steps. **Deadline: 12 August 2021**

If you have not secured a placement by 12 August – please contact our Apprenticeship Team on [apprenticeships@nelsongroup.ac.uk](mailto:apprenticeships@nelsongroup.ac.uk) for alternative options such as our Apprenticeship Start Up programme.









